

## **TERMS OF REFERENCE OF THE BERITA MMA EDITORIAL BOARD**

### **1. OBJECTIVES**

The Editorial Board shall be governed by the MMA Constitution and the MMA Council. Towards this end it shall:

- i) be responsible for the monthly publication of a newsletter for the MMA.
- ii) provide a medium for the dissemination of matters both mundane and medical to the members.
- iii) provide a vehicle for the interaction of the members.
- iv) promote and safeguard the professional interests of the members.
- v) endeavour towards a publication that shall be self-sustaining.
- vi) be the 'voice' of the members.

### **2. DUTIES OF THE MEMBERS OF THE EDITORIAL BOARD**

- i) The Editorial Board members must be responsible, attend Editorial Board meetings, and publish the Berita MMA monthly without undue delay.
- ii) The Editorial Board shall be responsible for the content of the Berita MMA. The Board must not publish any material which will incite racial, religious, cultural and ethnic controversies. The Board should not publish any derogatory, defamatory articles or any other material to that effect.
- iii) The Berita MMA will function without undue interference from the MMA Council as a voice for MMA members. On the other hand the Editorial Board shall undertake to act impartially and without favour in their efforts to publish the Berita MMA.
- iv) The Berita MMA will at all times maintain professionalism and project the image of MMA positively.
- v) The Editorial Board must be transparent in its actions and get the approval of the majority of the Board members in all matters. In the event of a deadlock or stalemate, the editor shall have the casting vote.
- vi) The Editorial Board will formulate an Editorial Policy which shall be published in the Berita MMA to guide authors and correspondents in their submissions to the Berita MMA.

3. **MEETINGS OF THE EDITORIAL BOARD**

- i) Meetings of the Board shall be convened on a monthly basis with the object of distributing the published Berita MMA within the first two weeks of the following month at the latest.
- ii) All members of the Editorial Board are to attend all meetings. Members shall inform the Editor should they be unable to attend any meeting. Members who do not keep the Editor informed of their non-attendance are reminded that they may be removed from the Board should they be absent for three or more meetings.
- iii) All Editorial Board members are entitled to one vote in the deliberations of the Board and a simple majority shall prevail in the event of any vote put to the members. The Editor shall hold one vote in his own stead and shall further have another vote in his capacity as Editor.
- iv) The Editorial Board meetings shall be chaired by the Editor. In the event of the absence of the Editor, the Sub-Editor shall chair the meeting and should the Sub-Editor also be absent, the *Ex-Officio* member shall chair the meeting.

**TERMS OF REFERENCE OF THE COMPUTER TECHNICAL COMMITTEE**

- 1) To develop and implement the IT policy
- 2) To monitor the requirements for computers and accessories at the MMA including software licences.
- 3) To source for reliable agents to supply and service the computers, printers and relevant accessories at the MMA.
- 4) To recommend to the MMA Council/ExCo on the procurement of computers, printers and any other accessories, if necessary.
- 5) To arrange IT training for the MMA staff if and when necessary.

## **TERMS OF REFERENCE OF THE CPD COMMITTEE**

The committee was set up in accordance to resolution which was unanimously adopted at the 33<sup>rd</sup> MMA AGM in Langkawi.

“That this House resolves to direct the Incoming Council to ensure that the MMA will help implement, monitor and coordinate CME programmes for the MMA members, both specialists and non-specialists. Representatives from each group will be co-opted to form a committee and that the MMA would be the Secretariat for the National CME programme. Minimum attendance requirement for accredited CME programmes. Minimum attendance requirement for accredited CME programmes will be monitored by the MMA through its branches and even at district levels. These returns will be conveyed to the MMC for their information towards eventual issuance of the Annual Practising Certificate.”

The MMC – CPD Grading System was launched on 11 January 1995 with the MMA as the Secretariat responsible for :-

1. Registration of participating medical practitioners
2. Registration of Providers
3. Accreditation of CPD activities
4. Allocation of Credit Points accrued
5. Collation of credit points accrued by the Registered Doctors
6. Setting criteria for the issuance of the Annual MMC – CPD Certificate.
7. Sourcing and providing opportunities and access to CPD for all members to meet their respective practice requirements .

