

## **METHODOLOGY REGARDING THE SELECTION OF INDEPENDENT EXPERTS IN QUALITY MANAGEMENT IN HEALTH SERVICES**

### **Guidelines for set up and deployment of the selection process**

#### **CHAPTER I General provisions**

##### **ART. 1.** How to become an expert in quality management in health services

The title of expert in quality management in health services, can be acquired upon the registration in National Authority for Quality Management in Healthcare (named hereafter ANMCS) Registry for experts in quality management in health services, following the selection process, organised based on the regulations set up by the current methodology.

##### **ART. 2.** Criteria for registration

**2.1** The competition for the selection of experts is open to specialists in the following domains: medical or medical act related activities (according to the Gov.Ord.nr. 83/2000), information technology, legal, economics, communications, bioethics and patient' rights; these experts must have special skills and knowledge in some of the above-mentioned fields and have, also, professional and scientific competences to achieve the title of expert in quality management in health services.

**2.2** The applicants have to meet the following requirements, cumulative:

- a) to prove the specific education in the areas mentioned as per article 2.1;
- b) to prove their practice in the healthcare system for a period of minimum 10 years, during the past 15 years, indicating a coherent and consistent professional activity, with recognition in the field that they apply for, which can be proven consequently;
- c) specific knowledge in quality management in health services, related to the specific domain that they are applying for;
- d) to prove that, over time, they have been involved in activities related to the quality management in health services or to the medical assistance domain for which they are applying for.

#### **CHAPTER II Selection Process of the experts in quality management in health services**

##### **ART.3.** Starting the selection process

**3.1.** In order to set up the selection of experts in quality management in health services, there will be

appointed by formal act of the President of the National Authority for Quality Management in Healthcare, according to the current regulations, the following committees:

- Selection Committee
- Complaints Committee

**3.2.** The public announcement of the expert selection is displayed at A.N.M.C.S. headquarter and on website ([www.anmcs.gov.ro](http://www.anmcs.gov.ro)), in Romanian and, at least, in one foreign language, no less than five days before the initiating of the selection process of the experts. In this regard, the announcement text must list the conditions an applicant must meet, the selection timing and submission dead-lines, areas of activities for which the selection is organised, the method of submission and contact-point information, as well as other data necessary to conduct the selection process.

**3.3.** The announcement of expert selection is displayed until the end of the selection process.

**3.4.** Any modification to various aspects related to the selection during the on-going process, will be announced as per the same means by which the selection announcement was published.

**3.5.** The candidate may submit his/her application by e –mail at [selectie.experti@anmcs.gov.ro](mailto:selectie.experti@anmcs.gov.ro); all documents must be scanned and sent as a PDF file, archived in ZIP or RAR format.

**3.6.** Subject to the applicable criteria and procedures established by the current regulations, if certain circumstances require, A.N.M.C.S. may seek from partners, international bodies, to appoint their experts in order to advise on or assist with the projects.

**3.7.** Candidates will submit all requested documents by the date specified in the selection announcement.

#### **Art. 4. Candidate's Dossier**

**4.1.** Candidate's dossier includes all documents sent by him/her, in order to prove his/her professional expertise in the A.N.M.C.S. area of activity for which he/she applied, according to the requirements of the current methodology.

**4.2 .** The candidate's dossier must include :

- 1) candidate application;
- 2) letter of intent;
- 3) copies of supporting document relevant for professional experience, for at least 10 years, in the last 15 years ;
- 4) Dossier index (table of contents/documents);
- 5) personal portfolio, as follows :
  - a) CV (Europass format) ;
  - b) Copies of supporting document relevant for the studies in the field of competence that the candidate is applying for;
  - c) evidence of experience in the field of competence that the candidate is applying for;
  - d) other relevant documents.

## **Art. 5. Stages of the selection process**

The selection of candidates is accomplished in three specific stages.

### **Art. 6. Stage I - Registration and validation of the application**

**6.1.** – Candidate registration is done as follows:

a) the candidate's dossier must be sent by e-mail; registration is done by A.N.M.C.S., according to the current regulations. The application filled by the candidate, in compliance with Annex nr.1, is printed and registered on ANMCS Registry, by the Secretary of the Selection Committee;

b) the candidate's dossier is examined according to the requirements mentioned at article 4.2. At this stage there will be examined only the applications that have respected the deadline stated in the public announcement for the expert selection;

c) the list of candidates whose registration is validated by the Selection Committee, is published on A.N.M.C.S. website ([www.anmcs.gov.ro](http://www.anmcs.gov.ro));

**6.2.** The absence of any of documents referred to article 4.2 of this methodology, leads to the invalidation of the candidate's application.

**6.3.** The validation / invalidation of the application is made by the Selection Committee, within three working days, upon the conclusion of the registration period.

**6.4.** The list with candidates whose registrations are validated by the Selection Committee, is published on A.N.M.C.S. website ([www.anmcs.gov.ro](http://www.anmcs.gov.ro)), section " Experts ".

**6.5.** The candidates who passed this phase are qualified for the next stage, ~~the~~ The Assessment of the Candidate's Dossier.

**6.6.** The candidates who failed this stage may lodge a complaint, within 48 hours from the public announcement of the list with the candidates whose registrations were validated.

### **Art. 7 Stage II - The Assessment of the Candidate's Dossier**

**7.1.** The Assessment of the Candidate's Dossier is performed as follows :

a) The assessment of the documents contained in the Candidate's Dossier and the scoring, are made according to the evaluation grid set out in Annex nr.2;

b) At this stage, in order to be declared accepted, the candidates must obtain a minimum score of 80 points out of 100 ;

c) The result of the assessment of the Candidate's Dossier, is mentioned in the Scoring Form;

d) The list with the candidates selected in this stage, is made public within 5 working days, from the announcement of the list with persons whose registration has been validated ;

e) The candidates who passed this stage are declared admitted and are qualified for the interview stage.

