

Circular Letter No. 29/2015

My No. PGIM/EX/12/MD/Med/Ad/II ('15/2)
Postgraduate Institute of Medicine,
160, Norris Canal Road,
Colombo 7.
23 March, 2015

To : Director/NHSL, Colombo
Directors/MSS of Teaching/General Hospitals,
Regional Directors of Health Services,
Deans of Faculties of Medicine/Medical Sciences,
Universities of Peradeniya/Colombo/Jaffna/Ruhuna/Kelaniya/
Sri Jayewardenepura/Rajarata/EUSL/KDU

MD (MEDICAL ADMINISTRATION) PART II EXAMINATION – AUGUST, 2015

1. The above examination will commence on **5 August, 2015**. The examination will be held in Colombo.
2. Applications are invited by me from medical officers who have satisfactorily completed the MD (Medical Administration) Part II training programme of 1 year and 9 months by 16 June 2015.
3. The examination will consist of 3 components;
Part A - Thesis Based of a research project
Part B - Oral Examination
Part C - Portfolio
4. In order to pass the examination a candidate should obtain an overall average score of 50% or more (500 marks or more out of 1000 marks) and score 45% or more for each of the Parts A and C.
5. You are required to give notice of your intention to enter the examination through your Supervisor/s on or before 30 April 2015. The final title of your thesis and portfolio and the name/s of your supervisor/s should also be indicated for consideration by the Board of Study.
6. Please note that candidates are required to submit the MD thesis and a portfolio *on or before 3.00 p.m. by 6 July 2015* along with the completed application. **No extension of time will be allowed under any circumstances.** The thesis has to be submitted in triplicate in loose bound form in the first instance to enable the candidate to attend to any corrections and other deficiencies.
7. Candidates who are eligible to sit the MD Part II examination are required to be present for the first scheduled examination after completion of the training programme. If a candidate does not apply or does not sit the first scheduled examination or subsequent scheduled examinations for reasons not acceptable to the Board of Study, the examinations will be counted as attempts.
8. Please note that **candidates are allowed 6 attempts only in the Part II which must be made within a period of 8 years from the date of the first examination.** This requirement will not apply to those candidates who have sat the Selection/Part I examinations before 1998. However after failing the fifth attempt the candidates should undergo a minimum period of one year further training before permitted the sixth attempt.

9. The allocation of Post MD training units will be done as described in “Guidelines for enrolment of non-state sector trainees in to PGIM training programmes – 2011” and according to the approved procedure by the PGIM based on merit. The allocated training unit/s shall not be changed for personal reasons.

10. The candidates should commence the overseas training within five years after passing the MD Examination and if not the date of Board Certification will be delayed.

11. There should be no delay in submitting the thesis within the stipulated period as prescribed in the prospectus. If there is delay, the Board Certification will be delayed accordingly.

12. The minimum duration of Post MD training required to be eligible for Board certification shall be one year local and one year overseas.

13. The candidates who shall commence the Post MD (Senior Registrar) training after January 2010 should pass the Pre-Board Certification Assessment to be eligible for Board Certification. The details are available at the PGIM for perusal.

14. Following the completion of prescribed requirement for Board Certification including overseas training the prospective trainee applies for Board Certification with the relevant documents within one month following the completion of such requirements. If this is not followed, the date of Board Certification will be delayed.

15. Candidates who submit the notice of intention to enter the examination and **wish to submit the Thesis and Portfolio, should pay the Registration fee and Examination fee** and produce the receipt to the Examinations Branch of the PGIM **on or before Thursday 30th April 2015, along with the notice of intention.**

(a) Registration fee	- Rs. 4,000.00 (Non refundable)
(b) Examination fees	- Rs. 44,000.00
(c) Assessment fee	- Rs. 20,000.00 (Non refundable)
(d) Application fee	- Rs. 1,000.00 (Non refundable)

Please note that the Examination fee will not be refunded in the event of the candidate not sitting the examination, without a valid reason acceptable to the Board of Study in Medical Administration.

If the PGIM does not receive the payment slip before the said date it will be assumed that you will not be sitting the examination in 2015.

The Application fee of Rs. 1000.00 and Assessment fee of Rs. 20,000.00 can be paid when submitting the Application form, Thesis and Portfolio.

16. Eligible candidates should obtain the prescribed application forms from the Examinations Branch, Postgraduate Institute of Medicine on payment of Rs. 1,000/-. Requests for application form and other details by post, should accompany a SASE 9” x 4” in size and a money order for Rs. 1,000/- drawn in favour of the Postgraduate Institute of Medicine and payable at the Cinnamon Gardens Post Office, Colombo 7. The application form also could be downloaded from the website <http://pgim.cmb.ac.lk> on payment of Rs. 1000/-. The envelope should be marked “**Application for MD (Medical Administration) Part II**” at the top left hand corner.

17. Applications **with every cage duly filled** should be forwarded to the Senior Assistant Registrar/Examinations, PGIM, 160, Norris Canal Road, Colombo 7 on or before **6 July 2015** through the Head of Department/Course Coordinator. **Late applications will not be considered under any circumstances.**

18. Please refer the new regulations laid down by Ministry of Health regarding release of Medical Officers of Department of Health website – <http://www.health.gov.lk/en/>

19. Please bring the contents of the Circular Letter to the notice of all medical officers concerned in your department/division/faculty.

20. **There shall be no repeat or additional examinations which are not scheduled in the approved examination calendar for the year 2015.**

21. The results will be valid and official only after they are approved by the **Senate of the University of Colombo.**

22. The candidates will be issued an “**Examination Feedback Form**” with the admission documents and this should be sent back to Director/PGIM under confidential cover **within 48 hours after conclusion of the examination.** If the form is not returned it will be assumed that you do not have any concerns regarding the examination and it was conducted according to the Prospectus/rules/regulations of the PGIM. **No complaints or concerns regarding the examination will be entertained after 48 hours of conclusion of the examination or following the release of results** nor will these be investigated by the PGIM.

Professor H. Janaka de Silva
Director, PGIM

- c.c. 1. Secretary, Ministry of Healthcare and Nutrition
2. Director General of Health Services
3. Registrar, Sri Lanka Medical Council
4. Secretary of Board of Study in Medical Administration
5. Secretary, College of Medical Administration
6. Hony. Secretary, GMOA
7. PGIM Library
8. PGIM Branch Library, Peradeniya