

Bil. (61) dlm. KKM-82/2/6

30 hb Ogos, 1986

Semua Pengarah Perkhidmatan Perubatan
dan Kesihatan Negeri.

Pengarah Perkhidmatan Perubatan,
Sabah/Sarawak.

Semua Pengarah Yayasan Persekutuan.

SURAT PEKELILING KETUA PENGARAH KESIHATAN BIL. 12/1986

Penilaian Latihan Doktor-Doktor Siswazah

1. Tujuan

Surat pekeliling ini bertujuan mengenalkan sistem penilaian latihan doktor siswazah yang baru.

2. Latarbelakang

2.1. Kementerian Kesihatan telah mengkaji semula cara-cara latihan doktor siswazah dinilai pada masa ini. Setelah diteliti dan dibincangkan dengan pegawai-pegawai pakar, maka adalah diputuskan bahawa satu sistem penilaian yang lebih komprehensif dan berkesan perlu diadakan.

2.2. Sistem baru ini menggandungi dua cara menilai prestasi setiap doktor yang menjalani latihan doktor siswazah. Yang pertama adalah penggunaan buku log (log book) yang perlu disimpan dan disempurnakan oleh semua doktor yang menjalani latihan doktor siswazah. Tiga buku log telah disediakan iaitu Buku A bagi bidang perubatan/paediatrik, Buku B bagi bidang operasi/otopidik dan Buku C bagi bidang obstetrik & ginekologi. Buku-buku log ini menyenaraikan kemahiran-kemahiran yang perlu diperolehi oleh semua doktor yang menjalani latihan doktor siswazah dalam bidang-bidang yang berkenaan.

2.3. Cara kedua adalah penilaian yang lebih detail dan komprehensif oleh pegawai-pegawai pakar yang menjadi penyelia doktor-doktor yang menjalani latihan doktor siswazah, seperti tercatat dalam Buku D "Performance Appraisal Report For Medical Officer Pre-Registration Period". Pegawai-pegawai pakar akan menilai kemahiran setiap doktor, prestasi mereka dalam penyampaian kes-kes klinikal (clinical case presentation) serta sikap.

Melalui sistem penilaian yang baru ini adalah diharap latihan bagi doktor-doktor yang menjalani latihan doktor siswazah akan menjadi lebih sistematik dan seragam, dan penilaian keatas latihan tersebut akan menjadi lebih efektif.

3. Perlaksanaan

Sistem penilaian yang baru ini akan berkuatkuasa mulai 1hb Januari 1987. Ini bermakna doktor-doktor yang memulakan latihan doktor siswazah mereka pada atau selepas 1hb Januari 1987 akan menggunakan sistem baru ini.

... Panduan secara detail mengenai sistem penilaian cara baru ini ada dilampirkan. Satu naskah Buku-buku A, B, C & D dan Panduan ada juga diedarkan bersama surat pekeliling ini sebagai makluman. Dalam beberapa bulan yang akan datang pegawai dari Bahagian Latihan dan Tenaga Manusia dari Kementerian ini akan melawat semua hospital-hospital dimana latihan doktor siswazah dijalankan. Mereka akan memberi taklimat yang perlu kepada semua pegawai yang berkenaan. Sistem penilaian yang baru ini akan disemak dari semasa kesemasa supaya sebarang kelemahan boleh diatasi.

4. Borang 6 Akta Perubatan 1971

Oleh kerana Borang 6 diperlukan diisi dibawah Akta Perubatan 1971, borang ini hendaklah terus digunakan bagi tiap-tiap doktor yang telah tamat latihan doktor siswazah.

5. Pegawai Yang Bertanggungjawab Melaksanakan Surat Pekeliling Ini

Pengarah Latihan & Tenaga Manusia adalah bertanggungjawab melaksanakan arahan-arahan yang terkandung dalam surat pekeliling ini. Semua pertanyaan mengenai surat pekeliling ini hendaklah dialamatkan kepada:

Ketua Pengarah Kesihatan Malaysia,
Kementerian Kesihatan Malaysia,
Tingkat 3 Bangunan MMA,
Jalan Pahang,
50590 Kuala Lumpur.

u.p: Pengarah Latihan & Tenaga Manusia

Sekian.

Saya yang menurut perintah,


Tan Sri Datuk (Dr) Abdul Khalid bin Sahan
Ketua Pengarah Kesihatan Malaysia

s.k: YB Menteri Kesihatan
YB Timbalan Menteri Kesihatan
YB Setiausaha Parlimen
Ketua Setiausaha
Semua Ketua Bahagian

General Guidelines on the use of
'Record of Training and Experience
During The Pre-Registration Year'
(Log Books) and 'Performance Appraisal
Report for Medical Officer Pre-Registration
Year' (Assessment Book)

1. Introduction

A copy of the log book (Book A/Book B/Book C) pertaining to the relevant discipline shall be issued to each House Officer on the day he first reports for duty and at the beginning of his second six months of housemanship training.

