



MCGP Prospectus & Examination By-laws

**College of General Practitioners
of
Sri Lanka**



MCGP Prospectus & Examination By-laws

**College of General Practitioners of Sri Lanka
No. 6, Wijerama Mawatha
Colombo 7**

Revised 2021

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Please note that this prospectus may be subjected to change by the MCGP Board when necessary. If so you will be notified well in advance.

Introduction

The College of General Practitioners of Sri Lanka incorporated by Law No. 26 of 1974 is the national professional organization of general/family physicians in Sri Lanka,

Stated in section on “General objects of the College” is the following:-

3(e) to establish, maintain, manage and administer any institution for the purpose of providing or promoting courses of study and facilities for the education, instruction and training of medical practitioners, students preparing to qualify as medical practitioners, or persons employed or qualifying to be employed to assist medical practitioners in providing medical, surgical and health services. In pursuance of this objective the Faculty of Teachers of Family Medicine was established in 1999.

The MCGP Course and the MCGP Examination are under the purview of the Faculty of Teachers of Family Medicine and conducted by the MCGP Board appointed by the Faculty.

The MCGP Course is a training programme in Family Medicine for postgraduate doctors preparing for the **MCGP examination**. The successful completion of the MCGP examination is a mandatory requisite when applying for membership of the CGPSL. The other requirements for eligibility for membership of the College of General Practitioners of Sri Lanka (CGPSL) are set out in its Constitution.

Regulations and Format of the MCGP Course and Examination

1. The MCGP Course

1.1 Eligibility criteria for entry in to the MCGP Course

- i. Medical degree registered with the Sri Lanka Medical Council under section 29 of the Medical Ordinance.
- ii. After completion of internship an applicant should have 2 years or more work experience in general family practice in Sri Lanka; for which satisfactory evidence should be submitted in the form of a certificate signed by two **members** of the College.
- iii. Exemptions
 - a. Applicants who have obtained the DFM from the Postgraduate Institute of Medicine (PGIM), of University of Colombo within 5 years of the date of application for the MCGP course will be exempted from following the course. They would however be expected to complete the components of the portfolio during the two year period of the MCGP Course and sit all the components of MCGP examination.
 - b. Applicants who have obtained the MD in Family Medicine from the PGIM, University of Colombo will be exempted from following the course. They would however be expected to complete the components of the portfolio during the two year period of the MCGP Course without repeating the components which they would have completed during their training for the MD Family Medicine and sit all the components of the MCGP examination.

The applicants referred to above, in iii (a) and (b), will have to pay 50% of the Course fee.

1.2 Duration of the course

The MCGP course will be conducted over a period of two years. A trainee should complete the MCGP course during this period or over a further period of time as decided by the MCGP Board.

1.3 The Curriculum

The curriculum is documented within a framework structured in six sections on six different themes, as given below. The content of each section should be taken as a part of an integrated whole of a Family Medicine training programme.

Section 1 Family Practice

Section 2 Preventive and Health Promotive Care in Family Practice

Section 3 Evaluation and Management of Health Problems in Family Practice

3.1 Problems of infants/ children

3.2 Problems of adolescents/ adults/ elderly

3.3 Problems related to pregnancy and puerperium

Section 4 Diagnostic procedures in Family Practice

Section 5 Clinical procedures in Family Practice

Section 6 General

The MCGP course is described in a document titled ‘Handbook for Trainees and Trainers’ prepared by the Faculty of Teachers of Family Medicine, College of General Practitioners of Sri Lanka.

1.4 Teaching/ Training on MCGP Course

The **teaching/ learning activities** of the MCGP course will be as follows:-

- (i) Classroom sessions, where the methods of teaching will be lecture with discussion, symposium or group work with discussion (with facilitator/s)
- (ii) Clinical training in family practice in training practices approved by the MCGP Board.
- (iii) Clinical training in hospitals and other health care institutions as shown in Table 1
- (iv) Practicals in institutions as listed in Table II
- (v) Visits
- (vi) Distance Education
- (vii) Assignments
- (viii) Workshops
- (ix) Reference reading
- (x) Portfolio for assessment

Classroom teaching

Classroom sessions will be conducted on two Sundays per month from 9.00 am to 12.00 noon and 1.00 pm to 4.00 pm. The topics dealt with in the classroom situation will be reinforced during clinical and practical training.

