

**GHANA COLLEGE OF
PHYSICIANS & SURGEONS**



GOVERNMENT OF GHANA

RIGHT TO INFORMATION MANUAL

GHANA COLLEGE OF PHYSICIANS AND SURGEONS

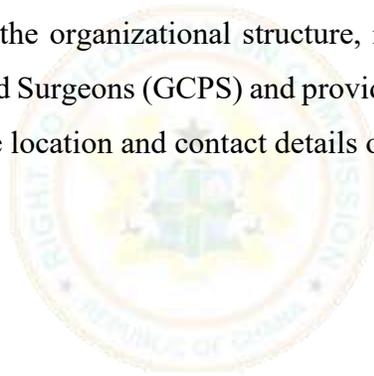
1.0.OVERVIEW

This Right to Information Manual (‘The Manual’) seeks to make available to the public and applicants for information the classes of information accessible in this institution. It reveals the various departments and structures within this institution and specific classes of information that can be obtained from each of them.

The Manual has been compiled in compliance with section 3 of the Right to Information Act, 2019 (Act 989). Inspection of this manual is not to attract any fee or charge since the Manual only seeks to point users to the information available for access within this institution. Request for a copy of this Manual, however, shall attract a charge which covers the unit cost of the Manual.

1.1.Purpose of Manual

To inform/assist the public on the organizational structure, responsibilities and activities of the Ghana College of Physicians and Surgeons (GCPS) and provide the types of classes of information available at GCPS including the location and contact details of its information officers and units.



2.0.PROFILE OF THE GCPS

2.1.Brief History of the College

The Ghana College of Physicians and Surgeons (The College) is a public institution that was established in 2003 to provide post-graduate medical training in medicine, surgery and related disciplines.

Several factors influenced the establishment of the College including:

- frustration on the part of the government on the returns on investment put in the West African Postgraduate Medical College.
- high attrition rate of medical practitioners given sponsorship for postgraduate professional training abroad.
- a strong desire to stem the brain-drain by establishing a local national postgraduate training institution.

The efforts of Ministers for Health, Health professionals and the Ghana Medical Association accumulated in the setting up of a Task Force chaired by Professor George W. Brobby to make recommendations for the establishment of the National Postgraduate Medical College in 2000. In 2001, Professor Paul K. Nyame was appointed the Acting-Rector of the Ghana College of Physicians and Surgeons with the responsibility of establishing a Secretariat for the College.

On 9th December 2003, the College was inaugurated by President J A Kufuor with Professor Samuel Ofose-Amaah as the first President and Chairman of Council, Professor Paul K. Nyame as the Rector and Prof George W. Brobby as Vice-Rector. The first group of Residents were enrolled into the College in September 2004 and graduated in September 2007. They were inducted into Membership of Ghana College of Physicians and Surgeons in December 2007.

2.2.Mandate

The Ghana College of Physicians and Surgeons was established by Act 635 of 2003 and revised by Act 833 of 2011. The comprehensive content of the Act 833 clearly spells out the mandates of the College which are to:

- Promote specialist education in Medicine, Surgery and related disciplines.
- Promote continuous professional development in medicine, surgery and related disciplines.
- Promote postgraduate medical education and research in medicine, surgery and related disciplines.

- Contribute to the formulation of policies on sound health and public health generally.

2.3.Core Values

The Core Values of Ghana College of Physicians and Surgeons were derived during the strategy planning session and expressed as value statements. The values reflect the deeply held beliefs of the organization's members and Board members that will enable the organization to accomplish its vision and mission.

2.3.1. Value Statements

- **Integrity** – We deliver on our promises to our stakeholders.
- **Collaboration** – We work closely and seamlessly with our partner training institutions and other affiliated institutions.
- **Professionalism** – We are professional in all our dealings with stakeholders.
- **Excellence** – We are committed to working to the highest standards possible.
- **Evidence based decision making** – Our decisions are informed by the best available evidence
- **Innovative** – We continuously strive to improve our methods and processes.

2.4.Our Vision

Our goal is to be the Premier Postgraduate Medical College in Africa and beyond.

2.5.Our Mission

To continuously enhance health care delivery through ethical and technology leveraged training to produce highly skilled specialist doctors who are committed to life-long learning; promotion of research and, health policy development and advocacy to meet the healthcare needs of Ghana and the sub-Region.