(i) The log books consist of:-

Record of Training and Experience During the
Pre-Registration Year ie:-

- a. Book A - Medicine/Paediatrics
- b. Book B - Surgery/Orthopaedics
- c. Book C - Obstetrics and Gynaecology.

(ii) Book D:-

Performance Appraisal Report for Medical
Officer Pre-Registration Year (Assessment Book).

2. Implementation

2.1. Role of Director of Hospital (Director)/Medical
Superintendent (M.S.)/Medical Officer in Charge
of Hospital (M.O,i/c)

- (i) The Director/M.S./M.O.i/c shall issue a copy of the relevant Log Book to each House Officer reporting for duty, e.g. House Officer reporting for duty to the Medical Unit will be issued with Book A.

- (ii) He shall explain in detail on the usage of the book according to the guidelines as specified in the log book.
- (iii) He shall be responsible for monitoring the progress of the House Officer by chairing the Assessment Committee as provided for in the circular bil. (45)d1m.KKM-74(35/1/6)J1d.2 date May 7 1986.
- (iv) He shall complete Form 6 of the Medical Act 1971 after taking into consideration the overall comments and recommendations of the Supervising Consultant/Clinical Specialist for each discipline as in Book D(Form A). Form 6 and the original copy of Form A will be subsequently submitted to the Malaysian Medical Council for further action not later than one month after completion of the housemanship period.
- (v) He shall be responsible for ensuring that the log book is passed on to the next Supervising Consultant/Clinical Specialist when the House Officer is transferred from one discipline to another eg. on completion of the medical posting by the House Officer, Book A and Assessment Book shall be collected by the Director/M.S./M.O. i/c and handed over to the Supervising Consultant/Clinical Specialist of the subsequent posting.

- (vi) He shall be responsible for the safe keep of these books. The Assessment Book, which consists of summaries of evaluation reports of the various postings should be kept in strict confidentiality.

2.2. Role of Supervising Consultant/Clinical Specialist

- (i) The Supervising Consultant/Clinical Specialist shall check to ensure that each House Officer reporting for duty has a copy of the Log Book pertaining to that discipline.
- (ii) He shall also obtain an Assessment Book from The Director/M.S./M.O. i/c for that House Officer.
- (iii) He shall be responsible for monitoring the progress of the House Officer working in his Unit and be a member in the Assessment Committee.
- (iv) The Supervising Consultant/Clinical Specialist shall study the Log Book pertaining to his discipline from time to time to ensure the House Officer receives adequate exposure whilst working in his Unit.
- (v) The Consultant/Clinical Specialist shall complete Form A of the Assessment Book (in duplicate) by entering the required information. He shall then return the original copy of Form A to the Director/M.S./M.O. i/c not later than 2 weeks after completion of the House Officer's posting to his Unit.

- (vi) The Supervising Consultant/Clinical Specialist shall return the completed Assessment Book to the Director/M.S./M.O. i/c after completion of the House Officer's posting in his Unit.

2.3. Role of House Officer

- (i) Before reposting to the Supervising Consultant/Clinical Specialist in charge of the Unit, the House Officer shall obtain a copy of the Log Book relevant to the discipline from the Director/M.S./M.O. i/c of the hospital.
- (ii) He shall then fill the particulars as required in the book.
- (iii) The Log Book shall be carried at all times during working hours so that the practical task carried out can be recorded and graded immediately by the Supervising Consultant/Clinical Specialist.
On completing the posting, the House Officer shall hand over the Log Book to the Director/M.S./M.O. i/c. He shall then obtain another Log Book form Director/M.S./M.O. i/c pertaining to the following posting.
- (iv) The House Officer is responsible for returning the >Log Book to the Director/M.S./M.O. i/c of the hospital within one week of completion of posting in that discipline.

3. Conclusion

The Log Books and Assessment Books shall remain the property of the hospital and the content shall be kept in strict confidentiality.

(62) dlm. KKM-82/2

hb ^{Sept} 1986

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Hospital Universiti,
Universiti Malaya,
59100 Kuala Lumpur.

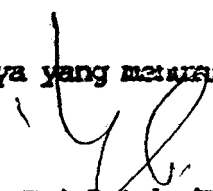
Pengarah,
Hospital Universiti,
Universiti Sains Malaysia,
16150 Kubang Kerian,
Kelantan.

Tuan,

Surat Pekeliling Ketua Pengarah Kesihatan Bil.12/1986

... Bersama ini saya sertakan surat pekaling Ketua Pengarah Kesihatan Bil.12/1986. Saya berasa sukacita sekiranya peraturan-peraturan yang terkandung dalam surat pekaling ini dapat dilaksanakan di hospital-hospital tuan mulai 1hb Januari 1987. Pegawai dari Bahagian Latihan dan Tenaga Manusia di Kementerian ini akan memberi taklimat di hospital-hospital tuan.

Saya yang memuat perintah,


Tan Sri Datuk (Dr) Abdul Khalid bin Sahan
Ketua Pengarah Kesihatan Malaysia

s.k: Pengarah Latihan & Tenaga Manusia.

-/re