



GOVERNMENT OF BERMUDA
Ministry of Health
OFFICE OF THE CHIEF MEDICAL OFFICER

BERMUDA MEDICAL COUNCIL

GUIDELINES FOR THE REGISTRATION OF MEDICAL PRACTITIONERS AND MIDWIVES (Information for Applicants and Employers)

Effective from 25 July 2017

Version 1.0

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1. Overview of the Application Process

All applicants for registration with the Bermuda Medical Council (Council) must be eligible for employment: they must be either a Bermudian, a Spouse of a Bermudian, a Permanent Resident Certificate holder or have a verifiable offer of employment. Non-Bermudian applicants must have their intended employer submit application on their behalf with an accompanying cover letter outlining the work plans of the physician.

The complete and appropriate application form, along with all supporting documentation and fee (*if applicable*), must be submitted to the Office of the Chief Medical Officer (Office of CMO or OCMO). Initial review of the application for completeness and verification of credentials is performed within the Office of CMO. Confirmation of receipt of application and feedback will be provided within two weeks. Only complete applications are sent to the Council for further review and a registration decision.

1.1 Initial Application Submission Deadline

The Council typically meets the 2nd Thursday of each month. Contact the office's Administrative Assistant at (441) 278-4920 or OfficeofCMO@gov.bm to confirm meeting dates. Complete applications must be submitted ***at least two (2) weeks prior to*** the monthly Council meeting. It is recommended that applications for non-Bermudian applicants be submitted at least two (2) months in advance of their intended work commencement date. Applications received after this time may be presented at the following monthly meeting. Large volumes of applications may require additional time for Council's decision.

1.2 Application Forms

There is a different application form for each registration category. To ensure you have the current and correct application form, contact the Administrative Assistant of the OCMO at (441) 297-4920 or OfficeofCMO@gov.bm. The types of applications are indicated below:

<u>Application Type</u>	<u>Notes</u>
i Initial Full Registration	standard registration (valid for two (2) years)

ii Full Re-Registration	standard renewal (mandatory every two (2) years)
iii Locum Tenens	to cover a fully registered physician's temporary absence up to three (3) months within a year
iv Visiting Practitioner (short term)	Overseas physician hired to assist a fully registered local physician temporarily, up to three (3) months within a year
v House Officer	valid for one year and can only practice within the public sector hospital
vi Annual Visiting Practitioner (1 year-TCF)	A visiting practitioner typically employed by an overseas tertiary care facility, valid for intermittent practice up to one year
vii Telemedicine Physician	Physicians that practice remotely via an overseas entity also referred to as a Non-Resident Registered Medical Physician (NRRMP)
viii Midwife	Initial Full Registration (no re-registration required currently)

2. Categories of Registrations and Authorizations

There are multiple registration and authorization categories for medical practitioners and only one category of registration for midwives. Below is an outline of the requirements of each of the categories of registration and authorizations recognized by the BMC, under which a medical practitioner and midwife may practice in Bermuda.

2.1 Medical Practitioners

The six (6) different categories of registration and authorizations recognized by the BMC for medical practitioners are: Full Registration, Visiting Practitioner (short-term), Locum Tenens, Annual Visiting Practitioner (Tertiary Care Facility Physician), House Officer, and Non-Resident Registered Medical Practitioner (Telemedicine).

2.1.1 Full Registration

This category of registration is granted to medical practitioners for a period of two (2) years, requiring renewal no later than May 31st of each even calendar year (*e.g. 2016, 2018, etc.*). Medical Practitioners in this category of registration must primarily practice and reside in Bermuda. Registrants of this category are able to practice medicine in community settings, unsupervised.

A. General Practitioner – Medical practitioners registered in this category will have completed the appropriate general practice training as recognized by the Council. Practitioners listed on the Register in the discipline of General Practice are able to practice unsupervised within the scope of a general practitioner in community settings.

B. Specialist – Registration in this category requires medical practitioners to have completed the appropriate specialist training recognized by the BMC as outlined below. They can practice independently (unsupervised) in the community within the scope of their respective medical specialty.

C. Provisional – This category of registration requires medical practitioners to have completed the appropriate specialist training recognized by the BMC. Medical Practitioners in this category have five (5) years in which to attain Board Certification (or

the equivalent), for eligibility to be fully registered as a specialist in their respective medical discipline.

Provisional registration as a General Practitioner is conferred on physicians who have completed a portion of the general practice medical training required for registration and allows for supervised work within the Bermuda Hospitals Board as a House Officer.

