

# MOHHoldings

---

MOH Holdings Pte Ltd (Reg No: 198702955E)

TITLE:

**Postgraduate Exams  
Scholarship**

EFFECTIVE DATE:

**1 June 2009**

REVISION DATE:

**8 February 2010**

PAGES: **8**

PROCESS OWNER:

**Clinical Manpower Division**

APPROVAL:

**Director, Clinical Manpower**

## OBJECTIVE

1. This policy sets out the leave and financial sponsorship eligibility for Medical Officer Trainees to attend postgraduate examinations.
2. Sponsorship extends only to local postgraduate examinations organised by Division of Graduate Medical Studies, NUS. 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 Medical Officer Trainee prefers to sit for the overseas option, then no sponsorship will be given.

## POLICY

3. This policy applies to Medical Officer Trainees employed by MOHH.
4. Leave eligibility and financial sponsorship are not an entitlement and will be subjected to the availability of funds, exigencies of service and approval from the respective Head of Department (HOD) and MOHH Professional Sub-Committee.
5. Eligibility
  - 5.1 The medical officer must be a Basic Specialist Trainee appointed by the relevant Specialist Training Committee.
  - 5.2 The Basic Specialist Trainee must be eligible to sit for the postgraduate examination as required by Division of Graduate Medical Studies, NUS or examination organising body.
  - 5.3 Sponsorship is provisional, subject to acceptance by Division of Graduate Medical Studies, NUS or examination organising body. Trainees must apply with Division of Graduate Medical Studies, NUS or examination organising body for registration on their own.
  - 5.4 Medical Officer Trainee is eligible for one sponsorship per relevant examination and it must be his/her first attempt to seek sponsorship for postgraduate examination.
6. Financial sponsorship for postgraduate programs:
  - 6.1 The terms of financial sponsorship for local postgraduate course are as follow:
    - (a) Examination fee
    - (b) Preparatory course fee
    - (c) Salary and other approved allowances
  - 6.2 The terms of financial sponsorship for overseas postgraduate course are as follow:
    - (a) Examination fee
    - (b) Preparatory course fee
    - (c) Salary and other approved allowances

- (d) Airfare
  - (i) Most direct, economical route to the training destination.
  - (ii) For any stopovers for personal cause, Medical Officer Trainee 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.
- (e) 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 Medical Officer Trainee undertakes social activity or activities that are not approved as part of the main course and examination schedule.

(f) 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 Medical Officer Trainee shall purchase the travel insurance and claim reimbursement from MOHH Clinical Manpower.

6.3 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

7. Leave Sponsorship for postgraduate programs:

7.1 The terms of leave sponsorship for local postgraduate programs include:

- (a) Leave on actual day(s) of examination
- (b) Leave to attend Preparatory course
- (c) Leave of 14 working days to study

7.2 The terms of leave sponsorship for overseas postgraduate exams include:

- (a) Leave on actual day(s) of examination
- (b) Leave to attend Preparatory course
- (c) Leave of 14 working days to study
- (d) Leave to travel to examination/course destination. The Medical Officer Trainee will be given 1 day before and 1 day after for travelling.

7.3 The 14 days must be taken en-bloc to the examination or at most in 2 blocks for examination.

7.4 The Medical Officer Trainee must apply for Study Leave online via the hardcopy.

7.5 In the event the Medical Officer Trainee has tendered his/her resignation, he/she will not be sponsored for any examination program from the date of the notice. Where the medical officer trainee has submitted an application prior to the date of

resignation, sponsorship will be withdrawn and he/she will have to reimburse MOHH for all costs incurred in relation to the application.

8. Training Bond

- 8.1 Medical Officer Trainee who undertakes MOHH postgraduate examination sponsorship will sign a bond to remain in employment with MOH Holdings.
- 8.2 Appendix 1 and 2 highlights the various bond duration for post graduate examination sponsorship.
- 8.3 The bond period of a Medical Officer Trainee will commence upon resumption of the work duty.
- 8.4 Where the Medical Officer Trainee is bonded for more than one sponsorship, the bond periods shall run consecutively, beginning with the earlier date of the of the bond.
- 8.5 Where the Medical Officer Trainee is granted no-pay leave or is pursuing full-time training outside MOHH while serving the bond, MOHH will suspend the existing bond until he/she return to work.
- 8.6 Medical Officer Trainee who fails to complete the course of study or fulfil the terms of the bond will have to pay liquidated damages as specified in the bond deed.

