



MAURITIUS INSTITUTE OF HEALTH

INSTITUTIONAL CHARTER

Made this 28 day of July 2021 by the MIH

(Board approval: 28 July 2021)

PROVENANCE

The Charter of the Mauritius Institute of Health was approved by the Executive Board of the Mauritius Institute of Health 28 July 2021.

PREAMBLE

We aspire to respond to the health care needs of society by providing quality training to health care professionals through our health care system research and we aim to provide decision makers in the country with information to guide policy and strengthen Health System in order to improve health of the population.

INTRODUCTION

The Mauritius Institute of Health (MIH) was established in 1989 by an Act of Parliament as a Parastatal body under the Ministry of Health and Wellness to, as its principal objects, undertake Training and Research in the Health Sector. In 2003, the Mauritius Institute of Health Act was amended a first time (the Mauritius Institute of Health {Amendment} Act 2003) to empower the Institute to “conduct courses, hold examinations and grant certificates, diplomas and awards”.

The first diploma course was awarded in 2014. Since, the Institute has been running more diploma courses as well as acting as the Awarding Body for the National Diploma in Nursing for the Nursing School, Ministry of Health and Wellness and the Polytechnic Mauritius Limited (PML). Other diploma courses offered include the National Pharmacy Technician Diploma, the National Diploma in Radiation Therapy Technology and the Diploma in Diabetes Foot Care Nursing.

In December 2017, the Mauritius Institute of Health Act was amended a second time (the Mauritius Institute of Health [Amendment] Act 2017 to, amongst other things, to empower the Institute to :

- (i) “grant certificates, Diplomas, **Degrees** and Awards”.
- (ii) protect from liability, civil or criminal, member or employee in respect of any Act done, or omitted in good faith in the executions of the functions, or exercise of the power, conferred under this Act.

- (iii) run refresher courses for continuous professional development for, inter-alia Medical and Dental personnel.
- (iv) co-ordinate, oversee and evaluate training of Pre-Registration Medical Officers and other Health Professionals and Nursing Officers.
- (v) co-ordinate continuous professional development activities in the Health Sector.
- (vi) administer a Virtual Health Library in order to improve access to documentation for Public and Private Health Professionals.
- (vii) prepare, write, compile, archive, publish and disseminates work and references in Medical Health Care, including the history of Medical Health Care in Mauritius.

The most prominent amendment to the Act was the empowerment of the Institute to grant Degrees. With this amendment in perspective, the Institute has already sought and obtained approval of the Executive Board at its meeting held in October 2019, to offer its first degree qualification, namely, a Master Degree.

As Executive Director, I have deemed it primordial to, in the context, take full advantage of this power to propel the Institute to the next stage of its development. Following the offer of the first degree course, the Mauritius Institute of Health will be in a position to pursue its development at an accelerated pace as in the field of Health Care Training.

In line with this development, I sought guidance from the Tertiary Education Commission to ensure that in the process I align the Institute and its academic processes in accordance with best quality assurance principles in the Tertiary Education Sector.

Accordingly, the Tertiary Education Commission, at meetings held on 17 and 19 December 2019, recommended amongst other things, that the Mauritius Institute of Health develops an Institutional Charter.

The development and endorsement of an Institutional Charter is/will be in line with decision of the Executive Board in October, which was with the proviso that MIH can start to offer degrees provided that all due process is followed.

It is in this background that this Charter of the Mauritius Institute of Health was developed.

THE MAURITIUS INSTITUTE OF HEALTH CHARTER

OUR VISION

The Mauritius Institute of Health shall be a leading centre of excellence in research and training in health and health related fields.

OUR MISSION

Our mission is to contribute to the promotion of health and quality of life of society through training and health systems research.

