

The Caribbean Association of Medical Councils

**The Caribbean Regional Medical Registration Examination:
Increasing the Physician Workforce in the CARICOM Member
States**



**2018 Request for Proposal
Deadline for receipt of Proposal 31/10/18**

BACKGROUND

Physicians who seek to practice in the CARICOM Member States are required to fulfil specific criteria for registration. Those candidates for registration who are not graduates of medical schools approved by the Medical Councils are required to write a qualifying examination.

The CAMC has been requested by Governments to conduct and administer an appropriate Medical Registration Examination to establish that these candidates have attained the full requirements to register to practice in the CARICOM Member States.

The Caucus of Ministers of Health of CARICOM Countries has instructed that this examination be considered as the Registration Examination for New Medical Graduates of Medical Programmes and for Practitioners whose applications are not accepted to practice Medicine in CARICOM Countries by a date to be fixed.

Consultants are expected to take into consideration the number of candidates who will be presenting for the examination with this directive in mind.

PURPOSE

Within the context of the requirements to register to practice as a physician in CARICOM Member States, the consultant will be required to design, conduct and manage a biannual Caribbean Regional Medical Registration Examination to assess readiness and qualifications to register to practice in CARICOM Member States.

PROPOSAL FORMAT

Each proposal must be submitted in the format outlined below. Please use the following headings as a checklist in assembling your completed proposal.

Cover Page: This must be signed by the official authorized to submit the proposal.

Section 1: Structure of the Examinations and Rules

- i. Design examination to assess physician's knowledge, clinical and communication skills and competences. PART 1 of the examination should be internet and computer-based, multidisciplinary and include multiple choice questions. The PART 2 of the examination will include clinical testing with use of an OSCE examination.
- ii. Develop and define the system and schedule for preparation of examination papers.
- iii. Assist CAMC to define the admission requirements or eligibility criteria for writing the examinations.
- iv. Develop a schema and set the criteria for scoring and analysis of the examination results.
- v. Develop the rules and guidelines for test application and scheduling, testing, scoring and reporting of the examination results.
- vi. Develop and managing a response to appeals.

Section 2: Recruiting and Training Examiners

- i. Design and arrange for the conduct of training programmes for examiners.
- ii. Define the qualifications and experience required to train as an examiner for this examination.

Section 3: Management and Administration System for the Examination Process

- i. Develop a schedule for the examination.
- ii. Develop and maintain a database to ensure accurate records of all aspects of the examination process.

- iii. Design and institute a system for the timely transmission of the examination results and reports to include results for all candidates.
- iv. Prepare an information Brochure to inform potential examination candidates.
- v. Develop electronic application materials via the internet for prospective candidates to apply for both parts of the examination.
- vi. Develop examination preparation modules with test questions for study and preparation for both parts of the examination.
- vii. Describe the process for preparing and submitting two annual reports of candidate profiles and testing results including medical schools attended, countries of origin, trends and pass rates.
- viii. Any difficulties encountered during the Exam that may affect the candidate's score, e.g. IT, timing, network, etc.
- ix. Measures taken to ensure Exams is secure

Section 4: Budget for the Preparation, Conduct and the Management of the Examination

- i. Prepare and submit an annual budget for the development, conduct and management of the examination process.
- ii. Prepare and submit a separate budget for the preparation of examination modules with test questions for study and preparation for both parts of the examination.
- iii. Include the anticipated expenditures, correlated to the line items set forth on the budget, and subcontract information, if applicable.

Section 5: Experience of Consultant

- i. Describe prior experience in providing activities similar in scope and type to the ones called for in this RFP.
- ii. Describe how these experiences will ensure success for this work.

Section 6: Staffing

- i. Describe the qualifications of the staff (paid and unpaid) responsible for the activities and services.
- ii. Please attach relevant bio sketches and curriculum vitas as needed.

ELIGIBILITY CRITERIA

Proposals must demonstrate the applicant's ability to design, conduct and manage a biannual Caribbean Regional Medical Registration/Licensing Examination to assess readiness and qualifications of physicians (to register to practice in CARICOM Member States). The entities should demonstrate experience in curriculum development at the graduate level with experience in medical curriculum development, and expertise in the training of examiners. Experience should include connections to, and work with organizations and institutions providing high level medical training and teaching; and well-qualified medical teaching faculty. The applicant should demonstrate access to the skills and expertise of entities skilled in web development for the preparation, management and administration and maintenance of this examination website.

CRITERIA FOR EVALUATION OF PROPOSALS

Proposals will be reviewed by a panel of expert reviewers in accordance with the criteria set forth below. Successful past experience in providing services and

activities similar to those called for in this RFP will be deciding factor among otherwise similar proposals.

- i. Technical competence of consultants (15)
- ii. Qualifications and experience of staff, including experience relevant to the expected product (15 points)
- iii. Proposal for execution of consultancy with information that includes at minimum the details under sections 1, 2, 3 and 4. (40 points)
- iv. Outline of management and administrative controls. (5 points)
- v. General information: staff size, office locations, range of activities and other organizational data. (5 points)
- vi. Consulting time required to complete that assignment (10 points)
- vii. Budget justification (10 points)

APPLICATION AND SUBMISSION PROCESS

All inquiries regarding the proposal, selection criteria of application requirements may be directed to the CAMC office:

Name of person: Professor Howard Spencer
Registrar

Address: Caribbean Association of Medical Councils
18 West Road
UWI, Mona Campus
Kingston 7

Phone: (876)978-8538
Fax: (876) 978-2118
Email: medcojam@cwjamaica.com

Five copies of full proposals must be submitted to the Registrar. The deadline for proposals is Friday, October 26 , 2018 at 5:00pm. In fairness to all applicants, the CAMC will not accept late applications.

The envelope with 5 copies of the proposals should be addressed to:
Professor Howard Spencer
Registrar
Email: medcojam@cwjamaica.com