ANNEX A

GENERAL INFORMATION ON ADVANCED SPECIALIST TRAINING

INTRODUCTION

1. This Annex gives general information on Advanced Specialist Training (AST) as administered by the Joint Committee on Specialist Training (JCST).

OBJECTIVE OF TRAINEESHIP

2. The objective of traineeship is to provide trainees with the necessary training, experience and postings to enable them to qualify for exit as a specialist.

TRAINEESHIP POSITIONS, SPECIALTIES AND INTAKE

3. Eligibility will be based on the criteria set out by SAB/JCST.

4. The following are open for application for all doctors who are exiting or exited from the primary specialties or Family Medicine:

Subspecialties (AST programmes) – for applicants who are exiting/exited from primary specialties* or Family Medicine	
[1] Intensive Care Medicine	[2] Sports Medicine
[3] Neonatology	[4]Paediatric-Gastroenterology
[4]Paediatric-Cardiology	[4]Paediatric-Haematology & Oncology

5. As training **must be undertaken** at accredited training departments, each applicant must ensure, by the start of the advanced training, that he is employed by an accredited training hospital and has secured a training position in that hospital.

ELIGIBILITY CRITERIA FOR TRAINEESHIP APPLICATION

6. To be eligible to apply for Traineeship, applicants must fulfil the following:

a) All applicants have to be registered with Singapore Medical Council (SMC) under “full” or “conditional” registration and submit a copy of the Registration and Practising Certificate to JCST.

b) Successful applicants will have to be employed by an accredited training unit (Cluster hospitals, Statutory Boards or Ministry of Health, where applicable) by the Traineeship start date.

c) Doctors from private sector should have a prospective public sector employer at the point of Traineeship application.

d) All applicants should be able to commence the AST traineeship in July 2024. No pre-selection of trainees is allowed.

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[1] Primary specialties: Anaesthesiology, Internal Medicine, Cardiology and Respiratory Medicine,
[2] Primary specialties: Internal Medicine, Emergency Medicine, Family Medicine and Orthopaedic Surgery. The accredited training centres for Sports Medicine AST Programme are CGH, KTPH, NUH and TTSH.
[3] Year 5 and 6 Paediatrics Medicine Senior Residents are eligible to apply for the Neonatology AST.
[4] Primary specialty: Paediatric Medicine

e) Applicants, who had withdrawn from any residency/seamless/advanced training programmes, will have to wait for one year from the date of discontinuation of the original residency/training programme before they are eligible to apply for this intake.

f) For Neonatology, there are additional entry requirements and/or document(s) that applicants are required to submit with their application. Please refer to ***Annex C*** for more information.

g) For Paediatric Medicine Sub-specialties, applicants must have successfully exited from Paediatric Medicine Training Programme or would be exiting in June/July 2024.

SELECTION PROCESS OF AST TRAINEES

7. Only short-listed candidates would be notified to attend the selection interviews. Selection Panels convened by JCST will select interviewees and AST trainees based on the merit of the application. Not all applicants will be called for interviews if they are not shortlisted on merit. Short-listed applicants would be informed of the allocated interview timeslot via the PTMS website and email.

8. Traineeship positions will be prioritised for Singaporeans, Singapore Permanent Residents (PRs) and local-trained foreign doctors.

TRAINING DELIVERABLES

9. All training units must provide all trainees with training deliverables as stipulated by JCST and MOH.

METHOD OF APPLICATION

10. All applicants are responsible for their Traineeship applications. Applicants have to complete and submit the online application at Postgraduate Training Management System (PTMS) website and attach the relevant supporting documents(s) with the online application by the closing deadline: **Thursday, 30 November 2023, 4.00pm.**

Late applications, incomplete application forms and applications from non-eligible applications will not be considered. Application fees made are non-refundable.

PTMS website address : https://ptms.moh.gov.sg/ptms
Intake application batch number : 0724

Note: Please use Internet Explorer to access the PTMS website. In the event that a technical problem related to the system is encountered, you may email to MOH-Support@wipro.com. Please provide detailed information about the problem and attach screenshots (Press the keys "Ctrl" or "Alt" and "Print Screen") if possible.

