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**NOTICE TO FILL VACANCIES ON COMMITTEES OF THE MANAGEMENT COMMITTEE
(MC)**

**To: All Chairpersons
Professional Associations of Healthcare Providers/Facilities and Private
Hospitals**

**From: Stephen Tjiuro
Chief Executive Officer**



Date: 03 June 2024

**REQUEST FOR CURRICULUM VITAE OF SUITABLY QUALIFIED PERSONS FOR
CONSIDERATION OF APPOINTMENT TO FILL VACANCIES ON COMMITTEES OF THE
MANAGEMENT COMMITTEE (MC).**

1. NAMAFA is established in terms of the Medical Aid Funds Act, 1995 (Act No. 23 of 1995). Its statutory objects are to control, promote, encourage and co-ordinate the establishment, development and functioning of funds in Namibia.
2. The achievement of the above statutory objects is vested in the Management Committee. The Management Committee exercise and performs its powers, duties and functions subject to the provisions of the Act, 1995.

3. In terms section 15 of the Act, 1995, the Management Committee has established committees to assist it in the performance of its functions and appoint any person as a member, whether such person is an authorized representative of a registered fund or not.
4. Committees of the Management Committee are governed by approved Terms of Reference and as such make recommendations on matters delegated by the Management Committee for its approval.
5. Professional Associations of Healthcare Providers, Facilities and Private Hospitals are hereby invited to designate one or two persons who are suitably qualified and experienced as per the Committee's Terms of Reference for consideration and appointment by the Management Committee to the Clinical and Coding Committee.
6. For purposes of your designation, kindly have regard to the following:

6.1 Requisite qualifications and experience:

- (a) Clinical coding systems.
- (b) Understanding the functioning and management of medical aid funds; and
- (c) Clinical risk management principles.

6.2 Clause 6 of the Committee's Terms of Reference is headed "**Responsibilities**", and its text is reproduced below:

"6.1 The Committee shall perform all the functions as is necessary to fulfil its role and purpose and has the following specific responsibilities, namely to:

6.1.1 Recommend research, consider and interrogate factors influencing the clinical risk exposure of Medical Aid Funds and advising the MC on potential strategies and/or responses. Such factors would include but not be limited to:

6.1.1.1 Healthcare technology, including pharmaceutical technology, developments.

6.1.1.2 Clinical guidelines and protocols; and

6.1.1.3 Clinical risk management strategies, including risk sharing approaches, having regard for the fact that certain strategies may be fund specific and commercially sensitive.

6.1.2 *Recommend research, consider, and interrogate matters relating to the complete picture of health care event manifested by the following clinical coding, including but not limited to:*

6.1.2.1 *Diagnosis codes (ICDs).*

6.1.2.2 *Procedure codes (Tariff codes).*

6.1.2.3 *Codes for medicines and surgical products (ATC and NAPPI codes);*

6.1.2.4 *Medical devices classification systems; and*

6.1.2.5 *Coding grouping methodologies.*

6.1.3 *Make recommendations to the MC on annual coding changes.*

6.1.4 *Consider and advise the MC on clinical risk management matters that affect the private healthcare funding industry at large.*

6.1.5 *Consider and advise the MC on matters relating to the quality of care provided and clinical outcomes.*

6.1.6 *Research, engage and advise the MC on relevant new developments within healthcare.*

6.1.7 *Consider and advise the MC on the clinical aspects of alternative healthcare funding and reimbursement models, notably the associated clinical quality aspects thereof.*

6.1.8 *Any other related matter as may be delegated by the MC.*

6.2 *The Committee shall have access to all industry-level information it needs to fulfil its responsibilities.*

7. The Terms of Reference of both the Clinical and Coding Committee are annexed hereto as Annexure A.

8. We remain indebted to receive Curriculum Vitae of designated persons on or before Friday, 14 June 2024.

9. Please do not hesitate to contact our Head: Corporate Services for any queries pertaining to this request at: headcs@namaf.org.na.

I thank you.

Yours sincerely,



Stephen Tjiuro
Chief Executive Officer
Namibia Association of Medical Aid Funds