Republic of Latvia

Cabinet

Regulation No. 943

Adopted 18 December 2012

**Procedures for Certification of Medical Practitioners**

*Issued pursuant to*

*Section 29, Paragraph one of the Medical Treatment Law*

**I. General Provisions**

1. This Regulation prescribes the procedures for the certification of medical practitioners.

2. The following terms are used in this Regulation:

2.1. certification of a medical practitioner — granting of a certificate of medical practitioner (hereinafter — certificate) after successfully passing the certification examination, in which the theoretical knowledge and practical skills of a medical practitioner in his or her primary speciality, sub-speciality, additional speciality or use of medical treatment or diagnostic method is assessed and approved, if the use of the respective medical treatment or diagnostic method does not result from the laws and regulations governing the field of competence of the medical practitioner (hereinafter — certification), as well as granting of the certificate in accordance with the procedures laid down in this Regulation without having to take the examination (hereinafter — recertification); and

2.2. further education point — quantitative measurement unit for the registration of professional and scientific activity and further education activities of a medical practitioner.

3. Certification or recertification shall be conducted for the primary speciality, sub-speciality, or additional speciality, which is provided for in the laws and regulations regarding regulated professions of the list of primary specialities, sub-specialities, and additional specialities. Certification or recertification shall be conducted for the medical treatment or diagnostic method, included in the classifier of medical treatment and diagnostic methods specified in the laws and regulations regarding procedures for the establishment, extension, and maintenance of the register of medical practitioners and medical treatment support persons.

4. Certification or recertification shall be conducted for the sub-speciality, additional speciality, or medical treatment or diagnostic method only after receipt of a certificate in the primary speciality (except the cases provided for in Paragraphs 1 and 2 of Transitional Provisions of the Medical Treatment Law).

5. The following medical practitioners may undergo certification:

5.1. an individual who is registered with the State information system — register of medical practitioners and medical treatment support persons;

5.2. an individual who has graduated from a curriculum in accordance with the requirements laid down in Section 26, Paragraph three of the Medical Treatment Law;

5.3. an individual who is fluent in the official language in accordance with the requirements of the Official Language Law;

5.4. an individual who according to a court decision is not subject to restriction of the rights by revoking the rights to undertake medical treatment (the prohibition refers to a period of time during which the restriction of the rights is still valid);

5.5. an individual who is not placed under trusteeship;

5.6. an individual who according to an instruction by the public prosecutor regarding a penalty in a criminal case, is not subject to restriction of the rights by revoking the rights to undertake medical treatment (the prohibition refers to a period of time during which the restriction of the rights is still valid);

5.7. an individual to whom the certificate of the respective primary speciality, sub-speciality, additional speciality, or medical treatment or diagnostic method has not been cancelled, or the validity of the certificate for the respective primary speciality, sub-speciality, additional speciality, or medical treatment or diagnostic method has not been suspended (the prohibition refers to a period of time during which the restriction of the rights is still valid) according to a decision by the certification council; and

5.8. an individual who has settled the payment for certification or recertification.

6. The certificate (Annex 1) shall be issued for a time period of five years.

7. The certificate shall be signed by the chairperson or his or her deputy (during the absence of the chairperson) of the certification examination committee (hereinafter — certification committee), and the chairperson or his or her deputy (during the absence of the chairperson) of the certification council.

8. The certificate number shall be generated according to the following criteria:

8.1. if the certificate is issued according to the procedures for certification, the number of the certificate shall consist of five Arabic numerals;

8.2. if the certificate is issued according to the procedures for recertification, the number of the certificate shall consist of the Latin character “A” and five Arabic numerals; and

8.3. if the certificate is issued after passing the certification examination in case the medical practitioner was rejected recertification, the number shall consist of the Latin characters “AE” and five Arabic numerals.

9. Documents issued to the medical practitioner, as well as the certification and recertification materials shall be stored by the certification institution for a time period of 10 years.

**II. Organisation of Certification and Recertification**

10. The certification institution shall:

10. establish a certification council;

10.2. accept documents referred to in Paragraphs 27, 47, and 66 of this Regulation;

10.3. organise making, accounting, and issuance of certificates;

10.4. register the issued certificates;

10.5. issue a copy of the respective certificate, if it has been damaged, destroyed, lost, stolen, or if the given name (names) or surname (subject to presentation of a personal identification document) of the certified medical practitioner has been changed;

10.6. conclude contracts for the technical provision of certification and recertification; and

10.7. inform the register of medical treatment support persons regarding the granted and cancelled certificates, and regarding the suspended certificates.

11. The certification council is a unit established by a certification institution (7–17 members), and being a collegial authority:

11.1. it shall approve certification committees;

11.2. it shall approve the content of certification examination programmes;

11.3. it shall approve the evaluation criteria for professional activity reports of medical practitioners;

11.4. based on the proposal by the certification committee regarding rejection of a certificate due to the fact that the medical practitioner to be certified is not admitted to the certification examination, it shall take a decision to reject a certificate or it shall allow the medical practitioner to be certified to take the certification examination;

11.5. based on the proposal by the certification committee, it shall take a decision to grant the certificate or to reject a certificate, as well as to recertify or to reject recertification;

11.6. it shall take a decision to suspend medical treatment activity or to cancel the issued certificates;

11.7. it shall coordinate, control, and monitor the work of the certification committees; and

11.8. it shall review the application for the approval of informal further education activity of the professional qualification, and it shall take a decision to approve informal further education activity of the professional qualification, or to reject informal further education activity of the professional qualification.

12. The work of the certification council shall be managed by its chairperson who shall have two deputies. During the absence of the chairperson of the certification council, the work of the certification council shall be managed by the deputy who has been authorised by the chairperson of the certification council. The chairperson of the certification council and his or her deputies shall be elected by the certification council from among their number by simple majority voting.

13. Decisions of the certification council shall be taken by simple majority voting of the council members present. If the event of a tied vote, the vote of the chairperson or his or her deputy (during the absence of the chairperson) shall be the deciding vote. The certification council is entitled to take decisions without convening a meeting, if all members of the certification council vote in written form regarding the taking of a decision.

14. The certification committee is a unit established by the certification institution, and being a collegial authority:

14.1. it shall develop the content of certification examination programmes;

14.2. it shall develop the evaluation criteria for professional activity reports of medical practitioners;

14.3. it shall accept and review the documents referred to in Paragraphs 27, 47, and 66 of this Regulation;

14.4. it shall allow a medical practitioner to take the certification examination or make a proposal to the certification council regarding rejection of a certificate due to the fact the medical practitioner is now allowed to take a certification examination;

14.5. upon request of a medical practitioner, it shall provide information regarding the certification and recertification requirements, and the content of the certification examination programme;

14.6. it shall schedule the time and venue of the certification examination and recertification, and inform a medical practitioner regarding the certification examination assessment system and members of the committee of the certification examination;

14.7. it shall organise and technically ensure the certification examination and recertification, and circulation of the required documents;

14.8. it shall examine the medical practitioner;

14.9. it shall make a proposal to the certification council on the granting of certificate or the rejection thereof; and

14.10. it shall make a proposal to the certification council on the recertification of a medical practitioner or the rejection thereof.

15. One certification committee shall be formed for each primary speciality, sub-speciality, and additional speciality.

16. Candidates (5–11 members) to work for the certification committee shall be elected by the meeting of members of the professional association of the respective primary speciality, sub-speciality, or additional speciality by simple majority vote. The candidate shall hold a valid certificate of the respective primary speciality, sub-speciality, or additional speciality, and he or she has been recertified at least once in the respective primary speciality, sub-speciality, or additional speciality. Candidates of the chairperson, his or her deputy and secretary of the certification committee shall be elected by and from among the elected candidates by simple majority vote. The professional association has a duty to notify the certification council regarding the elected candidates to work for the certification committee within two weeks.

17. Staff of the certification committee (including the chairperson, his or her deputy, and secretary of the certification committee) shall be approved by the certification council for a period of four years. The certification council is entitled to assign from among their number a representative with advisory power to participate in the certification committee.

18. Subject to a justified decision, the certification council may reject the approval of the proposed candidates for participation in the certification committee, as well as it may decide on the cancellation of an already approved certification committee. Subject to a justified decision, the certification council is entitled to approve a committee with a different number of members than stipulated by Paragraph 17 of this Regulation.

