

# **Appointment of Panel of Clinical Advisors**

## **Terms of Reference**

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### **1. Background**

In furtherance of its mandate, NAMFISA has identified the need to have a Clinical Advisor that will enable the Authority to effectively and efficiently supervise and regulate the Medical Aid Fund industry and ensure fair treatment of consumers. As such, clinical specialist skills are required for the Insurance and Medical Aid Funds Division to advice on clinical matters and for the Consumer Complaints and Education Department to successfully resolve medical related complaints.

The Clinical Advisor will primarily be tasked to review benefit options (including amendments thereto) and provide advisory services to the Insurance and Medical Aid Funds Division and to the Consumer Complaints and Education Department.

### **2. Scope of service**

The Clinical Advisor will be responsible for the following:

- i. Apply a combination of clinical, financial and health economic skills to periodically advice on the amendments to medical aid fund benefits and benefit structures. This would be done by supporting the medical aid funds department with the clinical and health economic inputs in relation to medical aid fund benefits and benefit structures;
- ii. Support the medical aid fund department and the research policy and statistics division with the analysis of medical aid fund risk measurement with epidemiological input (analyses and interpretation of disease trends and costs);
- iii. Support the Consumer Complaints and Education department with clinical and health economic inputs in relation to the resolution of complaints;

- iv. Support the medical aid fund department and the complaints department with the analysis of clinical reports, clinical opinions and case management reports;
- v. Support other departments such as the insurance departments with clinical and health economic input on an ad-hoc basis;
- vi. Facilitate clinical support to other units such Research, Policy & Statistics. This may entail. clinical support and analysis during the development and review of policy documents and standards for accreditation;
- vii. Participate in the development of standards pertaining to managed care and benefit options;
- viii. Provide analysis of clinical aspects of complaints; including the preparation of clinical opinions on request from the Consumer Complaints and Education department.
- ix. Conducting appropriate research with regards to new technology and treatment modalities where applicable to clinical opinions on request from the complaints department;
- x. Analysis of clinical aspects of managed care delivery including clinical protocols, formularies and healthcare delivery modes and preparing conclusions and recommendations where appropriate; and
- xi. Attend meetings as and when required.

### **3. Required skills & knowledge base**

We require the following skills and abilities:

- i. Knowledge of the medical aid funds industry;
- ii. Degree in the health sciences, preferably in medicine, or under exceptional circumstances, a degree in nursing, allied health care, or pharmacy, post graduate training in epidemiology, public health, pharmaco-economics, or Health Economics is a requirement;

- iii. Experience of literature searching, quantitative data, economic evaluation techniques, economic modelling and writing reports and/or research paper is highly desirable;
- iv. Analytical and report writing experience in a research, medical schemes, epidemiology, public health or statistics environment;
- v. Experience of clinical and financial data analysis;
- vi. Experience in Private and Public (state) Health environment;
- vii. Advanced statistical and PC application skills;
- viii. Knowledge of different research methodologies;
- ix. Knowledge of health financing systems and economics;
- x. Excellent written and verbal communication; and
- xi. Organizational skills

#### **4. Office space**

No office space will be required as the Clinical Advisor will work from his or her own premise and the service will only be required as and when necessary.

#### **5. Duration of service**

The appointment of a clinical analyst should be on a 3 - year renewal basis.

#### **6. Cost implications**

The Clinical Analyst would be required to propose a fee structure for the required services based on the scope of service above or any other additional information that may become available through further engagements.