



**WEST AFRICAN COLLEGE
OF PHYSICIANS (WACP)**

SECRETARY GENERAL'S OFFICE

ANNUAL REPORT 2023

DECEMBER 2023

  
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 | www.wacpcoam.org

COLLEGE PRESIDENT'S MESSAGE



DR ROSE JALLAH MACAULEY

FWACP (Comm Health)

College President

It is with great pleasure and pride that I present the foreword for the annual report of the year 2023 of the West African College of Physicians. This report marks a significant milestone as it is the first of its kind, highlighting the remarkable progress and achievements of our Great College.

I would like to express my heartfelt commendation to the Secretary-General and his entire team for their unwavering dedication and commitment to spearheading this trailblazer initiative. The creation of this annual report sets a precedent for future endeavours, serving as a valuable tool in documenting our collective efforts and accomplishments.

The year 2023 was a year filled with vibrant activities across three key domains among others. Firstly, we focused on the modernization of College activities through comprehensive digital transformation. Embracing technology has allowed us to enhance our services, streamline processes, and improve communication and collaboration among our Fellows, Members and Partners.

Secondly, we prioritized standardization by harmonizing and streamlining our processes. This has not only increased efficiency but also ensured consistency and quality in the delivery of our services. By establishing standardized procedures, we have created a solid foundation for the growth and development of our College.

Lastly, we placed significant emphasis on fostering better integration among anglophone, francophone through the translation of most College core documents and promoting cross-cultural exchange and collaboration, though more efforts are needed to overcome the language barriers that hinder our actions as a truly West African College.

As we reflect on the achievements of the past year, we must also acknowledge the challenges we faced and the lessons we learned. These experiences will guide us as we continue to strive for excellence and advance the field of medical Education in West Africa.

I extend my deepest gratitude to all our Fellows, Members, partners, and stakeholders who have contributed to the success of the West African College of Physicians. Together, let us carry forward the spirit of innovation, collaboration, and excellence that has defined our College.

Dr. Rose J. Macauley,
President, West African College of Physicians

SUMMARY OF ACTIVITIES CONDUCTED IN 2023



COLLEGE CORE ACTIVITIES: All conducted examinations, courses, accreditation, meetings.



SUPERVISION OF SEVERAL COMMITTEES: Strategic Plan, Constitution review, curriculum review, online examinations.



MODERNIZATION: Ongoing digital transformation of College activities.



STANDARDIZATION: Standard Operating Procedures (SOPs), quality management system.



INTEGRATION: Translation of several documents (Newsletters, Mabajoye Lecture 2023, Strategic Plan, New constitution); more to be done.

CORE ACTIVITIES 2023

1.1

EXAMINATIONS

Conduct of the examinations

- **Number of candidates:** 1037 in April and 1106 in October
However, a downward trend in the number of candidates over the last 5 years from one examination to another.
- **Screening part of the exam**
CBT in Abuja, Ibadan, Enugu, Accra
CBT in Banjul, Freetown, Monrovia for the 1st time during Oct examination
- **Clinicals and Practicals:** Abuja, Ibadan, Accra

Examination process quality improvement: after each examination, a survey has been conducted both for candidates and examiners to seek their feedback to enable College to improve in all aspects of the examination process.

IT improvements for examination

- Personal Dashboard for each candidate on the College website where documents and information can be sent to them
- Results letters sent to candidates dashboard for Primary and Membership
- QR code on all results letters and Exam Photo Cards for authentication
- Generation of E-attendance list by scanning exam photo during the accreditation

1.2

COURSES

- College courses : all held (Update course, Ethics course, Doctors as Educators)
- 2 sessions of training of trainers on Medical Ethics (April examination) and Scientific Communication with Certificates of participation delivered to all participants (+CPD form to Nigerian participants)

1.3

MEETINGS

- **EXCO meetings:** 3
- **College Statutory meetings**
 - Accreditation committee: 3
 - Quality Assurance Committee: 2
 - International Committee: 2
 - Strategic Plan: 2
 - Faculty Board Meetings: 3
 - Examination committee: 2
 - Education and Research Committee: 2
 - Finance and General Purpose meeting: 2
 - Council: 1
 - Annual General Meeting: 1

31 accreditation visits in Nigeria, Ghana, Liberia and Sierra Leone.

- Community Health: 3
- Family Medicine: 9
- Internal Medicine: 4
- Laboratory Medicine: 3
- Paediatrics: 11
- Psychiatry: 1

OTHER IMPORTANT ACTIVITIES

2.1

REVISION OF THE COLLEGE CONSTITUTION: Process led by Dr Femi Ogunbiyi, approval of draft during AGM 2023 in Lomé.

2.2

DEVELOPMENT OF STRATEGIC PLAN 2024-2028: Process led by Dr Steve Abah; document (<https://wacpcoam.org/strategic-plan/>) officially launched during the AGSM 2023.