OUR OBJECTS

The new objects of the Mauritius Institute of Health, in accordance with the MIH Amendment Act 2017 are as follows:

The Institute Shall

- (i) Be the focal point for training in the healthcare sector and be the awarding body in respect of training provided by it;
- (ii) Organize the training of local health personnel, as well as overseas participants, in accordance with such programme as the Board may approve;
- (iii) Run refresher courses for continuous professional development for, inter alia, medical and dental personnel;
- (iv) Coordinate, oversee and evaluate training of pre-registration medical officers and other health professionals and nursing officers;
- (v) Coordinate all continuous professional development activities in the healthcare sector;
- (vi) Build capacity for medical and healthcare research, including clinical trials and clinical audit;
- (vii) Undertake research on health policies and framework;
- (viii) Act as focal point and resource centre for the production, exchange and promotion of health learning and health information in general;

- (ix) Administer a virtual health library in order to improve access to documentation for public and private health professionals;
- (x) Prepare, write, compile, archive, publish and disseminate works or reference in medical and healthcare, including the history of medical and healthcare in Mauritius;
- (xi) Provide advisory services in matters of healthcare;
- (xii) Cooperate with other similar institutions and regional and international organizations in order to promote the objects specified in paragraphs (b), (c), (d), (e), (f), (i) and (j);
- (xiii) Discharge such other functions as the Minister may determine.

OUR CORE VALUES

The realisation of the vision, mission and objects of the Institute rests on the following core values:

- Academic excellence
- Professionalism
- Integrity
- Accountability and transparency
- Fairness, equity and gender sensitivity
- Team work
- Community centeredness
- Partnership

OUR CUSTOMERS

Our customers include doctors, dentists, pharmacists, nurses, other health care and professional staff from the Ministry of Health and Wellness, staff from other Ministries and Government Departments, Parastatal Bodies, Non-Governmental Organisations, public and private organisations, as well as international and regional agencies.

OUR SERVICES

The primary functions of the MIH are to carry out health training and research. Our services include the following:

- Provision of high quality training for medical, paramedical and other personnel in health and health related areas using modern educational technologies including distance learning;
- Conduct of research, epidemiological and evaluative studies for decision making on health problems in the community and to sustain efficient functioning of the health care system;
- Provision of high quality information, resources and IT support to facilitate learning, training and research;
- Provision of evidence based advisory services to the Ministry of Health and Wellness in matters of health care;
- Partnership/cooperation with local, regional and international institutions in areas of training and research;
- Design, development and implementation of software for health related projects;
- Continuous professional development for medical, dental and other health care personnel.

LOCATION

Powder Mill, Pamplemousses in the grounds of the SSRN Regional Hospital.

LEGAL STATUS

The Mauritius Institute of Health is a Parastatal Body under the aegis of the Ministry of Health and Wellness established in 1989 by an Act of Parliament. It is empowered to undertake Training and Research in the Health Sector, and may grant certificates, diplomas, degrees and awards.

The Institute, shall act, sue and be sued, implead or be impleaded under its corporate name.

Every deed, cheque or other document relating to the Institute shall be signed by two persons designated by the Board.

RELATIONSHIP TO MINISTRY OF HEALTH AND WELLNESS

The Mauritius Institute of Health is a body corporate under the aegis of the Ministry of Health and Wellness. It acts as the training and research arm of the Ministry. A major part of its funding emanates from the parent Ministry.

FUNCTIONS

The primary functions of the Mauritius Institute of Health are to carry out health training and research, with research focusing on health systems research. Our functions include the following:

- (i) provision of training for medical, paramedical, nursing and other personnel in health and health related areas. Medical training comprises of postgraduate, specialist training in collaboration with international institutions, other postgraduate training generally at diploma level, in service training, as well as Continuous Medical Education. The Mauritius Institute of Health also provides training for a wide range of paramedics and other personnel, mainly but not exclusively from the Ministry of Health and Wellness;
- (ii) conduct of research, epidemiological and evaluative studies for decision making on health problems and to sustain efficient functioning of the health care system;
- (iii) provision of high quality, health information and resources including a Virtual Health Library to facilitate learning, training and research;
- (iv) provision of evidence based advisory services to the Ministry of Health and Wellness in matters of health care;

- (v) collaboration with national, regional and international institutions to foster health training and research;
- (vi) design, development of softwares for improvement of health service projects;
- (vii) Continuous Professional Development for medical, dental and other health care personnel.

