



MALAYSIAN SOCIETY NEPHROLOGY

The 200-Hour Haemodialysis Training Programme Application

INTRODUCTION:

- Under the Private Healthcare Facilities and Services (PHFSA) Act 1998, haemodialysis services in the private and non-governmental organisation (NGO) sectors are subjected to licensing and monitoring to ensure that requirements for safety and standards set by the Ministry of Health (MOH) and professional organisations are met.
- With the implementation of the Act, there was a need for the Person-in-charge (PIC) of haemodialysis centres to be trained. A PIC must be legally responsible in the Act to manage, control, maintain and operate the haemodialysis unit. The authorities can take punitive measures against the PIC, which violates the Act. As such, the management of the patients and complications shall be guided by the affiliated nephrologist.
- Since August 2024 (*reference no. KKM 87/A2/14-14/O (14)*), applicants interested in establishing a private haemodialysis centre (PHS) do not need to submit a pre-approval application establishment (zoning) of PHS anymore. They can continue to apply for approval to establish/maintain PHS (Form 1) to CKAPS. The checklist for Form 1 can be downloaded on the official website of the Medical Practice Division of CKAPS; a PIC requirement is stated as an **essential** component. The applicant must submit a legit copy of the 200 hours of haemodialysis training (200HT) certificate from MSN (if the PIC is not a nephrologist).
- Applications to obtain the 200HT certificate must be submitted directly to the Malaysian Society of Nephrology (MSN) and are subject to MSN's consideration and approval. The endorsement application from CKAPS to attend the 200HT course is no longer required.



- **The PIC MUST be (Eligibility Criteria):**
 - a) Nephrologist with National Specialist Register (NSR) certificate in nephrology AND not a government nephrologist or resident nephrologist at the place of practice;

 - OR**

 - b) Physician with 200HT certificate:
 - a. Internal Medicine / Emergency / Family Medicine Physician / Paediatrician with a National Specialist Register (NSR) certificate in the respective field AND not a government officer or resident physician in the place of practice;

 - OR**

 - c) Medical Officer (MO) with 200HT certificate:
 - a. The MO must not be registered with a private medical clinic (*please refer to the guidelines for private medical/dental clinic registration application dated 2 September 2024 at item 5.10.4 page 10 on the official website of the Practice Division of CKAPS*)
 - b. The MO does not cover other dialysis centres.

- **Special case:**
 - In isolated cases where the absence of a PIC occurs suddenly (e.g. in the case of the death of a PIC / critical health problems of a PIC), a new PIC must be trained urgently. The existing affiliated visiting nephrologist can be named PIC at the said PHS for a short-term/temporary period for the licensee (maximum duration of a year). Application for new specialist/ MO must be made swiftly within the temporary period.



The Requirement of Certification Course For 200-Hour of Haemodialysis Training (200HT)

1. The 200HT is a self-directed learning course and on-the-job training. It is not intended to provide in-depth knowledge of managing haemodialysis patients. It is mainly focused on understanding the basic requirements for safety and standards of care for private haemodialysis services in Malaysia.

2. Application & Submission

a) Submission:

- i) The application form (**Appendix A**) and other documentation (**Appendix B, C and D**) can be downloaded from the MSN website (<http://www.msn.org.my>) – under the EDUCATION: TRAINING header.
- ii) Complete registration form should be submitted to:

Mrs Nur Jaidaa Razak

Secretariat

Malaysian Society of Nephrology (MSN)

Unit 19-01, Level 19, Q Sentral

2A, Jalan Stesen Sentral 2,

Kuala Lumpur Sentral

50470 Kuala Lumpur

Tel: 603 2276 3686 / 03 – 2276 3687

Email: 200hrs@msn.org.my

b) Registration fee:

- i) The registration fee to enter this 6-month course will be **RM 2,650.00**.
- ii) Failure to complete the course within six months without any reason might result in penalty charges.
- iii) PAYMENT MADE IS NOT REFUNDABLE.
- iv) Online payment and Cheque should be payable to the "**Malaysian Society of Nephrology**". *Payment will be made upon approval of the application and at the start of the training course.*