Clinical training in family practice

A trainee should complete a minimum of 30 sessions of clinical training, sitting in with a family physician trainer (for a minimum of 3 hours per session). A trainee should attend at least five practices but not more than six sessions in a single practice. The clinical training sessions could be done at intervals during the period of the MCGP course and the MCGP Board would advise on all matters in this regard.

Attendance at clinical sessions must be certified by the trainer in the clinical appointment record book provided for the purpose.

Clinical training in hospital units and other health care institutions

Clinical training will take place in wards/ clinics of the under mentioned hospital units and other health care institutions, approved by the MCGP Board, taking into consideration the convenience of the trainees. During each period of training a trainee will spend a minimum of 4 hours per day. A week will be equivalent to five (5), four hour sessions, best done on a continuous basis. During the period of training, a trainee should attend a minimum of one clinic in each of the identified specialties. The clinical training sessions could be undertaken at intervals during the period of the MCGP course. Attendance at clinical sessions must be certified by the trainer in the clinical appointment record book provided for the purpose.

Table 1

Major Specialties	Duration	Other Specialties	Duration
Medicine	2 weeks	Rheumatology	1 week
Surgery	2 weeks	Dermatology	1 week
Obs & Gyn	2 weeks	ENT	1 week
Psychiatry	2 weeks	Ophthalmology	1 week
Paediatrics	2 weeks	Accident & Emergency	1 week
		Oral Health	1 week
		Sports Medicine	1 week
		Community Health	1 week

Practical training

Training in diagnostic and clinical procedures will be in a family practice, hospital unit, laboratory or other health care institution. The trainee will be required to learn diagnostic and clinical procedures listed in the curriculum and be able to do the procedures that could be carried out in a family practice.

Institutions for practical training

Computer laboratory

MLT School/ Microbiology Unit

Cardiac Investigation Unit

Radiological/ Imaging Investigation Unit

Lung Function Testing Unit

Clinical Examination Skills Training Unit

Minor Surgery Unit – OPD

Family Planning Centre

Attendance at practical sessions given above must be certified by the trainer in the appointment record book. The trainee will also be required to document each learning experience in the portfolio.

Note: Other practical teaching/learning specified in the curriculum will be during the clinical attachments given above.

Visits

Visits to the institutions specified in the curriculum, will have to be undertaken by the trainee during the MCGP Course. The trainee shall arrange the visits on his/her own. The trainee is required to submit a written reflection on the learning experience which must be documented in the portfolio.

Distance education

Thirteen lessons as specified in the curriculum will be delivered in print format or on CD during the course. The tasks allotted in each lesson must be completed and documented in the portfolio.

Assignments

The assignments as specified in the curriculum, will be given three months after the commencement of the course. A trainee will have a period of two months to complete and submit each assignment. Each trainee will be required to use all resources available for self directed learning on the given subject, and to present their learning in a comprehensive essay varying between 500 to 1000 words. The assignments will be reviewed by a member of a panel appointed by the MCGP Board. After the feedback of comments from the reviewer, any recommended revision should be carried out by the trainee. All these documents should be included in the portfolio.

Workshops

Workshops (seven need to be held to satisfy credit requirement) will be arranged, each at an appropriate venue. The workshops will be on topics specified in the curriculum. After each workshop, a report and recommendations will be submitted by the group of trainees, to the MCGP Board.

Reference reading

Specific references to a few topics will be recommended for reading. This is apart from the trainees reference to medical texts on all the topics listed in the curriculum.

Assessment Portfolio

During the clinical and practical training components, a portfolio for assessment will be maintained by each trainee. The portfolio will be made up of the following components,

- (a) Essays on the seven assignments
- (b) Evidence of learning experience in practical training certified by a trainer
- (c) Written reflections by the trainee on the learning experience during visits
- (d) Tasks carried out and completed by the trainee as given in each lesson of the distance education component.
- (e) Performance based assessment
- (f) Practice based assessment
- (g) Reflective logs on two selected learning experiences in the practice
- (h) Reflective logs on practice policy and patient safety of the ethics component

A self assessment form is also given to the trainee for time management and review.

