SCHEDULE OF BOARD ACTIVITIES FOR THE FINANCIAL YEAR 2012-2013

	ACTIVITY	DAY	DATE	TIME
1.	Peer Review	Fri.	13th Jul.2012	8.00am
2.	Editing of Internship Guidelines ***(Medical Practitioners and Dentists Boardroom)***	Mon.	16th Jul, 2012	8.00am
3.	Editing of doctors fees guidelines ***(Medical Practitioners and Dentists Boardroom)***	Wed.	18th Jul.2012	8.00am
4.	Preparation of Annual Work Plan and Performance Contracts ***(Silver springs Hotel)***	Frid.-Sat.	20th – 21st Jul.2012	8.00am
5.	Court Attendance – Milimani Nairobi	Mon.	23rd Jul.2012	8.00 am
6.	Preliminary Inquiry Committee Meeting	Friday	27th Jul.2012	8.00am
7.	Printing of Doctors Fees Guidelines	Mon.-Fri.	30th Jul.- 3rd Aug. 2012	9.00am
8.	Printing of Internship Guidelines		30th Jul.2012	9.00am
9.	Staff Meeting		30th Jul.2012	7.30am
10	Resource Mobilization Committee Meeting	Frid.	3rd Aug.2012	8.00am
11	Launch of Doctor's Code of Professional Conduct and Discipline – *Intercontinental Hotel*	Mon.	6th Aug.2012	9.00am
12	Review of Cap 253 Committee Meeting	Tue.	7th Aug.2012	8.00am
13	**ARC Inspections** (i) Mama Lucy Hospital – Nairobi (New) (ii) The Mater Hospital Medical (New)	Wednesday	8th Aug.2012	9.00am
14	**ARC Inspections** (i) Iten District Hospital (New) (ii) Kabarnet District Hospital (Existing)	Thursday	9th Aug.2012	9.00am
15	**ARC Inspections** (i) Kapenguria District Hospital (New) (ii) Kitale District Hospital (Existing)	Friday	10th August, 2012	9.00am
16	Sending out renewals for doctors and institutions	Mon.-Fri.	13th – 24th Aug.2012	9.00am
17	**ARC Inspections** (i) Machakos Provincial General Hospital –(new) (ii) Kangundo District Hospital (Existing	Tue.	21st August.2012	9.00am
17	Staff Meeting	Thursday	30th Aug.2012	8.00am
18	Preliminary Inquiry Committee Meeting	Friday	31st Aug.2012	8.00am
19	Exam Briefing for foreign trained	Friday	7th Sept.2012	8.00am
20	Board Exams for foreign trained doctors	Mon-Wed	17th – 19th Sep.2012	8.00am
21	**Inspections of medical schools** (JKUAT and Africa Radiology Institute)	Friday	21st Sept.2012	8.00am
22	Health and Fitness Committee Meeting	Tuesday	25th Sept.2012	8.00am
23	Preliminary Inquiry Committee Meeting	Friday	28th Sept.2012	8.00am
24	Staff Meeting	Monday	1st Oct.2012	7.30am
25	Private Practice Committee Meeting	Mon.	8th Oct.2012	8.00am
26	Preliminary Inquiry Committee Meeting	Friday	12th Oct.2012	8.00am