19. If there are several professional associations of a primary speciality, sub-speciality, or additional speciality, a single certification committee shall be established by including therein representatives from professional associations, where (in each of these) the number of certified members of the respective primary speciality, sub-speciality, additional speciality, or medical treatment or diagnostic method amounts to at least 35% of all the medical practitioners certified in the respective primary speciality, sub-speciality, or additional speciality. A certification committee shall be established according to the following procedures:

19.1. the certification council shall determine the number of representatives to be delegated from each professional organisation to participate in the certification committee as pro rata share of the number of members in the professional association of the respective primary speciality, sub-speciality, additional speciality, or medical treatment or diagnostic method;

19.2. the meeting of members of the professional association shall elect candidates (the number shall be determined by the certification council) by simple majority vote who shall work in the certification committee, and within two weeks the certification council shall be notified regarding the elected candidates; and

19.3. staff of the certification committee (including the chairperson, his or her deputy, and secretary of the certification committee) shall be approved by the certification council for a period of four years. The certification council is entitled to assign from among their number a representative with advisory power to work in the certification committee. Subject to a justified decision, the certification council is entitled to approve the personnel of the certification committee for a shorter period of time than stipulated by the present Sub-paragraph.

20. Certification or recertification in medical treatment or diagnostic method shall be conducted by the certification committee of the competent primary speciality, sub-speciality, or additional speciality. If there is not such a committee, the certification council shall establish a separate certification committee for the medical treatment or diagnostic method.

21. The certification council may extend the term of the certification committee as stipulated by Paragraph 17 and Sub-paragraph 19.3 of this Regulation until a new certification committee is approved, but not longer than for a period of one year.

22. The certification committee shall be managed by the chairperson or his or her deputy (during the absence of the chairperson) of the certification committee.

23. Every year, by 31 October, the certification committee shall submit to the certification council the draft meeting programme for the next year with a reference to the time and venue of the meeting. The certification council shall be notified regarding any planned changes to the draft meeting programme by the certification committee not later than two months in advance, whereas regarding any unplanned changes — immediately.

24. The content of the certification examination programme developed by the certification committee shall be valid for a period of five years after it is approved by the certification council. Not later than six months prior to the expiry of the content of the certification examination programme, the certification committee shall submit for approval to the certification council the content of the certification examination programme and justification of any changes introduced therein or not.

25. The certification committee meetings shall be recorded in minutes and provision of information to medical practitioners shall be ensured by the secretary of the certification committee. The secretary of the certification committee shall ensure the circulation and storage of certification examination documents and recertification documents, as well as the drafting of these documents in accordance with the procedures laid down in the laws and regulations regarding the development and drafting of documents, and it shall ensure the submission of the documents to the certification council.

26. The approval to take the certification examination, the request to the medical practitioner to be certified to eliminate the deficiencies referred to in Paragraph 30 of this Regulation within the specified deadline, and the proposal to the certification council regarding rejection of certificate due to the fact that the medical practitioner to be certified is not allowed to take the certification examination shall be prepared, and the decision to grant or to reject to grant a certificate, or to recertify or to reject recertification of a medical practitioner shall be taken by the certification committee by simple majority vote of the present committee member votes. If the event of a tied vote, the vote of the chairperson of the committee or his or her deputy (during the absence of the chairperson) shall be the deciding vote.

**III. Certification Procedures**

27. A medical practitioner who wishes to take the certification examination (hereinafter — medical practitioner to be certified) shall submit to the certification institution or the certification committee an application with the following attachments:

27.1. a certification sheet (Annex 2) with filled in Part I and II thereof;

27.2. a report on the professional activity in the respective primary speciality, sub-speciality, additional speciality, or medical treatment or diagnostic method, which covers the scope, intensity and quality of work performed during the training period, approved by the employer or a medical practitioner, under the supervision or control of whom the medical practitioner has worked;

27.3. a copy of an education document on the acquired medical education;

27.4. a copy of an education document on the acquired primary speciality, sub-speciality, or additional speciality;

27.5. a statement issued by an educational establishment on completion of a curriculum, corresponding to the requirements provided for in the laws and regulations regarding education, which is necessary to acquire a particular primary speciality, sub-speciality, or additional speciality (if as part of the cooperation between the educational establishment and the certification committee, the certification examination can be taken by the medical practitioner to be certified at the same time when the final examination of the respective curriculum for the primary speciality, sub-speciality, or additional speciality is taken);

27.6. a copy of a document approving proficiency of the official language (if prescribed by the requirements of the Official Language Law);

27.7. a copy of an education document regarding completion of further education programme in the respective medical treatment or diagnostic method (if the medical practitioner to be certified wishes to take the certification examination in the medical treatment or diagnostic method); and

27.8. a copy of a document approving successful payment for the certification process in the amount specified in the laws and regulations regarding the price list for testing the knowledge of medical practitioners and medical treatment support persons, as well as drawing up, registration, and making a copy of the certificate.

28. Upon submitting the copies of documents referred to in Paragraph 27 of this Regulation, the medical practitioner to be certified shall present the originals thereof.

29. If the documents referred to in Paragraph 27 of this Regulation are not drafted in the official language, a certified translation in accordance with the laws and regulations regarding the certification of translations into the national language shall be attached thereto.

30. The certification committee shall review the documents referred to in Paragraph 27 of this Regulation and shall establish whether the medical practitioner to be certified complies with the requirements referred to in Paragraphs four and five of this Regulation. If all the documents referred to in Paragraph 27 of this Regulation are submitted and the medical practitioner to be certified complies with all the requirements referred to in Paragraphs 4 and 5 of this Regulation, the certification committee shall notify the medical practitioner to be certified regarding the time and venue of the certification examination. If the medical practitioner to be certified fails to submit all the documents referred to in Paragraph 27 of this Regulation or if the submitted documents are not completed properly, the certification committee shall request the medical practitioner to be certified to eliminate any deficiencies within a given term and shall postpone the decision on allowing him or her to take the certification examination for a period of time of time not exceeding one month. The abovementioned activities shall be indicated by the certification committee in the certification sheet (Annex 2).

31. A medical practitioner to be certified has the following rights:

31.1. the right to receive information on the time and venue of the certification examination not later than one month prior the examination day; and

31.2. the right to receive the content of the certification examination programme after receipt of information on the time and venue of the certification examination.

32. The proposal regarding rejection to grant the certificate due to the fact that the medical practitioner to be certified is not allowed to take the certification examination shall be drafted by the certification committee in the following cases:

32.1. if the medical practitioner to be certified fails to meet any of the requirements referred to in Paragraph 5 of this Regulation;

32.2. upon submitting the documents referred to in Paragraph 27 of this Regulation, the medical practitioner to be certified does not hold a valid certificate in the primary speciality (refers to cases when the certification is conducted in sub-speciality, additional speciality, or medical treatment or diagnostic method (except for cases provided for in Paragraphs 1 and 2 of the Transitional Provisions of the Medical Treatment Law)); or

32.3. if the medical practitioner to be certified fails to eliminate deficiencies referred to in Paragraph 30 of this Regulation.

33. The certification council shall take a decision to reject to issue the certificate or on approval for the medical practitioner to be certified to take the certification examination within seven working days after receipt of the proposal referred to in Paragraph 32 of this Regulation. The decision taken shall be indicated in the certification sheet (Annex 2). The certification council shall notify the medical practitioner to be certified regarding its decision to reject to issue the certificate in accordance with the procedures laid down in the Law On Notification. The certification committee shall draft the approval for the medical practitioner to be certified to take the certification examination in accordance with the procedures provided for in this Regulation.

34. Prior to the certification examination, the medical practitioner to be certified shall present to the certification committee his or her personal identification document, and the certification committee shall introduce the medical practitioner to be certified with the personnel represented in the certification committee and with the procedures, delivery term, and assessment system of the certification examination.

35. If the medical practitioner to be certified has arrived late for the certification examination, he or she can only be admitted to the examination subject to an approval from the chairperson of the certification committee or his or her deputy (in the absence of the chairperson).

36. If the medical practitioner to be certified fails to arrive to the certification examination due to justifiable reasons, he or she is entitled to take the certification examination at a different date indicated by the certification committee. The fee for the certification shall not be paid twice. Whether or not the reasons are deemed justifiable, shall be assessed by the certification committee based on a written request and respective documents submitted by the medical practitioner to be certified.