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- v) The attachment fee is **NOT** included in this registration fee. The attachment fee will depend on the attachment centre.
- The Ministry of Health (MOH) centre imposes RM1000/month on the trainee.
 - The Ministry of Higher Education (MOHE) centre is subject to university charges.
3. The training course guidelines will come with these documents:
- A. Standard Operating Procedure (SOP) for application of 200HT
 - B. 200HT Course Structure and Syllabus
 - C. Rules and regulations of 200HT
 - D. 200HT Logbook Dialysis Attachment Clinical Practice Record
 - E. The National Haemodialysis Quality Standards 2018
 - Other reading materials are at your discretion, and the syllabus should be learned during the on-the-job training (attachment at the dialysis unit/hospital).
4. **The logbook should be printed to verify self-learning tools and provided at the course's end. Compiling all related documents (logbook, supervisor reports, other relevant documents) as evidence of training in a COMB-BINDING document is VITAL the requirement of the certifications.**
5. Once MSN validates the required document, the applicant can sit for an exam and pass before being awarded the certificate of 200HT. The course coordinator will email the trainees the link to the assessment.
6. If you have any questions, please get in touch with the MSN Secretariat (Mrs Nur Jaidaa Razak) (*refer to contact details above*).



A. Standard Operating Procedure (SOP) for MSN 200-hour Haemodialysis Training

1. The applicant must fulfil all requirements to be a PIC before applying, including:
 - Having an active Annual Practice Certificate (APC).
 - Not being in charge of any other HD centre.
2. The application must be sent to the MSN secretariat through MSN email. Once the application is received, the MSN secretary will send an acknowledgement email to the applicant.
3. The secretary vets through the APPLICATION CHECKLIST (**Appendix B**) and ensures the complete application form and details (including payment). If the application form is incomplete, the applicant will be contacted to furnish the details.
4. The program coordinator verified and approved the complete application for the next step. Once approved, the MSN secretary must send a letter for the applicant's attachment approval to the respective State Health Department (*Jabatan Kesihatan Negeri*) first (if required). Once the attachment is granted, another letter will be sent to the Hospital Director and the supervising nephrologist at the respective attachment centre/ hospital.
5. All applications for the selected attachment centre/ hospital will be subject to slot availability at that time. If no slots are available, there is an option to wait for the next available slot or to choose a different attachment, depending on slot availability. MSN has the right to place trainees at any centre accepting the 200H trainee.
6. Once all approval is obtained, the secretary will email the outcome to the applicant to start the course. The training manuals/materials and logbook will be given to the applicant before the training.
7. Once the training/course is complete, the applicant must submit the original logbook signed by the nephrologist in charge and the proof of attendance (punch card/timesheet) to MSN.
8. The program coordinator will verify that the logbook has been completed before allowing the applicant to sit for the 200HT online assessment. The applicant will receive an email with the link to the examination.
9. The applicants can sit for the evaluation for a maximum of **THREE (3)** attempts. If the applicant fails the exam, a penalty fee will be charged if the applicant wants to re-sit