3.0. DEPARTMENTS UNDER THE GHANA COLLEGE OF PHYSICIANS AND SURGEONS

3.1. THE COUNCIL

Act 833 also spells out the composition of a governing council which is identified as the apex decision making body of the College and provides a list of their responsibilities. The Council was assigned the following responsibilities in Act 833:

- Mobilization, control and supervision of the finances and estates of the College;
- Admission of Fellows and Members of the College; and
- Recommendation of a member in good standing to be admitted as a Fellow.

The composition of the Council comprises:

- The Chairperson.
- The President of the College.
- The Rector of the College.
- Two Vice Presidents of the College.

And one representative each of:

- The Ministry of Health not below the rank of Director.
- The Deans of Medical and Dental Schools.
- The Medical and Dental Professions.
- Chief Executives of Teaching Hospitals.
- The Medical and Dental Council.
- A representative of the Attorney-General not below the level of Principal State Attorney.
- A Resident elected by Residents; and
- One eminent person nominated by the President of the Republic.

3.2. CONSTITUENT DIVISIONS

The College is made up of two Divisions: The Division of Physicians and the Division of Surgeons. Each Division is headed by a Vice-President of the College. The affairs of the Division are run through a Divisional Board.

3.2.1. Divisional Boards

Each Division has a Divisional Board which is responsible for the overall organization and supervision of the affairs of the Division and regulates its own proceedings.

Composition of a Divisional Board

- The Vice-President of the Division as its head.
- The Vice-Rector of the Division, who also acts as the Secretary to the Board
- The Assistant Secretary of the Division
- The Chairpersons and Secretaries of the Faculties in the Division

3.2.2. Faculty Board

Each Faculty has a Faculty Board consisting of the Chairperson, and a minimum of six Fellows who are members of the faculty. Out of the six Fellows, one is elected as the Secretary of the Faculty Board. The Chairperson and other members of the Faculty Board are elected by the Fellows who belong to the faculty, every two (2) years. The College has sixteen (16) faculties, out of which eight (8) faculties belong to the division of physicians and seven (8) faculties belong to the division of surgeons.

Duties of Faculty Board

- Developing, promoting, and implementing the academic programs of the faculty
- Nominating Examiners for approval by the Academic Board.

3.2.3. Faculties

- **Division of Physicians**

Faculty of Family Medicine
Faculty of Internal Medicine
Faculty of Laboratory Medicine
Faculty of Paediatrics and Child Health
Faculty of Public Health
Faculty of Psychiatry
Faculty of Radiotherapy and Oncology
Faculty of Radiology

- **Division of Surgeons**

Faculty of Anaesthesia
Faculty of Dental Surgery and Subspecialties
Faculty of Emergency Medicine
Faculty of Obstetrics and Gynaecology
Faculty of Ophthalmology
Faculty of Surgery and Subspecialties
Faculty of Otorhinolaryngology
Faculty of Trauma and Orthopaedics Surgery
Faculty of Neurosurgery

3.3.ACADEMIC BOARD

The Academic Board is the highest academic decision-making body of the College, and it is responsible for all academic affairs of the College. The Academic Board is chaired by the President of the College, and it is composed of all Faculty Chairs, the College Vice-President, the College Editor, and the College Chief Examiner. The Academic Board ensures the academic standards of the College. It does this by performing a number of duties as below:

3.3.1. Duties of the Academic Board

- Organizing courses of study and Examinations held in connection with those courses.
- Making byelaws, rules and standing orders for the conduct of the business of the College, including election to the Council.
- Determining the criteria for the Admission of Fellows, Members and Associate Members to the College.
- Approving a structure of operation that will enable the College to discharge its functions.
- Prescribing Standards and Training Programs for Specialists.
- Approving Court of Examiners to conduct appropriate Specialists Examinations and making recommendations to the Council on the basis of the results of the examinations, for the Awarding of Diplomas, Membership or Fellowship of the College.
- Determining the areas in Medicine and Surgery that require special attention.
- Harmonize, where necessary, the Standards, Training Programs and syllabuses for Specialist Education of the College and other appropriate Bodies duly recognized by the College.
- Processing and giving Accreditation to Training Centers throughout the Country for the Training of Specialists.
- Recommending the appointment for Teachers and Trainers of the various Faculties.

3.4.DEPARTMENTS

This department oversees the managerial aspects necessary to the effective performance of staff duties.

3.4.1. Academic Affairs Department

The Academic Affairs Department has three units, these are the **Admissions, Exams and Residency; Education and Training; and Library**. The Academic Affairs Department is responsible for carrying out the mandate of the College. Which is to:

- Train postgraduate doctors in medicine, dentistry, and sub-specialties
- To conduct exams and award certificates.
- Organize Continuous Professional Development studies (CPDs) in medicine, dentistry, and other related disciplines.
- Admit residents and senior residents into various disciplines of medicine and dentistry.

