

# MOHHoldings

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MOH Holdings Pte Ltd (Reg No: 198702955E)

TITLE:

**Postgraduate Exams Sponsorship  
for Residents**

EFFECTIVE DATE:

**29 April 2011**

REVISION DATE:

**29 April 2011**

PAGES: **8**

PROCESS OWNER:

**Clinical Manpower Division**

APPROVAL:

**Director, Clinical Manpower**

## OBJECTIVE

1. This policy sets out the financial sponsorship eligibility for Doctors undergoing the Residency programme to attend postgraduate examinations.
2. Sponsorship extends only to local postgraduate examinations organised by Division of Graduate Medical Studies, NUS.
3. Overseas post graduate examination sponsorships will only be considered for examinations which do not have local equivalents. Where there is an equivalent examination available in Singapore, but the Resident prefers to sit for the overseas option, then no sponsorship will be given.

## POLICY

4. This policy applies to Residents employed by MOHH.
5. Financial sponsorship is not an entitlement and will be subjected to the availability of funds, approval from the respective Programme Directors and MOHH Professional Sub-Committee.
6. Eligibility
  - 6.1 The Doctor must be a Resident appointed by the relevant Residency Committee.
  - 6.2 The Resident must be eligible to sit for the postgraduate examination as required by Division of Graduate Medical Studies, NUS or examination organising body.
  - 6.3 Sponsorship is provisional, subject to acceptance by Division of Graduate Medical Studies, NUS or examination organising body. Residents must apply with Division of Graduate Medical Studies, NUS or examination organising body for registration on their own.
  - 6.4 Each Resident is eligible to apply for one sponsorship per relevant examination and it must be his/her first attempt to seek sponsorship for postgraduate examination.
7. Financial sponsorship for postgraduate programs:
  - 7.1 The terms of financial sponsorship for local postgraduate exams are as follow:
    - (a) Examination fee
    - (b) Preparatory course fee
  - 7.2 The terms of financial sponsorship for overseas postgraduate exams with no local equivalent are as follow:
    - (a) Examination fee
    - (b) Preparatory course fee

- (c) Airfare
  - (i) Most direct, economical route to the training destination.
  - (ii) For any stopovers for personal cause, the Resident has to bear the cost of the additional stopovers.
  - (iii) Travel by any international air carrier which provides a safe flight and offers a competitive airfare rate.

- (d) Subsistence Allowance
  - (i) Overseas per diem allowance is granted for the actual duration of the course and examination only.
  - (ii) No Subsistence allowance will be sponsored for days where the Resident undertakes social activity or activities that are not approved as part of the main course and examination schedule.

- (e) Travel Insurance

Travel insurance is granted only for coverage for the actual duration of the official and approved course and examination, including one day before and after the training.

Cost will be covered for standard/basic travel insurance plans only.

Staff will bear the travel insurance premium (if any) for extended trips that are not related to the purpose of the overseas conference and course.

The Resident shall purchase the travel insurance and claim reimbursement from MOHH Clinical Manpower.

7.3 No reimbursement shall be given for the following:

- (a) Supplementary examination fees
- (b) Fees for certification of documents or extracts of true copies of documents that may be required in the application process
- (c) Exemption fees
- (d) Travel visas

8. Leave Sponsorship for postgraduate examinations:

- 8.1 There will be no course leave, study leave or exam leave provided with this Sponsorship.
- 8.2 All Residents have appropriate training activities packaged into their Total Training Time and there should no longer be a need for Residents to take time off to prepare for exams. Residents who still wish to take time off should apply for annual leave.

9. Training Bond

- 9.1 There is no service bond associated with the sponsorship for local examinations.
- 9.2 Residents who fail to complete the course of study or sit for the exams will not be eligible for reimbursement.

**PROCEDURE**

- 10. Applications must reach MOHH at least 6 weeks before the start of the Examination.
- 11. Sponsorship Application

- 11.1 The Resident is responsible for applying any post graduate examination directly on their own with the examination organising body.
  - 11.2 Sponsorship application must be supported by the Programme Director.
  - 11.3 MOHH must receive the completed and duly signed application form at least 4 weeks before the commencement date of the examination. Retrospective sponsorship applications will not be considered for approval.
  - 11.4 The Resident must submit the full course examination details such as dates, fees, organiser together with the sponsorship application form to MOHH.
  - 11.5 Retrospective applications will not be processed.
12. Reimbursement and Travel Arrangement for Overseas Examinations with no local equivalent
- 12.1 Course and Examination Fees
    - (a) Upon completion of training, the Resident should present the original receipt to MOHH Clinical Manpower for reimbursement. The Resident must provide MOHH Clinical Manpower with a copy of his/her results as soon as it has been made available.
  - 12.2 Air Passage (for overseas examinations)
    - (a) The Resident can engage their preferred travel agent to purchase tickets. 3 written quotations are required for values exceeding \$2,000.
    - (b) The Resident will be reimbursed based on what is quoted and purchased at the corporate travel agent for the most direct route to the overseas course and examination destination on economy class.
  - 12.3 Subsistence Allowance
    - (a) The Resident will be provided subsistence allowance based on the current rates provided by the Public Service Division which will be updated from time-to-time.
    - (b) The Resident is responsible for managing his/her expenses, given the subsistence allowance.
  - 12.4 Travel Insurance
    - (a) The Resident is required to purchase his/her own travel insurance.
    - (b) Travel insurance is granted only for coverage for the actual duration of the official and approved course and examination, including one day before and after the training.
    - (c) Cost will be covered for standard/basic travel insurance plans only. Staff will bear the travel insurance premium (if any) for extended trips that are not related to the purpose of the overseas conference and course.