POWERS OF THE MAURITIUS INSTITUTE OF HEALTH

In carrying out its object, subject to the provisions of the Act, the Institute may:

- (i) establish its own procedures for delivering training, research and other activities;
- (ii) set up governance bodies
- (iii) determine its own internal rules;
- (iv) keep data on enrolment, record of achievements, awards given to learners and all other relevant matters;
- (v) charge fees where relevant;
- (vi) award qualifications;
- (vii) dismiss learners

The Board may, with the approval of the Minister, make such regulations as it thinks fit for the purposes of the MIH Act and, notwithstanding the generality of this power, the regulations may provide for:-

- (a) any matter which is required by this Act to be prescribed;
- (b) any procedural or other matter as the Board may determine; and
- (c) the levying of charges and the taking of fees.

MODALITIES OF LEARNING PROGRAMMES OFFERED

The Institute shall offer learning programmes in an appropriate range of subjects. It may award certificates, diplomas and degrees and may confer awards at undergraduate and postgraduate level.

Learning programmes shall be offered by full time, part-time or distance/online mode and shall be open to local, regional or international learners.

Procedures in place will regulate the start and end of programmes.

In developing new programmes it will be ensured that:

- (a) they respond to needs of the country and/or regional and/or international needs;
- (b) there is an actual need for the programme;
- (c) there is guaranteed funding;

The Executive Board shall be the final arbitrator to decide whether a programme shall be offered.

A programme will be discontinued when it is determined that there is no longer a demand for it.

The big majority of programmes are offered by face to face learning, supplemented by field, practical and/or clinical experience under professional supervision in relevant setups.

A smaller number of programmes, namely some Continuous Professional Development programmes, are offered by distance/online learning.

FEES AND FUNDING

The Income of the Institute is derived from the following sources:

(a) Operational Income

- (1) fees charged to national and international agencies commissioning training courses;
- (2) income derived from research projects and services offered to other organizations;
- (3) miscellaneous fees,

(b) Subsidy

Annual grant from the parent Ministry.

(c) Investment Income

Interest on deposits and investments.

Provisions of the Mauritius Institute of Health Act

Section 9 of the MIH Act provides for the Institute to set up a general fund –

- (a) Into which all money received from any source by the Institute shall be paid; and
- (b) Out of which all payment made by the Institute shall be met.

Subject to section 10(2), the money deposited in the General Fund shall be used and applied for the working of the Institute in such manner and for such purposes as, in the opinion of the Board, will best promote the interest of the Institute.

DUTIES OF LEARNERS

MIH expects students to:

- a) comply with the requirements of their training programme;
- b) comply with the code of conduct set at the Institute;
- c) respect every person's rights to work and live in a safe environment, free from anxiety, fear, violence, intimidation and harassment;
- d) respect other students' basic right to freedom of speech as per law;
- e) maintain due confidentiality where they have access to confidential information of any nature;
- f) provide accurate information to enable the maintenance of proper records, and keep the MIH informed of any changes;
- g) treat all property and materials of the Institute with care and respect;
- h) abstain from smoking, and drinking alcohol on MIH premises;
- i) treat all MIH staff, teachers, consultants, visitors and fellow students with courtesy and respect;
- j) contribute to energy saving through simple acts like keeping doors and windows closed when air conditioners are being used and switching off lights and equipment on leaving lecture rooms.

GOVERNING BODIES OF THE MIH

Introduction

The Institute operates in accordance with good governance principles. The governing structure of the MIH is comprised of the Executive Board and its five sub-committees.

