

KEY POINTS OF HEALTH MANPOWER DEVELOPMENT – INTERMEDIATE AND LONG-TERM CARE (HMDP-ILTC) TO ILTC INSTITUTIONS:

S/N:	Question:	Answer:
1	What is Health Manpower Development Programme – Intermediate and Long-Term Care (HMDP-ILTC)?	Provides funding support for staff to undergo advanced skills training at both local and overseas training institutions. Two schemes under HMDP-ILTC: <ul style="list-style-type: none"> • Fellowship (individual training); and • Visiting Expert (inviting of foreign/local experts to share their expertise)
2	Why would my organisation need HMDP-ILTC and what are the benefits?	<ul style="list-style-type: none"> • Low organisational costs – 10% of training costs. Eligible organisations for Community Silver Trust can use it to co-fund the remaining 10%. • Wide range of training disciplines/topics (examples in Annex A). • Demonstrates strong commitment towards upgrading opportunities for Nursing and Allied Health staff • Free media publicity during annual HMDP-ILTC and ILTC-UP Awards Ceremony.
3	What are the types of training that my organisation can send my staff for?	<p>Fellowship Scheme:</p> <ul style="list-style-type: none"> • Short courses, graduate diplomas/certificates, post-graduate degree programmes (Masters) and clinical attachments to healthcare/ILTC facilities, both locally and overseas. • NOTE: Diplomas, Bachelor Degrees and PhD programmes are not supported. Similarly, distance-learning programmes are not supported, as the practical aspects of training are missing. <p>Visiting Expert Scheme:</p> <ul style="list-style-type: none"> • Local or overseas experts on ILTC-relevant areas can be invited to impart/share knowledge through lectures, seminars, workshops and visits to the ILTC institutions.
4	HMDP-ILTC funds what aspect of training costs?	Refer to Qn 7 of FAQs.
5	Is my institution eligible for HMDP-ILTC?	For the list of eligible ILTC institutions, please refer to Annex B .
6	Which organisations have been tapping on HMDP-ILTC so far, and what has been their feedback so far?	Refer to Annex B . Current users are highlighted in GREEN . For examples of feedback, please refer to attached HMDP-ILTC brochure.

7	How can I find more information?	You can find out more about the HMDP-ILTC programme via the following options: a. Website: http://www.aic-learn.sg/hmdp b. Email: hmdp.iltc@aic.sg c. HMDP-ILTC Secretariat contact: 6603 6868
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FREQUENTLY ASKED QUESTIONS (FAQs) – HEALTH MANPOWER DEVELOPMENT PROGRAMME – INTERMEDIATE AND LONG-TERM CARE (HMDP-ILTC):

1. What is Health Manpower Development Programme – Intermediate and Long-term Care (HMDP-ILTC)?

Introduced in 2002, the primary objective of HMDP-ILTC is to develop Singapore's ILTC manpower capabilities. There are two (2) schemes available under HMDP-ILTC:

- a. HMDP-ILTC Fellowship Scheme – providing funding support for ILTC staff to pursue advanced skills training or attachment at local or overseas healthcare institutions.
- b. HMDP-ILTC Visiting Expert Scheme – The scheme provides funding support for ILTC providers to invite overseas or local experts who specialise in areas relevant to the ILTC sector to impart their skills and share their knowledge with the local audience in adhoc platforms such as lectures, seminars, workshops and visits to the ILTC providers

2. Which organisations are eligible for HMDP-ILTC?

HMDP-ILTC is open for application to ILTC Institutions which meet any of the following criteria:

- a. ILTC service institutions* that are operated by voluntary welfare organisations (VWOs) registered as charities with MOH or receive funding for the provision of ILTC services from MOH; or
- b. Private ILTC service institutions* receiving portable subsidies from the MOH; and
- c. 3rd party service institutions with IPC status, providing supporting healthcare services to VWOs providing ILTC services, as defined.

3. How do I apply for HMDP-ILTC?

Complete an application form, which can be downloaded from AIC Learning Institute website www.aic-learn.sg/hmdpmore, and send it to the HMDP-ILTC Secretariat. All applications would require the endorsement of the CEO or the Executive Director of your organization.

4. When can I apply for HMDP-ILTC?

HMDP-ILTC application is now open whole year long. However, to ensure timely approval, there are two cut-off dates for HMDP-ILTC Selection Committee approval runs. Please refer to the time schedule below for information:

Application submission deadline:	Convening of Selection Committee for approval:	Notification of outcome to ILTC organisations:
28 February	May	June
30 June	September	October

5. What is the funding support for HMDP-ILTC?

Type of Scheme:	HMDP-ILTC Funding:	ILTC Institution:
Fellowship	90%	10%
Visiting Experts: i. Obtained support from at least 3 other institutions participating in the programme, AND participants are not charged.	100%	0%
ii. Obtained support from less than 3 other institutions, OR participants are charged.	75%	25%

6. What are funded under HMDP-ILTC?

Fellowship Scheme:

- a. Compulsory Fees (covers course/tuition fee, application fee).
- b. Other Compulsory Fees (airfare – economy class, airport transfers (home – airport – hotel), visa fees, travel and medical insurance)
- c. Subsistence allowance (covering food, transport, accommodation, other approved personal expenses)
- d. Locum (Locum funding is provided for up to 1,152 hours (equivalent to 6 months) during the training duration.)

Visiting Expert Scheme:

- a. Compulsory Fees (round-trip airfare ticket, airport transfers (home – airport – hotel), visa fees, travel insurance, hotel accommodation, refreshments for training sessions, venue rental and publicity).
- b. Other Fees (daily stipend, honorarium and withholding tax).

