

# ZAMBIA COLLEGES OF MEDICINE & SURGERY (ZACOMS)

*(Registered Society)*

**Advancing Specialist Care & Professional Growth**

## Society Objectives and the By-Laws (2017)



## **INTRODUCTION**

Zambia Colleges of Medicine and Surgery (ZACOMS) advances professional training of medical specialists using the professional competence-based certification models beyond traditional university-based specialist training. It promotes specialist training as a vital pursuit for a successful professional medical career. The Society also promotes the increase of universal health coverage (UHC) by promoting equitable access to cost-effective quality specialist care as close to the family as possible for people in Zambia at all levels of socioeconomic status and geographical location. Individual affiliation is by admission to ZACOMS as a member or fellow by way of certification of competence as a specialist in a medical and/or surgical specialty in any of the various specializations of medicine and surgery.

ZACOMS also promotes the pursuit of excellence in medical careers and recognition of outstanding achievements of its membership and fellowship through election to award or distinguished achievement. The ZACOMS, as a knowledge society of medical professionals, recognises that a knowledge society depends for its growth on the production of new knowledge, its transmission through education and training, its dissemination through information and communication technologies, and its use through new industrial processes or services. Specialist training serves three main roles:

- Certification of professional competence as a specialist.
- Creation of Specialty Communities of Practice.
- Establishing a platform for continuous professional development of specialists.

The provision of high quality specialist care also promotes the quality of service delivery which underpins ZACOMS pursuits for improved universal health coverage.

## **MISSION STATEMENT**

The primary objective of ZACOMS is to advance professional competence-based specialist training for medical doctors beyond traditional university-based specialist training in order to increase equitable access to cost-effective quality specialist care as close to the family as possible for the people in Zambia.

## **OBJECTIVES**

Zambia Colleges of Medicine and Surgery has a collaborative approach to competence-based specialist training offering many contributions to successful medical careers and improved health care service delivery. These include:

1. Promoting the health and wellbeing of the people in Zambia.
2. Increasing the number of specialists trained in Zambia in order to improve health care service delivery.
3. Establishing an organizational framework that certifies professional competence in specialties of medicine and surgery where excellence in health care service delivery is valued and promoted.

4. Establishing an organizational framework in which each member can belong to a specialty community of practice and receive targeted continuous professional development and as such increase the prospects of successful medical careers and quality contribution to health care service delivery.
5. Establishing strategic partnerships with local, regional, and international organizations, including medical regulatory authorities, in order to promote best practices and mutual recognition of its members and fellows.

## **INTERNATIONAL, REGIONAL AND NATIONAL POLICY CONTEXT**

Sustainable Development Goal Number 3, that is, to “**Ensure healthy lives and promote wellbeing for all at all ages**” is a key goal for the United Nations and the World Health Organization, to be attained by 2030. **Universal Health Coverage** (target 3.8) of SDG 3, the Global Strategy on Human Resources for Health: Workforce 2030, and the recommendation of the High-Level Commission on Health Employment and Economic Growth, together, underpin the Ministry of Health human capital development agenda as specified in the National Health Strategic Plan (2017 – 2021). Zambia is expected to achieve self-sufficiency in human resources for health (HRH) by 2030.

Regionally, Zambia is a member state of the East Central and Southern Africa Health Community (ECSA – HC). ECSA focuses on areas of capacity building, policy and advocacy, research and evaluation, and information sharing. ECSA, correctly, recognizes that relying only on the traditional approach of training specialists in universities would not provide sufficient numbers of specialists required in the region. Accordingly, it has promoted competence-based specialty training that focuses on service delivery during the training of specialists. Many countries in the ECSA region and the Southern Africa Development Community alike, have initiated professional competence-based training of specialists to complement university-based training.

Nationally, the Vision 2030 and 7th National Development Plan prioritize human capital development as a key strategy for advancing Zambia into a prosperous middle-income country. The health of the population will be a critical asset to Zambia as it aspires to generate dividends from its people.