**PROCEDURE**

- 9. Applications must reach MOHH at least 6 weeks before the start of the Examination.
- 10. Sponsorship Application
  - 10.1 The Medical Officer Trainee is responsible for applying any post graduate examination directly on their own with the examination organising body.
  - 10.2 Sponsorship application must be supported by the Head of Department.
  - 10.3 MOHH must receive the completed and duly signed application form at least 6 weeks before the commencement date of the examination. Retrospective sponsorship applications will not be considered for approval.
  - 10.4 Medical Officer Trainee must submit the full course examination details such as dates, fees, organiser together with the sponsorship application form to MOHH.
- 10. Deed Signing
  - 10.1 The Medical Officer Trainee must complete the letter of undertaking and particulars of surety form as requested in MOHH's approval letter.
  - 10.2 The Medical Officer Trainee and his/her surety(ies) must sign the deed with MOHH before attending examinations. If the deed is not sealed prior to the commencement of the examinations, the sponsorship will be considered void and null.
- 11. Reimbursement and Travel Arrangement for Overseas Examinations
  - 11.1 Course and Examination Fees
    - Upon completion of training, the medical officer should present the original receipt to MOHH Clinical Manpower for reimbursement. The Medical Officer Trainee must provide MOHH Clinical Manpower with a copy of his/her results as soon as it has been made available.
  - 11.2 Air Passage (for overseas examinations)

- (a) Medical Officer Trainee can engage their preferred travel agent to purchase tickets. 3 written quotations are required for values exceeding \$2,000.
- (b) Medical Officer Trainee 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.

#### 11.3 Subsistence Allowance

- (a) Medical Officer Trainee 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) Medical Officer Trainee is responsible for managing his/her expenses, given the subsistence allowance.

#### 11.4 Travel Insurance

- (a) Medical Officer Trainee 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.

### 12 Leave Application

- 12.1 The HOD must support application for leave via hardcopy application.
- 12.2 Leave must be approved at least 4 weeks before the leave is taken.

### **ENQUIRY**

For enquiries, please contact:

Ms Cerina Wong  
physician@mohh.com.sg  
DID: 6622-0987  
Fax: 6720-0980

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 Scholarship Application Form

**LIST OF LOCAL POSTGRADUATE EXAMINATIONS**

Updated as at 23 February 2009. This list is not exhaustive and is subject to change.

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

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

<b>Discipline</b>	<b>Examination</b>	<b>Duration of Bond</b>
<b>Diagnostic Radiology</b>	First FRCR (Fellowship of the Royal College of Radiologists)	1 year
	Final FRCR Part A (Fellowship of the Royal College of Radiologists)	1 year
<b>Pathology</b>	FRCPA Part 1 (Fellowship of the Royal College Pathologists of Australasia)	1 year
	FRCPA Part 2 (Fellowship of the Royal College Pathologists of Australasia)	1 year
	MRC Path Part 1 (Membership of the Royal College of Pathologists – UK)	1 year
	MRC Path Part 2 (Membership of the Royal College of Pathologists – UK)	1 year
<b>Otorhinolaryngology</b>	FRCSEd (Fellowship of the Royal College of Surgeons of Edinburgh)	1 year
<b>Accident &amp; Emergency</b>	FRCSEd (Fellowship of the Royal College of Surgeons of Edinburgh)	1 year

**APPLICATION FOR POSTGRADUATE EXAMINATIONS SCHOLARSHIP**

**I) To be completed by Applicant**

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

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

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

Medical Officer Trainee (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: \_\_\_\_\_

Preparatory Course

Date: \_\_\_\_\_ to \_\_\_\_\_ No. of working days : \_\_\_\_\_

Examination

Date: \_\_\_\_\_ to \_\_\_\_\_ No. of working days : \_\_\_\_\_

Date: \_\_\_\_\_ to \_\_\_\_\_ No. of working days : \_\_\_\_\_

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 Head of Department**

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.