

**THE UNIVERSITY OF THE WEST INDIES**  
**FACULTY OF MEDICAL SCIENCES**

**NEW GRADUATES**

Please find enclosed the following forms for your Internship period.

1. One (1) Pre-Registration Certificate
  2. Twelve (12) Internship Assessment - three per specialty
- (NO EXTRA COPIES WILL BE AVAILABLE AT THE OFFICE)**

**INSTRUCTIONS**

After the completion of **each** rotation the internship assessment form(s) should be completed, signed and dated by the supervisor. It should be signed and dated by the intern and the Senior Medical Officer (SMO) before returning a copy to the Dean's Office. On completion of the pre-registration certificate a copy must be submitted to the Dean's Office.

**OR**

At the end of the internship period a copy of **all** the internship assessment forms along with a copy of the pre-registration certificate **must** be submitted to the Dean's Office.

Dean's Office, FMS

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**ADVICE FOR NEW GRADUATES**

**APPLICATION FOR PROVISIONAL REGISTRATION:**

Having passed the Final Examination, you will not be able to practice until you have obtained temporary registration with the Medical Council of the country in which you will work. To practice without such registration is a serious offence in law. You should obtain from the Dean's Office a letter that you have in fact qualified as a doctor.

For those wishing to register in Jamaica, this letter should be taken in person to the:

Medical Council  
Oceana Building  
2 Kings Street  
Kingston.

Along with the following:

- One passport size pictures
- Certification for selection of an approved post
- \$1000.00 for registration
- 9:00a.m. to 2:00p.m. Monday to Friday

The Council will then issue the necessary documents. The Hospital Authorities in the other islands will be able to give you information re registration in those countries.

**N.B. This cannot be done through the post.**

**FULL REGISTRATION:**

Submit to the Medical Council:

- Completed Pre-registration Certificate
- Original MB BS certificate
- One passport size photograph
- \$6000.00 for registration and practicing certificate
- 9:00a.m. to 2:00p.m. Monday to Friday

**YOU MUST REGISTER IMMEDIATELY AFTER COMPLETION OF INTERNSHIP**

## **MALPRACTICE INSURANCE**

**No doctor should practice without Medical Insurance** and in fact most hospitals including the UHWI demand that all Medical Staff be members of an insurance organisation.

You must be insured with either:

Membership Services  
Medical Protection Society  
Canary Wharfe House  
Leeds LS11 5 PY UK

Or

The Medical Defence Union Ltd.,  
3 Devonshire Place  
London W1N 2EA

Or any other malpractice insurance company of your choice.

## **DUTIES:**

The consultant(s) to whom you are assigned are responsible for:

- (a) Assignment of duties
- (b) Your programme of instruction and supervision
- (c) Certification of satisfactory completion of the period of assignment.

Full postgraduate training programmes are in operation in many specialties. For further details please consult the Head of the appropriate Departments.

**PLEASE REMEMBER TO KEEP THE DEAN'S OFFICE INFORMED OF YOUR NEW ADDRESS/CONTACT NUMBER IF YOU HAVE CHANGED SUCH.**

Dean's Office  
Faculty of Medical Sciences