

UNIVERSITY OF COLOMBO



POSTGRADUATE INSTITUTE OF MEDICINE  
OF SRI LANKA

General  
Regulations & Guidelines

2005

# **General Regulations and Guidelines**

Postgraduate Institute of Medicine of Sri Lanka  
University of Colombo

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## 1. HISTORICAL BACKGROUND

The Ceylon Medical College, established in 1870 during the British occupation, marked the beginning of a formal system of 'western' medical education in Sri Lanka, known then as Ceylon. Seventy two years later in 1942 the Ceylon Medical College became the Faculty of Medicine of the newly established University of Ceylon. Until 1952 there were no formal arrangement for postgraduate medical training or examinations and the Faculty of Medicine of the University of Ceylon was focused almost entirely on undergraduates. In 1952 the MD (General Medicine) and the MOG (Obstetrics and Gynaecology) examinations were held by the Faculty of Medicine. The MS (General Surgery) was held in the following year.

However, there was no systematic training or teaching programmes for those examinations, and the diplomas awarded by the Royal Colleges in the UK, such as the MRCP and FRCS were regarded the sole qualifications conferring eligibility for consultant posts in the Department of Health Services.

The advisory Committee on Postgraduate Medical Education recommended to the government in 1973 that an institute be established for postgraduate medical training, providing formal courses of in-service training followed by the respective examinations, but it was not until 1976 that the Institute of Postgraduate Medicine came into being. It was established under the University of Ceylon Act No. 1 of 1976 and was formally opened by Dr. Halfden Mahler, Director General of the WHO, and its first Director was Professor K N Seneviratne.

The functioning of the Institute of Postgraduate Medicine was seriously hampered by a lack of resources and appropriate infrastructure, and because of the fact that the postgraduate diplomas of the Royal Colleges in the UK continued to be recognised by the government as appropriate qualifications for award of consultant posts in the Department of Health Services. With the departure of its first Director to accept a position in the WHO the Institute's progress suffered a further setback.

In 1980 the government finally decided to grant recognition only to the local postgraduate degrees for the award of consultant posts, and the Institute, re-named as the Postgraduate Institute of Medicine (PGIM) was established under the provisions of the Universities Act No. 16 of 1978, with Dr. S A Cabraal as its Director. The PGIM Ordinance No. 1 of 1980 came into force in April 1980. The recognition of Boards of Study in twelve specialities, courses of instruction and examinations were formalised. These were the specialities of Anaesthesiology, Community Medicine, Dental Surgery, Family Medicine and General Practice, Medicine, Obstetrics and Gynaecology, Ophthalmology, Pathology, Paediatrics, Psychiatry, Radiology and Surgery.

In 1985 four more Boards of Study were established – Forensic Medicine, Microbiology, Otolaryngology, and Clinical Oncology.

Professor R G Panabokke was appointed Director in 1990.

More Boards of Study were established – Medical Administration and Dermatology (1994) and Venereology (2001).

Dr. J B Peiris was appointed Director in 1995 and Professor Lalitha Mendis in 2002.

## **2. THE PGIM CURRENT STATUS**

The PGIM is the only institute in Sri Lanka that is responsible for the specialist training of Medical doctors. It is a national institute that is attached to the University of Colombo. It is internationally recognised and several of its training programmes have 'equivalence' recognition by the Royal Colleges of the UK.

The PGIM is governed by a Board of Management. The academic programmes are planned and executed by 19 Boards of Study.

4. Inculcate constructive attitudes and promote the habit of self learning among the medical personnel.
5. Promote the use of available resources and appropriate technology with regard to post graduate education.
6. Inculcate the concept of using health care team approach in solving health problems.
7. Evaluate medical education programmes in order to obtain information with regard to flaws and pointers to improvements.
8. Arrange in-service programmes where preventive and curative care and nursing care are well integrated.
9. Develop educational links with foreign institutions, for mutual benefit and exchange in order to maintain high standards of post graduate medical education in Sri Lanka.