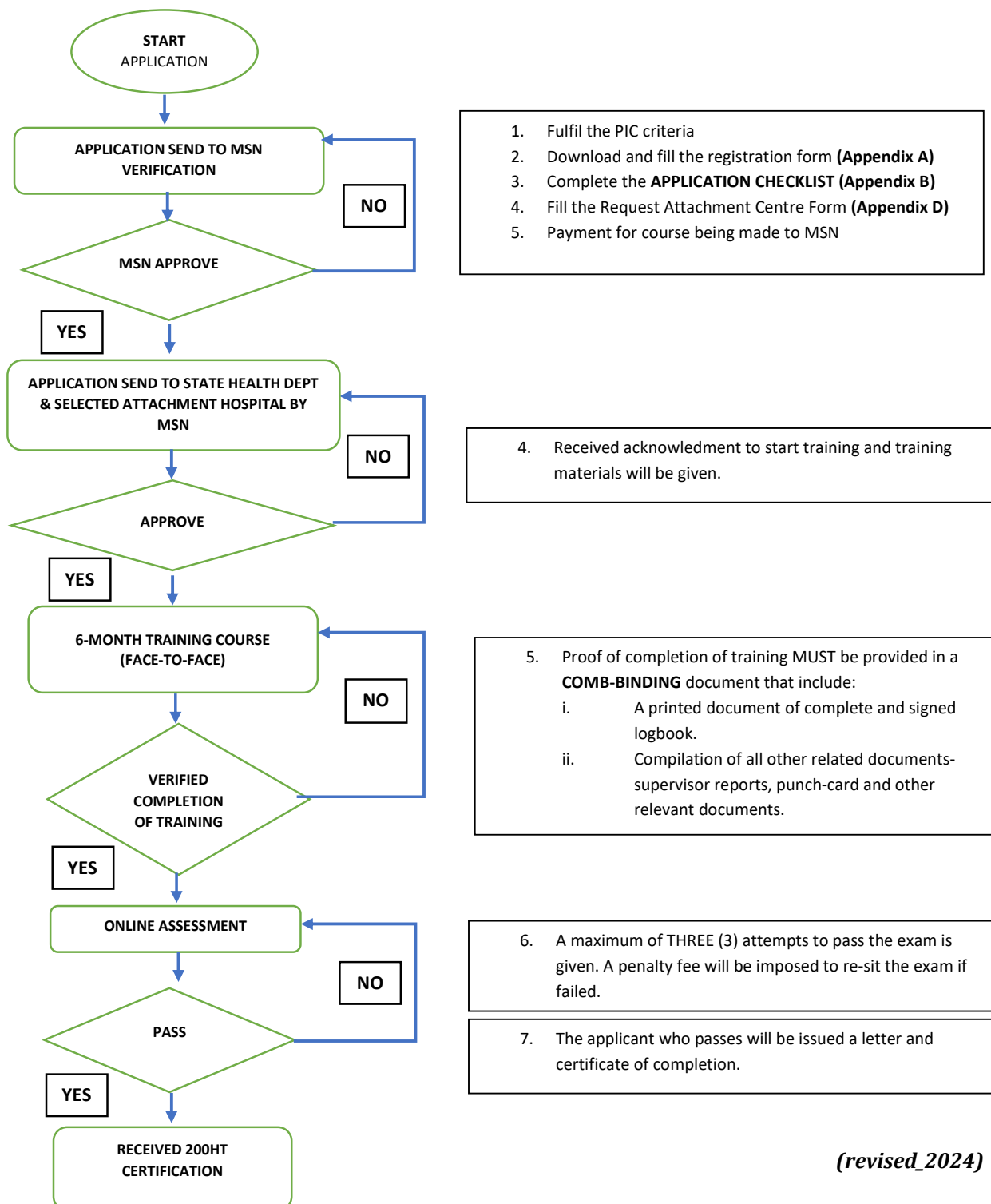
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the examination. The applicant **MUST** pass the examination to receive the certification of 200-hour haemodialysis training.

10. The assessment result will be emailed to the applicant within two weeks after the attempt. The applicant who passes will be issued a letter and certificate of completion.

The Application Workflow



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B. The 200HT Course Structure and Syllabus

▪ The Course Objectives:

At the end of the course, the trained PIC should be able to understand:

1. The PIC's responsibilities in the Private Healthcare Facilities and Services (PHFSA) and the National Haemodialysis Standards.
2. The required setup, operations and licensing of a private haemodialysis centre per the National Haemodialysis Standards.
3. The basic principle of managing chronic and end-stage kidney disease.
4. The basic principles in the treatment of haemodialysis patients.
5. The basic principles in managing common acute and chronic complications of haemodialysis.

Note: *The course needs to provide in-depth knowledge on managing haemodialysis patients. It is mainly focused on understanding the basic requirements for safety and standards of care for private haemodialysis services in Malaysia.*

▪ The Programme Structure:

A total attachment of the 200HT consists of the following:

1. Theory:

Self-learning time or online distance learning is done through a prescribed syllabus and learning materials (Refer to syllabus).

2. Practical:

A face-to-face and clinical attachment (minimum of 6-month duration) in the accredited haemodialysis centres.

3. Exit Assessment (online):

MSN will assess the trainees at the end of the course through a 30-question open-book multiple-truth-false (MTF) examination.



▪ **The Syllabus:**

A. THEORY (SELF-LEARNING)			NO. OF HOURS
1.	Role Of The Licensee	Role & responsibilities of HD team (PIC, nephrologists, nurses) - Legal Responsibilities	2H
		ENRR and Kidney Allocation System Overview	1H
2.	Principles Of Haemodialysis	Overview of dialysis scenario in Malaysia (MDTR data)	1H
		Haemodialysis overview - the technical aspect	1H
		Common intra-dialytic problems & long-term complications of haemodialysis	2H
		Care of patients' dialysis access	1H
3.	Standards Of Haemodialysis	HD centres setting - what are regulatory requirements?	2H
		Standards in HD - what defines adequate dialysis?	1H
		Water treatment system & water quality in HD	2H
		Infection control - standard precaution & HD-specific	1H
		Root cause analysis & clinical audit in HD centres	1H
TOTAL LEARNING TIME			15 hours