2.1.2 Authorization to Practice as a Visiting Practitioner (Short-Term)

This is a category available to medical practitioners on a temporary and/or occasional basis. Medical practitioners authorized to practice as Visiting Practitioners provide specialized or sub-specialized services in community settings alongside medical practitioners who currently hold full registration with the Council. Visiting Practitioners are generally fully established specialists and sub-specialists in another jurisdiction and may be given authorization to practice as Visiting Practitioners for a maximum of three (3) months within a calendar year.

2.1.3 Authorization to Practice as an Annual Visiting Practitioner (1 Year - Tertiary Care Facility Physician)

This category allows medical practitioners, who are typically employed by overseas Tertiary Care Facilities (e.g. Lahey, Mass. General Hospital, etc.) the ability to practice in Bermuda intermittently over the course of one (1) year.

2.1.4 Authorization to Practice as a Locum Tenens

This option allows medical practitioners to provide short-term relief for another medical practitioner, who holds full registration by the Council, while they are on leave from practicing. This authorization is available on a temporary and/or occasional basis. Locum Tenens are authorized to practice for a maximum of three (3) months within a calendar year.

2.1.5 Registration as a House Officer

House Officers are medical practitioners who have not completed the training required for full Registration by the Council. They are authorized to practice at any of the clinical facilities administered by the Bermuda Hospitals Board for a one (1) year period, and under the supervision of a medical practitioner who holds full registration by the Council.

2.1.6 Registration as a Telemedicine Physician (Non-Resident Registered Medical Practitioner)

Medical Practitioners recognized as a Telemedicine Physician (Non-Resident Registered Medical Practitioner) provide services to local medical facilities while off-island. This category of practice is commonly referred to as telemedicine.

2.2 Midwives

Work opportunities in Bermuda exist only for Certified Nurse Midwives. As a requirement for registration, Certified Nurse Midwives must also be registered with the Bermuda Nursing Council. Nurse Midwives may work independently in the community within their scope of practice. Some Nurse Midwives also have Advanced Practice Nursing (APN) credentials, allowing for limited prescribing rights, under the authorization of a registered physician. APN credentials must be registered with the Bermuda Nursing Council.

3. Initial Application Submission Requirements

3.1 Requirements for Medical Practitioners

Complete initial registration and authorization applications must be submitted to the Office of the CMO. All application documentation must be **copied on one side only**. The table below provides an outline of the application submission requirements for physicians:

Item	Submission Description	Notes
A	Correct Application Form	The complete and appropriate application form should be submitted to the Office of the CMO. For Non-Bermudian applicants the application should be submitted by the employer. Incomplete or incorrect application forms may result in a delay in processing of the application. Current application forms are available upon request from OfficeofCMO@gov.bm or by phone at (441) 278-4920.
B	Cover Letter (<i>for Non-Bermudian Applicants</i>)	For Non-Bermudian physician applicants the intended employer must submit a cover letter detailing the specific work intentions of the physician applicant.
C	Application Fee	Application fees are as prescribed by the Government Fees Regulations, revised intermittently. Fees should be submitted in the correct amount via cheque, bank draft or cash only. Cheques should be made payable to the Accountant General, and include 2 telephone numbers and a physical address. We do not currently accept Money Orders or online banking payments.
D	Proof of Identification and Nationality	Notarized or Original copies of current Passport clearly displaying applicant's photograph, same name as displayed on applicant medical qualifications (or accompanied with notarized or original copy of Marriage Certificate or Deed Poll, where names differ); date of birth, nationality, gender, and passport number and expiry date.
E	Evidence of Eligibility for Employment in Bermuda (<i>for Non-Bermudian Applicants</i>)	Job Offer Letter, Employment Contract, Permanent Residency Certificate, or Spousal Letter.

F	Notarized Copy or Original Primary Medical Degree	Notarized copy of Primary Medical Degree is required. Originals may be hand delivered and immediately reviewed in Office of CMO by a staff member. Originals should not be mailed or left at the office. Following immediate review, they will be returned to the applicant. For qualifications that are not in English, an English language translated version, issued and officially stamped by an official translator, must be provided. The name and address of the translator used must be included, to allow for verification.
G	Notarized Copy or Original Specialist of Secondary Medical Qualification(s) <i>(where applicable)</i>	Notarized or Original copies of Completion of Residency Certificates, and Fellowship, Board Certification or equivalent documentation is required to be submitted to the OCMO as part of a complete application submission. Originals may be hand delivered for immediate review by Office of CMO staff. Originals should not be mailed or left at the office. Originals will be returned to the applicant. For qualifications that are not in English, an English language translation, issued and officially stamped by an official translator, must be provided. The name and address of the translator used must be included, to allow for verification.
H	Evidence of Current Licensure/Registration	In any case where the applicant is registered as a medical practitioner in another country, a notarised or original copy of proof of licensure or registration in that country is required.
I	Certificate of Current Professional Standing / Certificate of Good Standing	Original must be dated within the last twelve (12) months and received directly from the relevant regulatory authority to the OCMO. Certificate should be submitted from all jurisdictions in which the applicant has been registered/licensed within the past five (5) years, even if they have not practiced medicine in that jurisdiction.
J	Statement of Professional Experience, Resume or Curriculum Vitae	Education and employment experiences should be reflected with appropriate dates.
K	Letter of Character Reference	Reference letter must be on letterhead with contact details of the referee and dated within the last twelve (12) months. Character referee must be different from the individual providing the professional reference.
L	Letter of Professional Reference	Reference letter must be on letterhead with contact details of the referee and dated within the last year twelve (12) months. Professional referee must be different from the individual providing the character reference.
M	Indemnity Insurance (Malpractice Coverage)	Evidence of medical indemnity insurance coverage for Bermuda