In response to these international, regional and national imperatives, the Ministry of Health has developed and is implementing the Human Resources for Health Planning and Development Strategy Framework (2017) which includes the implementing the Specialty Training Programme (STP). The objectives of the STP are to:

1. Accelerate the production of specialists to increase universal health coverage so that more Zambians, in as many geographical regions of the country, can access specialist training and have access to specialist care.
2. Increase the number of specialists, as catalysts, to increased number of training facilities and ultimately increased outputs of health workers, so that Zambia can become self-sufficient in numbers and skill-mix of health workers to manage its improved healthcare service delivery systems.

3. Promote specialist training based on professional competence-based certification by specialty professional bodies in order to promote the growth of specialist professions in Zambia.

The Zambia Colleges of Medicines and Surgery (ZACOMS) has been established to oversee the professional training of specialists and the growth of the specialists' fields.

**Definitions:**

**Constituent Professional Association** – A specialty community of practice of a medical field registered and affiliated to the Zambia Colleges of Medicine and Surgery.

**Council** – The principal governing body of the Zambia Colleges of Medicine and Surgery.

**Executive Committee** – Members of the Council, consisting of the President, Vice President, Finance and Administration Committee Chairperson, Membership and Fellowship Committee Chairperson, Training and Examinations Committee Chairperson, and Registrar of ZACOMS (Ex Officio).

**Fellow** – A medical professional admitted to ZACOMS after competence-based certification as an expert with higher skills and knowledge additional to specialist membership.

**Founding Fellow** - A medical professional admitted to ZACOMS as a founding fellow and deemed to have competence as an expert with higher skills and knowledge, additional to specialist membership in a specialty discipline in medicine and/or surgery upon payment of the stipulated fees within the prescribed period of founding fellowship (2017 and 2018).

**Founding Member** – A medical professional admitted to ZACOMS as a founding member and deemed to have competence as a specialist in a specialty discipline in medicine and/or surgery upon payment of the stipulated fees within the prescribed period of founding membership (2017 and 2018).

**Honorary Fellow** – A fellow admitted to fellowship of ZACOMS in honour of excellence and service to a specialty in medicine and surgery.

**Honorary Member** – A member admitted to membership of ZACOMS in honour of excellence and service to a specialty in medicine and surgery.

**Member** – A medical professional admitted to ZACOMS after competence-based certification as a specialist in a specialty discipline in medicine and/or surgery.

**Principal Partners** – The signatory Parties (Ministry of Health; Health Professions Council of Zambia; and Zambia Medical Association) to the Memorandum of Understanding to Establish the Zambia Colleges of Medicine and Surgery and to stipulate the implementation of the Specialty Training Programme for Zambia.

**Senate** - The Senate the highest organ of educational matters of the ZACOMS.

**Trustee** – A medical professional given control or powers of administration of property in trust with a legal obligation to administer it solely for the purposes and interests of ZACOMS.

## **BY-LAWS**

### **By-laws of the Zambia Colleges of Medicine and Surgery**

#### **Article 1: Name and Purpose**

**SECTION 1:** The name of this organization shall be Zambia Colleges of Medicine and Surgery shortened as ZACOMS.

**SECTION 2:** The purpose of the Zambia Colleges of Medicine and Surgery (ZACOMS) shall be to advance professional training of medical specialists using the professional competence certification models beyond traditional university-based specialist training. ZACOMS will promote specialist training as a vital pursuit for a successful professional medical career. ZACOMS will also encourage the increase of universal health coverage (UHC) by promoting equitable access to cost-effective quality specialist care as close to the family as possible for people in Zambia. ZACOMS will provide organizational support to certify competence of specialists trained in competence-based model of the specialty training programme and promote continuous professional development of its members and fellows. ZACOMS will establish strategic local, regional and international partnerships to support best practices and mutual recognition of the members and fellows.

#### **Article II: Membership & Fellowship**

**SECTION 1: Categories and classes:** There are three categories of membership in ZACOMS: Founding Member, Member, and Honorary Member. There are three categories of fellowship in ZACOMS: Founding Fellow, Fellow, and Honorary Fellow.

