

REPUBLIC OF GHANA



**GENERAL REQUIREMENTS AND
GUIDELINES FOR LICENSING
PRACTITIONERS**

**MORTUARIES AND FUNERAL FACILITIES AGENCY
MoFFA**

GENERAL REQUIREMENTS AND GUIDELINES FOR LICENSING PRACTITIONERS

The Mortuaries and Funeral Facilities Agency is an agency of the Ministry of Health. It was established by the Health Institutions and Facilities Act, 2011 (Act 829) with the mandate to “license, control and regulate facilities connected with the storage, transportation and disposal of human remains and to register and licence all health practitioners in the sector”.

Section 36 of the Act (Act 829) also states that, “*A person other than a registered pathologist shall not operate in a facility as a practitioner unless that person is registered under this Part*”. It is in pursuant to this section and the mandate of the Agency that this document is prepared. This document therefore seeks to provide processes leading to licensing and registration of practitioners in the sector. It;

1. Outlines the requirements of application for registration and licensing of practitioners.
2. Provides guidelines for registration and licensing of practitioners.
3. Provides required information on the registration form to facilitate responses from applicants.

A. Guidelines for Registration of Practitioners

Registration is the process of documenting and maintaining records of persons who have complied with the legal requirements to practice in the mortuaries and funeral facilities sector. A newly qualified practitioner in the sector is required to register (have name entered in a register) and be licensed.

The following shall guide the registration process for practitioners:

1. A person other than a registered pathologist shall not operate in a facility as a practitioner unless that person has been registered with the Board (Section 36 of Act 829).
2. A person qualifies to be registered as a practitioner if the person:
 - a. has followed a course prescribed by the Agency or undertaken an apprenticeship under a licensed and accredited practitioner by the Agency;
 - b. has at least one year post training experience in the relevant profession;
 - c. is a citizen of Ghana;

- d. health status does not affect his/her ability to practice safely and effectively;
 - e. has not been convicted of a felony; and
 - f. is of good character.
- 3. A person who is not a citizen and wants to practice in Ghana shall in addition to regulation 1 and 2 above:
 - a. possess a valid work permit issued by the Minister for Interior;
 - b. register with appropriate regulatory professional body in Ghana in relation to the profession or practice;
 - c. has at least two (2) years post qualification experience in a recognized institution of relevance to the profession or practice;
- 4. For practitioners with no prior working experience as practitioners in Ghana, an undertaking by supervisor shall be required:
- 5. For practitioners who are new applicants, the following shall be required:
 - a. Reference from two healthcare professionals who had worked with the practitioner;
 - i. The reference (s) shall include information on referee's name, designation, contact details, period he has worked with the practitioner, nature of work and an assessment of the practitioner's work performance and professionalism,
 - ii. Arrangement must be made for the written references to be sent directly to the Agency's secretariat from the referees.
 - b. Submit character References from two (2) professionals who you have been working closely with. The character References is to be sent directly to the Agency from the referees.
- 6. Applicants who have been practicing and registered or licensed in another country within the past three (3) years shall:
 - a. Request Certificate of Good Standing (CGS) from the overseas regulatory authority and the response to the request shall be sent directly from the overseas regulatory authority and must reach the Agency within 3 months of its date of issue.
 - b. ensure that the CGS contains;