#### 4. AUTHORITIES OF THE INSTITUTE

##### 4.1. Board of Management

The Board of Management is the principal administrative and academic authority of the Institute. It is comprised of as follows:

- Ex-Officio Members
  - Director / PGIM
  - Immediate Past Director / PGIM
  - Secretary / Tertiary Education and Training
  - Secretary / Health, Nutrition and Welfare
  - Chairman / UGC
  - Nominee of the Secretary/Finance
  - Director General of Health Services
  - Deputy Director General of Health/Medical Services
  - Dean / Medicine, University of Colombo
  - Dean / Medicine, University of Jaffna
  - Dean / Medicine, University of Kelaniya
  - Dean / Medicine, University of Peradeniya
  - Dean / Medicine, University of Ruhuna
  - Dean / Medical Sciences, University of Sri Jayawardenepura
  - Dean / Dental Sciences, University of Peradeniya
- 7 members nominated by the respective Faculty Boards of the Faculties of Medicine, Medical Sciences and Dental Sciences-one member nominated by each Faculty.

- 8 members appointed by the University Grants Commission, 5 of whom should be from the Medical Profession.

The Chairman of the Board of Management is elected by the Board from among its members.

#### **4.2. Boards of Study**

Subject to approval by the Board of Management and the Senate of the University of Colombo, the Boards of Study will plan programmes of study including drafting and reviewing curricula, approving training centres, planning clinical or laboratory rotations, selecting resource persons, planning examinations and nominating examiners.

Boards of Study are also responsible for monitoring the progress of trainees through progress reports submitted by trainers and through other appropriate means.

Boards of Study are reconstituted every three years according to Ordinance No. 1203/9 of 24 September 2001 made by the University Grants Commission under Section 18 of the Universities Act No. 16 of 1978.

#### **4.3. The University Senate and the University Council**

The final authority on academic matters is the University of Colombo Senate and on administrative matters, the University Council.



## 5. ACADEMIC PROGRAMMES

The table shows the various academic programmes conducted by the different Boards of Study.

Board of study	Programme of study
Anaesthesiology	Certificate of Competence in Anaesthesiology MD in Anaesthesiology
Community Medicine and Community Dentistry	MSc in Community Medicine MSc in Community Dentistry MD in Community Medicine MD in Community Dentistry
Clinical Oncology	MD in Clinical Oncology
Dental Surgery	Diploma in General Dental Practice Diploma in Hospital Dental Practice MS in Oral Surgery MS in Orthodontics MS in Restorative Dentistry
Dermatology	MD in Dermatology
Family Medicine	Diploma in Family Medicine MD in Family Medicine
Forensic Medicine	Diploma in Legal Medicine MD in Forensic Medicine
Medicine	Diploma in Tuberculosis and Chest Diseases MD in Medicine with Board Certification in General Medicine Cardiology Cardiac Electrophysiology Endocrinology Gastroenterology Nephrology Neurology Neurophysiology Respiratory Medicine Rheumatology & Rehabilitation



Medical Administration	MSc in Medical Administration MD in Medical Administration
Microbiology	Diploma in Medical Microbiology MD in Medical Microbiology MD in Parasitology
Obstetrics and Gynaecology	Diploma in Reproductive Health MD in Obstetrics and Gynaecology
Ophthalmology	MD in Ophthalmology
Otorhynolaryngology	MS in Otorhynolaryngology
Paediatrics	Diploma in Child Health MD in Paediatrics
Pathology	Diploma in Pathology Diploma in Transfusion Medicine MD in Pathology MD in Transfusion Medicine
Psychiatry	Diploma in Psychiatry MD in Psychiatry
Radiology	MD in Radiology
Surgery	Master of Surgery with Board Certification in General Surgery Cancer Surgery Cardiothoracic Surgery Gastroenterological Surgery Neurosurgery Orthopaedic Surgery Paediatric Surgery Plastic Surgery Genito Urinary Surgery Thoracic Surgery Transplant Surgery Vascular Surgery
Venereology	Diploma in Venereology MD in Venereology

- Programmes of Study in Sports Medicine, Molecular Medicine, Immunology and Medical Education are under consideration

## 6. SELECTION FOR TRAINING PROGRAMMES

The following criteria will be applied in selecting trainees for training programmes.