37. The fee for certification shall not be reimbursed to the medical practitioner to be certified if he or she fails to arrive to the certification examination due to non-justifiable reasons. No longer than within three months after the date the medical practitioner to be certified failed to arrive at the scheduled examination day, the medical practitioner to be certified may apply for the receipt of the certificate in accordance with the procedures referred to in this Chapter by submitting to the certification institution or the certification committee a written request and the document referred to in Sub-paragraph 27.8 of this Regulation. A medical practitioner to be certified may apply for the receipt of the certificate later than three months after the date the medical practitioner to be certified failed to arrive at the scheduled examination day, in accordance with the requirements provided for in this Regulation by submitting the documents referred to in Paragraph 27 of this Regulation.

38. The certification committee shall record the course of the certification examination in minutes. The minutes shall include the time and venue of the certification examination, personnel of the certification committee, and the proposals drafted, as well as the given name and surname of the medical practitioner to be certified. The minutes shall be signed by the chairperson of the committee or his or her deputy (in the absence of the chairperson) and the committee secretary.

39. The certification examination shall be carried out in the official language, in two parts, according to the topics included in the programme of the certification examination:

39.1. Part One — test of the theoretical knowledge according to the programme of the certification examination;

39.2. Part Two — test of practical skills.

40. Part One of the certification examination shall be passed if the medical practitioner to be certified has correctly answered at least 75% of the questions. Part Two of the certification examination shall be passed if the medical practitioner to be certified has a good command of the tasks in accordance with the requirements of the laws and regulation governing the field of competence of the medical practitioner.

41. The certification committee shall evaluate the examination results and shall draft a proposal regarding granting or rejection of a certificate within five working days after completion of Part One and Part Two of the certification examination. The proposal shall be indicated by the certification committee in the certification sheet (Annex 2).

42. The certification committee shall submit the minutes of the certification examination and the certification sheet (Annex 2) to the certification council within five working days after the examination day. The certification council shall take a decision to grant or to reject to grant a certificate to the medical practitioner to be certified within seven working days after receipt of the proposal from the certification committee. The decision taken shall be indicated in the certification sheet (Annex 2).

43. If the medical practitioner to be certified has taken the certification examination at the same time when the final examination of the respective curriculum for the primary speciality, sub-speciality, or additional speciality, the documents referred to in Paragraph 42 of this Regulation shall be submitted by the certification committee to the certification council together with a copy of the education document referred to in Sub-paragraph 27.4 of this Regulation. If the medical practitioner to be certified fails to submit a copy of the education document referred to in Sub-paragraph 27.4 of this Regulation (upon presentation of the original thereof) within three months after taking the certification examination, the documents referred to in Paragraph 42 of this Regulation shall not submitted by the certification committee to the certification council and the medical practitioner to be certified shall take the certification examination in accordance with the procedures referred to in Chapter III of this Regulation.

44. The certification council shall notify the medical practitioner to be certified regarding its decision referred to in Paragraph 42 of this Regulation in accordance with the procedures laid down in the Law On Notification.

45. The term of validity of the granted certificate shall commence at the moment the decision to grant the certificate is notified to the medical practitioner to be certified.

46. A medical practitioner to be certified, who has failed at the certification examination, may take it repeatedly not earlier than one year after the decision referred to in Paragraph 42 of this Regulation has entered into effect and in accordance with the procedures referred to in Chapter III of this Regulation.

**IV. Recertification Procedures**

47. A medical practitioner who wishes to undergo recertification (hereinafter —– medical practitioner to be recertified) shall submit to the certification institution or certification committee an application with the following documents attached not later than within three months prior to the end of the term of validity of the certificate:

47.1. a recertification sheet (Annex 3) with filled in Parts I and II thereof;

47.2. a report on the professional activity in the respective primary speciality, sub-speciality, additional speciality, or medical treatment or diagnostic method, which covers the scope, intensity and quality of work performed during the term of validity of the certificate, approved by the manager of a medical treatment institution (information shall be provided regarding all medical treatment institutions, where the medical practitioner to be recertified has been or is employed during the term of validity of the certificate); and

47.3. a copy of a document approving successful payment for the recertification process in the amount specified in the laws and regulations regarding the price list for testing the knowledge of medical practitioners and medical treatment support persons, as well as drawing up, registration, and making a copy of the certificate.

48. If the documents referred to in Paragraph 47 of this Regulation are not drafted in the official language, a certified translation in accordance with the laws and regulations regarding the certification of translations into the official language shall be attached thereto.

49. Except the case referred to in Paragraph 65 of this Regulation, recertification shall not be applied in the following cases:

49.1. at the moment of submitting the documents referred to in Paragraph 47 of this Regulation, the term of validity of the certificate for the respective primary speciality, sub-speciality, additional speciality, or medical treatment or diagnostic method has expired; or

49.2. if the medical practitioner has performed its professional activity during the term of validity of the certificate within the primary speciality, sub-speciality, additional speciality, or medical treatment or diagnostic method indicated in the certificate for less than three years in Latvia or any of European Union Member States.

50. The certification committee shall notify the medical practitioner to be recertified on the time and venue of the meeting of the certification committee, during which a decision to recertify this individual shall be taken, within five working days after receipt of the documents referred to in Paragraph 47 of this Regulation. The medical practitioner to be recertified is entitled to take part in the meeting of the certification committee, during which the issue on the recertification of this individual is reviewed.

51. The certification committee shall review the documents referred to in Paragraph 47 of this Regulation by assessing whether the professional and scientific activity and further education activities undertaken by the medical practitioner to be recertified comply with the criteria specified in Annex 5 to this Regulation, and it shall establish whether the medical practitioner to be recertified meets the requirements referred to in Paragraphs 4 and 5 of this Regulation, and shall prepare a proposal to the certification council on the recertification or rejection of recertification of the medical practitioner to be recertified. The proposal shall be indicated by the certification committee in the recertification sheet (Annex 3).

52. Upon drafting the proposal referred to in Paragraph 51 of this Regulation, the certification committee shall take into consideration the following:

52.1. regarding professional and scientific activity and further education activities during the term of validity of the certificate in the primary specialities, sub-specialities, or additional specialities of a doctor and a dentist, and in the primary speciality of a physiotherapist, a person shall acquire 250 further education points; in primary specialities, sub-specialities, or additional specialities of all the other professions of medical practitioners — 150 further education points; in medical treatment or diagnostic methods — 100 further education points, out of which at least 60% are acquired for professional and scientific activity and further education activities, which refer to the professional activity in the primary speciality, sub-speciality, additional speciality, or medical treatment or diagnostic method of the medical practitioner to be recertified indicated in the certificate (the number of further education points for a professional and scientific activity and further education activity, which is not included in Annex 5 to this Regulation and which is deemed significant by the certification committee, shall be determined considering the comparison principle of the activities listed); and

52.2. further education points shall be awarded only for such informal further education activities of professional qualification, which according to Annex 5 to this Regulation are approved by the certification council or which are not subject to an approval.

53. In order to receive the approval referred to in Sub-paragraph 52.2 of this Regulation, the organiser of the informal further education activity of professional qualification shall submit the following documents to the certification council not later than within two months prior to the certification of the activity:

53.1. an application for the award of further education points, which includes complete information on the content and form of the activity, including the title of the activity, title of each presented topic, venue of the event, information regarding the lecturers (given name, surname, working place, speciality, position, whether he or she is a medical practitioner entitled to teach, whether he or she is a lecturer at an educational institution, which introduces the medical education curriculum), contact information of the activity organiser, how many further education points and for which medical practitioner primary specialities, sub-specialities, or additional specialities, or medical treatment or diagnostic method the applicant requests to award further education points; and

53.2. an agreement from the professional association for awarding further education points for the respective primary speciality, sub-speciality, or additional speciality, or medical treatment or diagnostics method, which approves the compatibility of the activity in terms of its content to the defined competencies and scope of theoretical and practical knowledge for the respective primary speciality, sub-speciality, or additional speciality, or medical treatment or diagnostic method (if the applicant cannot receive an approval from the professional association for the respective primary speciality, sub-speciality, or additional speciality, or medical treatment or diagnostic method on objective grounds, a justified explanation shall be included in the application).

54. The certification council shall take a decision to approve informal further education activity of the professional qualification or to reject it within one month after receipt of the documents referred to in Paragraph 53 of this Regulation. The certification council shall notify the medical practitioner to be recertified of its decision in accordance with the procedures laid down in the Law On Notification.

55. A decision to approve informal further education activity of the professional qualification shall be taken by the certification council in the following cases:

55.1. the medical presentations comply with evidence-based medicine principles; and

55.2. the lecturers of the medical presentations are medical practitioners entitled to teach.

