

Seychelles Medical and Dental Council

Standing Orders

Meetings of the Board of the Council

1. Meetings of the Board of the Council shall be held on the last Friday of alternate months starting with the first month of the year.
2. Minutes of the previous meeting shall be issued out at least two weeks before any meeting.
3. Members of the Board shall be given opportunities to contribute items to the Agenda up to one week before the meeting.
4. Minutes of the previous meetings shall be signed by Members of the Board present at the next meeting.
5. Members of the Board who were not present at the meeting in question are not obligated to sign the minutes of that meeting.
6. The signature of the Chairperson and one other member only shall be enough to confirm the accuracy of the minutes being confirmed although it is desirable that as many Members of the Board present at the meeting in question as possible sign the minutes.

Financial Matters

1. Ledgers of expenses and revenues and other ledgers shall be kept according to accounting principles
2. All purchases of items over SR20,000 must have prior approval of the Board and duly recorded in the minutes
3. All invoices for purchases must be formally approved by the Chairperson.
4. SMDC shall have a Finance Sub Committee which is empowered to look into all aspects of the financial operations of SMDC and report to the whole Board.
5. Cash and cheque revenues shall be obligatorily banked when the total threshold of SR5000 is reached.

Late renewal of registration

1. As from 1st February 2015 a fixed penalty of 200 rupees shall be applied to any doctor or dentist whose registration has lapsed by more than one day up to two years.
2. It is the duty of the medical practitioner or dentist to keep track of the validity of his/her registration.
3. Nevertheless, SMDC shall inform registered Medical Practitioners and Dentists by e-mail that their registration is coming to expiry at least one month before expiration.

Fees

The fee structure of SMDC shall be as follows:

Non-Refundable Processing Fee for all applicants	SR 1200 or 100USD
Registration fee for doctors/dentists on internship	SR 500 for the duration of the internship
Registration Fee for Temporary Registration	SR 500 for six months
Registration Fee for Full Registration	SR 1000 for two years
Penalty fee for late renewal of registration	SR 200
Certificate of Good Standing	SR 800 rupees (The fee includes postage)
Re-entry into the Register (If a medical practitioner's or dentist's registration has lapsed for more than two years without a valid reason), the person shall pay the fee indicated opposite to re-enter the register.	SR 1200

This fee structure shall be reviewed every two years during the first month of the year starting with January 2016

Registration and Issuing of Certificates

1. The certificates shall indicate all valid clinical qualifications that the medical or dental practitioner has obtained and whose documents have been submitted to SMDC in due form, as long as the certificates are from institutions known to SMDC and are from institutions whose courses are known to SMDC.

2. SMDC shall annually review the list of institutions whose qualifications are to be honored and not honored as the case may be.
3. In the case where a doctor or dentist insists that a particular qualification must be included on his certificate of registration and the Registrar's office has a different opinion on the matter, the matter shall be brought to the board meeting for discussion.
4. The qualification in (3) above shall be included on the certificate only if a simple majority of Members of the Board present and voting considers that the qualification should indeed be included.

Certificates of good standing

1. Certificates of good standing shall not be given in hand to the doctors or dentists requesting them.
2. They shall be posted to the Authority requesting the certificates after the doctor or dentist or agent of the doctor or dentist has made the necessary payment to the Council.
3. Once the payment is made, SMDC shall make the same Certificate available to the same requesting Authority any number of times the doctor or dentist requests that it be made available to that same Authority.

Absence of the Chairperson

1. In the absence of the Chairperson from the Country, the Chairperson shall propose to the board the name of one member to be Acting Chairperson in his place to oversee the day to day operations of SMDC together with the Registrar's Office. A simple majority of Members of the Board voting on the proposal shall confirm the Acting-ship of the Acting Chairperson.
2. The Acting Chairperson shall consult with the Chairperson (electronically if the Chairperson is not incapacitated) and with the other Members of the Board **for major decisions which fall outside the framework of the Medical Practitioners and Dentists Act, 1994 and these standing orders.**
3. For decisions with fall within the framework of the **Medical Practitioners and Dentists Act, 1994** and these standing orders, the Acting Chairperson shall apply the **Medical Practitioners and Dentists Act, 1994** and the standing orders.

Approved by the Board of SMDC on

Names and Signatures of Board Members: