



Direttorat għall Prattici tar-Riżorsi Umani

Directorate for Human Resources Practices

**Policy for the Continuous Medical/Pharmacy Education and
the Continuous Professional Development Schemes
within the Ministry for Health**

Introduction

Following the amendments made to the Classification and Grading agreement, DH Circular 74/2002 and the agreement reached with Pharmacists in 2003, all those professionals to whom these respective sectoral agreements apply, are entitled to a Continued Medical/Pharmacy Education Allowance.

Following the amendments made in the Classification and Grading agreement and in accordance with DH Circular 276/06 – CPD Scheme for nurses and midwives, and DH Circular 511/08 CPD Scheme for paramedics and health inspectors, all eligible professionals listed hereunder are entitled to apply for Continuous Professional Development. This is in line to agreement reached with Nurses and Midwives Sector on 12th April, 2006 and all Paramedic/Health Inspector grades on 27th April, 2007.

Eligibility

Eligibility to the Continuous Medical Education (CME) and the Continuous Pharmacy Education (CPE) schemes is as follows:

- Medical staff in all levels excluding those who opt for Contract Type A.
- Dental professionals in all levels
- Pharmacists in all levels

On the other hand employees in all levels in the grades outlined below are eligible to the Continuous Professional Development (CPD) scheme:

- Audiologists
- Dental Technologists
- Dental Hygienists
- ECG Technicians
- Environmental Health Officers
- Medical Laboratory Technologists
- Neurophysiology Technologists
- Nurses and Midwives
- Occupational Therapists
- Orthoptists
- Pharmacy Technicians
- Podologists
- Physiotherapists
- Radiographers (Diagnostic)
- Radiographers (Radiotherapy)
- Speech therapists

Entitlement

All professionals who are eligible for CME and CPE are entitled to an annual refund of 1164.69 Euros.

Those eligible for CPD are entitled to 700 Euros per annum, however funds may be carried forward for the following year only for a maximum total of 1400 Euros.

In both cases only one request for refund must be presented per year. In the case of CPD any unused funds will automatically be carried forward to the following year for a maximum period of two years. Applicants who do not submit an application for a particular year will have their funds automatically carried forward to the following year. Receipts for the year being claimed and the previous year will be accepted.

Employees working on a part-time basis are entitled to a pro-rata refund.

Items which may be re-imbursed

The following items can be claimed to be reimbursed through CME/CPE or CPD:

1. Fees for seminars, courses, conferences and examinations related to courses at certificate, diploma, degree, post-graduate, masters or PhD.

These may include registration fees, travel, accommodation, insurance etc. Fees for training will only be reimbursed if the training is directly related to the professional's duties and approved by the respective head. A certificate of attendance and/or a copy of the examination result must be presented with the application form.

2. Membership of approved and relevant professional and academic bodies
3. IT and relevant accessories

These may include the following items;

Section A

Category 1:

Accessories such as external hard drives, keyboards and other computer peripherals; e.g. PCI or PCMCIA

Card types; CD/DVD drives

Category 2:

Upgrades and repairs of IT systems and peripherals in section A and B

Category 3:

Computer consumables

Section B

Provision of internet access. (Only one connection per applicant is accepted)

Section C

Category 1:

Desktop. Computer system

Category 2:

Laptop

Category 3:

Local wireless router access

Category 4:

Monitors up to 24inch

Category 5:

Tablet PC

Category 6:

Personal Digital Assistant or Smart Phone

Category 7:

Digital Camera

Items in Section A & B can be claimed on consecutive years.

Items in Section C can be claimed on consecutive years provided that they are not from the same category.

4. Books and journals

All books and journals must be directly related to the officer's duties and a list of the titles, drawn up by the supplier, must be presented with the application.

5. IT Software peripherals

The following are eligible:

- Computer operating system such as windows, or mac
- Word processing programmes such as Microsoft office or equivalent
- Image and video edition software related to educational presentations
- Other educational software as approved by the head of department
- Database or data management software related to clinical research.
- Software related to statistical analysis, e.g. SPSS

With regards to receipts for the purchase of IT equipment, these may be in the name of the spouse in the case of married couples.