## **ENQUIRY**

For enquiries, please contact:

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Address:  
Professional Sub-Committee  
c/o MOH Holdings Pte Ltd  
1 Maritime Square, #11-25  
Harbourfront Centre, Singapore 099253

## **REFERENCE DOCUMENTS**

13. Appendix 1: List of Local Postgraduate Examinations
- Appendix 2: List of Overseas Postgraduate Examinations
- Appendix 3: Postgraduate Exam Sponsorship Application Form

**LIST OF LOCAL POSTGRADUATE EXAMINATIONS**

Updated as at 29 April 2011. This list is not exhaustive and is subject to change.

<b>Discipline</b>	<b>Examination</b>
<b>Anaesthesiology</b>	Primary MMed (Anaesthesiology) Exam
	Final MMed (Anaesthesiology) Exam
<b>Diagnostic Radiology</b>	Final MMed (Diagnostic Radiology) Exam
<b>Emergency Medicine</b>	Joint Final MMed (Emergency Medicine) / MRCSEd Exam
<b>Family Medicine</b>	Final MMed (Family Medicine) Exam
<b>General Surgery</b>	2011 Joint Primary MMed (Surgery) / IMRCS Part 3 / IMRCS Part B Exam
<b>Internal Medicine</b>	Primary MMed (Internal Medicine) / MRCP (UK) Part 1 Exam
	Joint Final MMed (Internal Medicine)/MRCP PACES Exam
<b>Obstetrics &amp; Gynaecology</b>	Joint MMed (Obstetrics & Gynaecology) / MRCOG Part 2 Oral Assessment Form
<b>Ophthalmology</b>	Joint MMed (Ophthalmology) / FRCSEd Exam Part 1
	Joint MMed (Ophthalmology) / FRCSEd Exam Part 2
	Joint MMed (Ophthalmology) / MRCSEd Exam Part 3
<b>Otorhinolaryngology</b>	MMed (Otorhinolaryngology) Examination
<b>Paediatric Medicine</b>	Joint Primary MMed (Paediatric Medicine) / MRCPCH (UK) Exam
	Joint Final MMed (Paediatric Medicine) / MRCPCH (UK) Exam
<b>Psychiatry</b>	Primary MMed (Psychiatry) Exam
	Final MMed (Psychiatry) Exam

**LIST OF OVERSEAS POSTGRADUATE EXAMINATIONS**  
**– Not Available Locally**

<b>Discipline</b>	<b>Examination</b>
<b>Diagnostic Radiology</b>	First FRCR (Fellowship of the Royal College of Radiologists)
	Final FRCR Part A (Fellowship of the Royal College of Radiologists)
<b>Pathology</b>	FRCPA Part 1 (Fellowship of the Royal College Pathologists of Australasia)
	FRCPA Part 2 (Fellowship of the Royal College Pathologists of Australasia)
	MRC Path Part 1 (Membership of the Royal College of Pathologists – UK)
	MRC Path Part 2 (Membership of the Royal College of Pathologists – UK)
<b>Otorhinolaryngology</b>	FRCSEd (Fellowship of the Royal College of Surgeons of Edinburgh)
<b>Accident &amp; Emergency</b>	FRCSEd (Fellowship of the Royal College of Surgeons of Edinburgh)
<b>Dermatology</b>	Part 1 : Clinical Sciences Examination and Pharmacology Examination conducted by the Australian College of Dermatologists

**APPLICATION FOR POSTGRADUATE EXAMINATIONS SPONSORSHIP FOR RESIDENTS**

**I) To be completed by Applicant**

Name : \_\_\_\_\_ MCR No.: \_\_\_\_\_

Email : \_\_\_\_\_ Contact No.: \_\_\_\_\_

Address: \_\_\_\_\_

Residency (Speciality : \_\_\_\_\_ )

Current Posting Hospital/Dept: \_\_\_\_\_

Is the examination your first attempt?  Yes  No

Have you applied for this or a similar exam scholarship before?  Yes  No

**Details of Examination (Please attach examination details with your application)**

Examination Title : \_\_\_\_\_

Venue : \_\_\_\_\_ Country/City: \_\_\_\_\_

Organiser: \_\_\_\_\_

Preparatory Course Fees: \_\_\_\_\_ (if applicable)

Examination Fees: \_\_\_\_\_

I declare that the information which I have provided in this application is true and that I have not sought other reimbursements or sponsorships for the above examination. I understand that breach of regulations or inaccurate information in the application will result in liability for severe punishment and approval of funding is conditional and subjected to the approval of Chairman, Professional Sub-Committee and Director, Clinical Manpower Division.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**II) To be completed by Programme Director**

Supported  Please specify relevance/benefits to Applicant's job functions

\_\_\_\_\_  
\_\_\_\_\_

Not recommended  \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name/Designation/Signature

\_\_\_\_\_  
Date

**III) To be completed by Approving Personnel**

Approved

Not Approved  Reasons for not approving : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Chairman, Professional Sub-Committee  
Signature & Date

\_\_\_\_\_  
Director, Clinical Manpower Division, MOHH  
Signature & Date

Instructions :

Application forms should be forwarded to the Professional Sub-Committee by

Fax: 6720-0980                      Or                      Email: physician@mohh.com.sg

Original copies should be followed up by mail or via the MOHH drop boxes.

Mail : Professional Sub-Committee  
c/o MOH Holdings Pte Ltd  
1 Maritime Square, #11-25  
Harbourfront Centre, Singapore 099253

Or

MOHH drop box at your Institution.