**SECTION 2: The Council,** with the approval of the membership at the Annual Business Meeting, shall have the power to establish other classes of membership and fellowship and change the rights, and privileges of each class, and set the amount of the dues.

**SECTION 3: Membership & Fellowship.** Founding members and members have the right to vote, hold office, serve on committees, receive all members' privileges, and use the postnominals MZCMS for Member of Zambia Colleges of Medicine and Surgery. Founding fellows have the right to vote, hold office, serve on committees, receive all fellows' privileges, and use the postnominals FZCMS for Fellow of Zambia Colleges of Medicine and Surgery.

**Subsection A: Founding Members & Fellows.** Founding Members and Fellows shall be the eligible members and fellows who volunteer to be inaugural members and fellows of ZACOMS and make financial contribution as stipulated by the Interim Council in the founding years of 2017 and 2018. Founding members and fellows will be eligible for regular membership and fellowship and shall be granted all the privileges of Members and Fellows in good standing.

**Subsection B: Members.** Membership in ZACOMS shall be open to all individuals who have earned primary qualification of Bachelor of Medicine and Bachelor of Surgery (MB ChB) or its equivalent, who have satisfied the examiners and are certified to have completed specialist

training under the specialty training programme in Zambia or its equivalent AND are on Health Professions Council of Zambia's specialist registers.

**Subsection C:**       **Fellows.** Fellowship in ZACOMS shall be open to all individuals who have earned primary qualification of Bachelor of Medicine and Bachelor of Surgery (MB ChB) or its equivalent AND specialist training who have satisfied the examiners and are certified to have completed higher specialists training under the specialty training programme in Zambia or its equivalent AND are on Health Professions Council of Zambia's specialist registers.

**Subsection D:**       **Honorary Members & Fellows.** The Council may select and honour individuals who have distinguished themselves in the service of specialty in medicine and surgery. The individual so honoured will be one who has made outstanding contributions to a specialty in medicine and/or surgery. Honoured members and fellows shall also receive Honorary Membership and Fellowship in ZACOMS. Recipients of this lifetime award are not required to pay dues and shall be granted all the privileges of Members and Fellows in good standing. Honorary members may use the postnominals "Honorary MZCMS" for Member of Zambia Colleges of Medicines and Surgery or "Honorary FZCMS" for Fellow of Zambia Colleges of Medicine and Surgery.

#### **SECTION 4:           Special Memberships & Fellowships**

**Subsection A:**       **Associate Membership & Fellowship** shall be open to individuals who share ZACOMS's values and objectives but **are not** eligible to be members or fellows in ZACOMS.

**Subsection B:**       **Student Membership** shall be open to specialty registrars who are specialist students of the Specialty Training Programme. Student members may not use the postnominals of ZACOMS.

**SECTION 5:           Removal of Membership and Fellowship.** In extraordinary circumstances, a majority of the Council may vote to send a removal notice to a member or fellow whose conduct appears to be contrary to the best interests of ZACOMS. The member or fellow shall be given written notice of the pending removal vote and offered the opportunity to present in writing or in person his or her case at the next meeting of the Council at which meeting will be required to remove the member or fellow.

**SECTION 6:           Dues Notices.** The Membership & Fellowship Committee Chairperson shall in November of each year send a call for Membership and Fellowship dues to the memberships and fellowships. Members and Fellows whose dues are not paid by the end of the first quarter of the following year will lose the privileges of membership and fellowship.

### **Article III:           Election of Member & Fellow**

**SECTION 1:           Application Documents.** Membership and Fellowship of ZACOMS requires candidates to complete an application form upon completion of specialist training programme in Zambia (or its equivalent) and transmit a current copy of specialist registration

with the Health Professions Council of Zambia, current Curriculum Vitae, and copies of academic and professional qualifications to the Chairperson of the Membership & Fellowship Committee.

**Subsection A:**        **The Membership & Fellowship Committee** will verify all documents, and with the approval of Council, shall have the power to request additional documentation, add or amend specific qualification criteria, and revise the membership and fellowship application form.