The aim of this committee is to upgrade the knowledge and practice of medicine by the medical profession in the country.

## **TERMS OF REFERENCE OF THE MMA ETHICS COMMITTEE**

- (a) To implement the Code of Ethics and Rules of the Ethics Committee.
- (b) To educate, publicise and explain the Code of Ethics to members of the profession and medical students.
- (c) To act as an advisory body to the medical profession on all ethical matters.
- (d) To investigate, judge and take such action as it deems fit on any complaint about breach of ethics by a medical practitioner.
- (e) To report to the Malaysian Medical Council all cases of allegations of infamous conduct in a profession respect whether the practitioner concerned is a member of the Association or not.
- (f) To act as a conciliatory body and avenue for resolving disputes between members of the Association, between members and non members who maybe in dispute over ethical matters, between doctors and patients and hospitals.
- (g) To produce and publicise position papers on specific ethical matters.
- (h) To bring amendments to the Code of Ethics and Rules of the Ethics Committee for ratification at the Annual General Meeting of the Malaysian Medical Association.

## **TERMS OF REFERENCE OF THE FINANCIAL MANAGEMENT COMMITTEE**

1. The MMA Financial Management Committee is to be headed by the Honorary General Treasurer.
2. The Committee members are appointed by the MMA Council and members hold term for a period of 3 years.
3. The role of the MMA Financial Management Committee is to advise the MMA Council on the future acquisition of properties centrally or by the Branches and any other investments like shares or bonds. This includes the management and administering of such investments and finances.
4. The MMA Financial Management Committee is also to review all the existing funds set up over the years. This includes reviewing the purpose of these funds and to advise on changes to the terms and reference from time to time if necessary.
5. The MMA Financial Management Committee is to review the expenses of MMA and if the income derived is insufficient for operating costs, to look into restructuring so that MMA will not go into a financial deficit.
6. To advise MMA Council on all financial management issues if such issues are referred to the Committee.

## **TERMS OF REFERENCE OF THE HEALTH INSURANCE/FEES SCHEDULE COMMITTEE**

### **1. Terms of Reference**

- To review the MMA Schedule of Fees and to develop new Schedules every 3 to 5 years.
- To advise the Council on matters relating to doctors' professional fees, with reference to the Schedule.

### **2. History**

- A mid-term review of the 4<sup>th</sup> Malaysian Plan (1981-1985) initiated a study in 1983 of alternate ways of financing the health services because of spirally escalating healthcare costs.
- Health Insurance Committee to draw-up a Fee Schedule in the event that a 'National Financing Authority' may be introduced.
- The Committee then decided that it was important to have a fee schedule with the objective to provide guideline for doctors and patients with the reasonable charges for various services and procedures based on factors which include complexity, time taken, and likelihood of complications and litigation.
- **First MMA Schedule of Fees was released in March (1987)** by the then President, Dr Abu Bakar bin Suleiman at a press conference.
- The Committee proposes that the NHIF could be set up as a statutory organisation under the Ministry of Health through an Act of Parliament. It should be managed by a body comprising of representatives from:
  - i) Government: Ministry of Health, Insurance Division of Ministry of Finance, Ministry of Social Welfare, SOCSO and E.P.F.,
  - ii) The Medical Association, Private Hospitals Association, Insurance Companies and a Consumers Association".

#### **First Fee Schedule**

Basic principle for the Fee Schedule was to protect patients against over charging and for it to act as guidelines for doctors. Now, when we look back on it one must admit that: "it was too simplistic and in parts rather amateurish".

Review and re-study the Fee Schedule. We therefore studied the Fee Schedule of several countries like California, Australia and U.K.

#### **The Concept of Relative Value Scales**

After studying the Fee Schedules from different countries and method of health financing, we were convinced that it was important to base our schedule on the concept of Relative Value Scale for the various speciality groups.