If there is difficulty in attaching the supporting document(s) online, you may mail the supporting documents to JCST Secretariat. Please indicate clearly the specialty that you are applying for in the mail. However, your traineeship application must still be submitted through PTMS.

Joint Committee on Specialist Training
81 Kim Keat Road, #11-00, NKF Centre
Singapore 328836

Attn: Ms Rugayah Bte Ishak
(AST Traineeship Application for July 2024 - supporting documents)

11. For more details on the training requirements for the respective specialties, you may refer to the below link for more information:

https://www.healthprofessionals.gov.sg/sab/downloads/jcst-ast-bst-seamless-training-requirements

Documents*	Reference
i) Traineeship Application Form	Online
ii) Annex B – Performance Assessment Form	Online
iii) Annex C – Additional documents/information to be submitted for application (where applicable)	Original or Certified True Copies to be submitted directly to JCST Secretariat's Office
iv) Detailed Curriculum Vitae (CV)	
v) Pass letter for Master of Medicine exam or its equivalent	
vi) Testimonial(s) from previous/ current employer(s) where applicable	
vii) A copy of the employment letter from public healthcare institutions (for private doctors) (where applicable)	
viii) A copy of Singapore Medical Council's Practicing Certificate (blue card)	
ix) Non-refundable application fee of **S$81.75**(inclusive of GST) (Payment by cheque to be made payable to "JCST")	You may make payment via the following options: • **PAYNOW NEU** No.:97702012EJ22 Or • **GIRO-FAST** to Development Bank of Singapore Bank Account No: 032-900039-2 –

COMMENCEMENT OF ADVANCED SPECIALIST TRAINING (AST)

11. Successful applicants who have been selected for AST will be issued with a traineeship offer letter, and must formally:

a) accept the Traineeship offer by:

- returning the original signed copy of Acceptance Letter of Offer, **and**
- login to PTMS website and indicate your acceptance of offer

b) produce a SMC Registration; and

c) inform the JCST Secretariat if they wish to:

i. change employers
ii. withdraw from Traineeship
iii. resign from the public sector
iv. go on NPL (i.e. after it has been approved by Human Resource Department of their employer)
v. defer their Traineeship[5]

TRAINEESHIP OFFER VALIDITY PERIOD

12. Successful applicants are to ensure that he is employed by an accredited training unit (Cluster hospitals, Statutory Boards or Ministry of Health, where applicable) and has secured a training position in that training unit by the traineeship start date.

[5] If for some reason(s), the successful applicant is unable to inform personally (e.g. hospitalized), his employer should inform JCST.

13. **The traineeship is contingent on the availability of a training position in the institution applied for and the offer will lapse** should the applicant be for some reason be unable to secure a training position to commence traineeship **by July 2024 even though he/she has secured an offer from JCST**.

PERIOD OF APPOINTMENT AS AN AST TRAINEE

14. To ensure that training posts are available to new AST trainees, and that departments' training resources are not stretched carrying the "extra" post-AST registrars, traineeship will officially end on the completion of 2 to 4 years of training (depending on the specialty) regardless whether the AST trainee has passed the relevant examination. Extension of traineeship up to a maximum of 1 year may be considered by the STCs/ SSTCs in special cases and to be approved by JCST/ MOH.

INTERRUPTED TRAINING

15. Specialty training should be continuous. If a training programme is interrupted for any reason whatsoever, the STC/JCST may at its discretion, require the AST trainee to undergo a further period of training in addition to the minimum requirements of the programme or terminate the Traineeship altogether.

MAXIMUM CANDIDATURE

16. All trainees must complete training requirements, requisite examinations, and obtain their exit certification from JCST not more than 3 years beyond the standard length[6] of their training programme. This policy applies to all programmes, regardless of whether the programmes comprise of basic and advanced phases or are "seamless" programmes.

17. With effect from July 2019 intake onwards, residents/trainees commencing second specialty[7] or subspecialty[8] training will be given an additional two years (instead of three years) beyond the standard duration of their training period to complete the respective training and obtain the exit certification.