B. PRACTICAL/CLINICAL SKILLS (to be done at the attachment centre)			NO. OF HOURS
1.	Procedures	Care of dialysis catheters	185 HRS
		Care and cannulation of AV fistula & graft	
		Care and cannulation of AV graft	
		Observation of permanent vascular access surgery (optional)	
2.	Water Treatment System	Principle of water treatment	
		Delivery of treated water	
		Monitoring of standards of treated water	
3.	Dialyser Reuse and Reprocessing	Basic understanding of the principle of usage and patient safety	
4.	Familiarisation with HD Machine and Trouble Shooting	Basic understanding of the principle of usage and patient safety	
5.	Performing HD Treatment	Basic prescription for HD	

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6.	Drug Prescription/Delivery During Dialysis	Iron therapy	
		Intravenous antibiotics	
		Erythropoietin Stimulating Agent	
7.	Performing Dialysis Adequacy	(Optional)	
8.	Managing HD Complications	Acute emergencies concerning HD	
		Chronic complications of HD – anaemia/ CKD-MBD	
		Difficult vascular access	
9.	Infection Control	Blood Bourne infection / CRBSI / Other related infections	
10.	Outpatient Management of HD Patient	Managing other than HD-related issues	
11.	Managing Special Case/Problem Cases	Understanding the limitations of PIC	
TOTAL LEARNING TIME			
TOTAL COURSE (A+B)			200 HRS



C. Rules and regulations of the 200HT Course

1. The course must be completed within **SIX (6) months** of starting the program.
2. Trainees should complete **ALL** the modules/syllabus of the training (refer to syllabus) based on the suggested time of learning:

1.1. Theory (15 hours)

- Trainees must read and self-learn the prescribed materials.
- Trainees must pass the Exit Assessment at the end of this course.

1.2. Clinical Attachment (185 hours)

- Clinical attachments are only permitted at accredited centres (**Appendix C**).
- Trainees can request to be placed at any accredited centre using the Request Attachment Centre Form (**Appendix D**); however, **the guarantee of attachment at the requested centre is subject to slots' availability**. MSN has the right to place trainees at any centre accepting the 200H trainee.
- MOH centres might impose a fee of RM1000/month on the trainees for attachment, which the trainees will pay. In other centres, e.g. MOHE centres, the fee is subjected to the universities' charges. (This fee is not included in the registration fee).
- The trainees are advised to comply with the requirements of the respective centres before doing the attachment.
- Trainees should complete the logbook when attached to the dialysis centre. Only the Consultant Nephrologist-in-charge and the local preceptors of the dedicated dialysis unit are allowed to verify the logbook entry. The trainees must submit the book to our secretariat **within TWO (2) weeks** after course completion. The certificate will not be issued if the logbook is not returned.
- Trainees should also submit the attendance record for 185 hours. Proof of time attendance, e.g. punch card (certified by the supervising nephrologist), is preferred.

1.3. Exit Assessment (online)

- Trainees must pass an open online examination.
 - Thirty (30) Multiple True False (MTF) questions must be answered. The assessment is an open-book self-assessment, but the trainees must pass the exam to be certified for this course.
 - The passing mark is 85%.
3. The MSN committee reserves the right to deny any certification of completion if the trainees do not comply with the rules and regulations stated above.

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Appendix A



MSN 200-HOUR HAEMODIALYSIS TRAINING COURSE

REGISTRATION FORM

Full Name (IN BLOCK LETTERS)	
IC Number	
MMC Number	
NSR Number <i>(If Applicable)</i>	
Email address	
Contact Number	
Academic Qualification (Year)	
Home address	
Working (office) address	



MSN 200-HOUR HAEMODIALYSIS TRAINING COURSE

DECLARATION FORM

Section A: Applicant Information

- **Full Name:** _____
- **I/C Number OR Passport Number:** _____
- **Contact Number:** _____
- **Email Address:** _____

Section B: Declaration

I, the undersigned, hereby declare that all information provided in this form and all documents submitted are true, accurate, and complete to the best of my knowledge. I understand that providing false, misleading, or incomplete information may result in rejection of my application or other appropriate actions by the relevant authority.

Furthermore, I acknowledge and agree to abide by all rules, regulations, and conditions related to this application.