3.4.2. Accounts Department

This department is responsible for all transactional activities concerning the fiscal resources of the College

- Prompt preparation and processing of payment vouchers
- Writing cheques
- Preparing salary abstract
- Making bank deposits and withdrawals
- Assist the preparation of the annual budget estimates
- Payment of withholding tax to Ghana Revenue Authority

3.4.3. Administration Department

This department is made up of seven (7) Units namely: Front office, Registry, Procurement, Estate & Transport, Editorial, Rector's secretariat, Public Health secretariat. These units are responsible for:

- Ensuring an effective record Management system for the College.
- Ensuring quality delivery of services to the public.
- Supervision and management of the College assets, that is, the building, vehicles, and office equipment.

- Management of the data of the personnel of the College that is, recruitment, promotion, training, leave, staff appraisal, welfare, etc.
- Schedule and compiles quarter and annual reports.

3.4.4. Audit Department (Internal Audit)

Responsible for the inspection and evaluation of records and activities pertaining to the administrative events and fiscal resources.

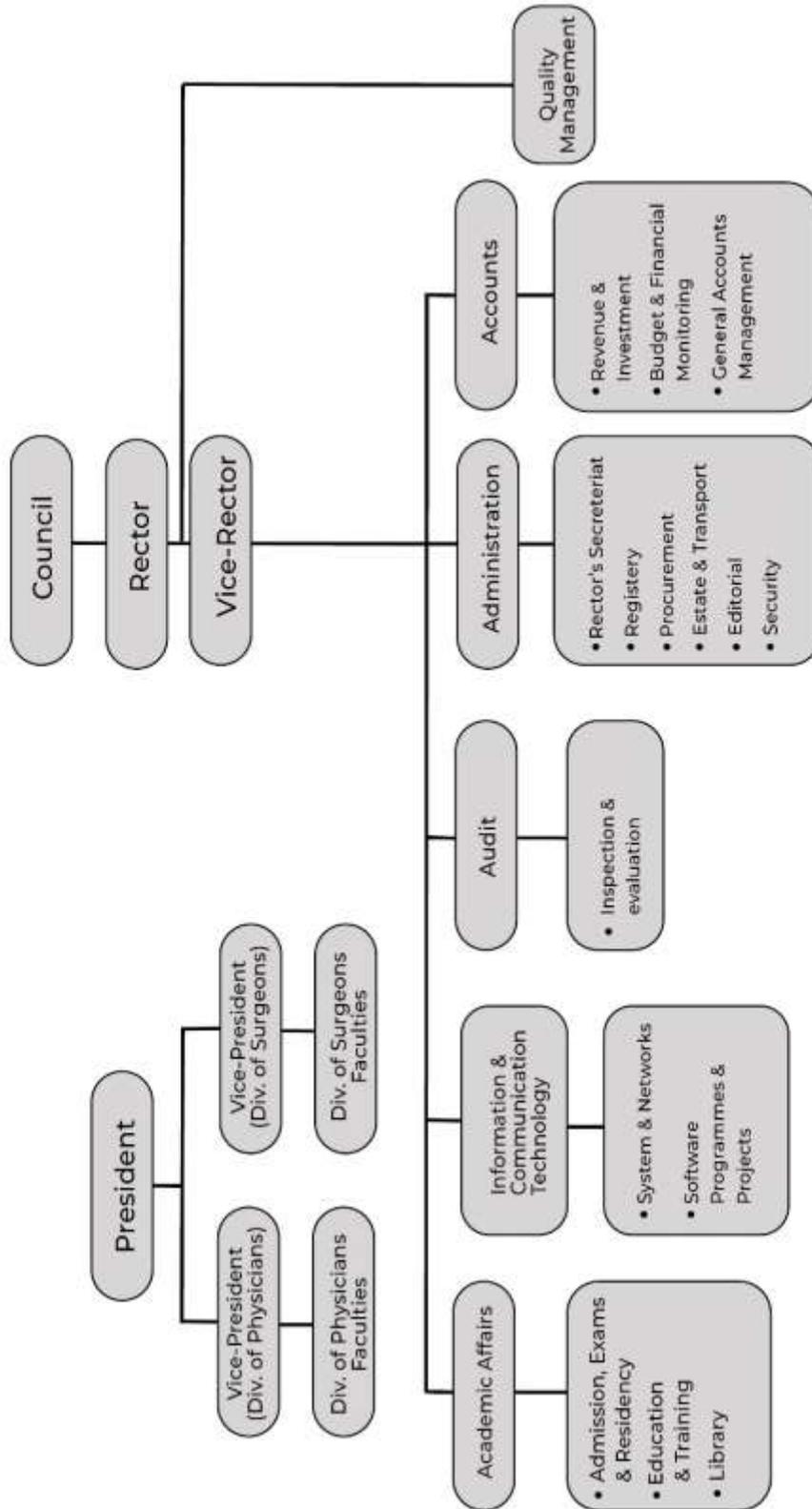
3.4.5. Information, And Communication Technology Department