2.3

REVISION OF CURRICULUM ACROSS FACULTIES: Work in progress

2.4

UPDATE OF FELLOWS DATABASE With a unique ID assigned to each fellow

2.5

PUBLICATION OF 2 ISSUES OF THE COLLEGE NEWSLETTER.

MANAGEMENT OF THE COLLEGE

3.1

ESTABLISHMENT OF A SEPARATE INTERNAL AUDIT UNIT

- Nomination of an internal auditor
- Development of a manual for internal audit
- Development of several audit tools: vehicle log book, diesel consumption log, payment clearance form, refund request form

3.2

DEVELOPMENT OF A QUALITY MANAGEMENT SYSTEM (QMS)

- Appointment of a QMS focal point
- Development of several Standard Operating Procedures across departments: admin, exam, account
- Development of a Manual of operations and several other documents: Code of Conduct/Code of Ethics; Anti-Fraud, Bribery and Corruption policy; Anti-bullying and harassment policy ; Procurement policy ; Gender Diversity and Equal Opportunities policy; Safeguarding policy.

INNOVATIONS

4.1

WACPCOAM MOBILE: App downloadable on Playstore
(<https://play.google.com/store/search?q=wacpcoa&c=apps>)

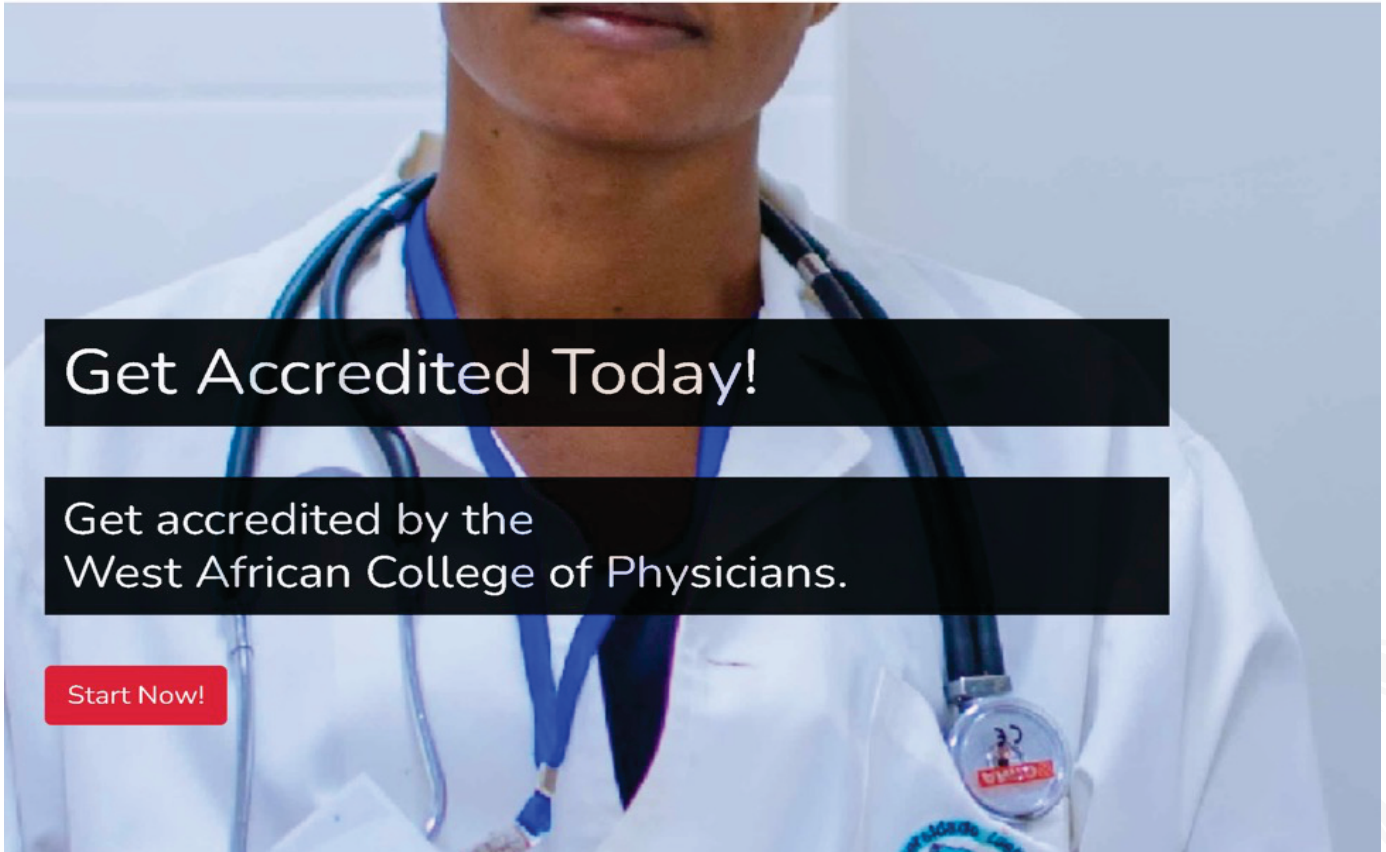
4.2

DEVELOPMENT OF A PLATFORM FOR VETTING OF EXAM APPLICATIONS.