**SECTION 2:**        **Review and Approval Process:** A list of applicants provisionally approved by the Membership & Fellowship Committee will be submitted to the Council for activation.

**SECTION 3:**        **Notification and Activation.** The ZACOMS Secretariat will notify each individual that he or she has been approved for membership or fellowship by ZACOMS. Membership & Fellowship shall become effective upon receipt of dues.

## **Article IV                      Governance**

**SECTION 1:**        The governing body of ZACOMS is its Council, composed of nominated executive officials (by the Minister of Health), representatives of the principal partners, the president/chairperson of constituent professional bodies as elected by their respective bye-laws, deans (at least two) from a public and a private university medical schools in Zambia, respectively, and two trustees.

Executive Officials shall include the President, Vice President, Finance and Administration Committee Chairperson, Membership and Fellowship Committee Chairperson, and the Training and Examinations Committee Chairperson. The Registrar of ZACOMS will serve as ex officio and Secretariat to the Council. The Council's Executive Committee shall make decisions and take actions on behalf of the Council between Council meetings.

The Council shall meet regularly during the year and meetings will be chaired by the President of ZACOMS. The Council will delegate a number of its main functions to various committees and its constituent professional bodies. The constituent professional bodies and committees will report to the Council on regular basis.

**SECTION 2:**        The Fiscal year of the Society shall be on a calendar year basis (January 1 to December 31).

## **Article V- Executive Committee**

The Executive Committee of ZACOMS shall be the President, Vice-President, Chairperson Finance and Administration, Chairperson of Membership & Fellowship Committee, Chairperson of Training and Examinations Committee. There are no specific qualifications or professional credentials required for nomination to any office beyond Member and Fellow. Members of the

Executive Committee will serve a term of three years and are eligible for re-election. A limit of two consecutive terms shall apply to all Executive Committee offices.

- A. **President.** The President is the highest-ranking elected officer of ZACOMS and is directly, accountable to the members and fellows. The President chairs the Council, Executive Committee and Annual Business Meeting. The President will be the official spokesperson of ZACOMS and will receive copies of external correspondence to ZACOMS.
- B. **Vice President.** The Vice-President functions as a direct aid to the President carrying out tasks that complement the work of ZACOMS. The Vice-President shall assume the role of President in the absence of the President. The Vice-President, in consultation with the President may serve as the official spokesperson of ZACOMS.
- C. **Finance & Administration Committee Chairperson.** The Chairperson of the Finance & Administration Committee shall chair the Finance and Administration Committee. The Chairperson will maintain close liaison with the Registrar of ZACOMS and ensure that all the official records, recording of proceedings of meetings of ZACOMS and the Council, and correspondence to its members and fellows is well-executed. The Committee will also oversee the financial records of ZACOMS, according to the standard accounting practices. The Committee shall receive reports from all individuals and committees that manage funds and /or keep ZACOMS accounts. The Committee will present periodic reports on the financial status of ZACOMS to the Council and a full report to the membership at the Annual Business Meeting.
- D. **Membership and Fellowship Committee Chairperson.** The Chairperson of the Membership & Fellowship Committee shall chair the Membership & Fellowship Committee. The Membership & Fellowship Committee shall review all application for membership and fellowship and make recommendations in writing to the Council. The Membership & Fellowship Committee has the responsibility of recruiting membership and fellowship to ZACOMS.
- E. **Training and Examinations Committee Chairperson.** The Training and Examinations Committee Chairperson shall chair the Training and Examinations Committee. The Chairperson of the Training and Examinations Committee is responsible for all aspects of liaison with the Ministry of Health, Health Professions Council of Zambia and Specialty Communities of Practice to ensure the effective and efficient implementation of the Specialty Training Programmes. The Training and Examinations Committee is further responsible for collecting, submitting to HPCZ and archiving approved curricula for each specialty; instigating accreditation of training sites; registering specialty registrars; arranging specialty Index registrar numbers from the HPCZ; accrediting trainers; accrediting examiners; organizing faculty development for trainers and examiners; all aspects of Annual Scientific Meeting; continuous professional development programmes; and managing the examination logistics; certifying and issuing certificates of completion of specialty training upon approval of successful candidates by Council.