56. A decision to reject informal further education activity of the professional qualification may be taken by the certification council in the following cases:

56.1. the organiser of informal further education activity of the professional qualification has failed to submit all documents referred to in Paragraph 53 of this Regulation or has failed to meet the deadline for submission of these documents; or

56.2. informal further education activity of the professional qualification does not comply with any of the criteria referred to in Paragraph 55 of this Regulation.

57. The organiser of informal further education activity of the professional qualification shall indicate the number of approved further education points in the document, which is issued to the participant for the involvement in the activity.

58. The certification committee shall record the course of the certification meeting in minutes. The minutes shall include the time and venue of the meeting of the certification committee, personnel of the certification committee, and the proposals drafted, as well as the given name and surname of the medical practitioner to be recertified. The minutes shall be signed by the chairperson of the committee or his or her deputy (in the absence of the chairperson) and the committee secretary.

59. The proposal regarding recertification or rejection of recertification of the medical practitioner to be recertified shall be taken by the certification committee without the presence of the medical practitioner to be recertified.

60. The minutes of the certification committee meeting and the recertification sheet (Annex 3) shall be submitted to the certification council within five working days after the meeting of the certification committee. The certification council shall take a decision to recertify or to reject recertification of the medical practitioner to be recertified within seven working days after receipt of the proposal from the certification committee. The decision taken shall be indicated in the certification sheet (Annex 3).

61. A proposal for the rejection of recertification shall be drafted by the certification committee in the following cases:

61.1. the medical practitioner to be recertified fails to meet any of the requirements referred to in Paragraph 5 of this Regulation;

61.2. the medical practitioner to be recertified fails to submit all documents referred to in Paragraph 47 of this Regulation or has failed to meet the deadline for the submission of these documents;

61.3. the professional activity report referred to in Sub-paragraph 47.2 of this Regulation does not comply with the criteria approved by the certification council;

61.4 the medical practitioner to be recertified has not acquired the number of further education points referred to in Sub-paragraph 52.1 of this Regulation; or

61.5. upon submitting the documents referred to in Paragraph 47 of this Regulation, the medical practitioner to be recertified does not hold a valid certificate in the primary speciality (refers to cases where the recertification is conducted in sub-speciality, additional speciality, or medical treatment or diagnostic method except for cases provided for in Paragraphs 1 and 2 of Transitional Provisions of the Medical Treatment Law)).

62. The certification council shall notify the medical practitioner to be recertified of its decision referred to in Paragraph 60 of this Regulation in accordance with the procedures laid down in the Law On Notification.

63. The term of validity of the granted certificate shall commence on the next day after the term of validity of the previous certificate expires, but not earlier than on the day the decision referred to in Paragraph 60 of this Regulation has been announced.

64. If a medical practitioner is turned down for recertification, he or she may apply for the certificate in accordance with the procedures referred to in Chapter III of this Regulation by submitting the document referred to in Sub-paragraph 27.1 of this Regulation and settling the payment for certification.

**V. Recertification Procedures for a Medical Practitioner who has Performed its Professional Activity for a Long Period of Time Outside the Republic of Latvia in any of the European Union Member States**

65. Recertification shall be also applied to a medical practitioner if the term of validity of the certificate issued to this individual has expired, if the medical practitioner has performed its professional activity during the term of validity of the certificate within the primary speciality, sub-speciality, additional speciality, or medical treatment or diagnostic method indicated in the certificate for a period of at least three years outside the Republic of Latvia in any of the European Union Member States over a period of the past five years.

66. The medical practitioner referred to in Paragraph 65 of this Regulation shall submit to the certification institution or certification committee an application with the following documents attached thereto:

66.1. recertification sheet of a medical practitioner who has performed its professional activity for a long period of time outside the Republic of Latvia in any of the European Union Member States (Annex 4), wherein Part I has been filled in;

66.2. a report on the professional activity in the respective primary speciality, sub-speciality, additional speciality, or medical treatment or diagnostic method, which covers the scope, intensity and quality of work performed within the period of time since the certificate was issued and which is approved by the employer (the information shall be provided regarding all medical treatment institutions, where the medical practitioner to be recertified has been or is employed within the period of time since the certificate was issued);

66.3. a statement on the right to perform professional activity (for instance, Certificate of Good Standing), which has been issued by the competent authority of the country where the medical practitioner to be recertified performed his or her professional activity;

66.4. a statement on the capacity building of one's professional qualification in the respective primary speciality, sub-speciality, additional speciality, or medical treatment or diagnostic method according to the requirements of the respective country, where the medical practitioner to be recertified performed its professional activity; and

66.5. a copy of a document approving successful payment for the recertification process in the amount specified in the laws and regulations regarding the price list for testing the knowledge of medical practitioners and medical treatment support persons, as well as drawing up, registration, and making a copy of the certificate.

67. If the documents referred to in Paragraph 66 of this Regulation are not drafted in the official language, a certified translation in accordance with the laws and regulations regarding the certification of translations into the official language shall be attached thereto.

68. The certification committee shall notify the medical practitioner to be recertified on the time and venue of the meeting of the certification committee, during which a decision to recertify this individual shall be taken, within five working days after receipt of the documents referred to in Paragraph 66 of this Regulation. The medical practitioner to be recertified is entitled to take part in the meeting of the certification committee, during which the issue on the recertification of this individual is reviewed.

69. The certification committee shall review the documents referred to in Paragraph 66 of this Regulation by assessing whether or not the medical practitioner to be recertified meets the requirements referred to in Paragraphs 4 and 5 of this Regulation, and shall prepare a proposal to the certification council on the recertification or rejection of recertification of the medical practitioner to be recertified. The proposal shall be indicated by the certification committee in the recertification sheet of a medical practitioner who has performed its professional activity for a long period of time outside the Republic of Latvia in any of the European Union Member States (Annex 4).

70. The certification committee shall record the course of the certification meeting in minutes. The minutes shall include the time and venue of the meeting of the certification committee, personnel of the certification committee, and the proposals drafted, as well as the given name and surname of the medical practitioner to be recertified. The minutes shall be signed by the chairperson of the committee or his or her deputy (in the absence of the chairperson) and the committee secretary.

71. The proposal regarding recertification or rejection of recertification of the medical practitioner to be recertified shall be taken by the certification committee without the presence of the medical practitioner to be recertified.

72. The certification committee shall submit to the certification council the minutes of the meeting and the recertification sheet of the medical practitioner who has performed its professional activity for a long period of time outside the Republic of Latvia in any of the European Union Member States (Annex 4) within five working days after the meeting of the certification committee. The certification council shall take a decision to recertify or to reject recertification of the medical practitioner to be recertified within seven working days after receipt of the proposal from the certification committee. The decision made shall be indicated in the recertification sheet of a medical practitioner who has performed its professional activity for a long period of time outside the Republic of Latvia in any of the European Union Member States (Annex 4).

73. A proposal for the rejection of recertification shall be drafted by the certification committee in the following cases:

73.1. the medical practitioner to be recertified fails to meet requirements referred to in Paragraph 4 of this Regulation or any of the requirements referred to in Paragraph 5 of this Regulation;

73.2. the medical practitioner to be recertified has failed to submit all of the documents referred to in Paragraph 66 of this Regulation; or

73.3. the professional activity report referred to in Sub-paragraph 66.2 of this Regulation does not comply with the criteria approved by the certification council.

74. The certification council shall notify the medical practitioner to be recertified of its decision referred to in Paragraph 72 of this Regulation in accordance with the procedures laid down in the Law On Notification.

75. The term of validity of the granted certificate shall commence at the moment the decision to grant the certificate is notified to the medical practitioner to be certified.

76. If a medical practitioner is turned down for recertification, he or she may apply for the certificate in accordance with the procedures referred to in Chapter III of this Regulation by submitting the document referred to in Sub-paragraph 27.1 of this Regulation and settling the payment for certification.

**VI. Cancellation and Suspension of a Certificate**

77. A certificate shall be cancelled by the certification council, which took the decision to grant the respective certificate.

78. The following entities are entitled to submit a proposal for the cancellation of the certificate:

78.1. the Ministry of Health;

78.2. the Health Inspectorate;

78.3. the National Health Service;

78.4. the Central Medical Ethics Committee;

78.5. a professional organisation of medical practitioners;

78.6. a medical practitioner to whom the respective certificate has been issued;

78.7. a medical treatment institution, where the respective medical practitioner is employed;

78.8. the medical ethics committee of the medical treatment institution or the professional association of medical practitioners; and

78.9. the Council of Forensic Experts if it establishes that the action of a forensic expert or forensic psychiatrist expert is a violation of the requirements provided for in the laws and regulations governing the forensic activity.