- 6.1. All applications received for training programmes will be screened by the respective Boards of Study. Candidates will be selected according to procedures and examination criteria that have been laid down by the Boards of Study and Board of Management.
- 6.2. Training will be carried out in training units approved by the Boards of Study and the Board of Management. Allocation of trainees to training units will be done based on criteria existing at the time of selection and which have been laid down by the Boards of Study and the Board of Management.
- 6.3. Allocations to specialities will be according to merit and the requirements of the Ministry of Health and Universities.
- 6.4. Names of selected candidates will be submitted to the Ministry of Health for release. However, release of the trainees from the Ministry or the Universities to follow the training programme will be the responsibility of the Health Ministry or the University concerned.
- 6.5. A trainee who had either vacated post or resigned should have completed one year of service after re-employment before he/ she is selected for the training programme.
- 6.6. In the case of a trainee who wishes to change the speciality in which he/ she is undergoing postgraduate training, such a request for change of course will be allowed only after a period of two years from the date of request.
- 6.7. If a medical or dental officer wishes to enrol in a postgraduate training programme in another speciality, such a request will be allowed only after a period of two years of service from the date of completion of the previous postgraduate training programme.

- 6.8. A medical officer in the Ministry of Health should have completed a minimum period of 5 years service before the officer enrolls for a postgraduate course such as Diploma in Family Medicine and Diploma in Reproductive Health, where obtaining such a qualification is a requirement for promotion from one grade to another in the Ministry. In the case of other study programmes the minimum specified period of prior service is to be found in specific regulations.

## **7. ENGLISH TEST**

All MD and MS trainees are advised to sit an IELTS type practice English Test as soon as possible after joining MD or MS programmes.

## **8. MONITORING OF TRAINEES**

The progress of all trainees will be monitored closely.

A trainee may have to repeat the full programme, or part of it if he/she has shown unsatisfactory progress during training or may have the training programme terminated if he/she has been found guilty of unprofessional conduct.

## **9. EXAMINATIONS**

A comprehensive examination will be held at the end of the in-service training programme to test knowledge, skills and attitudes of the trainee. The examination will consist of written, oral and clinical/ practical components in addition to the assessment of the case book, logbook, portfolio or dissertation where stipulated. Only trainees who reach the stipulated standard for a pass in specified the components will be awarded the Degree/ Diploma in the respective speciality by the University of Colombo.

In addition to knowledge and skills required by the specific course, other generic skills such as communication, history taking, preparing patient management plans and writing referral letters as well as their attitudes will be assessed.

## **12. LEAVE**

The regulations regarding leave are as follows:

12.1. Trainees are entitled to 14 days of leave per year

12.2. The Board of Study may require trainees to repeat the shortfall of training if the period of leave is beyond 14 days.

The Board of Study concerned should ensure that the trainee has completed the prescribed training in full in conformity with criteria laid down in the Prospectus – if not the trainee should be asked to repeat the shortfall caused by absence or unsatisfactory performance.

12.3. Whatever the leave taken e.g. maternity leave, work lost would have to be repeated if 80% attendance is not secured. Even with 80% attendance, trainees could be asked, as decided by the Board of Study, to repeat any segment of the training programme that they have not successfully completed.

## **13. ATTEMPTS**

The number of attempts permitted at each PGIM examination is included in the specific section pertaining to the speciality, and in PGIM circulars.

## **14. WITHDRAWAL OF APPLICATIONS AND DETERMINING ATTEMPT**

For the Qualifying / Part I, examination the attempt is not taken into account if:

- The candidate withdraws his application before the closing date of applications.
- The candidate withdraws his application after the closing date of applications but before the commencement of the examination for reasons acceptable to the Board of Study.
- The candidate absents himself from an examination without prior intimation but submits a Medical Certificate endorsed by a consultant that is acceptable to the Board of Study.