It is advisable for the trainee to discuss the progress of all the above components and/or the problems faced, with the mentor who will provide guidance. The portfolio will be periodically reviewed by the mentor, for feedback if necessary.

The portfolio should be submitted with the approval of the mentor, to the MCGP Board, two months prior to the MCGP examination.

1.5 Course structure and credit rating

The number of sessions of each teaching/learning activity, the total number of hours spent on each activity and the credit rating is given in Table 3.

Table 2: Credit rating of the MCGP Course

<i>Activities</i>	<i>Number of each of the activities</i>	<i>Number of hrs per activity</i>	<i>Total Number of hrs of activity</i>	<i>Number of hrs needed for 1 credit</i>	<i>Total credits</i>
Lectures with discussion	76	01/02/03	126	15	8.4
Groupwork with discussion*	09	03	27	15	1.8
Symposia*	16	3	48	15	3.2
Clinicals(GP)	30	03	90	20	4.5
Clinicals (Major specialities)	50	04	200	45	4.4
Clinicals (Other specialities)	40	04	160	45	3.5
Practicals	10	04	40	30	1.3
Visits	07	04	28	20	1.4
Distance education	13	06	78	25	3.1
Assignments	07	06	42	25	1.7
Workshops*	07	04	28	15	1.9
Total Credits					35.2

*Credit rating for Group work with discussion, Symposia and Workshops calculated as for Lectures with discussion.

2. The MCGP Examination

2.1 Eligibility criteria to sit for the examination

- (i) Satisfactory completion of all sections of the MCGP course, attending at least 80% of the classroom teaching, completing all the clinicals, practicals, visits, the tasks set in distance education lessons and the essays on the assignments.
- (ii) Submission of the candidate's portfolio on the given date.
- (iii) Submission of duly completed clinical appointment record book.
- (iv) Payment of the course fee and examination fee.

2.2 Timing of the Examination

Applications will be called for the examination within 2 weeks of completion of the course.

The examination will be held 6 – 8 weeks after completion of the course.

2.3 The Format of the Examination

Examination Components

- (i) **Multiple Choice Questions (MCQ)** – 60 MCQs of which 30 will be true/false type and 30 will be single best response type. Duration will be 3 hours. (20% of the final marks)
- (ii) **Structured Essay Questions (SEQ)** – 4 questions. The questions will cover the principles and concepts of Family Medicine and their application in family practice. Duration of paper will be 2 hours. (10% of the final marks)

(iii) **Objective Structured Clinical Examination and the Objective Structured Practical Examination (OSCE and OSPE)** – 16 stations and the time spent at each will be 10 minutes. (50% of the final marks of which OSCE will be 40% and OSPE 10%)

- Fourteen (14) OSCE stations. Each station will simulate a consultation with a real patient or role player. Marking will be done by an examiner on structured rating forms. Each OSCE station will be marked out of 100.
- Two (02) OSPE stations – Each station will comprise of 03 objective structured tests. At each of these tests a candidate will be given a practical task and be required to answer 3-4 relevant questions, spending 3 minutes for each. Marks will be indicated after each question. Each OSPE station will be marked out of 100.

(iv) Evaluation of the assessment portfolio with its 8 components (a-h) will be at a viva voce examination (20% of the final marks).

2.4 Passing the Examination

(i) To pass a candidate should score an aggregate of 50% or more while scoring a minimum of 50% in each of the components mentioned above.

(ii) If a candidate obtains the aggregate pass mark of 50% or more but fails, due to not having obtained the minimum pass mark of 50% in only one of the components, he/she will be permitted to sit that component only at an examination to be held on a date decided by the MCGP Board.

(iii) Candidates who have failed to obtain the aggregate mark of 50% or the minimum pass mark in more than one component will have to sit the entire examination again, on a date decided by the MCGP Board. However, if the candidate was successful in completing the portfolio viva, exemption will be given for this component.

An appeals board shall be set up for students to clarify any matter/s related to the examination.

2.5 Interrupting of the MCGP Course

(A) In the event of a trainee requesting a period of leave from following the MCGP course exceeding a period of two months, the procedure will comprise the following.