79. The certification council shall cancel a certificate in the following cases:

79.1. the medical practitioner has asked to cancel the certificate issued to him or her;

79.2. the medical practitioner does not comply with the requirements referred to in Sub-paragraph 5.1, 5.2, 5.3, 5.5 or 5.7 of this Regulation;

79.3. the certification institution has found out that the documents submitted for certification or recertification, which served as the basis for granting the respective certificate, contain false information; or

79.4. the certification institution has found out that the medical practitioner in his or her professional activity has significantly violated the ethical standards and laws and regulations governing the respective professional activity.

80. Upon reviewing the case referred to in Paragraph 79.4 of this Regulation, the decision within the scope of assessing the professional activity of a medical practitioner shall be taken by:

80.1. the Certification Board of the Latvian Medical Association on the basis of the proposal by the Trade Court or Ethics Committee of the Latvian Medical Association;

80.2. the Certification Board of the Latvian Nurses Association on the basis of the proposal by the Ethics Committee of the Latvian Nurses Association; and

80.3. the Certification Board of the Union of Professional Organisations of Medical Practitioners of Latvia on the basis of the proposal by the Ethics Committee of the Union of Professional Organisations of Medical Practitioners of Latvia.

81. Upon taking a decision to cancel the issued certificate, the certification council shall set a deadline for which it is cancelled.

82. A medical practitioner, whose certificate has been cancelled, can take the certification examination in the primary speciality, sub-speciality, additional speciality, or medical treatment or diagnostic method, for which the certificate was cancelled, in accordance with the procedures laid down in this Regulation and after the end of the term referred to in Paragraph 81 of this Regulation.

83. If the certification institution has found out that the medical practitioner fails to meet the requirements referred to in Sub-paragraph 5.4 or 5.6 of this Regulation during the term of validity of the certificate, the certification council may suspend the validity of the respective certificate for a period of time during which the restriction of the rights to undertake medical treatment is valid, but not longer than the expiry of the term of validity of the respective certificate.

84. If the validity of the certificate is suspended, it shall not be prolonged for the period during which it was suspended.

85. The decision to suspend or cancel the issued certificate shall be notified to the medical practitioner and the entity, which submitted the proposal on the cancellation of the certificate, in accordance with the procedures laid down in the Law On Notification.

**VII. Contesting and Appeal of Decisions**

86. The decision taken by the certification council to grant or to reject to grant a certificate, to recertify or to reject recertification of a medical practitioner, to suspend or cancel the issued certificate, and to approve or reject informal further education activity of the professional qualification may be appealed at the Ministry of Health in accordance with the procedures laid down in the Administrative Procedure Law.

87. A decision of the Ministry of Health may be appealed to a court in accordance with the procedures laid down in the Administrative Procedure Law.

**VIII. Closing Provision**

88. This Regulation shall be applicable from 1 January 2013.

Prime Minister V. Dombrovskis

Minister for Health I. Circene

**Annex 1**

Cabinet Regulation No. 943

18 December 2012

(supplemented lesser State Coat of Arms of the Republic of Latvia)

**Certificate of a Medical Practitioner**

**No.\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| This certificate |  | | | | | | | | | certifies that | | | |
| (name of the certification institution) | | | | | | | | | | | | | |
| the medical practitioner | | |  | | | | | | | |  | | |
| (given name, surname) | | | | | | | | | | | | | |
|  | |  | | - | |  | | | | | |  | |
| (personal identity number) | | | | | | | | | | | | | |
| has proved his or her theoretical knowledge and skills, and he or she has the right to practice in | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| (name of the primary speciality, sub-speciality, additional speciality or medical treatment or diagnostic method) | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| The certificate is valid from | |  | | | to | |  | | | | | |  |
|  | | (date) | | |  | | (date) | | | | | |  |
|  | | | | | | | | | | | | | |
| Issued on | | | | | | | | | \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ | | | | |
| Place of issue | | | | | | | | |  | | | | |
|  | | | | | | | |  | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Chairperson of the certification council |  | Chairperson of certification committee | |
|  |  |  | |
| (given name, surname, signature) |  | (given name, surname, signature) | |
| Place for a seal |  | |  |

Minister for Health I. Circene

**Annex 2**

Cabinet Regulation No. 943

18 December 2012

**Certification Sheet**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **I. Personal details of the medical practitioner to be certified1** | | | | | | | | | | | | |
| 1. Given name (names) | | | |  | | | | | | | | |
| 2. Surname | | | |  | | | | | | | | |
| 3. Personal identity number | | | | - | | | | | | | | |
| 4. Address of the declared place of residence | | | | |  | | | | | | | |
|  | | | | | | | | | | | | |
| 5. Telephone number (numbers) | | |  | | | | | | | | | |
| 6. Electronic mail address | | |  | | | | | | | | | |
| 7. I agree that the decision is announced by way of electronic mail to the electronic mail address indicated by me | | | | | | | | | | | |  |
| 8. The certification is required for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| (name of the primary speciality, sub-speciality, additional speciality or medical treatment or diagnostic method) | | | | | | | | | | | | |
| 9. Information on the place (places) of employment in primary speciality, sub-speciality, additional speciality or medical treatment or diagnostic method: | | | | | | | | | | | | |
| 9.1. place of employment | |  | | | | | | | | | | |
|  | | (name of the medical treatment institution and unit) | | | | | | | | | | |
| position |  | | | | | | | | | | | |
| employment relationship in the time period from | | | | | |  | | | to |  | | |
|  | | | | | | (date) | | | (date) | | |
| 9.2. place of employment | |  | | | | | | | | | | |
|  | | (name of the medical treatment institution and unit) | | | | | | | | | | |
| position |  | | | | | | | | | | | |
| employment relationship in the time period from | | | | | |  | | | to |  |  | |
|  | | | | | | (date) | | |  | (date) | | |
| 10. National language proficiency | | | |  | | | | | | | | |
| 11. Hereby I confirm that (underline or indicate the relevant answer2): | | | | | | | | | | | | |
| 11.1. according to a court decision I am not subject to restriction of the rights, revoking the rights to undertake medical treatment | | | | | | | |  | | | | |
| 11.2. I am not in the trusteeship of another person | | | | | | | |  | | | | |
| 11.3. according to an instruction by the public prosecutor regarding a penalty in a criminal case I am not subject to restriction of the rights, revoking the rights to undertake medical treatment | | | | | | | |  | | | | |
| 12. Date (dd.mm.yyyy) | | | | | .. | | | | | | | |
| 13. Signature of the medical practitioner to be certified3 | | | | | | |  | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **II. Information on the medical practitioner to be certified4** | | | |
| 14. The competence characterisation of the medical practitioner to be certified in the respective primary speciality, sub-speciality, additional speciality, or medical treatment or diagnostic method (mark as appropriate and provide brief justification): | | | |
| Fields of competence | Good | Satisfactory | Unsatisfactory |
| Professional knowledge, skills, and experience |  |  |  |
| Communication skills and cooperation |  |  |  |
| Observance of professional ethics and deontology principles |  |  |  |
| Planning and organisation of work skills |  |  |  |
| Decision-making skills |  |  |  |
|  | | | |
| 15. Recommendation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
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|  | | | |
| 16. Signature of the information provider3 | |  | |
| 17. Stamp3 | | | |