3.1 Requirements for Midwives

Completed initial registration and authorization applications must be submitted to the Office of the CMO. All application documentation should be submitted single sided. The table below provides an outline of the application submission requirements for midwives:

Item	Submission Description	Notes
A	Application Form	The complete and appropriate application form should be submitted to the Office of the CMO. For Non-Bermudian applicants the application should be submitted by the employer. Incomplete or incorrect application forms may result in a delay in processing of the application. Application forms are available upon request from OfficeofCMO@gov.bm or (441) 278-4920.
B	Cover Letter (<i>for Non-Bermudian Applicants</i>)	For Non-Bermudian applicants the intended employer should submit a cover letter detailing the specific work intentions of the midwife applicant.
C	Application Fee	Application fees are prescribed by the Government Fees Regulations, and are intermittently updated. Fees should be submitted in the correct amount via cheque, bank draft or cash only. Cheques should be made payable to the Accountant General, and include 2 telephone numbers and a physical address. We do not currently accept Money Orders or on-line banking payments.
D	Proof of Identification and Nationality	Notarized or Original copies of current Passport clearly displaying applicant's photograph, same name as displayed on applicant medical qualifications (or accompanied with notarized or original copy of Marriage Certificate or Deed Poll, where names differ); date of birth, nationality, gender, and passport number and expiry date.
E	Evidence of Eligibility for Employment in Bermuda (<i>for Non-Bermudian Applicants</i>)	Job Offer Letter, Employment Contract, Permanent Residency certificate, or Spousal Letter.
F	Notarized Copy or Original Academic Qualification(s)	Notarized or Original copies of qualifications obtained from a relevant academic institution is required to be submitted to the OCMO as part of a complete application submission. Originals will be returned to the applicant. For qualifications that are not in English, an English language translation issued and officially stamped by an official translator. The name and address of the translator used must be included, to allow for verification.
G	Evidence of Current Licensure/Registration	Midwives are required to be registered with the Bermuda Nursing Council. Evidence of such should be submitted as part of the application submission. In any case where the applicant is registered as a midwife in any country, a notarised or original copy of proof of licensure or registration in that country is required.

H	Certificate of Current Professional Standing / Certificate of Good Standing	Original must be dated within the last twelve (12) months and received directly from the relevant regulatory authority to the OCMO. Certificate should be submitted from all jurisdictions in which the applicant has been registered/licensed within the past five (5) years, even if they have not practiced midwifery in that jurisdiction.
I	Statement of Professional Experience, Resume or Curriculum Vitae	Education and employment experiences should be reflected with appropriate dates.
J	Letter of Character Reference	Reference letter must be on letterhead with contact details of the referee and dated within the last twelve (12) months. Character referee must be different from the individual providing the professional reference.
K	Letter of Professional Reference	Reference letter must be on letterhead with contact details of the referee and dated within the last twelve (12) months. Professional referee must be different from the individual providing the character reference.
L	Letter of Professional Reference	Reference letter must be on letterhead with contact details of the referee and dated within the last year twelve (12) months. Professional referee must be different from the individual providing the character reference.
M	Indemnity Insurance (Malpractice Coverage)	Evidence of medical indemnity insurance coverage for Bermuda

4. Processing of Application Submissions

There are three (3) phases to the application review process: A. Initial Review of Application packet; B. Vetting of application; and C. Decision by Council (registration approved or denied). Certain applicants, as noted below, are required to complete qualifying online and

oral examinations. An interview with the Council is the final step in the approval process. The table below indicates the applicants that are required to complete an exam and/or interview.

