

TITLE:

**Intermediate Exam Sponsorship
for Residents**

EFFECTIVE DATE:

29 April 2011

REVISION DATE:

1 June 2016

PAGES: **9**

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.
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.

SPONSORSHIP

16. 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.
17. The sponsorship will not provide for supplementary / additional examination fees incurred as a result of failing to qualify for the intended sitting.
18. There will be no course leave, study leave or exam leave provided with this sponsorship.
19. For the overseas exams (listed in Appendix 2), the sponsorship will provide for the following additional items:

Airfare

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

Subsistence Allowance

- 19.4 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.
- 19.5 Applicants receiving other sources of exam subsidies in conjunction with this sponsorship should contact the Secretariat for advice.

Travel Insurance

- 19.6 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).
- 19.7 The applicant shall be provided with an allowance to purchase travel insurance. The allowance is based on the insurance premium rates of AIG Asia Pacific Insurance Pte Ltd as obtained from MOHH's corporate travel agent, Safe2Travel. Further information will be provided in the email notification to the applicant.

TRAINING BOND

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

REIMBURSEMENT

21. Reimbursement claims for both the exam and preparatory course must be **consolidated in 1 claim** and submitted together via Prosoft within **3 months** from the date of the exams. Please refer the claim guide on Appendix 4.
22. 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.

23. 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.

APPENDIX 2

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)

**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:	_____
Have you applied for this or a similar exam sponsorship before?	<input type="radio"/> Yes <input type="radio"/> No
<u>Details of Examination</u> (Please attach examination details with your application)	
Examination Title :	_____ _____
Organiser:	_____
Date of Preparatory Course :	_____ Preparatory Course Fees: _____
Date of Examination :	_____ Examination Fees: _____
<p>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 the Director, Healthcare Manpower Division.</p>	
Applicant's Signature _____	_____ Date
II) To be completed by Programme Director	
Supported <input type="radio"/>	Please specify relevance/benefits to Applicant's job functions _____ _____
Not recommended <input type="radio"/>	_____
Name/Designation/Signature _____	_____ Date

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

Guide on how to submit claims on Prosoft for approved intermediate/exit exam sponsorships

EFFECTIVE DATE:

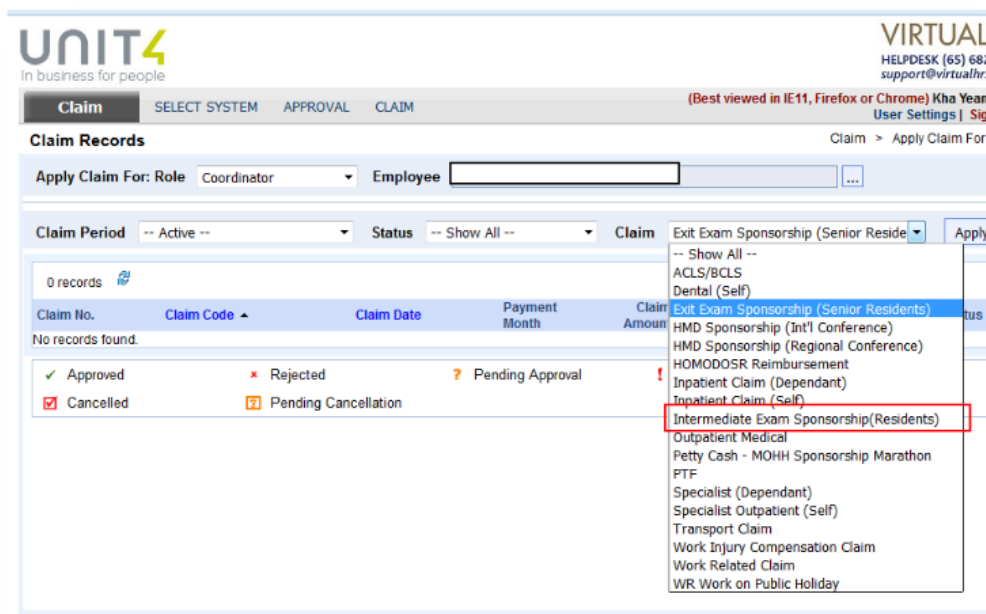
15 Oct 2015

1. Only applications which have been approved by MOHH Secretariat may submit claims through Prosoft.
2. Reimbursements for both the exams and preparatory course must be submitted together in the same claim via Prosoft within 3 months from the date of the exam. The 3-month deadline applies to re-submission of rejected claims.
3. Please ensure that all receipts, email acknowledgements and proof of payment (e.g. bank/credit card statement) are clearly provided. If the documents do not state the purpose of the payment, additional documents will be required for verification.
4. For all payments made in a foreign currency, please use the conversion rate provided on your credit card statement/ bank draft. In the absence of the credit card statement/bank draft, please use the receipt date to determine the conversion rate from the Monetary Authority of Singapore (MAS) Financial Database (<https://secure.mas.gov.sg/msb/ExchangeRates.aspx>) to calculate the Singapore-dollar equivalent.

Step-by-Step Guide:

i) Select a claim type:

Intermediate Exam Sponsorship (Residents) / Exit Exam Sponsorship (Senior Residents)



ii) Click "Apply"

iii) Fill up the exam details:

Claim: HMD Sponsorship (Int'l Conference)

Attached Files: 0

PENDING SUBMISSION

Name	Date	Status
Goh Ginny		

Add CC Persons

Claim No.

Claim Date: 16-05-2016 Mon

Travel Request Ref.: -- Please Sel

Start Date: [Calendar Icon]

End Date: [Calendar Icon]

Length of Stay: 0

Purpose of Trip: [Text Area]

Remarks: [Text Area]

Claim Amount: 0.00 (Click save to compute)

Claim Amount Before Capping: 0.00

- 3.1 Claim date: Exam date
- 3.2 Start date: Exam start date
- 3.3 End date: Exam end date
- 3.4 Purpose of trip: Title of the exam
- 3.5 Remark: Title of the exam

iv) Click "Add New Record"

v) Fill up the claims details and click "Save"

Receipt Date: [Calendar Icon]

Expense Type: -- Please Select --

Receipt Amount: 0.00 SGD

Exchange Rate / Unit: 1.000000 1.0000

Converted Receipt Amount: 0.00 SGD

Claim Amount: 0.00 (Click save to compute)

Venue / Description: [Text Area]

Remarks: [Text Area]

Cancel Save

- 4.1 Receipt date: Exam date
- 4.2 Expense Type: to select from the drop down list
- 4.3 Receipt amount: Amount in bank or credit card statement/ Demand Draft/ Cashier's Order. Please select the currency type (if payment made in foreign currency) from the drop down list and key in the MAS exchange rate or conversion rate on credit card statement or bank draft
- 4.4 Venue/Description: Country name
- 4.5 Remark: e.g. the actual fees in foreign currency