Receipts for cameras and smartphones must be in the name of the applicant.

Mode of application

1. Each year an application form, (Appendix 1), must be filled in with the details requested. The form must be accompanied by documentary evidence, including the original itemised fiscal receipts of items being claimed. Receipts for goods purchased in Malta must include the VAT number.
2. In the case of receipts which also serve as a guarantee, a photocopy must be presented with the original and both copies presented to the cpd officer who will certify as being a true copy of the original.
3. In the case of items purchased online, a copy of the order form and proof of payment by debit/credit card must be produced. The application form must reach the accounts officers/Financial Controllers by not later than the end of February of the following year but all receipts must be dated according to the year for which the reimbursement is being claimed or the previous year only.
4. Receipts should be in applicant's name. No receipts without applicant's name will be accepted.
5. Fiscal receipts produced by cash registers and not having the applicant's name printed on them, are not accepted unless they are attached to an itemised receipt, bearing the outlet's logo and signed by its representative, which includes the buyer's name.

6. Invoices are not accepted unless they are marked as 'Paid' by the outlet representative. In the case of items purchased online, a copy of the online receipt and proof of payment by debit/credit card must be produced (Bank Statement). The account number and any evidence of purchases of unrelated items should be blotted out by the applicant prior to the submission of the application. All receipts need to be itemized and those related to the purchase of technological goods should include specifications and model number.
7. Receipts for books and/or journals should include the name of the books or journals purchased. Literature should be related to one's own profession.
8. No refund will be issued for monitors which exceed 24 inch or monitors with built-in TV tuners.
9. Only one internet connection per applicant will be accepted. When Internet is part of a package, a maximum of €13.85 per month will be refunded. When Internet connection is not part of a package, the maximum amount refunded will be €25 per month.
10. Expenses related to the issue of Certificates from the University of Malta will be refunded as long as the relative receipts, in the name of the applicant are produced.
11. Applicants residing in Gozo who attend for an educational activity related to their profession in Malta, and applicants residing in Malta who attend for an educational activity related to their profession in Gozo may apply for refund of their ferry ticket. The criteria for reimbursement are:
 - a. Tickets should be accompanied by a timetable of the lectures/sessions issued by the organiser of the course;
 - b. Only the passenger fee will be reimbursed, even when the vehicle ticket is presented.
12. Illegible or tampered with receipts will not be considered.

Collected receipts are subject for further vetting when application is being processed.

No late applications will be accepted.

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MINISTERU GHAS-SAHHA



MINISTRY FOR HEALTH

Direttorat għall Prattici tar-Riżorsi Umani

Directorate for Human Resources Practices

**CLAIM FOR REIMBURSEMENT OF EXPENSES FOR CONTINUED
MEDICAL/DENTAL/PHARMACY EDUCATION and CONTINUOUS PROFESSIONAL
DEVELOPMENT FOR YEAR _____**

Name of Applicant: _____ ID No: _____

Address: _____

Pager No: _____ Mobile No: _____ Email: _____

Department: _____ Maiden Surname: _____

Grade: _____ Employment type: Full time Part time

In accordance with DH Circular 74/02, 82/02 and MPO Circular 54/03, I the undersigned, wish to apply for the reimbursement of expenses incurred in respect of CME/CPE/CPD as per attached original receipts.

The item/s applied for reimbursement is/are:

<i>Item No.</i>	<i>Short Description of item</i>	<i>Date of receipt</i>	<i>Value per item (Euro €)</i>
I.			
II.			
III.			
IV.			
V.			
VI.			
VII.			
VIII			
IX.			
X.			
		Total:	

Please note that if approval of Emigration Leave is granted, C.M.E allowance will be paid on a pro rata basis. The balance will have to be refunded in the case when employee fails to inform Human Resources/Finance Department.

Availed of: Emigration Leave Not Applicable

I, the undersigned, confirm that the information provided in this application is correct to my best knowledge.

Signature: _____ Date: _____

Data Protection Statement

All personal data is processed in accordance with the Data Protection Act, and as permitted by law. Further information about your data can be obtained on request.