



# CMSA

## CRITERIA

### ELECTION TO SUBSPECIALIST CERTIFICATE BY PEER REVIEW

1. Subspecialist Certificate without examination (by peer review) may be offered **by invitation by the Senate** of The Colleges of Medicine of South Africa (CMSA) to carefully selected candidates.
  2. The Senate may offer subspecialist certificate by peer review only to someone who:
    - 2.1 is a registered sub-specialist with the Health Professions Council of South Africa, in the same sub-speciality of medicine or dentistry as that in which he/she has been nominated for subspecialist certificate by peer review.
    - 2.2 has been active in the sub-speciality for at least 10 years.
    - 2.3 is resident in South Africa at the time of the award.
    - 2.4 has been subjected to peer review by a formally appointed peer review sub-committee (refer Section 3) according to the criteria as laid down below.
  3. The Examinations and Credentials Committee will appoint a peer review sub-committee of not less than 3 senior members of the CMSA.
  4. The process of peer review shall be as follows:
    - 4.1 A fully motivated letter of nomination must be submitted to the CMSA office in Johannesburg. The nomination must:
      - 4.1.1 be signed:
        - 4.1.1.1 *either* by three Senators of the CMSA, or
        - 4.1.1.2 by the President, the Secretary and one other Councillor of the constituent College to which the proposed candidate for Subspecialist certificate by peer review belongs.
- If the President or the Secretary of the constituent College is the nominee, then the President or one

of the Vice-Presidents of the CMSA shall be asked to sign the nomination in his/her place.

- 4.1.2 be accompanied by the curriculum vitae of the candidate.
  - 4.1.2.1 The curriculum vitae must have an addendum, drawn up by the nominators, in which the achievements essential for the award of the subspecialist certificate by peer review (Refer Section 9) are listed, and referenced to the curriculum vitae.
  
- 4.2 The Johannesburg office will send copies of all the documents to the Councillors of the constituent College to which the candidate belongs, together with a confidential ballot paper.
  - 4.2.1 If fewer than two-thirds of the said Councillors vote in favour of the candidate, it shall be the duty of the President of the relevant constituent College in the case of a constituent College nomination, and of the first signatory in the case of a Senatorial nomination, to inform the nominee that his candidature has been unsuccessful.
  - 4.2.2 If at least two thirds of the said Councillors vote in favour of the candidate, then all the documents will be sent to members of the peer review sub-committee.
  
- 4.3 Members of the peer review sub-committee will notify their convenor as to whether they are or are not in favour of the candidate.
  - 4.3.1 If the peer review sub-committee is unanimously in favour of the candidate, the convenor of that sub-committee will notify the Chairperson of the Examinations and Credentials Committee, who will notify the Committee (except in the case of a candidate who is a member of any of the standing committees of the Senate), and the Chairperson of the Examinations and Credentials Committee will then submit the decision of the peer review sub-committee to the Senate for ratification.
  - 4.3.2 If one or two members of the peer review sub-committee do not approve the candidature, there must be a meeting of at least 3 of the 5 members of the sub-committee, including the convenor and the dissenting member(s), together with the President or designated deputy of the constituent College concerned, to discuss the matter.
  - 4.3.3 In the event of a candidature being unsuccessful by reason of an unfavourable vote by 3 or more members of the peer review sub-committee, or by reason of an unfavourable outcome of a meeting as prescribed in Section 4.3.2, then the procedure as prescribed in Section 4.2.1 shall apply. The representative of the constituent College shall not vote.

5. A successful candidate will receive his/her certificate of subspecialist certificate by peer review from the President of the CMSA and he/she may have the option of selecting the venue and date of the awards ceremony which suits him/her.
6. Subspecialist certificate by peer review may not be awarded posthumously.
7. Certificants by peer review will be full paying members of the CMSA, with all the rights and privileges of membership.
8. Certificants by peer review may register their Certificate with the Health Professions Council of South Africa, but may not use it for purposes of registration as a sub-specialist (refer Section 2.1); and may use the appropriate letters applicable to the corresponding Certificate by examination after their names (e.g. Cert Critical Care(SA)).
9. **Guidelines for the peer review sub-committee**
  - 9.1 *A detailed record of service to the CMSA, which will be an additional advantage:*
    - 9.1.1 as a member or office bearer of the Senate.
    - 9.1.2 as the President, Secretary or member of the Council of his/her College.
    - 9.1.3 as an examiner for the CMSA.
    - 9.1.4 as a regular contributor to CMSA CPD activities.
    - 9.1.5 as an Associate.
  - 9.2 *Standing in the profession, as demonstrated by the following:*
    - 9.2.1 Numbers of years of practice since registration in the discipline.
    - 9.2.2 Headship of a clinical or administrative department in the public or private sector.
    - 9.2.3 President or Chief Executive of a national professional society or association representing his/her discipline.
    - 9.2.4 Service as President, regional Vice President or high office bearer, of an international professional society or association representing his/her discipline.
    - 9.2.5 Awards received after sub-specialisation, on assessment of merit such as Honorary Certificate, Awarded Fellowship, Medals, civil decorations, etc. for services related to his/her profession. Honorary Foreign Membership of National Overseas Professional bodies.
    - 9.2.6 Service to a national professional body as an elected office bearer, e.g:
      - 9.2.6.1 Branch Councillor
      - 9.2.6.2 Branch Council President
      - 9.2.6.3 Federal Councillor

- 9.2.6.4 Federal Council President
- 9.2.6.5 National President.
- 9.2.7 University appointment promotion to Professor, Associate Professor or reader.
- 9.2.8 Recognition by peers as an expert in a particular field.
- 9.3 *Academic achievement in the following:*
  - 9.3.1 Doctorate or master's degree by examination, thesis, dissertation.
  - 9.3.2 Honorary doctorate for academic achievement in his/her discipline.
  - 9.3.3 Papers published in national or international scientific or professional journals.
  - 9.3.4 Papers read at national or international scientific/professional meetings.
  - 9.3.5 Professor or Associate Professor of a university academic department in the discipline concerned.
  - 9.3.6 In the case of private practitioners, part-time membership of a university department in the discipline concerned.

*Adopted by Senate in October 2010*