|  |  |
| --- | --- |
| **III. Proposal regarding the certification examination5** | |
| 18. Date when the proposal was drafted (dd.mm.yyyy) | .. |
| 19. Proposal (mark as appropriate): | |
| 19.1. to take the certification examination (indicate the date of the certification examination (dd.mm.yyyy)) | .. |
| 19.2. to reject granting of the certificate of a medical practitioner due to the fact that the medical practitioner to be certified is not allowed to take the certification examination (indicate justification) |  |
| 19.3. to request the elimination of deficiencies (indicate the deadline (dd.mm.yyyy) by which the deficiencies must be eliminated) | .. |
| 20. Date when the medical practitioner to be certified is notified (dd.mm.yyyy)6 | .. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **IV. Information regarding the certification examination7** | | | | | | |
| 21. Information regarding the issue reviewed (mark as appropriate and indicate): | | | | | |  |
| 21.1. allowed to take the certification examination | | | |  | | |
| 21.2. a decision to reject to grant the certificate of a medical practitioner has been taken | | | | | |  |
| 21.3. date (dd.mm.yyyy) | | | .. | | | |
| 22. Date when the decision has been announced to the medical practitioner to be certified (dd.mm.yyyy)8 | | | | .. | | |
| 23. Number of the minutes of the meeting of the certification council | | | |  | | |
| 24. Chairperson of the certification council or his or her deputy | | | | |  | |
| (during the absence of the chairperson) | |  | | | | |
|  | (given name, surname, and signature) | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **V. Proposal regarding the certificate of the medical practitioner5** | | | | | | | | |
| 25. Date when the proposal was drafted (dd.mm.yyyy) | | | | | .. | | | |
| 26. Proposal (mark and as appropriate) | | | |  | | | | |
| 26.1. to grant the certificate of a medical practitioner | | | |  | | | | |
|  | | | | | | | | |
| (name of the primary speciality, sub-speciality, additional speciality or medical treatment or diagnostic method) | | | | | | | | |
| 26.1.1. share (in per cent) of correct answers in Part 1 of the certification examination | | | | | | | % | |
| 26.1.2. practical skills tested during Part 2 of the certification examination (mark as appropriate): | | | | | | |  | |
| 26.1.2.1. corresponding | |  | | | | | | |
| 26.1.2.2. not corresponding | |  | | | | | | |
| 26.2. reject granting of the certificate of a medical practitioner (indicate reasons) | |  | | | | | | |
| 26.3. cancel certification results | | | | | | | |  |
| 27. Number of the minutes of the meeting of the certification committee | | | | | | |  | |
| 28. Date of the meeting of the certification committee (dd.mm.yyyy) | | | | | .. | | | |
| 29. Chairperson of the certification committee or his or her deputy | | | | | |  | | |
| (during the absence of the chairperson) | |  | | | | | | |
|  | (given name, surname, and signature) | | | | | | | |
| 30. Secretary of the certification committee | |  | | | | | | |
|  | | (given name, surname, and signature) | | | | | | |
| 31. Members of the certification committee | |  | | | | | | |
|  | | (given name, surname, and signature) | | | | | | |
|  | |  | | | | | | |
|  | | | (given name, surname, and signature) | | | | | |
|  | |  | | | | | | |
|  | | (given name, surname, and signature) | | | | | | |
|  | |  | | | | | | |
|  | | (given name, surname, and signature) | | | | | | |
|  | |  | | | | | | |
|  | | (given name, surname, and signature) | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **VI. Decision regarding the certificate of the medical practitioner9** | | | | | | |
| 32. Date when the decision was taken (dd.mm.yyyy) | | .. | | | | |
| 33. The following decision has been taken (mark and indicate as appropriate): | | | | | | |
| 33.1. to grant the certificate of a medical practitioner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
|  | | | | | | |
| (name of the primary speciality, sub-speciality, additional speciality or medical treatment or diagnostic method) | | | | | | |
| 33.2. to reject granting of the certificate of a medical practitioner | | | | | |  |
| 34. Date when the decision has been announced to the medical practitioner to be certified (dd.mm.yyyy) | | | .. | | | |
| 35. Date when the term of validity of the granted certificate of a medical practitioner starts (dd.mm.yyyy) | | | .. | | | |
| 36. Number of the minutes of the meeting of the certification council | | | | |  | |
| 37. Chairperson of the certification council or his or her deputy | | | |  | | |
| (during the absence of the chairperson) |  | | | | | |
|  | (given name, surname, and signature) | | | | | |

Notes.

1To be completed by the medical practitioner.

2 If the document has been drafted in printed form, by signing this the medical practitioner confirms all the information specified in Sub-paragraphs 11.1, 11.2, and 11.3 that applies to him or her. If the document is drafted in accordance with the laws and regulations regarding drawing up of electronic documents, the medical practitioner shall indicate the information “I confirm” in Sub-paragraphs 11.1, 11.2, and 11.3, if the respective information applies to him or her, and “I do not confirm”, if the respective information does not apply to him or her.

3Shall not be filled in if the document has been prepared in accordance with the laws and regulations regarding drawing up of electronic documents.

4To be filled in by the medical treatment institution or by the medical practitioner under whose supervision or control the medical practitioner to be certified is working. If the medical practitioner is employed by several medical treatment institutions (in primary speciality, sub-speciality, additional speciality, or medical treatment or diagnostic method), the information is required from all medical treatment institutions.

5To be completed by the certification committee.

6To be filled in if the certification committee allows the medical practitioner to be certified to take the certification examination or requests it to eliminate the deficiencies.

7To be filled in by the certification council if a proposal by the certification committee regarding the rejection of a certificate of a medical practitioner has been received due to the fact that the medical practitioner to be certified is not allowed to take the certification examination.

8To be filled in if the certification council has made a decision to reject a certificate of a medical practitioner.

9To be completed by the certification council.

Minister for Health I. Circene

**Annex 3**

Cabinet Regulation No. 943

18 December 2012

**Recertification Sheet**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **I. Personal details of the medical practitioner to be recertified1** | | | | | | | | | | |
| 1. Given name (names) | |  | | | | | | | | |
| 2. Surname | |  | | | | | | | | |
| 3. Personal identity number | | - | | | | | | | | |
| 4. Address of the declared place of residence | | | |  | | | | | | |
|  | | | | | | | | | | |
| 5. Telephone number (numbers) | | |  | | | | | | | |
| 6. Electronic mail address | | |  | | | | | | | |
| 7. I agree that the decision is announced by way of electronic mail to the electronic mail address indicated by me | | | | | | | | | |  |
| 8. Information regarding the certificate of a medical practitioner (primary speciality, sub-speciality, additional speciality, or medical treatment or diagnostic method, in which the recertification is conducted): | | | | | | | | | | |
| 8.1. number | | | |  | | |  | | | |
| 8.2. term of validity (dd.mm.yyyy) | | | | | .. | | | | | |
| 8.3. primary speciality, sub-speciality, or additional speciality, in which the certificate was issued | | | | | | | | | | |
|  | | | | | | | | | | |
| (name of the primary speciality, sub-speciality, or additional speciality) | | | | | | | | | | |
| 9. The certification is required for | | |  | | | | | | | |
|  | | | | | | | | | | |
| (name of the primary speciality, sub-speciality, additional speciality or medical treatment or diagnostic method) | | | | | | | | | | |
| 10. Year when the certificate of a medical practitioner in the primary speciality, sub-speciality, additional speciality or medical treatment or diagnostic method was first issued | | | | | | | | |  | |
| 11. Professional experience in the respective primary speciality, sub-speciality, additional speciality, or medical treatment or diagnostic method during the term of validity of the certificate of a medical practitioner (the information shall include all medical treatment institutions where the medical practitioner to be recertified has been or is employed during the term of validity of the certificate of a medical practitioner): | | | | | | | | | | |
| 11.1. place of employment | |  | | | | | | | | |
|  | | (name of the medical treatment institution and unit) | | | | | | | | |
| position |  | | | | | | | | | |
| employment relationship in the time period from | | | | | |  | | to |  | |
|  | | | | | | (date) | |  | (date) | |
| 11.2. place of employment | |  | | | | | | | | |
|  | | (name of the medical treatment institution and unit) | | | | | | | | |
| position |  | | | | | | | | | |
| employment relationship in the time period from | | | | | |  | | to |  | |
|  | | | | | | (date) | |  | (date) | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 12. Information regarding the professional and scientific work and further education activities during the term of validity of the certificate of a medical practitioner2: | | | | | |
| 12.1. information regarding the formal and informal further education activities of the professional qualification | | | | | |
| No. | Statement number | Organiser of the activity | Title of the activity | Date(s) of the activity | Number of hours/further education points |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total | | | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 12.2. information regarding the professional and scientific work in the field of further education: | | | |
| No. | Type of activity | Duration | Number of further education points |
|  |  |  |  |
|  |  |  |  |
| Total | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 13. Hereby I confirm that (underline or indicate the relevant answer3): | | | |
| 13.1. according to a court decision I am not subject to restriction of the rights by revoking the rights to undertake medical treatment | | |  |
| 13.2. I am not in the trusteeship of another person | | |  |
| 13.3. according to an instruction by the public prosecutor regarding a penalty in a criminal case I am not subject to restriction of the rights by revoking the rights to undertake medical treatment | | |  |
| 14. Date (dd.mm.yyyy) | .. | | |
| 15. Signature of the medical practitioner to be recertified4 | |  | |

|  |
| --- |
| **II. Information on the medical practitioner to be certified5** |