- F. The **Senate** Chairperson. The Senate of ZACOMS is the highest organ of educational matters of the ZACOMS. The Senate receives, considers and approves curricula submitted by constituent professional bodies. The Senate receives, considers and approves accreditation of trainers and examiners. The Senate receives, considers and approves examination timetables and examination results. The President is the Chairperson of Senate. The Senate is constituted by Council members, the Registrar of Health Professions Council of Zambia, and a representative of the Higher Education Authority (HEA) and Zambia Qualifications Authority (ZAQA) respectively.

## **Article VI Council**

- A. **The Council** shall be the principal governing body of ZACOMS. The Council shall consist of two nominated executive officials (by the Minister of Health), representatives of the principal partners, the president/chairperson of constituent professional bodies as elected by their respective bylaws, deans (at least two) from a public and a private university medical schools in Zambia, respectively, and two trustees. The Trustees are ex officio non-voting members of the Council.
- B. **Quorum.** A quorum shall consist of one more than half the current number of voting Council Members and must include at least two Executive Committee members. Neither the presence nor absence of a non-voting ex officio member of the Council is counted when calculating a quorum.
- C. **The term of office** for each Councillor shall be three years. Councillors are eligible for re-election. A limit of two consecutive terms shall apply to Councillors.
- D. **Trustees.** Two distinguished medical professionals proposed by the Executive and approved by the Council will be nominated Trustees for ZACOMS. Trustees will serve as advisors to the Council and advocates of ZACOMS.
- E. **Vacancies.** The President is empowered to appoint individuals to fill all vacant Councillor Positions.
- F. **Publications of ZACOMS.** The Council shall be responsible for the publications of ZACOMS. ZACOMS will publish a website, a digest of member and fellow publications, registration and examinations schedules, information bulletins and other publications approved by the Council.

## **Article VII – Nominations and Elections**

**SECTION 1:** The Executive Committee officials are elected at the Annual Business Meeting. All nominations will be submitted on an approved form, to the agent(s) appointed by the Trustees at a date announced by the Executive. All successful nominations will be announced at least two weeks prior to the election.

**SECTION 2:** At an Annual Business Meeting, elections will be announced. All ballots will be secret. In case of a tie the election shall be decided by a majority vote of the current number of Council Members.

**SECTION 3:** The Trustees of ZACOMS shall supervise the election process, the counting of ballots and, with the Council's approval, implement a voting procedure.

**SECTION 4:** Newly elected Officers and Councillors will assume their office at the close of the Annual Business Meeting following the election. Outgoing Executive Committee members shall handover ZACOMS documents and property within one calendar month.

**SECTION 5:** Members and Fellows in good standing will be eligible to vote in ZACOMS elections.

### **Article VIII- Meetings**

**SECTION 1:** **Annual Scientific Meeting** of ZACOMS shall be held in each year at such time and place as may be selected by the majority vote of Council and stated in the Notice of Meeting posted to the membership and fellowship after the close of the Annual Business Meeting.

**SECTION 2:** **Annual Business Meeting** of ZACOMS shall be held at such time and place as may be selected by the Council and stated in the Notice of Meeting posted to the membership and fellowship. The Annual Business Meeting will be held in conjunction with the Association's Annual Scientific Meeting and shall provide for activities required in the Bylaws and the transaction of such business as may properly be brought before the membership and fellowships. New members and fellows admitted to ZACOMS will be presented to the Annual Business Meeting.

**SECTION 3:** **Special Business Meeting** of ZACOMS shall be held at such time and place as may be selected by the Executive Committee, or the Council, or two thirds of the membership and fellowship stated in the Notice of Meeting posted to the membership and fellowship.

**SECTION 4:** **Installation of the New Council.** The installation ceremony for newly elected Officers and Councillors and the presentations of the Honorary Members and Fellows awards shall be held at such time and place as may be selected by the Executive Committee, after the Annual Scientific and/or Business Meeting.