- **2<sup>nd</sup> Edition in 1992** - the Relative Value Scales used by BUPA in the United Kingdom based on the UK Office of Population Censuses and Surveys, Classification of Operations and Surgical Procedures to be the most suitable for Malaysia and we obtained the licence from them to adopt their classification.
- We adopted a conversion rate of RM2.50 for each Sterling Pound to the nearest Ringgit
- Depend on the Relative Value Scales produced by BUPA for our **3<sup>rd</sup> Edition in 1997** and again for our **4<sup>th</sup> Edition in 2002**.
- In the 3<sup>rd</sup> Edition and 4<sup>th</sup> Edition of our MMA Fee Schedule, the Schedule has been divided into three parts – Part A, Part B and Part C.
- Part A has been prepared to include Consultation fees and some general procedures that are currently carried out throughout our country by medical practitioners.
- Part B has been adopted from the BUPA Schedule of Procedures and the OPCS Classification of Operations and Surgical Procedures both of which are copyright protected.
- Part C consists of procedures that are done in Malaysia but not listed in Part B of the Schedule.
- Council of the MMA to allow a 10% increase across the board for the 3<sup>rd</sup> Schedule and again for the 4<sup>th</sup> Schedule while we wait for the new Relative Value Scale. All these schedules have a ‘Look up Table’ which would show the increases.
- The quantum allocated for each RSV point is the only discretion that the Fees Committee has and the schedule then automatically falls into place. It cannot allocate differing quantum for different specialties.
- Those who think that they should or want to charge more than the MMA Schedule, should just go ahead and do it after informing their patient. There is absolutely no necessity for him to get the MMA’s permission or for him to demand that it must be so stipulated in the MMA Schedule before he can charge whatever fee he desires.



## **TERMS OF REFERENCE OF THE HOUSE MANAGEMENT COMMITTEE**

1. Council shall appoint four members from the Council to the House Management Committee.
2. The Chairperson should be an EXCO member.
3. The Committee will meet periodically to discuss on matters related to House Management.
4. The Committee will maintain the building of MMA by undertaking to do necessary repairs, upgrading of the building.
5. The House Management Committee will rent out the roof top, Dewan Bunga Raya and guest room.
6. The House Management Committee will liaise with the tenants and look into their shortcomings.
7. The Committee shall call for quotations and if the work is more than RM 1000 and ask for minimum of three (3) quotations. Any quotations more than RM 5000 the House Management Committee will refer to the Council.

## **TERMS OF REFERENCE OF THE INSURANCE COMMITTEE**

- 1) To source for a reliable professional indemnity insurance provider for the doctors.
- 2) To arrange or negotiate with the partner insurance broker(s) for special insurance packages/benefits for MMA members.
- 3) To generate income for MMA in the form of insurance commissions.
- 4) To assist members having problems with the various claims.

## **TERMS OF REFERENCE OF THE COMMITTEE ON MEDICAL EDUCATION**

Initiated in early 2000.

1. To monitor the situation and advise the MMA Council regarding matters related to medical education in the country.
2. To organise medical education symposium.
3. The Committee was to be reviewed every three years.

**TERMS OF REFERENCE OF THE MEMBERSHIP COMMITTEE**

- 1) To assist in the recruitment of new members.
- 2) To oversee the maintenance of the membership database at MMA.
- 3) To develop incentives to attract new members.
- 4) To look into the lapsed members list.

**TERMS OF REFERENCE OF THE COMMITTEE ON REHABILITATION OF VICTIMS OF VIOLENCE**

1. To represent MMA on issues related to various aspects of victims of violence in all groups of patients and all types of violence.
2. To also represent MMA on issues related to sanctioned violence and the medical aspects of such violence.
3. To disseminate knowledge regarding the above issues to members and the public.

## **TERMS OF REFERENCE OF THE SOCSO COMMITTEE**

The terms are as follows:

1. To liaise between doctors on SOCSO panel and the SOCSO board on policies and problems.
2. To disseminate information to doctors on SOCSO benefits through publication seminars etc.
3. To arrange dialogues with SOCSO management on behalf of doctors.
4. To assist SOCSO in the production of industrial safety and health education programmes.