Manages the technology that supports the daily operations of the College, such as the physical hardware and facilities (including data center), Internet and software.

They are responsible for:

- **Network & Service Management**
 - Internet & LAN
 - Server Administration
 - IT Security Management
- **Hardware and Support Service**
 - User Support Services
 - Computer Repair & Maintenance
 - Inventory & License Management
- **Software Management Services**
 - Application Management
 - DBA Services
 - Messaging System Administration

ORGANOGRAM OF GCPS



5.0. CLASSES AND TYPES OF INFORMATION

5.1.1. CLASS A

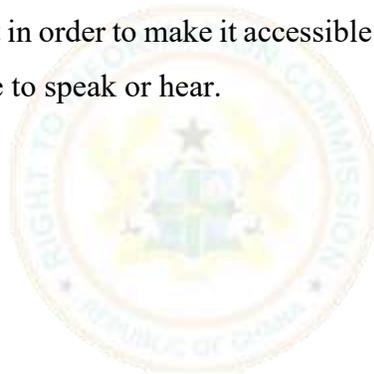
This category of information includes data that can be made available to the public without incurring the disruption of some or all aspects of the standard operational processes of our institution.

5.1.2. CLASS S

This category of information encloses all data that will constitute a breach in the ethical regulations that frame the standard operational processes of our institution, when made available to members and or staff, or parties outside the membership body of our institution without due permission or clearance, e.g., medical history of staff, certain fiscal activities etc.

5.2. TYPES OF INFORMATION ACCESSIBLE AT A FEE

5.2.1. CLASS A- Information under this class will attract a fee if it requires the conversion of its file format to another format in order to make it accessible to people with a sensory impairment - e.g. People who are unable to speak or hear.



6.0.PROCESSING AND DECISION ON APPLICATION

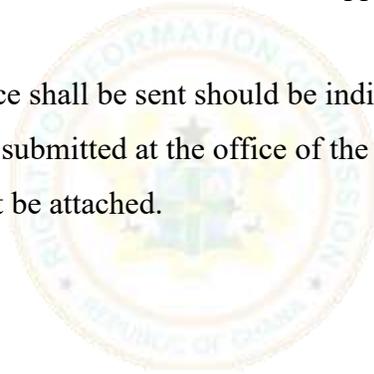
- Application made under s.18 is submitted to the Information Unit of Ghana College of Physicians and Surgeons.
- The Right to Information Officer (RTIO) or designated Right to Information Officer shall upon receipt for the application make a determination as to whether or not the application is one that safeguards the life or liberty within the ambit of s.23 (7).
- Where the application does not fall within the ambit of s.23 (7), the RTI Officer shall, within 14 days of receiving the request, engage the relevant persons within the institution and the information-generating directorate to confirm the availability of the information requested.
- Where an Extension of time is needed, RTI Officer shall comply with s.25. If not, notice of the Decision shall be communicated to the Applicant by or on the 14th day from when the application was made.
- The decision shall where it confirms the availability of information state the manner in which access will be granted and whether or not access to the information shall be given in part and the reasons for giving only part. (s.23(1)(2)(3).
- Where the information requested shall be refused, the RTIO shall notify the applicant within 14 days of receiving the application, communicating the refusal of the application and the reason for the refusal. Where it falls within the exempt category s.5-16; s.23 (10); s.24; the RTIO shall state the section/reason the refusal was based on.

7.0.AMENDMENT OF PERSONAL RECORD

A person given access to information contained in records of a public institution may apply for an amendment of the information if the information represents the personal records of that person and the, in the person's opinion, the information is incorrect, misleading, incomplete or out of date.

7.1.HOW TO APPLY FOR AN AMENDMENT

- a.** The application should be in writing addressed to the head of the public institution indicating;
 - Name and proof of identity
 - Particulars that will enable the records of the public institution identify the applicant.
 - The incorrect, misleading, incomplete or out-of-date information in the record.
 - Signature of the applicant.
- b.** For incomplete information claimed or out-of-date records, the application should be accompanied with the relevant information which the applicant considers necessary to complete the records.
- c.** The address to which a notice shall be sent should be indicated.
- d.** The application can be then submitted at the office of the public institution
- e.** A statutory declaration must be attached.