The MIH is committed to implement good cooperate governance practices and all its activities are conducted in accordance with good corporate governance namely discipline, transparency, independence, accountability, social responsibility and professionalism,

Executive Board

The MIH is administered by an Executive Board which is composed as per provision of Section 5 of the MIH Act.

Sub-committees of Executive Board

There are 4 sub-committees, to facilitate decision making. These are the:

- (1) Technical Committee;
- (2) Staff Committee;
- (3) Finance Committee; and
- (4) Audit Committee.

Functions of the Board

All matters relating to Training and Research programmes conducted by the Institute; appointment, conditions of service, discipline and dismissal of employees; the development of physical infrastructure; the annual budget estimates and all financial transactions must be approved by the Board.

Composition and Designation of membership of the Board

As provided for in the MIH (Amendment) Act 36 of 1989, the Executive Board is composed as follows;

- (a) a Chairman to be designated by the Prime Minister;
- (b) the Executive Director of the Institute;
- (c) a representative of the Ministry of Health;
- (d) a representative of the Prime Minister's Office;
- (e) such other members, not exceeding 7, as may be appointed by the Prime Minister to represent
 - (i) educational, training and vocational interests;
 - (ii) bilateral or multilateral donor organizations.

In accordance with the Act, the Chairperson of the Board has to be a Public Officer and appointed members hold office for two years but are eligible for reappointment.

Administration of the Mauritius Institute of Health

The Executive Director is the Chief Executive of the Institute and is responsible to the Board for maintaining and promoting the proper administration of the Board.

Decisions of the Board

The Board regulates its meetings and proceedings in such manner as it thinks fit.

- (1) "The Minister may give such directions of a general character to the Board, not inconsistent with this Act, as may be necessary in the public interest, and the Board shall comply with those directions.
- (2) The Minister may require the Board to furnish such information, in such manner and at such time as the Minister may determine, in respect of its activities and the Board shall supply such information".

Technical Committee

The Technical Committee is one of the main sub-committees of the Board. It is composed of a Chairperson who is a member of the Board and three other members, with the Executive Director of MIH in attendance and a Secretary.

The terms of reference of the Technical Sub-Committee are:-

- (i) to advise the Executive Board of the Mauritius Institute of Health(MIH) on research and training in line with priorities of the Ministry of Health and Wellness;
- (ii) to advise on problem-solving, epidemiologic and action-oriented research programmes with a view to improve performance and the efficiency of the health systems;
- (iii) to advise on training needs in the health sector with special emphasis on the following:-
 - (a) Basic training of different categories of health personnel;
 - (b) Post basic and postgraduate training for health professionals;
 - (c) Orientation courses for health professionals joining the public health services;
 - (d) International courses on topics of regional interest; and
- (iv) to advise on ways and means for enhancing the role of the MIH as an Awarding Body for qualifications in the health sector.

Staff Committee

The terms of reference of the Staff Sub-Committee are:-

- (i) to consider issues pertaining to Human Resources in line with the Personnel Management Manual and current rules and procedures;
- (ii) to recommend disciplinary action in accordance with current legislation and rules;
- (iii) to advise the Executive Board on staff matters; and
- (iv) to examine and ensure implementation of the recommendations of the Internal Control Report and other Reports such as the OPSG and PRB report regarding staffing issues.

Finance Committee

The terms of reference of the Finance Committee are to advise the Board on matters pertaining to the following:-

- (i) all financial matters relating to the activities of the Institute;
- (ii) examination of budget estimates and Statement of Accounts;
- (iii) scrutiny of bid evaluation reports; and
- (iv) examination of reports

Audit Committee

The terms of reference of the Audit-Committee are as follows:

- (i) to support the Accounting Officers in maintaining sound control systems and in promoting good governance;
- (ii) to ensure compliance with financial, administrative and procurement regulations; and
- (iii) to ensure that the criticisms leveled against Ministries and Departments by the Director of Audit are reduced progressively.

