

TITLE:

**Intermediate Exam Sponsorship
for Residents**

EFFECTIVE DATE:

29 April 2011

REVISION DATE:

31 January 2022

PAGES: **8**

PROCESS OWNER:

Healthcare Manpower Division

APPROVAL:

Director, Healthcare Manpower Division

OBJECTIVE

1. This policy provides guidelines on the application for intermediate exam sponsorship for Residents.

POLICY

2. This policy sets the application and approval procedure for the sponsorship, claimable items and reimbursement of expense claims.
3. All MOHH-employed Residents are eligible to apply for this sponsorship.
4. The Sponsorship provided is intended as a form of financial assistance to Residents and it may not cover all expenses that arise. Residents may expect to incur some expenses on their own.

APPLICATION CRITERIA

5. Residents must be in active service with MOHH during the period of the exam.
6. Each Resident is eligible to apply for one sponsorship per relevant exam.
7. Resident may only seek sponsorship for one intermediate exam which is approved by the Residency Accreditation Committee (RAC) / Ministry of Health (MOH) for promotion for their specialty.
8. Sponsorship extends only to local postgraduate exams organised by Division of Graduate Medical Studies, NUS. (Appendix 1).
9. For exams available both in Singapore and overseas, Residents may choose to sit for the overseas equivalent and seek sponsorship. However, travel-related expenses will not be provided.
10. For examinations (or their equivalent) which are not available in Singapore, please refer to Appendix 2 for the list of overseas examinations eligible for sponsorship.

APPLICATION PROCESS & APPROVAL

11. Applicants are required to complete the 'Application for Intermediate Exam Sponsorship for Residents' (Appendix 3).
12. Applications must be approved by the Programme Director.
13. Residents must apply with Division of Graduate Medical Studies, NUS or examination organising body for registration on their own.
14. Application forms should be submitted by email to physician@mohh.com.sg at least 2 weeks from the date of the exams.

15. The outcome of the application will be notified via email.

LEAVE

16. Applicants are advised to apply and obtain approval for leave of absence to attend the conference. At the discretion of the approver, leave type may include Training Leave, Annual Leave or Leave of Absence (mutually agreed by your leave approver). Please refer to the Employee Handbook for MOHH Staff Deployed to Public Healthcare for leave application guidelines.

SPONSORSHIP

17. The sponsorship will provide for the exam fees and one preparatory course. The preparatory course must be taken with the exam in the same sitting. Sponsorship will not be provided for the preparatory course alone.
18. The sponsorship will not provide for supplementary / additional examination fees incurred as a result of failing to qualify for the intended sitting.
19. There will be no course leave, study leave or exam leave provided with this sponsorship.
20. For the overseas exams (listed in Appendix 2), the sponsorship will provide for the following additional items:

Airfare

- 20.1 This sponsorship covers flights on economy class only.
- 20.2 The flight must be the most direct, to and from the exam venue, where possible.
- 20.3 The applicant may engage their preferred travel agent to purchase tickets.

Subsistence Allowance

- 20.4 The applicant shall be provided with a daily subsistence allowance (based on rates provided by the Public Service Division) for the course and exam only, capped at a maximum of 5 days.
- 20.5 Applicants receiving other sources of exam subsidies in conjunction with this sponsorship should contact the Secretariat for advice.

Travel Insurance

- 20.6 Travel insurance should be purchased for the duration of the trip (i.e. duration of course and exam, including one day before and after the course and exam).
- 20.7 The applicant shall be provided with an allowance to purchase travel insurance. The allowance is based on the insurance premium rates as obtained from MOHH's corporate travel agent. Further information will be provided in the email notification to the applicant.

TRAINING BOND

21. There is no service bond associated with the sponsorship for local examinations.

REIMBURSEMENT

22. Reimbursement claims for both the exam and preparatory course must be **consolidated in 1 claim** and submitted together via SuccessFactors (SF) within **3 months** from the date of the exams.
23. For payments made in foreign currency, reimbursement will be based on the conversion rate provided in the credit card statement/bank draft. In the absence of the conversion rate, the receipt date will be used to determine the conversion rate from the Monetary Authority of Singapore (MAS) Financial Database to calculate the claim amount.
24. Reimbursement will be credited via payroll.

