

TITLE:	EFFECTIVE DATE:	REVISION DATE:
Personal Training Fund (PTF)	22 May 2009	23 April 2012
	PAGES: 3	
PROCESS OWNER:	APPROVAL:	
Human Resource & Talent Development	Director, Human Resource & Talent Development	

OBJECTIVE

1. This policy provides guidelines on the application and utilisation of Personal Training Fund (PTF) or also known as Personal Development Fund (PDF).

POLICY

2. All MOHH-employed Dental Officers, Residents, Transitional Year, House Officers, Medical Officers are eligible for an annual PTF. Please refer to Annex A for entitlement.
3. The PTF provided by MOHH is a form of subsidy for employees' training activities and may not cover all expenses that arise from the activities.
4. The PTF is allocated from 1 May to 30 April of every year. PTF claim is based on date of receipt and only claims with receipt date falling within the PTF entitlement year and employees' employment period will be processed. The claim will be reimbursed up to the cap of employees' PTF entitlement. Any un-utilised PTF cannot be en-cashed or brought forward to the following year.

GUIDELINES ON UTILISATION OF PERSONAL TRAINING FUND (PTF)

5. The PTF may be utilised for the following types of training activities (local/ overseas):
 - a) courses that lead to a formal certification related to medical/clinical practice;
 - b) courses or conferences that are relevant to a medical/clinical topic;
 - c) courses or conferences that aim to improve soft skills necessary for doctor-patient interaction (eg. doctor-patient communication);
 - d) core training programmes as detailed by the hospital/MOHH Training Committee;
6. The PTF may be used to cover the following cost items:
 - a) registration fees for courses/ conferences/ examinations;
 - b) examination fees;
 - c) relevant materials to support examinations & trainings (medical books, CD-ROM, mobile applications);
 - d) NUS library membership fees;
 - e) membership fees of a professional body that is of direct relevance to employee's specialty;
 - f) poster for conference presentation;
 - g) cost of log books.
7. The PTF will not be allowed to cover the following cost items:
 - a) as 'top-up' to another source of funding/sponsorship for a conference/course;
 - b) courses that have no direct relation to employees' academic/clinical development;
 - c) annual membership fees for SMA (Singapore Medical Association) and SDA (Singapore Dental Association);
 - d) medical equipments such as stethoscopes, ophthalmoscope and lenses;
 - e) electronic equipments such as electronic tablets, laptops and mobile phones.

8. PTF cannot be used for the same purpose more than once, where the repeated cost is being incurred due to the doctor's failure to complete a course/training event in the first instance.

PROCEDURES FOR MAKING CLAIMS

9. MOHH Human Resource & Talent Development (HRTD) is responsible for the administration of PTF for all Medical/ Dental Officers.
10. Employees who wish to utilise the PTF should check their entitlement and balance in the Prosoft system before making any application for claims.
11. Payment for all course fees shall be made by the employees in advance. For payments made in foreign currency, HRTD will reimburse based on the conversion rate provided in the credit card statement/bank draft. In the absence of the conversion rate documentation proof, HRTD will use the receipt date and conversion rate from Monetary Authority of Singapore (MAS) Financial Database (<https://secure.mas.gov.sg/msb/ExchangeRates.aspx>) to calculate the claim amount.
12. Employees are to apply their PTF claims online. The following are required for PTF claims online application:
- Select Head of Department (HOD) as 1st level approver.
 - Key in the following details:
 - receipt date;
 - receipt number/ bank draft number/NIL (if payment reference number is not provided);
 - full receipt amount in Singapore Dollars (as per receipt/ bank statement/ demand draft);
 - Remarks:
 - course title/ exam title/ medical book title(s)/ description of fees
 - start and end dates (for courses/ exams)
 - Submit the printed Prosoft claim application and attach the original receipt/ bank statement and email acknowledgement of receipt to your HODs for approval via Prosoft.
 - Submit the completed claim documents via the HOMODO mailbox (commonly known as the blue box) to MOHH, HRTD.

Claims must be made **within 2 months from the date of receipt**. Reimbursement will be made via payroll. Claims approved by 15th of each month will be paid to the employees on the 15th of the following month.

13. If the employees fail to attend/complete the training as planned, it is their responsibility to inform the HOD & MOHH. They will not be allowed to seek any reimbursement and will be required to refund MOHH in full in the event that MOHH has disbursed the claim. MOHH reserves the right to waive this refund only under exceptional circumstances.
14. In the event that the commencement date of a training programme is after the employees' last working day with MOHH, the reimbursed amount will be recovered from the employees via payroll or cheque.

ENQUIRY

For enquiries, please contact:

Ms Lee Hui Hoon
huihoon.lee@mohh.com.sg
DID: 6818-1315

Ms Sam Qian Ning
qianning.sam@mohh.com.sg
DID: 6818-1306

PERSONAL TRAINING FUND ENTITLEMENT

Updated as at 01 April 2012 and may be subjected to changes.

House Officers, PGY1 Residents, Transitional Year and Medical Officers (Non-Trainees):
Entitlement : \$1,000.00
PGY2 Residents and Medical Officer Trainees (BST) in the following Disciplines:
<ul style="list-style-type: none">i. Cardiologyii. Emergency Medicineiii. Internal Medicineiv. Pathologyv. Psychiatry
Entitlement : \$2,250.00
PGY2 Residents and Medical Officer Trainees (BST) in all other Disciplines not mentioned above:
Entitlement : \$1,500.00
Dental Officers:
Entitlement : \$1,000.00