### **Historical aspect**

1. At the second MMA Council meeting in July 1994, the SOCSO Committee was formed comprising of three nominations from the PPS and three by the MMA Council.
2. At the second meeting of 39<sup>th</sup> MMA Council in 1998, it was decided that the representatives be two from SOEM and another two from PPS.

### **Composition**

1. Two Representatives from PPS.
2. Two Representatives from SOEM.
3. Two representatives nominated by MMA Council.
4. Chairperson nominated by the MMA Council (has fairly good grasp of the SOCSO Act and issues related to it).

**TERMS OF REFERENCE OF THE COMMITTEE ON WOMEN'S HEALTH ISSUES**

1. To study and provide policy direction to the Council and ExCo of the MMA on any issue of concern relevant to women's health.
2. To network with other organisations interested in women's affairs to the mutual benefit of the organisations and women.
3. To develop position papers relevant to women's health issues to educate the office bearers and membership of the association on issues concerning women's health as can be seen from these terms of reference, the committee will be as active as the issues referred to it by the Council and ExCo.
4. The committee may meet 2-3 times per term and some meetings could be conducted electronically via e-mail.

## **TERMS OF REFERENCE OF THE MJM EDITORIAL BOARD**

1. To set and implement editorial policies of MJM within the context of MMA's expectations as and when required.
2. To effectively carry out the functions of the Editorial Board.
3. Carry out at least four meetings of the MJM in the period from July of a year to June of the following year.
4. Discuss, during meetings issues and concerns relating to the journal and effect continual improvement to ensure the journal continually meets expected international standards.
5. Submit an annual report of the activities of the journal to the MMA AGM.

### **Criteria for Selection of MJM Editorial Board Members**

1. Commitment and willingness to meet the terms of reference of the committee.
2. Willing to actively participate in screening articles before review and checking these after revision.
3. Willing to contribute to the growth of the journal.
4. Preference is for those who have had academic experience or being involved in the research process.

### **Criteria for Selecting the Editor**

Selection of the Editor is the prerogative of the MMA Council. The Council may consult the serving members of the MJM to assist them in this while considering the following:

1. Commitment to the activities of the journal.
2. Has the interest of the MMA while carrying out journal activities.
3. Has served actively in the MJM.
4. Has actively contributed to the growth of the journal.



## **TERMS OF REFERENCE OF THE COMMITTEE FOR THE HEALTH OF THE OLDER PERSON**

### **1. NAME**

This committee which began as the 'Care of the Elderly Committee' in the 1990s was renamed the 'Committee for the Health of the Older Person' in the new millennium to give it a more holistic and affirmative dimension.

### **2. ADDRESS**

The address of this Committee shall be at the registered address of the Malaysian Medical Association.

### **3. OBJECTIVES**

This Committee shall be governed by the MMA Constitution and the MMA Council.

The MMA Care of the Elderly Committee, in 1992, published a report entitled, 'Care of the Elderly in Malaysia'. It is a comprehensive report, covering all the factors related to the health and general well-being of the older person. The hope was expressed that the MMA would take the initiative in planning a blueprint for older persons towards the year 2020, in close consultation with the relevant government and non-governmental organizations (NGOs) in the country.

The 30 recommendations, as summarized in the 1992 MMA Report, has been documented in this Committee's position paper.

The salient points are included in the Committee's objectives as follows:

- (i) to review and implement the recommendations of the MMA Report (some have since been initiated and/or addressed).
- (ii) to work with related organizations in the public and private sectors to create general awareness of issues related to older persons in our Malaysian society.
- (iii) to specifically look into and highlight issues related to health care for our older persons ('healthy ageing').
- (iv) to highlight the Senior Citizens' day and month and to plan activities to promote and focus attention on the issues of older people during that period.
- (v) to disseminate the MMA 'Senior Citizens' Charter' and to ensure the rights of and obligations towards older people.
- (vi) to involve the mass media and educationists to educate the public, especially the young, about the ageing process and the role of older people in the community; in this regard, the older person should be portrayed in a positive manner, as an active citizen with a useful role in society ('positive ageing').