|  |  |  |  |
| --- | --- | --- | --- |
| 16. The competence characterisation of the medical practitioner to be certified in the respective primary speciality, sub-speciality, additional speciality, or medical treatment or diagnostic method (mark as appropriate and provide brief justification): | | | |
| Fields of competence | Good | Satisfactory | Unsatisfactory |
| Professional knowledge, skills, and experience |  |  |  |
| Communication skills and cooperation |  |  |  |
| Observance of professional ethics and deontology principles |  |  |  |
| Planning and organisation of work skills |  |  |  |
| Decision-making skills |  |  |  |

|  |  |
| --- | --- |
| 17. Recommendation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
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|  | |
| 18. Signature of the information provider4 |  |
| 19. Stamp4 | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **III. Proposal regarding the recertification6** | | | | | | | | | |
| 20. Date when the proposal was drafted (dd.mm.yyyy) | | | .. | | | | | | | |
| 21. Proposal (mark as appropriate): | | | | | | | | | | |
| 21.1. to recertify by granting the certificate of a medical practitioner | | | | | | |  | | | |
|  | | | | | | | | | | |
| (name of the primary speciality, sub-speciality, additional speciality or medical treatment or diagnostic method) | | | | | | | | | | |
| 21.2. to reject re-certification (indicate date of certification examination (dd.mm.yyyy)) | | | | .. | | | | | |
| 21.3. sum of further education points of the professional and scientific work and further education activities in primary speciality, sub-speciality, additional speciality, or medical treatment or diagnostic method | | | | | | | | |  |
| 21.4. sum of further education points of other professional and scientific work and further education activities | | | | | | | | |  |
| 21.5. assessment of the professional activity report (mark as appropriate): | | | | | | | | |  |
| 21.5.1. complies with the criteria | | | | | | | | |  |
| 21.5.2. does not comply with the criteria | | | | | | | | |  |
| 22. Number of the minutes of the meeting of the certification committee | | | | | | | |  | |
| 23. Date of the meeting of the certification committee (dd.mm.yyyy) | | | | | .. | | | | |
| 24. Chairperson of the certification committee or his or her deputy | | | | | |  | | | | |
| (during the absence of the chairperson) |  | | | | | | | | | |
|  | | (given name, surname, and signature) | | | | | | | | |
| 25. Secretary of the certification committee |  | | | | | | | | | |
|  | | (given name, surname, and signature) | | | | | | | | |
| 26. Members of the certification committee |  | | | | | | | | | |
|  | | (given name, surname, and signature) | | | | | | | | |
|  | |  | | | | | | | | |
|  | (given name, surname, and signature) | | | | | | | | | |
|  |  | | | | | | | | | |
|  | (given name, surname, and signature) | | | | | | | | | |
|  |  | | | | | | | | | |
|  | (given name, surname, and signature) | | | | | | | | | |
|  |  | | | | | | | | | |
|  | (given name, surname, and signature) | | | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **IV. Decision regarding recertification7** | | | | | | | |
| 27. Date when the decision was taken (dd.mm.yyyy) | | .. | | | | | |
| 28. The following decision has been taken (mark and indicate as appropriate): | | | | | | |  | |
| 28.1. to recertify by granting the certificate of a medical practitioner | | | | |  | | | |
|  | | | | | | | | |
| (name of the primary speciality, sub-speciality, additional speciality or medical treatment or diagnostic method) | | | | | | | | |
| 28.2. to reject recertification | | | | | |  | | |
| 29. Date when the decision has been announced to the medical practitioner to be certified (dd.mm.yyyy) | | | .. | | | | | |
| 30. Date when the term of validity of the granted certificate of a medical practitioner starts (dd.mm.yyyy) | | | .. | | | | | |
| 31. Number of the minutes of the meeting of the certification council | | | | |  | | | |
| 32. Chairperson of the certification council or his or her deputy | | | |  | | | | |
| (during the absence of the chairperson) |  | | | | | | | |
|  | (given name, surname, and signature) | | | | | | | |

Notes.

1To be completed by the medical practitioner.

2Attach copies of documents confirming the information, which have been certified in accordance with the procedures laid down in the laws and regulations regarding the development and drafting of documents, or shall present the original copies of these documents.

3 If the document has been drafted in printed form, by signing this the medical practitioner confirms all the information specified in Sub-paragraphs 13.1, 13.2, and 13.3 that applies to him or her. If the document is drafted in accordance with the laws and regulations regarding drawing up of electronic documents, the medical practitioner shall indicate the information “I confirm” in Sub-paragraphs 13.1, 13.2, and 13.3, if the respective information applies to him or her, and “I do not confirm”, if the respective information does not apply to him or her.

4Shall not be filled in if the document has been prepared in accordance with the laws and regulations regarding drawing up of electronic documents.

5To be filled in by the medical treatment institution or by the medical practitioner under whose supervision or control the medical practitioner to be certified is working. If the medical practitioner is employed by several medical treatment institutions (in primary speciality, sub-speciality, additional speciality, or medical treatment or diagnostic method), the information is required from all medical treatment institutions.

6To be completed by the certification committee.

7To be completed by the certification council.

Minister for Health I. Circene

**Annex 4**

Cabinet Regulation No. 943

18 December 2012

**Recertification Sheet for a Medical Practitioner who has Performed his or her Professional Activity for a Long Period of Time Outside the Republic of Latvia in any of the European Union Member States**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **I. Personal details of the medical practitioner to be recertified1** | | | | | | | | | | | | | |
| 1. Given name (names) | |  | | | | | | | | | | | |
| 2. Surname | |  | | | | | | | | | | | |
| 3. Personal identity number | | - | | | | | | | | | | | |
| 4. Address of the declared place of residence | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | |
| 5. Telephone number (numbers) | | | | |  | | | | | | | | |
| 6. Electronic mail address | | |  | | | | | | | | | | |
| 7. I agree that the decision is announced by way of electronic mail to the electronic mail address indicated by me | | | | | | | | | | | | |  |
| 8. Information regarding the certificate of a medical practitioner (primary speciality, sub-speciality, additional speciality, or medical treatment or diagnostic method, in which the recertification is conducted): | | | | | | | | | | | | | |
| 8.1. number | | | | | |  | | | |  | | | |
| 8.2. term of validity (dd.mm.yyyy) | | | | | | | .. | | | | | | |
| 8.3. primary speciality, sub-speciality, or additional speciality, in which the certificate was issued | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| (name of the primary speciality, sub-speciality, or additional speciality) | | | | | | | | | | | | | |
| 9. The certification is required for | | | | |  | | | | | | | | |
|  | | | | | | | | | | | | | |
| (name of the primary speciality, sub-speciality, additional speciality or medical treatment or diagnostic method) | | | | | | | | | | | | | |
| 10. Year when the certificate of a medical practitioner in the primary speciality, sub-speciality, additional speciality or medical treatment or diagnostic method was first issued | | | | | | | | | | | |  | |
| 11. Professional experience in the respective primary speciality, sub-speciality, additional speciality, or medical treatment or diagnostic method during the period since the certificate of the medical practitioner was issued (the information shall include all medical treatment institutions where the medical practitioner to be recertified has been or is employed during the period since the certificate of the medical practitioner was issued): | | | | | | | | | | | | | |
| 11.1. place of employment | | | |  | | | | | | | | | |
|  | | | | (name of the medical treatment institution and unit) | | | | | | | | | |
| position |  | | | | | | | | | | | | |
| employment relationship in the time period from | | | | | | | |  | to | |  | | |
|  | | | | | | | | (date) |  | | (date) | | |
| 11.2. place of employment | |  | | | | | | | | | | | |
|  | | (name of the medical treatment institution and unit) | | | | | | | | | | | |
| position |  | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | |
| employment relationship in the time period from | | | | | | | |  | to | |  | | |
|  | | | | | | | | (date) |  | | (date) | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 12. Hereby I confirm that (underline or indicate the relevant answer2): | | | |
| 12.1. according to a court decision I am not subject to restriction of the rights by revoking the rights to undertake medical treatment | | |  |
| 12.2. I am not in the trusteeship of another person | | |  |
| 12.3. according to an instruction by the public prosecutor regarding a penalty in a criminal case I am not subject to restriction of the rights by revoking the rights to undertake medical treatment | | |  |
| 13. Date (dd.mm.yyyy) | .. | | |
| 14. Signature of the medical practitioner to be recertified3 | |  | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **II. Proposal regarding the recertification4** | | | | | | | |
| 15. Date when the proposal was drafted (dd.mm.yyyy) | | .. | | | | | | |
| 16. Proposal (mark as appropriate): | | | | | | | | |
| 16.1. to recertify by granting the certificate of a medical practitioner | | | | |  | | | |
|  | | | | | | | | |
| (name of the primary speciality, sub-speciality, additional speciality or medical treatment or diagnostic method) | | | | | | | | |
| 16.2. to reject re-certification (indicate date of certification examination (dd.mm.yyyy)) | | | | | |  | |
| 16.3. assessment of the professional activity report (mark as appropriate): | | | | | | |  |
| 16.3.1. complies with the criteria | | | | | | |  |
| 16.3.2. does not comply with the criteria | | | | | | |  |
| 17. Number of the minutes of the meeting of the certification committee | | | | | |  | |
| 18. Date of the meeting of the certification committee (dd.mm.yyyy) | | | .. | | | | |
| 19. Chairperson of the certification committee or his or her deputy | | | |  | | | | |
| (during the absence of the chairperson) |  | | | | | | | |
|  | (given name, surname, and signature) | | | | | | | |
| 20. Secretary of the certification committee |  | | | | | | | |
|  | (given name, surname, and signature) | | | | | | | |
| 21. Members of the certification committee |  | | | | | | | |
|  | (given name, surname, and signature) | | | | | | | |
|  |  | | | | | | | |
|  | (given name, surname, and signature) | | | | | | | |
|  |  | | | | | | | |
|  | (given name, surname, and signature) | | | | | | | |
|  |  | | | | | | | |
|  | (given name, surname, and signature) | | | | | | | |
|  |  | | | | | | | |
|  | (given name, surname, and signature) | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **III. Decision regarding the recertification5** | | | | | | | |
| 22. Date when the decision was taken (dd.mm.yyyy) | | | .. | | | | |
| 23. The following decision has been taken (mark and indicate as appropriate): | | | | | | |  | |
| 23.1. to recertify by granting the certificate of a medical practitioner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
|  | | | | | | | | |
| (name of the primary speciality, sub-speciality, additional speciality or medical treatment or diagnostic method) | | | | | | | | |
| 23.2. to reject recertification | | | | | |  | | |
| 24. Date when the decision has been announced to the medical practitioner to be certified (dd.mm.yyyy) | | | | .. | | | | |
| 25. Date when the term of validity of the granted certificate of a medical practitioner starts (dd.mm.yyyy) | | | | .. | | | | |
| 26. Number of the minutes of the meeting of the certification council | | | | | |  | | |
| 27. Chairperson of the certification council or his or her deputy | | | | |  | | | |
| (during the absence of the chairperson) | |  | | | | | | |
|  | (given name, surname, and signature) | | | | | | | |