## 10. ATTENDANCE

A minimum of 80% attendance at organized lecture courses, practicals, fieldwork, clinicals, etc. is a requirement before trainees are granted permission to sit the examination. Under exceptional circumstances the Board of Management may waive this requirement on the recommendation of the relevant Board of Study.

## 11. REQUIREMENTS BEFORE PROCEEDING ON OVERSEAS POST MD / MS TRAINING

The following documents are required when trainees seek approval for overseas training placement.

- i. The documents regarding the offer of the placement
- ii. A letter from the Board of Study that progress reports have been satisfactory.
- iii. The IELTS certificate – It is a PGIM requirement that all trainees must have at least a “Band-7” pass in the IELTS irrespective of the country they plan to do their overseas training. (Some countries may require a higher band.)
- iv. A Clear statement of the status of the placement offered to the trainee with regard to
  - a. The job
  - b. The job on completion of orientation
  - c. The attachment, if on PGIM scholarship
  - d. Observer status, if relevant
- v. The duration of the orientation, if any. (documentary evidence has to be submitted.)
- vi. The name of the hospital and supervisor overseas.
- vii. Date of commencement of appointment.
- viii. Contact details overseas
  - a. Telephone
    - Residence
    - Office
    - Mobile
  - b. e-mail address
- ix. Present place of work

For the Diploma / MSc / Part II examinations :-

Candidates who are eligible are required to be present for the first scheduled examination after completion of the training programme.

Those who are unable to sit scheduled attempt due to having been on maternity leave or certified sick leave will be considered as first attempt candidates at the next scheduled examination. They will be given placements according to rank order.

All others who cannot sit the first scheduled attempt and/or subsequent attempts due to other reasons will be dealt with on a case by case basis on the recommendations made by the Board of Study.

If a candidate does not sit the first scheduled examination, or subsequent scheduled examination for reasons not acceptable to the Board of study the examination will be counted as an attempt. If fees had been paid, they will not be refunded..

## 15. FEES

Course and examination fees for both foreign and local students were revised as of 1<sup>st</sup> January 2003 after more than a decade. Fees will be reviewed and revised every 2 years. Information concerning fees to be paid can be obtained from the Academic and Examination Branches of the PGIM and from the website. The fees payable by foreign students differs from those payable by Sri Lankan citizens.

### 15.1. Schedule for paying course fees

The fees for MD and MS courses have to be paid according to the following schedule on a pro-rata basis.

Instalment	Time
1 <sup>st</sup> year fee + Registration	Before commencement
2 <sup>nd</sup> year fee	1 <sup>st</sup> month of 2 <sup>nd</sup> year
3 <sup>rd</sup> year fee	1 <sup>st</sup> month of 3 <sup>rd</sup> year
4 <sup>th</sup> year fee	1 <sup>st</sup> month of 4 <sup>th</sup> year

Payment up to a maximum of 4 years in all MD/MS courses.

The fees for Diploma and MSc courses have to be paid according to the following schedule.

Time	1 year Diploma	2 year Diploma	MSc	DCH
Before commencement	Regis. + 1 <sup>st</sup> instal.	Regis. + 1 <sup>st</sup> instal.	Regis. + 1 <sup>st</sup> instal	Regis. + Total fee
4 <sup>th</sup> month	2 <sup>nd</sup> instal.		2 <sup>nd</sup> instal.	
9 <sup>th</sup> month	Final instal.	2 <sup>nd</sup> instal.	Final instal.	
18 <sup>th</sup> month		Final instal.		