- (i) A written request from the trainee giving the reason for leave forwarded through the Course Coordinator who will state whether the trainee's progress on the course has been satisfactory with regard to attendance at lectures.
- (ii) The Board will discuss whether the reason given is valid and acceptable and make a decision whether the request could be granted
- (iii) If the Board decides that the trainee's request could be granted, the Board will inform the trainee to submit the following documents, endorsed by the Coordinator **within three months**. If not the trainee would not be eligible to continue when he/she comes back.
 - A list of lectures attended so far
 - The latest Progress Review Form
 - A written assurance that the trainee will abide by decisions taken by the Board, on matters such as a change in Course curriculum, Course fee, Examination fee, Examination format, during the intervening period.
 - A written assurance that the trainee will abide by any other Board decisions applicable to other trainees at that point of time the trainee re starts the course.

- (iv) The maximum period of interruption allowed will be three years from the date of interruption.
- (v) When the trainee is ready to recommence the Course, the Board will decide which MCGP Batch he/she would join and the manner in which the trainee's attendance would be recorded.

2.5(b) If a trainee wants to go on leave up to a period of 2 months, the trainee should inform the MCGP Board in writing, giving the reason.

The Board would inform the trainee in writing as follows.

- (i) If the trainee's attendance falls below 80% (required for eligibility to sit the MCGP Examination), he/she will not be eligible to sit the Examination. (see below)
- (ii) However, if the trainee's attendance is between 75% - 80%, the MCGP Board will set certain tasks, which if completed satisfactorily will make the trainee eligible to sit the Examination, provided all other criteria for eligibility have been fulfilled.

3. Interpretation and Amendments

The MCGP Board will have the right to make any amendments to the regulations with the approval of the Faculty of Teachers, ratified by the Council of the College General Practitioners (Senate) at the beginning of each course and prospective candidates will be informed accordingly.

4. Process of Registration

(i) Collection of the Prospectus containing ‘Rules and Regulations and the application form for the MCGP Course’ on payment of Rs. 500.00

(ii) Handing over completed application form and payment of the registration fee of Rs. 5,000.00.

Thereafter the MCGP Board will process the applications for eligibility and inform the applicants. On acceptance of the application, the candidate is required to pay the course fees as laid down below and be registered for the course.

(iii) An applicant registered for the course will receive the Handbook for Trainees and Trainers, and the Appointment Record book.

If the application is not accepted 80% of the registration fee will be refunded.

5. Fee structure

Registration fee - Rs. 5,500.00
Course Fee - Rs. 200,000.00

Payment Option One - Total amount at the time of registration which entitles the registrant to the Associateship of the College of General Practitioners of Sri Lanka for one year, free of charge.

Payment Option Two - 1st Installment is nonrefundable:
Rs. 100,000.00 at the time of registration
- 2nd Installment:
Rs. 100,000.00 within 3 months after registration

Examination Fee - Rs. 50,000.00

Note: Subject to change by the MCGP Board when necessary.

MCGP Examination By – laws

The following By-laws may be cited as the Examination By-laws.

1. A general medical practitioner may be awarded the Diploma for Membership of the College of General Practitioners of Sri Lanka (MCGP), if he or she has:-

a) (i) registered as a trainee/ student to follow the MCGP Diploma Course over a period of four semesters within two years

or

(ii) Registered as a candidate who has been exempted from following the course due to having the Diploma in Family Medicine (DFM) or the MD in Family Medicine of the Postgraduate Institute of Medicine (PGIM) within the 5 years preceding the date of application

and

- b) paid the examination fee
- c) fulfilled the requirements for eligibility to sit the MCGP examination
- d) fulfilled any other conditions as may be prescribed by the Faculty of Teachers of Family Medicine.
- e) Obtained a pass in the MCGP examination

2. A candidate's eligibility to sit for the scheduled MCGP examination shall include

(i) Satisfactory completion of all sections of the MCGP Course by attending at least 80% of the class room teaching and 100% completion of all other components such as completion of all the practical sessions; completion of all

clinical training in family practice and the hospitals wards/clinics; completion of all practical visits and reflective writing; completion of all the tasks set in the distance education lessons; submission of essays on all the assignments given, with the assessors' comments attached.