**7.2.** The candidates who failed this stage may lodge a complaint, within 48 hours from the public

announcement of the list with the candidates declared admitted. There cannot be challenged the results of another candidate.

**7.3.** The complaints could be lodged by the same means settled for the submission of application file; the complaint will be analysed and a response will be communicated within maximum 2 ( two) working days by the Complaints Committee.

**7.4.** The Complaints Committee will submit the list with the results of the analysis of the complaints to the Selection Committee.

### **Art. 8. Stage III – Interview**

**8.1.** The interview schedule is published on A.N.M.C.S. website [www.anmcs.gov.ro](http://www.anmcs.gov.ro), section "Experts ", within 48 hours from the deadline of the settlement of the complaints;

**8.2.** The candidates qualified for interview must handover their personal dossier, in hardcopy, containing all documents sent by email, together with the application form. There will be admitted no other documents than those which were, in Stage II, the basis for assessment and scoring.

**8.3.** The interview is conducted as follows :

a) The candidates qualified for interview must arrive to the interview location as it was scheduled, as per article 8.1 and 8.2.;

b) The interview is carried out according to the interview plan, prepared by the Selection Committee for this purpose;

c) If during the interview the candidate cannot prove the information provided in the personal portfolio, the Selection Committee is entitled to reject his/her application;

d) The Selection Committee scores the candidate's answers during the interview, based on the evaluation and tiebreaker criteria set out in the interview plan, according to the subject matter specified in Annex nr.3; in order to be declared admitted, the candidate must obtain, at this stage, at least 80 points out of 100.

**8.4.** The Secretary of the Selection Committee keeps the interview minutes and is recording the progress and results of the evaluation. The minutes shall be signed by the chairman and the members of the Committee.

**8.5.** At the end of the scheduled interviews, the Secretary of the Selection Committee prepares a Summary with the scores obtained by the candidates, at this stage. The summary is presenting each candidate who participated at the interview and the scores obtained in both stages (Stage II and Stage III).

**8.6.** The final score is calculated, in ratios, as follows:

- The ratio of the result of the Assessment of the Candidate's Dossier - 30%;
- The ratio of the result of the Interview - 70%;

**8.7.** A Report with the outcomes of the selections process is submitted to the Steering Committee by the Selection Committee.

### **CHAPTER III - Registration of candidates admitted in the "R-A.N.M.C.S. Register of experts in the quality management in health services", hereinafter named R-A.N.M.C.S.**

**Art. 9.** After selection process Stage III, the candidates declared admitted, may be registered, on personal request, in R-A.N.M.C.S.

**9.1.** Following the registration in R-A.N.M.C.S., the admitted candidate acquired the title of expert in management in health services; this qualification is recognized only in relation with A.N.M.C.S.

**9.2.** The Registration in R-A.N.M.C.S is done by stating the domain of competence of each expert.

**9.3.** If subsequent to the closed selection, the Steering Committee of a project consider that is mandatory to proceed with a new selection of experts for a particular area of health services, the process of the selection of experts in quality management in health service, is resumed according to Chapter II, article 3, for the above mentioned area.

### **CHAPTER IV. Selection of experts from R-A.N.M.C.S. for admission in a project**

**Art.10.** For the experts to be admitted in a project, the Steering Committee will set up the norms for an working group (the approved subject matter, activities and time-table, the number of experts in quality management in health services required for each working group etc).

**10.1.** In order to establish the working groups for each project, the Steering Committee is submitting to the Selection Committee, the subject matter and the evaluation criteria of the works submitted by experts.

**10.2.** For the set up of the working groups of a project, the selection of the experts from R-ANMCS, must follow the subsequent phases :

- a) establish the Terms of Reference for the project;
- b) establish the evaluation criteria of the works submitted by experts.
- c) notify, by electronic mail, to all experts registered in R-A.N.M.C.S., about the selection of experts in quality management in health services; the announcement will give all information regarding terms and conditions concerning the requested work;
- d) all data regarding the works sent by experts, are assessed by the Selection Committee, according to the evaluation criteria, elaborated by the Steering Committee.

**10.3.** The Selection Committee analyses the works sent by the experts and declares selected the ones qualified according to the evaluation criteria, elaborated by the Steering Committee.

**10.4.** The Selection Committee submits to the Steering Committee a report on the results of the selection of experts, based on the evaluation of the works submitted.

**10.5.** The Steering Committee validates the list of the selected experts.

**10.6.** All selected experts will be informed on the result, by email, within 48 hours from the validation of the list by Steering Committee.

## **CHAPTER V. Final dispositions**

**Art. 11.** R-A.N.M.C.S. extract is published on A.N.M.C.S website, in compliance to the personal data protection policy.

### **Art.12. Incompatibility**

**12.1.** The Member of the Selection Committee, in the course of his/her duties interact with candidate relative/family member ("relative/family member" means an individual's spouse or the individual's or spouse's parent, child, brother, sister, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half brother or half sister, whether the relative is related to the individual or the individual's spouse by blood, marriage or adoption) or is in a conflict situation with any registered candidate, is declared incompatible with the initiated selection procedure.

**12.2.** The Member of the Committee of Selection who is in a situation of incompatibility, has to refrain from taking any action and must notify the Committee in order to be replaced throughout the ongoing selection procedure.

**12.3.** The person who was convicted of a crime related to the profession or whose right to practice in the domain in which he/she has acquired the title of expert in quality management in health services, was revoked disciplinary, will be excluded from the Registry of experts.

**Art.13.** Annexes 1-3 are part of the current methodology.