#### 15.2. Refund of examination fees.

##### Part I/ Qualifying examinations

- If a candidate withdraws his application before the closing date of applications 75% of the examination fee will be refunded.
- If a candidate withdraws his application after the closing date for applications but before the commencement of the examination for a reason acceptable to the Board of Study, 50% of the examination fee will be refunded.
- Examination fees will not be refunded in any other circumstance

##### Diploma/ MSc/ Part II examinations

Candidates are required to be present for the first scheduled examination after completion of the training programme. If a candidate does not sit the examination as required due to reasons acceptable to the Board of Study, fees will be carried forward to the next examination. If the reasons are not acceptable to the Board of Study, the fee will not be refunded.



## **16. BOARD CERTIFICATION AND PRIVILEGES OF BOARD CERTIFICATION**

### **16.1. Board Certification of PGIM trainees**

After completing the degree of MD/MS in the respective disciplines the trainees should undergo a minimum of two years of further training of which one year should be at a centre abroad, before they are board certified as specialists by the respective Boards of Study. This period of further training may be increased to 3 to 4 years in the case of some sub-specialities.

### **16.2. Board Certification of Medical Officers who are in service with foreign specialist qualifications**

Medical officers with equivalent foreign qualifications who are already in the Health Services before 1.1.80 could be given privileges of Board Certification on application provided they have completed 7 years of continuous service in the state health services after obtaining such qualifications. This category of medical officers will be given privileges of Board Certification as from 01.01.1980

In the case of medical officers on the permanent staff of the Faculties of Medicine who have obtained equivalent foreign qualifications before, 1.3.87 privileges of Board Certification will be given to those who have completed 7 years service in the Universities of Sri Lanka after obtaining such qualifications.

### **16.3. Board Certification of medical officers sent abroad**

Medical officers who have been specifically sent abroad by the Department of Health Services or by the Faculties of Medicine of the Universities of Sri Lanka for obtaining foreign specialist qualifications or higher qualifications after 1<sup>st</sup> January 1980 could be given privileges of Board Certification on completion of 7 years of continuous service on return to the Island after obtaining qualifications.

#### **16.4. Board Certification of re-employed/ employed medical officers**

Board Certification of re-employed/ employed medical officers could be done on successful completion of the MD/MS in the relevant discipline and after completion of all other requirements of the post MD/MS training programme as laid down by the Board of Management.

#### **17. EXEMPTIONS**

Granting of exemptions to any candidate from any part of examination on the basis of training requirements already satisfied or other postgraduate qualifications already obtained in the relevant speciality, will be made on application as specified in the prospectus of the respective Board of Study.

#### **18. DATE OF BOARD CERTIFICATION**

- 18.1 The effective date of Board Certification will be the date of passing MD or MS examination plus period of specified post-MD/MS local and foreign training, if the trainee has completed all components of training within the time frame of the minimum time required.
- 18.2 No trainee shall be given any extension of time for completion of training save in exceptional circumstances when the request has been approved by the Board of Study and the Board of Management. Such an extension can be granted up to a maximum of two years.
- 18.3 In the case of trainees who delay post MD/MS training for whatever reason e.g. non-availing of an overseas placement offered, the date of Board Certification will be extended by the period of delay.
- 18.4 In the case of trainees, who either resign or vacate their posts after obtaining the MD/MS and rejoin the study programme later, the date of Board Certification will be based on the date of rejoining the programme of study and not the date of passing MD/MS.
- 18.5 In the case of trainees who complete training and vacate post, the date of Board certification will be the date of approval by the Board of Management.

- 18.6 In the case of trainees who complete training but overstay overseas without prior approval from the Board of Study and the Board of Management after the period of leave granted, the date of Board Certification will be the date of reporting back to the PGIM.
- 18.7 Trainees can apply for Board Certification only after all components of training have been completed, and they have reported back to the PGIM.
- 18.8 No person will be Board Certified on a date preceding the completion of training.
19. The Board of Management of the PGIM reserves the right to modify, alter or totally change any of the rules and regulations in this prospectus from time to time. In the event such modification, alteration or total change is done, the new rules and regulations will apply.
20. In the interpretation of these rules and regulations, the Council of the University of Colombo, on the advice of the Board of Management of the PGIM will be the final authority.



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Board of Management  
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