- (ii) Undergone practice based assessment and performance based assessments signed by the evaluator and included within the portfolio
- (iii) Submission of duly completed student appointment record book
- (iv) Submission of portfolio with the approval of the mentor for assessment at the conclusion of the course by the due date.

3. Regulations and format of the MCGP course and Examination leading to the award of the Diploma for the Membership of the College of General Practitioners of Sri Lanka (MCGP) examination is as prescribed in the MCGP prospectus.

4. A Board of Examiners shall be nominated by the MCGP Board and ratified by the Council of the College of General Practitioners of Sri Lanka (Senate). The Board of examiners shall comprise of a Chief Examiner, and coordinators of the different components of the examination.

Other examiners too will be nominated by the MCGP Board and ratified by the Council of the College of General Practitioners of Sri Lanka (Senate). The eligibility criteria for the examiners/ observer are as follows:

- a) They should be Members of the College and should not have any arrears in payment of membership fees
- b) They should have been examiners at Diploma level examinations in Family Medicine either of the PGIM (DFM) or the CGPSL (MCGP)

- c) Those who have not fulfilled the criterion (b),
 - i) Should have followed at least 2 workshops conducted by the College on teacher training and assessment within the past 3 years.
 - ii) In addition to criterion c(i) an examiner for the OSCE and the Portfolio Viva, should have served as an observer at a Diploma level examination in Family Medicine DFM or MCGP examination at least once.
5. (i) If a trainee who has completed the MCGP Course and is eligible to sit the MCGP Examination, according to the regulations in the MCGP Prospectus, does not sit for the Examination which follows, he/she must inform the MCGP Board in writing.

(ii) The trainee must give a valid reason, which is acceptable to the Board; the trainee must also indicate that he/she is interested in sitting for the Examination in the next year.

The Board would then discuss the matter, make a decision and inform the trainee in writing. If the trainee's request to postpone the Examination is granted, he/she must be informed that it is compulsory to sit the Examination in the next year unless there is a valid reason which the trainee should inform the Board of, for due consideration.

(iii) However, all trainees should sit for the examination at least once, within 3 years of completing the Course. The trainee will also be informed that anyone who fails to do so will not be allowed to sit the MCGP Examination in the future, unless he or she follows the course again.

6. A candidate who could not present for the entire examination, on the first attempt due to a *valid excuse, could complete the components that were not completed in the next attempt, provided the MCGP Board approves the reason given.

7. A candidate may be granted permission to postpone a scheduled attempt on the basis of a *valid excuse submitted to, and if accepted by the MCGP Board, the attempt at which he/she sits the examination after postponement shall be regarded as the first attempt.

8. In the absence of an accepted excuse, failure to sit any due or scheduled examination shall be considered as an unsuccessful attempt at that examination and any subsequent attempts will be considered as second or third attempt as the case may be and such persons will not be entitled to receive any medals, merit, honours or distinctions.

9. The MCGP Board would have the discretion of deciding to designate a task for trainees who have only a marginal difference in the percentage of attendance. (an attendance of more than 75%) so that they could become eligible to sit the examination, by completing the task satisfactorily.

10. A candidate should be eligible to sit all the components of the examination before the candidate is issued admission for that particular examination. Candidates will not be allowed to sit for only some components at a particular examination unless he or she has been referred only in that component on a previous occasion.

11. A candidate who has not completed a training component as required and has a valid excuse acceptable to the MCGP Board, will be eligible to sit the next scheduled examination only after satisfactory attendance and completion of the missing component/s. If the scheduled examination is the candidate's first attempt, he/she will be eligible for medals, merit, honours and distinctions.

12. A candidate, who has failed to complete all the training components as required without a valid excuse, will be allowed to sit for the next scheduled examination only after completion of all missing training components and will not be eligible to receive medals, merit, honours or distinctions.

13. Where a candidate has failed to sit one component of an examination and has a valid excuse acceptable to the Senate, the **minimum** marks the candidate should receive for that component at the next scheduled examination will be 50%, to be successful.

The valid excuses that would be considered are as follows:

- a) Medical certificate acceptable to the Senate
- b) Death of immediate family member one week prior to or during the examination with submission of a valid certificate of death to the Senate
- c) A serious disaster to self/ family with evidence or life threatening illness in a family member with submission of a valid medical certificate to the Senate

14. A candidate, who fails to sit one component of an examination without a valid excuse acceptable to the Senate, will receive zero marks for that component of the examination and will fail the examination. The candidate will have to sit for the entire examination next time and will not be eligible for medals, merits, distinctions or honours.

