



CIRCULAR

Reference: Trustee Skills Training Programme
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CIRCULAR 54 OF 2014: CMS OFFERS ACCREDITED TRUSTEE TRAINING PROGRAMME

CMS offers SAQA accredited Trustee Training Programme

The Council for Medical Schemes (CMS) will for the first time together with The Institute of Health Risk Managers (IHRM) be offering a SAQA accredited four-day *Trustee Skills Training Programme* for medical scheme trustees and principal officers.

Course participants will also earn continuous professional development (CPD) points.

On successful completion of this programme the attendees will have a sound knowledge of the medical scheme industry and a NQF nationally recognised certificate to prove it. The skills programme is a part of a qualification – *FETC: Medical Claims Assessing* qualification Level 4. The attendee could, if they wish to, work towards completing the full qualification once they have successfully completed this skills programme.

The *Trustee Skills Training Programme* includes the following modules:

Section 1: Overview of the South African healthcare industry and the structure and function of medical schemes

1. Describe healthcare cover
2. Research the Medical Scheme administration sub-sector in South Africa
3. Describe managed care as it is applied in medical scheme administration in South Africa
4. Explain the cycle of a medical claim

Section 2: The legislative and governance imperatives

5. Apply knowledge of the current Medical Schemes Act and the accompanying regulations
6. Demonstrate knowledge and application of ethical conduct in a business environment
7. Demonstrate knowledge and understanding of the role, functions and responsibilities of Trustees of medical schemes
8. Explain fiduciary responsibilities and the associated risks
9. Interpret basic financial statements

Total credits: 31 credits

Facilitation dates: (Attendance to the facilitation is compulsory for the full four days)

Centurion: 10 & 11 February 2015 AND 19 & 20 March 2015 (*4 days broken into two training sessions*)

Cape Town: 24 - 27 February 2015 (*1 consecutive four day training session*)

Entry criteria: To qualify for registration on the programme the delegate must submit the following:

- A certified copy of the matric certificate together with a certified copy of an identity document; and
- A letter from the scheme indicating that the scheme will be liable for payment.

Learner responsibilities: Attend the four-day facilitation and complete the required assessments.

Learner commitment: Attendees must submit an assignment where they are deemed competent to be able to write the exam.

The assignment must be completed within five to six weeks from the facilitation dates. This requires the commitment of a significant amount of personal time to study the learner material, answer the questions in the assignment, and then prepare for the exam. The amount of personal time can differ according to the attendees experience and knowledge of the industry. The maximum amount is 40 hours per week.

IHRM offers a half-day assignment support session to assist the attendees. In addition the attendees can contact IHRM with queries via email and telephone whilst studying and completing their assignment. The assignment will require the attendee to spend a significant amount of their personal time in order to complete the task.

Attendees who do not meet the required standard for competence will be given the opportunity to resubmit the assignment or rewrite the exam with agreement from IHRM.

Certification:

Certificate of Competence – The certificate will be awarded on successful completion of the learner programme, inclusive of facilitation attendance, and being deemed competent in the assignment and exam (nationally recognised).

Certificate of Attendance – Should the attendee not meet the criteria for competence, but did attend the facilitation, a certificate of attendance will be issued.

Both certificates will be CPD (continuous professional development) points bearing.

Costs: R5 130.00 (VAT incl.)

Please note that the Council for Medical Schemes will not be holding any In-Depth Training sessions in 2014 as indicated before, but will only hold such sessions in 2015, should there be a need. If you are keen on attending the Skills Programme Training or sending a representative of your scheme to attend, please notify us by sending an e-mail to the contact person mentioned above on or before 1 December 2014. Further information with regards to registering for the programme will be communicated in due course.

Kind regards



Dr Elsabé Conradie
General Manager: Stakeholder Relations
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