GOVERNANCE BODIES AND OFFICERS OF THE INSTITUTE

Executive Director

- (a) shall be the Chief Executive Officer of the Institute and shall be responsible for its proper administration.
- (b) shall chair the meetings of the Academic Council, or delegate a person to do so whenever the Executive Director is absent.

THE ACADEMIC COUNCIL

1. Composition of the Academic Council

➤ **Appointment and composition, functions and constitutions**

- (a) There shall be an Academic Council which shall be appointed by the Executive Board.
- (b) Members of the Academic Council shall be appointed for a term of three years renewable for maximum of a further three years.
- (c) The membership of the Academic Council shall be as follows:
 - (i) **Chairperson** - The Executive Director of the Institute, ex-officio.
 - (ii) **Members** to be comprised of:-
 - The Director of Training and Research, Ministry of Health and Wellness, ex-officio;
 - An Assistant Permanent Secretary (Desk Officer for Training and Research of the Ministry of Health and Wellness) ex-officio;
 - All Training Managers of the Institute, ex-officio;
 - One member representing regional, international organizations or universities of international repute;
 - One Representative from Higher Education Commission
 - One Representative from University of Mauritius
 - One Representative from University of Technology
 - One Representative from Mauritius Institute of Education
 - One representative of students (*term of office to be defined*)
 - One representative of staff (*term of office to be defined*)
 - One Training Manager to shoulder the responsibility for Academic Quality Assurance.
 - (iii) **Co-opted members as may be required.**
 - One Representative from the Private Sector (e.g. Private Medical Practitioners Association);
 - Research Officers/Senior Research Officers for Research Training Courses or where Research is a main component of course.
 - IT Trainer for IT training Courses or courses with at least 50% IT components
 - Any other member deemed necessary for programme to be offered, maximum 2.

2. Functions

The Academic Council shall be the highest academic decision making instance of the Institute. It shall perform the following functions:-

- (a) adopt and submit the charter and amendments thereof to the Executive Board for approval;
- (b) approve procedures for the development and delivery of programmes;
- (c) monitor and ensure the quality of programmes and training of learners;
- (d) consider and approve training programmes and relevant matters;
- (e) determine procedures for the conduct of examinations and award of qualifications;
- (f) make and approve rules and internal procedures and documents regulating the administration of academic matters;
- (g) establish committees deemed necessary for the purpose of performing its functions (Programme/Studies Committees, Curriculum Committee and Appeal Committee etc.).

3. Regulations for Academic Council

The Academic Council will have to set up general regulations for all programmes offered and will also have to set up specific regulations for individual programmes if so required.

4. Quorum

Seven Members will constitute a quorum.

FINANCIAL PROVISIONS

ANNUAL ESTIMATE OF EXPENDITURE

The MIH annual budget estimates set out the annual operating plan of the Institute in monetary amount. It also serves as a control device. The Institute shall not incur any expenditure in excess of provision made in the estimates under a specific item. The budget estimates also serve as a control mechanism for requesting necessary funding from the parent Ministry.

ANNUAL REPORTS AND STATEMENTS OF INCOME AND EXPENDITURE

In accordance with the Statutory Bodies Act, the audited report of the Director of Audit, with the Financial Statements of Income and Expenditure have to be submitted to the Ministry for tabling in National Assembly.

AUDITORS

As per the MIH Act, the Final Accounts of the MIH are audited by the Director of Audit.

LEGAL ADVISER

The Legal Advisor of the Institute is the State Law Office.

ACCOUNTS AND AUDIT

The Auditor of the Institute under section 5(i) of the (Statutory Bodies (Accounts & Audit) Act shall be the Director of Audit.

AMENDMENTS TO THE CHARTER

Amendments to the Charter may be proposed by the Academic Council and approved by the Executive Board.

CONTACT DETAILS

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