DIGITALIZATION OF ACCREDITATION PROCESS: Development of a Comprehensive Electronic Platform for Accreditation (WACP-CEPA):
<https://wacp-coam.org/>



WACP - Comprehensive Electronic Platform for Accreditation



The WACP-CEPA will enable College to manage accreditation from end to end online. All training institutions are invited to open an account on the Platform whether they have valid or lapsed accreditation with College.

**Why does this matter for all trainees and trainers?
From Oct 2024 examinations**

Candidates can submit their applications for exam only if they can select their training institution from a drop-down menu where only institutions with accreditation are provided

Examiners will be invited for exam only if their training institution has valid accreditation.

COLLEGE PROPERTIES

5.1

WACP CONFERENCE CENTER, ABUJA



Rachel T. Owolabi Cl, Cadastral Zone 900110, District, FCT

WACP Conference Center:

- A 1000-seat hall
- A 200-seat hall
- Several offices
- A 6-floor tower block with 52 rooms and 1 restaurant: work ongoing (at soft furnishing stage)



CURRENT STATUS OF WORK

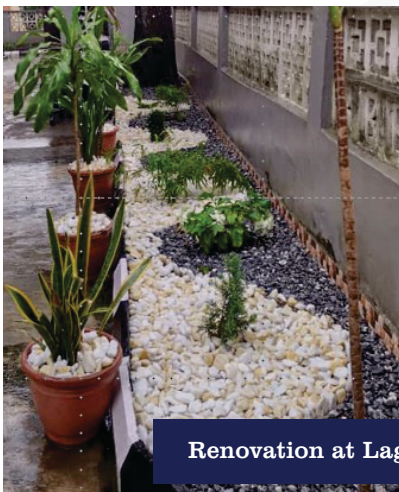


Next steps:

- Complete soft furnishing
- Launch the building activities by the end of 1st quarter 2024

5.2

OTHER ACHIEVEMENTS



Renovation at Lagos office: rock garden



A Coaster Bus Toyota 30 seats, Brand New purchased for College activities in Abuja

47TH GENERAL & SCIENTIFIC MEETINGS

6.1

FORMAT AND DATE

Hybrid, 30th Oct-1st Nov 2023, Togo

6.2

OPENING CEREMONY

On 30th Oct in the presence of the Minister of Health of the Republic of Togo, the Director General of West African Health Organization, the WHO Country Representative of Togo, the Vice-Chancellor of the University of Lomé and many other dignitaries.

6.3

PARTICIPANTS

1190 participants (510 in-person and 680 virtual) from 12 Chapters. Active participation from UK, Switzerland, US, South Africa.

6.4

GRADUANDS

259 new Fellows, 434 new Members were inducted.

6.5

ACADEMIC ACTIVITIES

Mabayoje Lecture delivered by Dr Adesola Ogunniyi, a Training Symposium, a College Symposium and several oral and poster communications.

6.6

COMMUNIQUE (ENGLISH & FRENCH)

Accessible on College website:

<https://wacpcoam.org/47th-annual-general-scientific-meeting-30th-oct-1st-nov-2023hybrid-format-communique/>

HIGHLIGHTS OF AGM APPROVALS

RESUMPTION OF LIFE FELLOWSHIP

To be entitled to it, a Fellow must: i) have been in good standing financially for 12 years ;
ii) pay additional 12 years annual dues one-off.

ESTABLISHMENT OF THE INTERNATIONAL FELLOWSHIP

- Designation: International Fellow
- Qualification: FWACP (Intl.)
- Tassel colour: SKY BLUE (significance : OPENNESS)
- Eligibility criteria

The applicants:

- Should have been a registered medical practitioner for at least 20 years
 - Should possess an equivalent registerable postgraduate professional qualification
 - Should have at least 12 years working experience in their speciality
 - Should have shown interest and evidence of participation in the same or similar areas of endeavour in their College
 - Must have satisfied Council that he/she has the professional, ethical and moral standards required of Fellows.
- Application process: submission online (see details on the College website)
 - Admission fees and dues: \$500 as admission fee and same annual dues as other Fellows (\$150).

APPROVAL OF NEXT AGSMs SEQUENCE:

- 2024: Nigeria, 48th AGSM, 4th to 6th November;
- 2025: Senegal, 49th AGSM;
- 2026: Nigeria , 50th AGSM (half-century anniversary to be celebrated in Abuja at WACP Conference Center to increase visibility).
- 2027: Liberia, 51st AGSM.