ENQUIRY

For enquiries, please contact:

The Secretariat for Intermediate Exam Sponsorship
physician@mohh.com.sg
DID: 6622-0987 / 6622-0988

LIST OF POSTGRADUATE EXAMINATIONS

Updated as of 19 October 2015. This list is not exhaustive and is subject to change.

Discipline	Examination
Anaesthesiology	Primary MMed (Anaesthesiology) Exam
	Final MMed (Anaesthesiology) Exam
Diagnostic Radiology	Final MMed (Diagnostic Radiology) / Final FRCR (Part B) Exam
	First FRCR (Fellowship of the Royal College of Radiologists)
	Final FRCR Part A (Fellowship of the Royal College of Radiologists)
Dermatology	Part 1 : Clinical Sciences Exam and Pharmacology
Emergency Medicine	Final MMed (Emergency Medicine) Part B & C Exam OR MCEM Part B & Part C*
Family Medicine	Final MMed (Family Medicine) Exam
General Surgery	Joint Primary MMed (Surgery) / IMRCS Part 3 / IMRCS Part B Exam
Internal Medicine	Joint Primary MMed (Internal Medicine) / MRCP (UK) Part 1 Exam
	Joint Final MMed (Internal Medicine) / MRCP (UK) Part 2 Written Exam
	Joint Final MMed (Internal Medicine) / MRCP PACES Exam
Obstetrics & Gynaecology	Joint MMed (Obstetrics & Gynaecology) / MRCOG Part 2 Oral Assessment Form
Ophthalmology	Joint MMed (Ophthalmology) / FRCSEd Exam Part 1
	Joint MMed (Ophthalmology) / FRCSEd Exam Part 2
	Primary Mmed (Ophthalmology) Objective Structured Clinical Exam (OSCE)
	Joint Final MMed (Ophthalmology) / MRCSEd Exam Part 3
Orthopaedic Surgery	Final MMed (Orthopaedic Surgery) Exam
Otorhinolaryngology	Final MMed (Otorhinolaryngology) Exam
	FRCSEd (Fellowship of the Royal College of Surgeons of Edinburgh)
	Intercollegiate DO-NHS Part 2 for the award of MRCS (ENT)
Paediatric Medicine	Joint Primary MMed (Paediatric Medicine) / MRCPCH (UK) Foundation of Practice and Theory and Science Exam
	Joint Primary MMed (Paediatric Medicine) / MRCPCH (UK) Applied Knowledge in Practice Exam
	Joint Final MMed (Paediatric Medicine) / MRCPCH (UK) Exam

Psychiatry	Primary MMed (Psychiatry) Exam
	Final MMed (Psychiatry) Exam

* For candidates wishing to sit for the MCEM Part B & C Exams which are only available overseas, the sponsorship will be capped at the prevailing rate of the Singapore Final MMed (Emergency Medicine) Part B & C Exams. Please refer to your Programme Coordinator for details.

LIST OF OVERSEAS POSTGRADUATE EXAMINATIONS ELIGIBLE FOR SPONSORSHIP

Discipline	Examination
Pathology	FRCPA Part 1 (Fellowship of the Royal College Pathologists of Australasia)
	FRCPA Part 2 (Fellowship of the Royal College Pathologists of Australasia)
	FRC Path Part 1 (Fellowship of the Royal College of Pathologists – UK)
	FRC Path Part 2 (Fellowship of the Royal College of Pathologists – UK)

III) To be completed by Approving Personnel

Approved

Not Approved Reasons for not approving : _____

Director, Healthcare Manpower Division, MOHH
Signature & Date

Instructions :

Application forms should be forwarded by email to physician@mohh.com.sg