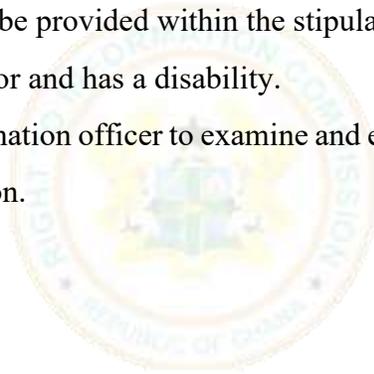
8.0.FEES AND CHARGES FOR ACCESS OF INFORMATION

The Act mandates Parliament in section 75 to approve a fee that public institutions can charge. However, fees shall apply to only the three circumstances stated below:

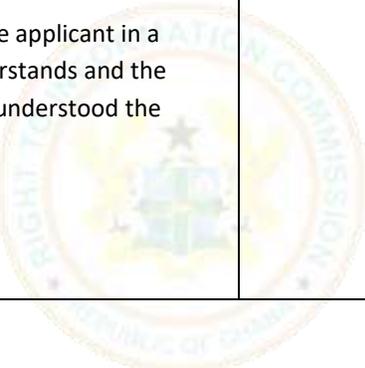
- Request for information in a language other than the language in which the information is held. (s.75) (3).
- When the request is made for a written transcript of the information, the information officer may request a reasonable transcription cost. (s.75) (4).
- Cost of media conversion or reformatting. (s.75) (%).

Under Section 75 (2), Fees Are Not Payable For:

- Reproduction of personal information.
- Information in the public interest.
- Information that should be provided within the stipulated time under the Act.
- An Applicant who is poor and has a disability.
- Time spent by the information officer to examine and ensure the information is not exempt.
- Preparing the information.



1	Name of Applicant			
2	Date			
3	Public Institution			
4	Date of Birth	DD	MM	YYY
5	Type of Applicant	<input type="checkbox"/> Individual	<input type="checkbox"/> Organization/Institution	
6	TIN Number	TIN Number		
7	If Represented, Name of Representative			
7(a)	Capacity of Representative			
8	Type of Identification:	<input type="checkbox"/> National ID <input type="checkbox"/> Passport <input type="checkbox"/> Voter's ID <input type="checkbox"/> Driver's License <input type="checkbox"/> License		
8(a)	Id No.:			
9	Description of the Information being sought (specify the type and class of information including cover dates. Kindly fill multiple applications for multiple requests): 			
10	Manner of Access:	<input type="checkbox"/> Inspection of information <input type="checkbox"/> Copy of information <input type="checkbox"/> Viewing/Listen <input type="checkbox"/> Written Transcript <input type="checkbox"/> Translated (specify language)		
10(a)	Form of Access:	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Braille		

11	Contact Details:	<input type="checkbox"/> Email Address <input type="checkbox"/> Postal Address <input type="checkbox"/> Tel.
12	Applicant's signature/thumbprint	
13	Signature of Witness (where applicable). "This request was read to the applicant in a language the applicant understands and the applicant appeared to have understood the content of the request."	

13.0. APPENDIX B: CONTACT DETAILS OF GHANA COLLEGE OF PHYSICIANS AND SURGEONS' INFORMATION UNIT

13.1. Name of Information/Designated Officer:

13.2. Telephone/Mobile Number of Information Unit:

13.3. Email:

13.4. Postal Address:



14.0. APPENDIX C: ACRONYMS and GLOSSARY

GCPS – *Ghana College of Physicians and Surgeons*

RTI – *Right to Information*

s. – *Section*

14.1. GLOSSARY

Access	<i>Right to Information.</i>
Access to Information	<i>Right to obtain information from public institutions.</i>
Designated Officer	<i>An officer designated for the purposes of the Act who perform similar role as the information officer.</i>
Exempt information	<i>Information which falls within any of the exemptions specified in sections 5 to 16 of the Act.</i>
Information	<i>Information according to the Act includes recorded matter or material regardless of form or medium in the possession or under the control or custody of a public institution whether or not it was created by the public institution, and in the case of a private body, relates to the performance of a public function.</i>
Information Officer	<i>The information officer of a public institution or the officer designated to whom an application is made.</i>
Right to Information	<i>The right assigned to access information.</i>
Section	<i>Different parts of the RTI Act.</i>