18. Statutory leave due to SAF liabilities and entitled maternity leave (currently four months) will be excluded in the computation of the maximum allowable period, and the maximum allowable period would be extended accordingly to allow the trainees to make up the equivalent period of statutory leave.

19. All other leave including leave for research for trainees is counted into the two/three years allowable extension of traineeship.

COURSES, LECTURES AND EXAMINATIONS

20. Trainees are expected to attend courses, seminars, lectures and other continuing medical education activities in the specialty throughout the training period. All such activities should be duly recorded in the logbook. They must also meet their supervisors to discuss their training on a regular basis. (Please refer to the respective specialty training guide/ logbook on the required stipulated frequency of meeting sessions.)

21. The Specialist Training Committee also conducts the **Meet-The-Trainees** session on a six-monthly basis with the trainees to ensure that the training objectives for each rotation have been adequately met, as well as to monitor for any difficulties in workload and training activities. Feedback forms should also be provided at the end of each posting, and the programme supervisor is responsible for collating the results and instituting the appropriate changes to the training programmes.

ADMINSTRATIVE, TRAINING AND EXAMINATION FEES

22. The Ministry of Health (MOH) will be covering the registration fee and the annual traineeship fees for all AST and Seamless trainees due to JCST from 1 January 2023.

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[6] The standard length of training for each specialist training programme is determined by the Specialists Accreditation Board and is made known to all its programmes.

[7] Second specialty training must be approved by the SAB. Examples are Internal Medicine(IM) and Advanced IM+ IM-related specialties(selected), General Surgery + Approved Surgical Specialties

[8] Aviation Medicine, Intensive Care Medicine, Neonatology, Palliative Medicine, Sports Medicine and Paediatric Medicine Subspecialties (Paediatric Cardiology, Paediatric Haematology & Oncology, Paediatric Nephrology and Paediatric Gastroenterology and Paediatric Intensive Care)

23. Exit Examination or Assessment fee shall be made payable within 14 working days from the date of invoice. All relevant fees due must be paid before the trainee is allowed to sit for the examination. If the notice period is less than 14 days before the examination, only cash will be accepted for payments.

24. The official receipt for payment made cheque shall be issued and mailed to trainee's address (as shown on PTMS) **upon clearance by the bank**. Please keep JCST Secretariat updated if there is a change in your mailing address.

MANDATORY MEDICAL ETHICS, PROFESSIONALISM AND HEALTH LAW COURSE

25. All advanced and seamless trainees are required to complete the Medical Ethics, Professionalism and Health Law Course conducted by the Singapore Medical Association (SMA) before they can be exited and certified as completing the specialist training. All trainees are required to register for the course and make payment directly to SMA. For more information on the course schedule, please enquire with SMA at their general line: 6223 1264 or visit their website: http://www.sma.org.sg.

MONITORING OF TRAINING AND SUBMISSION OF TRAINING REPORTS

26. Trainees must keep proper and updated records in their logbooks to reflect the activities encountered in their training such as case management data, patients' management and operative procedures and research. Their logbooks must be duly endorsed by an authorized signatory at the end of each posting.

27. Trainees are progressively assessed by their supervisors, in consultation with Heads of Departments. An assessment must be submitted within one month of completion of each posting.

ROLE OF EMPLOYER ORGANISATIONS' HUMAN RESOURCE (HR) DEPARTMENTS

28. The roles of the employer organisations' human resource (HR) departments are as follow:

b. Publicize the JCST's call for applications to all eligible doctors in the respective organizations. Each organization's Human Resource (HR) department will provide logistic support (e.g. venue, refreshments) for career guidance seminar that are held within that organization, if any.

b) Inform the successful applicants that appointment as a trainee does not affect their employment status with the organization. The trainee will remain the employee of that organization as per the existing contractual terms even when he or she is posted out of the organization as specified in their STCs' training requirements.

REFERENCE

29. Various Specialty Training Guides are available at the JCST Secretariat.

30. All information provided in this guide is accurate at the time of publication. The JCST Secretariat reserves the right to change and update the contents without prior notice.

(For AST July 2024 Intake)