AGSM TOGO PICTURES

(More on College website)



PROJECTS FOR 2024



COLLEGE PROPERTIES:

- **Abuja building:** commission the building, generate more funds for College
- **Lagos office at Thorburn Av:** renovation



EXAMINATION: online vetting, submission of dissertations using Proposal Management system, comprehensive platform to handle transcripts



TRAINING: E-log book, resident portfolio



QMS: SOPs development



DIGITALIZATION OF COLLEGE ARCHIVES



GRANTS SUBMISSIONS to diversify sources of revenue



MORE INTEGRATION: francophone/anglophone, new chapters in the lusophone countries



NEW STRATEGIC PLAN IMPLEMENTATION THROUGH 2024 BUSINESS PLAN

SCHEDULE OF COLLEGE MEETINGS 2024

S/N	MEETINGS	PROPOSED DATES/TIME (NIGERIAN TIME)	REMARKS
01	Faculty Board Meeting	16th - 19th March	Virtual meetings Mainly to take pending accreditation reports and urgent matters
02	Accreditation Committee Meeting 1	Sat. March 23rd, at 5pm	
03	Faculty Board Meeting	21st / 25th June	Virtual meetings Faculties to choose suitable dates/time
04	Accreditation Committee Meeting 2	Thursday 27th June at 5pm	Virtual
05	International Committee Meeting	Friday 28th June at 5pm	Virtual
06	Examination Committee Meeting	Tuesday 2nd July at 5pm	Virtual
07	Education & Research Committee Meeting	Tuesday 4th July at 5pm	Virtual
08	Finance & General-Purpose Committee Meeting (1)	Thursday 11th July at 5pm	Virtual
09	Finance & General-Purpose Committee Meeting (2)	Friday 12th July at 5pm	Virtual
10	Joint Colleges Meetings	Wednesday 3rd July at 10am	Virtual to be confirmed with SG WACS
11	Forum of Colleges	Wednesday 3rd July at 12noon	To be confirmed with other Colleges

EXAMINATIONS 2024

KEY DATES

COMBINED APRIL 2024 CBT AND CLINICAL EXAMINATIONS

Mon. 6th Nov.	Examination application advert opens for April 2024
Wed. Dec. 27th, 2023	Examination advert closes/Submission of application closes
Wed. Jan. 3rd, 2024	Late registration closes
Fri. Jan. 12th, 2024	EXCO January Meeting
Wed. Feb. 21st, 2024	Screening Exam for April CBT Exams [Membership in Abuja, Enugu, Ibadan, Accra, Banjul, Monrovia & Freetown centers]
Thurs. Feb. 22nd, 2024	Screening Exam for April CBT Exams [Primary in Abuja, Enugu, Ibadan, Accra, Banjul, Monrovia & Freetown centers]
Wed. March 20th, 2024	Laboratory Med/Internal Medicine Fellowship Theory Examination, Laboratory Med Membership (steeplechase), Membership Theory (Essay) Psychiatry Faculties
Tue. March 26th, 2024	Court of Examiners' meeting

COMBINED OCTOBER 2024 CBT AND CLINICAL EXAMINATIONS

Mon. May 13th, 2024	Examination application advert opens for October 2024
May/June 2024	Update course in Internal medicine/Family Medicine
Mon. June 24th, 2024	Examination advert closes/Submission of application closes
Mon. July 1st, 2024	Late Registration closes
Wed. Sept. 4th, 2024	Screening Exam for October CBT Exams [Membership in Abuja, Enugu, Ibadan, Accra, Banjul, Monrovia & Freetown centers]
Thur. Sept. 5th, 2024	Screening Exam for October CBT Exams [Primary in Abuja, Enugu, Ibadan, Accra, Banjul, Monrovia & Freetown centers]
Wed. Oct. 2nd, 2024	Laboratory Med/Internal Medicine Fellowship Theory Examination, Laboratory Med Membership (steeplechase), Membership Theory (Essay) Psychiatry Faculties
Thur. 3rd – Sat. Oct. 5th, 2024	Fellowship examination continues for all faculties. Membership Practical Lab. Med.
Mon. Oct. 7th, 2024	Membership Clinical Examinations
Tue. Oct. 8th, 2024	Court of Examiners' meeting
4-6 Nov. 2024	48th Annual General & Scientific Meeting

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Follow us on our social media: Youtube, Facebook, X

COLLEGE ADMINISTRATION 2023 - 2024



Dr. Rose Jallah Macauley

President
Liberia Chapter



Dr. Ablo Prudence Wachinou

Secretary General
Benin Chapter



Dr. Yvonne Dei-Adomakoh

College Treasurer
Ghana Chapter



  
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