**4. MEMBERSHIP OF THE COMMITTEE FOR THE HEALTH OF THE OLDER PERSON**

- (i) Members of this Committee are appointed by the MMA Council.
- (ii) This Committee shall consist of a Chairperson, and ordinary members; one of whom shall be an Executive Secretary from the MMA Secretariat.
- (iii) The Chairperson shall be appointed by the MMA Council.
- (iv) Members of the Committee shall serve at least three year terms to ensure continuity although members may opt to resign before the end of their term by writing to the Council. Members who have completed their term on the Committee may be reappointed by the MMA Council.
- (v) The MMA Council may remove any non-performing member of the Committee at any time. 'Non-performing' is defined as a member's absence from at least three Committee meetings without reason. Such removal shall be communicated to the member concerned in writing by the Council.
- (vi) The Committee at its first meeting after the MMA AGM for each term, shall chart the activities for the year.

**5. DUTIES OF THE MEMBERS OF THE COMMITTEE FOR THE HEALTH OF THE OLDER PERSON**

- (i) The members must be responsible, attend meetings, and contribute effectively.
- (ii) The members shall function autonomously as a voice for the MMA members.
- (iii) The members shall at all times maintain professionalism and project the image of the MMA positively.
- (iv) All activities shall get the approval of the majority of the members in all matters. In the event of a deadlock or stalemate, the Chairperson shall have the casting vote.

**6. MEETINGS OF THE COMMITTEE FOR THE HEALTH OF THE OLDER PERSON**

- (i) Meetings of the Committee shall be convened on a 2-3 monthly basis with the object of organising activities and sharing information.
- (ii) Members of the Committee are to attend all meetings. Members shall inform the Chairperson/Executive Secretary should they be unable to attend any meeting. Members who do not inform of their non-attendance are reminded that they may be removed from the Committee should they be absent for three or more meetings.

- (iii) Members are entitled to one vote in the deliberations of the Committee and a simple majority shall prevail in the event of any vote put to the members. The Chairperson shall hold one vote in his/her own stead and shall further have another vote in his/her capacity as Chairperson.
- (iv) The quorum for all meetings shall be half the membership inclusive of the Chairperson and the Executive Secretary of the meeting.
- (v) The Committee meetings shall be chaired by the Chairperson. In the event of the absence of the Chairperson, any other member may be delegated to chair the meeting.

## **7. VACANCIES**

- (i) Should membership in the Committee fall, the Chairperson shall apply to the MMA Council for the appointment new members to fill the vacancies.
- (ii) Should the position of the Chairperson become vacant, the MMA Council shall appoint a new Chairperson.

## **8. GENERAL PROVISIONS**

- (i) Any other matter or matters not covered by these Terms of Reference shall be dealt with in accordance with the provisions of the MMA Constitution, Articles and By-Laws.
- (ii) In the case of any dispute as to the interpretation, construction, rendering and meaning of all or any of these Terms of Reference or of any word or words contained in the Terms of Reference, the interpretation, construction, rendering and meaning shall be determined by the MMA Council and such interpretation, construction, rendering and meaning shall be final and conclusive.

## **TERMS OF REFERENCE FOR THE CONSTITUTION AND RESOLUTIONS REVIEW COMMITTEE**

- 1) The Committee shall assist the Council to draft resolutions and amendments to the MMA Constitution.
- 2) The Council shall refer queries and concerns connected to the Constitution to the Committee for their opinion.
- 3) Resolutions and amendments submitted by members shall be reviewed by the Committee. The Committee shall inform the proposer and seconder of any inconsistencies, irregularities or mistakes in the proposed submissions and if possible suggest corrections. However, it is not mandatory for the proposer and seconder to accept the Committee's recommendations or views.
- 4) The Committee may raise issues connected with possible inconsistencies or difficulties in the Constitution and propose solutions.