- i. applicants Name,
 - ii. date and type of registration,
 - iii. registration number, and
 - iv. information on applicant's professional conduct, registration, suspension or cancellation and fitness to practice
- 7. A person who has all the qualifications and requirements in the relevant regulations above and wants to be a practitioner shall:
 - a. Apply for registration to practice through the Registrar of the Agency;
 - b. Obtain an approved application form (Form B) from MoFFA offices or download the form from MoFFA's website through www.moffa.gov.gh;
 - c. Fill the form appropriately;
 - d. Pay a non - refundable Registration fee to;
 - Name: Mortuaries and Funeral Facilities Agency
 - Bank: GCB Bank Limited
 - Branch: Ministries, Accra
 - Account No: 1051180000930
 - e. Remember to keep the pay-in slip,
 - f. Submit the completed application form with all required documents including the original pay –in slip to MoFFA offices;
- 8. Where the Board is satisfied that the applicant has adequate relevant training, qualification or experience, it shall direct the Registrar to record the name of the applicant in the register of practitioners as stated in Section 38 (1) of Act 829.
- 9. The Registrar shall establish and keep a register in a form the Registrar may determine and shall record in it:
 - a. the name of practitioners;
 - b. the unique identification number of a practitioner;
 - c. details of certificates issued to the practitioner under the Act (Act 829) and these regulations;
 - d. any event of suspension or cancellation of registration or certificates; and
 - e. any other information relating to a practitioner that the Board considers appropriate.

10. All applicants who apply for registration are to ensure that their applications, necessary documents and appropriate fees are in order prior to submitting to the Agency.

B. Guidelines for Licensing of Practitioners

Licensing is the exclusive power or privilege granted by the Board to persons meeting established standards by the Board thereby allowing them to engage in a given profession and to use a specific title in the sector. The licence is the permit that allows the person to practice.

The following shall guide the licensing process for practitioners:

1. After the applicant's name has been entered in the register, the Registrar shall issue the applicant with a certificate of registration (licence);
2. A person issued with a certificate of registration is known as a practitioner;
3. Practitioners to be licensed by the Board may include:
 - a. Cremators;
 - b. Undertakers;
 - c. Sextons (Cemetery Managers)
 - d. Embalmers;
 - e. Mortuary attendants;
 - f. Hearse Service Providers and Drivers;
 - g. Grave Site Workers/diggers;
 - h. Pall Bearers;
 - i. Funeral Homes Directors;
 - j. Mausoleum Directors;
 - k. Restorative Artist
 - l. Autopsy Assistant; and
 - m. any other practitioner the Minister may determine on the recommendation of the Board.
4. Registration as a practitioner is in addition to registration required under any other law in respect of the practice;
5. The certificate of registration issued by the Board shall not be assignable or transferable to another person and shall lapse upon the practitioner's death;

6. The certificate of registration is valid for three years from the date of issue as enshrined in Section 38 (5) of Act 829;
7. The certificate shall be renewed subject to Part Two of Act 829;
8. The practitioner shall pay the prescribed fee in respect of the licence or renewal of it.
9. The registrar shall published annually the list of registered practitioners in the Gazette.

C. Cancellation of registration (Section 40 of Act 829)

1. A certificate of a practitioner shall be cancelled by the Board on the recommendations of the Registrar where the practitioner:
 - a. is dead;
 - b. is convicted of an offence under Act 829 or the Regulations;
 - c. has breached professional conduct;
 - d. no longer has the qualification on the basis of which the registration was made; and
 - e. is convicted of criminal offence.
2. The Board has reasonable grounds to believe that the continued practice by the practitioner will create a risk to public health and safety.
3. The practitioner shows evidence of character traits that are indecent or inimical to the health and safety of the public that was not known to the Board at the time of granting the licence.

D. Suspension of registration

1. The Board may suspend the registration of a practitioner for a period determined by the Board where:
 - a. an offence in relation to the practitioner is being investigated;
 - b. an allegation of professional misconduct has been made against the practitioner;
 - c. a false declaration has been made in a certificate issued by the practitioner;
 - d. the practitioner has contravened but has not been convicted of a provision of Part Two of Act 829 or this regulation;
 - e. the practitioner has not paid the prescribed fee for registration.

2. The Board shall conclude its investigation relating to suspension of a practitioner within a period of six months from the time of the suspension.
3. A practitioner whose registration is cancelled or suspended may make a representation to the Board within sixty days after the cancellation or suspension.
4. The Board may refuse to restore the registration of a practitioner after the time specified to make the representation has expired.
5. Where successful representation is made to the Board, the registration of the practitioner shall be restored by the Board.