Registrant type	Notes
i General Practitioners (<i>non-Board Certified GPs</i>)	an online exam followed by an oral exam and interview. (After September 30, 2019 residency training completion will be required for all physicians).
ii Specialists	an interview
iii Midwives	a written exam

4.1 Qualifying Online Examination

The online qualifying examination given to medical practitioners is administered by the OCMO using the United States' National Board of Medical Examiners (NBME) standardized test. The specific examination administered is the International Foundations of Medicine (IFOM) Clinical Science Examination. More specific information regarding the online qualifying examination may be found at: www.nbme.org/ifom.

4.2 Qualifying Oral Examination

If an applicant has successfully passed the online exam they will be required to attend an oral exam; the exam date and details will be emailed to the applicant in advance. There is no exam syllabus, however, the exam content includes clinical scenarios for discussion from the disciplines of internal medicine, paediatrics, and out-patient obstetrics, gynaecology and surgery. The purpose of the oral exam is to confirm appropriate clinical approach and judgment in assessing and managing conditions commonly seen in general practice (out-patient clinical management skills). The duration of the oral exam is usually one (1) hour.

4.3 Qualifying Interview

All applicants are required to have an interview with the Council, an appointment shall be provided. All interviewees *must be* accompanied by their employer or an appropriate designate who can confirm the work arrangements for the applicant. The location for the interview is usually:

Community Health Services (Victoria Street Clinic)
Annex Building, Hamilton Health Centre
67 Victoria Street
Hamilton
Telephone: 278-6460 (annex reception)

4.4 Process after a Registration Decision

Employers will be informed of the outcome of the Council’s decision – within **five (5) working days** following the Bermuda Medical Council meeting unless a written exam was required. In this case, employers will be informed of next steps once the exam has been graded.

For non-Bermudian applicants, the Department of Immigration is likewise notified. If approved, the practitioner’s name will be added to the relevant register. A registration certificate will be issued by the Office of the CMO. This initial registration certificate must be collected from the Ministry of Headquarters. A notice will be placed in the Official Gazette verifying that the practitioner has been added to the register.

5. Registration Renewal *(applicable to physicians, not midwives)*

Registered medical practitioners are required by law to renew their registration every two (2) years if they intend to practice in Bermuda. The renewal process is similar to that described above, except that no exam or interview is required. The correct re-registration application form and fee must be submitted. In addition, evidence of continued medical education may be required.

Registration Renewal Timelines: All medical practitioner registrations expire on May 31st, of even numbered years (e.g. 2018, 2020, etc.). Accordingly, registrants must submit application by February 1st in advance of the registration expiration date, and every two years thereafter for as long as they wish to continue to practice in Bermuda. This assures sufficient processing time before expiration of registration certificates. Applicants are encouraged to submit re-registration applications early so as to avoid an interruption in their registration status and their legal right to practice.

It is the registrant's responsibility to know when their registration is due to expire. Although multiple mediums are used to provide notification about upcoming registration renewal requirements, failure to receive re-registration notices, or not knowing your re-registration date, is not grounds for applying late. Additionally, it is the registrant's responsibility to notify the Council of their change of address and name within 30 days after the change becomes effective. This assures reliable communication from the Office of CMO.

Continuing Medical Education (CME) Requirements: Practitioners are expected to keep abreast of developments in their field (s7B (2) b, the Act). This is achieved through continued medical education (CME). Effective **May 31st 2014**, all practitioners are required to complete CME, and evidence of having completed the minimal amount of hours will be requested if randomly selected for audit. The Council may issue new guidelines on the type and number of hours required for each two-year period. Currently, the requirement is 40 hours of CME credit within each re-registration period.

Decisions on Registration Renewal: If re-registration is approved, a renewal certificate will be issued. If practitioners do not renew their registration, their status will become inactive, and they will be removed from the Register. They will not be permitted to practice in Bermuda. It is the responsibility of the practitioner to ensure that their registration is up-to-date.

6. Non-Bermudians – Registration and Work Permits

The Bermuda Medical Council registration process is entirely separate from the work permit application in Bermuda. The Council registers practitioners, whereas the Ministry of Home Affairs' Department of Immigration, issues work permits. Neither entity will process an application without a *valid job offer*. Work permits are not granted until after a practitioner is registered and it is therefore strongly recommended that applications for non-Bermudians be

submitted to the Office of CMO at least two (2) months prior to the intended work commencement date.

Please note, the Department of Immigration requires proof that employers have advertised a post in Bermuda. The Council also requires a copy of this to be submitted with application package (for initial registrations only). As part of your application submission, the cover letter should indicate the intended work permit commencement date and length of time for employment of the applicant.

Requests for Immigration work permit renewal “no objection” letters from the Council should be submitted to OfficeofCMO@gov.bm with the following details:

- **Name of Professional**
- **Profession**
- **Name of Sponsoring Practice/Professional**
- **Intended Dates of Work Permit.**