Notes.

1To be completed by the medical practitioner.

2 If the document has been drafted in printed form, by signing this the medical practitioner confirms all the information specified in Sub-paragraphs 12.1, 12.2, and 12.3 that applies to him or her. If the document is drafted in accordance with the laws and regulations regarding drawing up of electronic documents, the medical practitioner shall indicate the information “I confirm” in Sub-paragraphs 12.1, 12.2, and 12.3, if the respective information applies to him or her, and “I do not confirm”, if the respective information does not apply to him or her.

3Shall not be filled in if the document has been prepared in accordance with the laws and regulations regarding drawing up of electronic documents.

4To be completed by the certification committee.

5To be completed by the certification council.

Minister for Health I. Circene

**Annex 5**

Cabinet Regulation No. 943

18 December 2012

**Professional and Scientific Work and Further Education Activities**

1. Formal and informal further education activities of the professional qualification

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Name | Number of further education points (FEP) | Previous approval from a certification institution is required  (for the event organiser) |
| 1. | Participation in further education activities (meetings) of a professional association of the respective primary speciality, sub-speciality, additional speciality, or medical treatment or diagnostic method | 1 FEP for one academic hour (no more than 8 FEPs per day) | none |
| 2. | Participation in informal further education activity programmes (professional improvement programmes, qualification maintenance programmes, general skills' improvement programmes, seminar programmes, conference programmes, etc.) of educational institutions (which implement medical education programmes) | 1 FEP for one academic hour (no more than 8 FEPs per day) | yes |
| 3. | Participation in informal further education activity programmes (professional improvement programmes, qualification maintenance programmes, general skills' improvement programmes, seminar programmes, conference programmes, etc.) of medical treatment institutions | 1 FEP for one academic hour (no more than 8 FEPs per day) | yes |
| 4. | Further education in congresses, conferences, symposiums, seminars, and other events in Latvia | 1 FEP for one academic hour (no more than 8 FEPs per day) | yes |
| 5. | Further education in international congresses, conferences, symposiums, seminars, and other events1 | according to what has been determined by the event organiser | none |
| 6. | Participation in multidisciplinary conferences organised by a certification institution of medical practitioners | 12 FEPs (for each) | none |
| 7. | Successful completion of a distance learning training programme (elaborated in Latvia) with an assessment | according to what has been determined by the event organiser, but not more than 1 FEP for one academic hour | yes |
| 8. | Further education (apprenticeship, practical training, volunteering) in medical treatment institutions entitled to teach | 2 FEPs for one day | none |

2. Professional and scientific work in the field of further education

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Name | Number of further education points (FEP) | Previous approval from a certification institution is required  (for the event organiser) |
| 9. | Work in professional advisory councils and working groups | 10 FEPs per year | none |
| 10. | Work of a medical practitioner entitled to teach students, residents, interns, and apprentices less than one semester per year | 20 FEPs per year | none |
| 11. | Work of a medical practitioner entitled to teach students, residents, interns, and apprentices one semester or more per year | 40 FEPs per year | none |
| 12. | Work in international professional associations and bodies elected by these in the primary speciality, sub-speciality, additional speciality, or medical treatment or diagnostic method or international organisations, uniting medical practitioners representing various fields | 10 FEPs per year | none |
| 13. | Work in bodies elected by certification institution of medical practitioners or certification committees | 10 FEPs per year | none |
| 14. | Participation in the projects of the Latvian Council of Science or international science grants | 10 FEPs per year for the manager,  2 FEPs per year for the member | none |
| 15. | Presentations in international congresses, conferences, symposiums, and other events, including the role of co-author | 30 FEPs for each | none |
| 16. | Presentations in further education activities (meetings) of professional associations of medical practitioners, national congresses, conferences, clinical meetings of medical treatment institutions or professional associations, clinical case analysis, and bibliography review | 5 FEPs for each | none |
| 17. | Published theses in the thesis collection edition of congresses, conferences, symposiums, and other events | 10 FEPs for each | none |
| 18. | Speeches or publications in mass media about public health issues | 1 FEPs for each | none |
| 19. | Stand report on international congresses, conferences, symposiums, and other events | 20 FEPs for each | none |
| 20. | Lecturing at informal further education events of the professional qualification of medical practitioners | 2 FEPs for one academic hour | none |
| 21. | Author or co-author of textbooks and monographs | 200 FEPs | none |
| 22. | Publications in internationally cited editions | 50 FEPs for each | none |
| 23. | Publication of medical articles in professional editions | 20 FEPs for each | none |
| 24. | Full-time teaching position in an educational institution, which implements medical education programmes (within the scope of primary speciality, sub-speciality, additional speciality, or medical treatment or diagnostic method) | 30 FEPs per year | none |
| 25. | Part-time teaching position in an educational institution, which implements medical education programmes (within the scope of primary speciality, sub-speciality, additional speciality, or medical treatment or diagnostic method) | 15 FEPs per year | none |
| 26. | Development of clinical guidelines in accordance with the requirements laid down in the laws and regulations regarding the development, assessment, registration, and introduction of clinical guidelines, or development of medicinal technologies in accordance with the requirements laid down in the laws and regulations regarding the approval of medicinal technologies to be used for medical treatment and introduction of new medicinal technologies | 30 FEPs for each member of the field crew | none |
| 27. | Acquisition of a Bachelor's degree in healthcare2 | 150 FEPs | none |
| 28. | Acquisition of a Master's degree in healthcare2 | 150 FEPs | none |
| 29. | Acquisition of a Doctor's degree in healthcare2 | 200 FEPs | none |

Notes.

1The medical practitioner to be certified has a duty to submit a justified re-calculation for the number of further education points if a number of further education points, which does not comply with the number of further education points for one academic hour, is granted for participation in an event abroad.

2Does not apply to scientific degrees, which are acquired by equalisation of previously acquired education in accordance with the laws and regulations regarding the equalisation of degrees and professional qualifications.

Minister for Health I. Circene