27	Assessment and Registration Committee Meeting	Monday	15th Oct.2012	8.00am
28	Education and Specialists Recognition Committee Meeting	Monday	15th Oct.2012	11.00am
29	Review of Cap. 253 Committee Meeting	Tue.	16th Oct.2012	8.00am
30	CPD Committee Meeting	Tue.	16th Oct.2012	8.00am
31	Finance and Administration Committee Meeting	Thur.	18th Oct.2012	8.00am
32	Building Committee Meeting	Friday	19th Oct.2012	8.00am
33	Preparation of Full Board reports	Sat.	20th Oct.2012	8.00am
34	Reading of Full Board reports ***(Medical Practitioners and Dentists Boardroom)***	Mon.-Fri.	22nd – 26th Oct.2012	8.00am
35	**FULL BOARD MEETING**	**Monday**	**29th Oct.2012**	**8.00am**
36	Staff meeting	Wed.	31st Oct.2012	7.30am
37	Full Board Tribunal Briefing ***(University of Nairobi, Medical School, Boardroom)***	Mon.	5th Nov.2012	8.00am
38	Full Board Tribunal ***(University of Nairobi, Medical School, Boardroom)***	Tues.	6th -9th Nov.2012	9.00am
39	Joint inspections ***(Rift Valley and Western Provinces)***	Mon. - Fri.	12th – 16th Nov.2012	8.00am
40	Inspection of Moi Medical and Dental Schools	Thur.	19th Nov.2012	9.00am
41	Follow up inspection of Egerton University- Medical school	Fri.	20th Nov.2012	9.00am
42	Health and Fitness Committee Meeting	Wed.	21st Nov.2012	8.00am
43	Preliminary Inquiry Committee Meeting	Friday	23rd Nov.2012	8.00am
44	**Stakeholders workshop to review Cap 253 - *(Safari Park Hotel - Nairobi)***		**26th -28th Nov.2012**	**9.00am**
45	Staff Meeting	Mon.	3rd Dec.2012	7.30am
46	Preliminary Inquiry Committee Meeting	Fri.	10th Dec.2012	8.00am
47	Renewals of doctors and institutions licences for 2013	Mon-Fri.	10th – 21st Dec.2012	7.30am
48	Workshop to develop Draft Staff Code of Conduct and Team Building (Naivasha)	Fri.-Sat.	21st – 22nd Dec.2012	9.00am
49	Staff Meeting	Wed.	4th Jan.2013	7.30am
50	Resource Mobilization Committee Meeting	Tue.	8th Jan.2012	8.00am
51	Assessment and Registration Committee Meeting	Mon.	14th Jan.2013	8.00am
52	Education and Specialists Recognition Committee Meeting		14th Jan.2013	8.00am
53	Health and Fitness Committee Meeting	Wed.	16th Jan.2013	11.00am
54	Private Practice Committee Meeting	Thur.	17th Jan.2013	8.00am
55	Building Committee Meeting	Thur.	17th Jan.2013	8.00am
56	Finance and Administration Committee Meeting	Fri.	25th Jan.2013	8.00am
57	Preparation of Full Board reports	Sat.	26th Jan.2013	9.00am
58	Reading of Full Board reports ***(Medical Practitioners and Dentists Boardroom)***	Mon.	28th – 31st Jan.2013	8.00am
59	**FULL BOARD MEETING**	**Fri.**	**1st Feb.2013**	**8.00am**
60	Technical Working Group – Review of guidelines for	Wed.- Fri.	6th – 8th Feb.2013	9.00am

	registration and licencing of health facilities/funeral homes *Great Rift Valley – Naivasha (IFC/World Bank to sponsor)*			
61	Inspection of Anatomy Labs at Masinde Muliro University **Kabianga Campus – Western**		14th – 15th Feb.2013	
62	Preliminary Inquiry Committee Meeting	Fri.	15th Feb.2012	8.00am
63	Joint Inspections in Central and Eastern Provinces		18th – 19th Feb.2013	9.00am
64	Staff Meeting	Friday	1st March, 2012	7.30am
65	Preliminary Inquiry Committee Meeting	Friday	15th March, 2012	8.00am
66	Inspection of medical schools **Kenyatta University**		22nd March, 2013	8.00am
67	Exam Briefing for foreign trained doctors	Mon.	1st April.2013	9.00am
68	Workshop for internship co-ordinators and director of Internship training centres	Friday	5th April,2013	
69	Board Exams for foreign trained doctors		15th – 17th April, 2013	8.00am
70	Health and Fitness Committee Meeting	Wed.	17th April,2013	
71	Preliminary Inquiry Committee Meeting	Friday	19th April, 2013	8.00am
72	Full Board Briefing on Tribunal matters ***(University of Nairobi, Medical School, Boardroom)***	Mon.	13th May, 2013	8.00am
73	Full Board Tribunal Hearings ***(University of Nairobi, Medical School, Boardroom)***	Tue-Fri.	14th – 15th May, 2013	8.00am
74	Assessment and Registration Committee Meeting	Mon.	10th Jun.2013	9.00am
75	Education and Specialists Recognition Committee	Mon.	10th Jun.2013	11.00am
76	Private Practice Committee Meeting	Tue.	11th June, 2013	8.00am
77	CPD Committee Meeting	Tue.	11th Jun.2013	11.00am
78	Building Committee	Thur.	13th June,2013	8.00am
79	Finance and Administration Committee	Frid.	14th June 2013	8.00am
80	Preparation of Full Board reports	Mon.-Fri.	17th – 21st June, 2013	
81	Reading of Full Board reports Daily (Board Members)		24th -27th June, 2013	8.00am
82	**FULL BOARD MEETING**	**Friday**	**28th June,2013**	**8.00am**