Signature of Applicant: _____

Date : _____



Appendix B

APPLICATION CHECKLIST

1. Application form
2. Request Attachment Centre Form
3. Current APC
4. A copy of the MMC certificate
5. A copy of the NSR certificate (if specialist)
6. A copy of the medical qualification certificate
7. Declaration form



Appendix C
List Of Accredited Training Centres

REGION	FACILITIES
Klang Valley	Hospital Kuala Lumpur
	Hospital Selayang
	Hospital Sultan Idris Shah, Serdang
	Hospital Tuanku Ampuan Rahimah, Klang
	Hospital Universiti Malaya (UMMC)
	Hospital Canselor Tuanku Muhriz UKM (HCTM)
Northern region	Hospital Sultanah Bahiyah, Alor Setar, Kedah
	Hospital Kulim, Kedah
	Hospital Pulau Pinang
	Hospital Taiping
	Hospital Raja Permaisuri Bainun, Ipoh, Perak
	Hospital Seberang Jaya, Pulau Pinang
Southern region	Hospital Tuanku Jaafar, Seremban
	Hospital Melaka
	Hospital Sultanah Fatimah, Muar, Johor
	Hospital Sultanah Aminah, Johor Bharu
East-coast region:	Hospital Raja Perempuan Zainab II, Kota Bharu
	Hospital Sultanah Nur Zahirah, Kuala Trengganu
	Hospital Tuanku Ampuan Afzan, Kuantan
East Malaysia	Hospital Queen Elizabeth, Kota Kinabalu, Sabah
	Hospital Umum Sarawak, Kuching
	Hospital Miri

NOTE: The list of accredited centres may be changed without prior notice due to changes beyond MSN's control. If the training slots are full, some centres might not be able to receive trainees.

(List updated 30/10/2024)

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Appendix D
Request Attachment Centre Form

Please tick (✓) the appropriate box.

Klang Valley:

Hospital Kuala Lumpur	<input type="checkbox"/>
Hospital Selayang	<input type="checkbox"/>
Hospital Sultan Idris Shah, Serdang	<input type="checkbox"/>
Hospital Tuanku Ampuan Rahimah, Klang	<input type="checkbox"/>
Hospital Universiti Malaya (UMMC)	<input type="checkbox"/>
Hospital Canselor Tuanku Muhriz UKM (HCTM)	<input type="checkbox"/>

Northern region:

Hospital Sultanah Bahiyah, Alor Setar, Kedah	<input type="checkbox"/>
Hospital Kulim, Kedah	<input type="checkbox"/>
Hospital Pulau Pinang	<input type="checkbox"/>
Hospital Seberang Jaya, Pulau Pinang	<input type="checkbox"/>
Hospital Raja Permaisuri Bainun, Ipoh, Perak	<input type="checkbox"/>
Hospital Taiping	<input type="checkbox"/>

Southern Region:

Hospital Tuanku Jaafar, Seremban	<input type="checkbox"/>
Hospital Melaka	<input type="checkbox"/>
Hospital Sultanah Fatimah, Muar, Johor	<input type="checkbox"/>
Hospital Sultanah Aminah, Johor Bharu	<input type="checkbox"/>

East-coast region:

Hospital Raja Perempuan Zainab II, Kota Bharu	<input type="checkbox"/>
Hospital Sultanah Nur Zahirah, Kuala Trengganu	<input type="checkbox"/>
Hospital Tuanku Ampuan Afzan, Kuantan	<input type="checkbox"/>

East Malaysia:

Hospital Queen Elizabeth, Kota Kinabalu, Sabah	<input type="checkbox"/>
Hospital Umum Sarawak, Kuching	<input type="checkbox"/>
Hospital Miri	<input type="checkbox"/>

Note: MSN has the right to not fulfil the request depending on the availability of slots at the centre.

(List updated 30/10/2024)



D. 200HT Logbook Dialysis Attachment Clinical Practice Record

Once approval is obtained to start the training, the trainee will receive the logbook link. This logbook must be filled out during the attachment and verified by the supervising nephrologist as proof of training. This document is ESSENTIAL to allow trainees to sit for the online assessment.

E. The National Haemodialysis Quality Standards 2018 Book

The trainee will receive the link to the above document or can download the book online.

- Other reading materials are at your discretion, and the syllabus should be learned during the on-the-job training (attachment at the dialysis unit/hospital).