15. To pass the MCGP examination, a candidate should score an aggregate of 50% or more while scoring a minimum of 50% in each of the following components: Multiple Choice Question paper; Structured Essay Question paper; Objective Structured Clinical/ Practical examination (OSCE/OSPE); Portfolio Viva Voce examination.

16. Awards for exceptional merit do not currently exist but candidates who excel and achieve the maximum marks at an examination will be entitled to receive merit, honours, distinctions or medals as may be decided by the Faculty of Teachers of Family Medicine and ratified by the Senate from time to time.

17. If a candidate obtains the aggregate pass mark of 50% or more but fails due to not having obtained the minimum pass mark of 50% in only one of the components, he/she is deemed to have been referred in that component only and will be permitted to sit that component at an examination held on a date decided by the MCGP Board. This would be limited to two further consecutive attempts for that component and if the candidate is not successful he/she will have to sit the entire examination held on a date decided by the MCGP Board.

18. Candidates who have failed to obtain the aggregate mark of 50% or the minimum pass mark in more than one component will have to sit the entire examination again, held on a date decided by the MCGP Board

19. Any candidate who sits the MCGP Examination will be allowed only six consecutive sittings and if the candidate forgoes one of these, it will be considered as an attempt. If a candidate does not complete the examination successfully after six attempts unless it is covered by a valid medical certificate acceptable to the Board, he/she will not be eligible to sit the Examination in the future unless the trainee follows the MCGP programme again like any other fresh trainee.

20. Candidates who have been exempted from the MCGP course due to having obtained the DFM and/or MD (Family Medicine) from the PGIM of the University of Colombo within 5 years of the date of application for the MCGP Course shall sit and pass **All** components of the MCGP examination including defending the Portfolio at the viva voce examination and pay examination fees as stipulated by examination regulations.

21. The Scrutiny Board of the Examination chaired by the Chief Examiner will be held one week ahead of the scheduled date of the examination and will be attended by the coordinators of the different components of the examination.

22. The Pre-results Board and the Results Board of the MCGP examination chaired by the Chief Examiner and attended by all examiners who took part in the particular examination, subject to valid excuses, will be held within two weeks of the conclusion of the examination and the results released the same day subject to confirmation by the Faculty of Teachers of Family Medicine, and ratified by Council of the College of General Practitioners of Sri Lanka

23. An Appeals Board shall be set up for students to clarify any matters arising in relation to the examination and such appeals will have to be made to the MCGP Board within one month of the release of results of the examination.

24. In any matter pertaining to the interpretation of the above regulations the decision of the Council of the College of General Practitioners of Sri Lanka shall be final.

Job Description of MCGP Qualified General Practitioners / Family Physicians

General Practitioners are licensed medical graduates who give personal, primary and continuing care to individuals, families and a practice population irrespective of age, sex, illness, ethnicity and creed.

General Practitioners attend to their patients in consulting rooms, in their homes and sometimes in a clinic or a hospital.

General Practitioners will:

1. Make an initial decision on every problem presented to them as doctors.
2. Include and integrate physical, psychological and social factors in their consideration of health and illness in the care of their patients.
3. Know when to intervene through treatment, prevention, counseling and education, in order to promote the health of their patients and their families.
4. Undertake continuing management of their patients with chronic, recurrent and terminal illnesses.
5. Practice in cooperation with other colleagues, medical and non medical.
6. Recognize that they have a professional responsibility to the community.
7. Keep medical and other relevant records of their practice population.
8. Make discerning observations on the clinical and organizational aspects of their practices.
9. Periodically evaluate their work and make changes in order to improve the quality of their care.
10. Accept the need for continuing to learn throughout their professional lives.
11. Recognize their obligation to involve themselves actively in continuing medical education.
12. Engage themselves in research.

Source: Extracted from the 'Job Description' of the General Practitioner accepted by the College of General Practitioners of Sri Lanka. Sri Lankan Family Physician, 2002, 25, 2.