**SECTION 5:** **Notice of Meeting.** The Finance and Administration Chairperson of ZACOMS shall give notice of all ZACOMS meetings stating the place, day, and hour of the meeting and, in case of a special meeting, the purpose for which the meeting is called. Such notice shall be not less than fourteen days before the date of the meeting.

**SECTION 6:** **Quorum.** A quorum for transaction of business shall be not less than 10% of the total full membership and fellowship.

**SECTION 7: Voting and Representation.** Each member and fellow in good standing present shall be entitled to one vote at all ZACOMS meetings.

**SECTION 8: ZACOMS Activities.** The activities and events of ZACOMS will ensure to promote capacity of its members and fellows in professional competence and quality health care service delivery. These may include workshops, seminars, retreats, journal clubs, poster sessions and lectures. The activities will focus on improving professional competence and improved health care service delivery.

## **Article IX – ZACOMS Secretariat**

**SECTION 1: Functions of the ZACOMS Secretariat.** In collaboration with the Ministry of Health, Health Professions Council of Zambia, and the Zambia Medical Associations, the ZACOMS Secretariat will:

1. Process the applications and register constituent affiliate professional associations.
2. Provide guidance to constituent professional associations regarding selecting, registration, and indexing of specialty trainees.
3. Arrange and liaise with the Health Professions Council of Zambia regarding indexing of students, accreditation and inspection of training sites.
4. Arrange and liaise with the Ministry of Health regarding identifying, engaging and contracting strategic partners to support the capacity development of ZACOMS and training sites for the specialty training programme.
5. Oversee the preparation, selection, training and certification of accredited ZACOMS educators.
6. Oversee the preparation, selection, training and certification of accredited ZACOMS examiners.
7. Manage the ZACOMS examination process and liaison with certifying entities.
8. Facilitate and manage the partnerships of ZACOMS with selected and relevant regional and international organizations.
9. Process ZACOMS's affiliations to selected regional and international like-minded and strategic organizations.
10. Represent and advocate for the interest of the ZACOMS.

**SECTION 2: Chief Executive and Senior Management Team of ZACOMS.** The Council will cause to be established the secretariat of ZACOMS. The day-to-day management of ZACOMS will be managed by the Chief Executive and Senior Management of ZACOMS secretariat. The positions of the secretariat include:

1. Registrar/CEO.
2. Membership & Fellowship Coordinator
3. Training and Examination Coordinator
4. Finance & Administration Coordinator
5. Strategic Partnerships & Liaison Coordinator

**SECTION 3: Finances of ZACOMS.** The Secretariat will receive and appropriate finances as received and approved by its Council including:

1. Grant support from the Ministry of Health
2. Membership and Fellowship Fees, Specialty Registrar Registration Fees, STP Examination Fees, and CPD Fees as determined by the Council.
3. Grants and goodwill from strategic partners.
4. Funds raised from the ZACOMS business model approved by Ministry of Health, Health Professions Council of Zambia and Zambia Medical Association.

**SECTION 4: Address of ZACOMS.** The address of ZACOMS shall be:  
Zambia Colleges of Medicine and Surgery (ZACOMS)  
Levy Mwanawasa University Teaching Hospital  
National Health Training Institute Administration Block  
Great East Road, Chainama, P.O Box 30205  
Lusaka 10101  
Zambia

## **Article X – Amendments**

**SECTION 1: Amendments of the Bylaws** may be proposed by the Executive with approval of the Council or by petition, sent to ZACOMS Registrar, bearing the signatures of at least 5% of the total full members and fellows.

**SECTION 2:** Notice of proposed amendments together with such supportive materials deemed appropriate by the Council, shall be circulated to the membership and fellowship before a vote is taken.

**SECTION 3:** All amendments of the Bylaws require an affirmative vote of two-thirds of the members and fellows who submit valid ballots at a ZACOMS business meeting that has met the required quorum.

## **Article XI- Other Provisions**

**SECTION 1:** Dissolution of ZACOMS. In the event of the dissolution of ZACOMS, the Council shall give all its assets to the principal partners as determined by the Trustees of ZACOMS.