7. How should I select the training programmes for my staff under the HMDP-ILTC Fellowship Scheme?

- Training courses and attachments should be provided by / conducted at reputable institutions / providers with a good track record.
- Training duration should be a minimum of 10 days and maximum of 2 years.
- A combination of various training components (e.g. formal course and attachment) is allowed.
- Trainee shall seek admission to the training centre and / or programme prior to or after receiving the HMDP-ILTC Award Letter.

8. How are applications evaluated?

All applications will be evaluated by the HMDP-ILTC Selection Committee. The Selection Committee comprises professionals from the healthcare sector such as senior clinicians, consultants, and senior management from the MOH and AIC.

Evaluation of the application is based on a variety of factors including, but not limited to, qualifications of the applicant, relevance and developmental need for the proposed training area, track records of the proposed training centre, staff performance and career potential in the ILTC sector, and recommendation from employing institutions.

9. Can I change the training programme which has been approved for HMDP-ILTC funding?

Request for change or appeals with justifications are required. The changes and appeals will be reviewed and approved by the Selection Committee accordingly.

Request for change or appeal is to be submitted to HMDP-ILTC Secretariat with the use of Appeal Form. The Appeal Form can be downloaded from AIC Learning Institute website www.aic-learn.sg/hmdpmore.

10. Is there a validity period for the HMDP-ILTC Award? How long can I defer the training programme after the Award has been given? Must I re-apply after the said validity period?

HMDP-ILTC Award is valid for a period of one (1) year from the date of Letter of Award. In other words, the training programme must commence within the validity period of the HMDP-ILTC Award.

The ILTC Institution must inform HMDP-ILTC Secretariat of changes in training programme, such as training commencement date, duration of training, enrolment date.

For training programmes that have deferred after the validity of HMDP-ILTC Award, a new HMDP-ILTC application must be submitted at the next funding call.

11. Is there a bond/minimum service period for HMDP-ILTC awardees?

Trainees will be bonded to their organisation if the training period is two months or longer, or if the training costs exceed S\$5,000. The suggested bond periods are as follows:

For training leading to formal qualifications	
Type of qualification/Training cost	Bond duration / Minimum Service Period (MSP)
<u>Local (Full-time)</u>	
Masters	2.5 years
Grad/Adv. Dip	2 years
<u>Overseas (full time)</u>	
Masters	3 years
Grad/Adv. Dip: Overseas (< 1 yr.):	3 years
Grad/Adv. Dip: Overseas (> 1 yr.):	4 years
<u>Local (Part time)</u>	
Training costs less than \$15,000	1 year
Training cost \$15,000 to less than \$35,000	1.5 years
Training cost \$35,000 to less than \$50,000	2 years
Training cost \$50,000 or more	2.5 years
For training not leading to formal qualifications	
Training cost	Bond duration / Minimum Service Period (MSP)
Training costs less than \$5,000	Nil
Training costs \$5,000 to less than \$10,000	6 months MSP
Training costs \$10,000 to less than \$50,000	9 months MSP
Training costs \$50,000 to less than \$150,000	1 year bond
Training costs \$150,000 to less than \$250,000	2 years bond
Training costs more than \$250,000	3 years bond
Training Duration	Bond duration / Minimum Service Period (MSP)
Training period is less than 2 months	Nil
Training period is 2 months and above, and training cost is less than \$5,000	2 months MSP

12. How can I find more information?

You can find out more about the HMDP-ILTC programme via the following options:

- a. Website: <http://www.aic-learn.sg/hmdp>
- b. Email: hmdp.iltc@aic.sg
- c. HMDP-ILTC Secretariat contact: 6603 6868

ANNEX A

EXAMPLES OF DISCIPLINES RELEVANT TO THE ILTC SECTOR AND TRAINING AREAS

Disciplines:	Training Areas:
Sub-acute Care	<ul style="list-style-type: none"> • Neurological care • Orthopaedic & trauma care • Wound care • Stoma care • Pain management • Skin care • Self care • Home-based sub-acute care
Rehabilitation	<ul style="list-style-type: none"> • Cardiac rehabilitation • Respiratory rehabilitation • Neurological rehabilitation • Prosthetics & orthotics • Dysphagia management
Chronic Diseases	<ul style="list-style-type: none"> • Diabetes • Hypertension • Lipid disorders • Stroke • Chronic Obstructive Pulmonary Disease (COPD) • Renal diseases • Rheumatologic disorders • Endocrine disorders
Mental Health – Child & Adult	<ul style="list-style-type: none"> • Mental health promotion • Community mental health care • Psychiatric rehabilitation • Case management • Counselling • Support for caregivers • Consultative liaison psychiatric service
Gerontology & Geriatrics	<ul style="list-style-type: none"> • Dementia care • Palliative care for elderly • Community & home care
Palliative Care & Oncology	<ul style="list-style-type: none"> • Oncology and palliative care • Care of dying and bereaved • Spiritual care

Leadership & Management	<ul style="list-style-type: none"> • Leadership in healthcare • Systems and strategic planning • Quality improvement and management • Risk management • Financial management • Human resource management
Research & Evidence-Based Practice	<ul style="list-style-type: none"> • Healthcare research • Evidence-based practice
General Practice and Patient Safety	<ul style="list-style-type: none"> • Communication and health literacy • Health informatics • Health education and promotion • Transcultural care • Infection control • Patient safety • Falls management • Basic Life Support • Urinary & bowel continence care • Occupational health & safety

EXAMPLES OF TRAINING CENTRES

Country	Institutions
Australia	<ul style="list-style-type: none"> • Curtin University of Technology • La Trobe University • St Vincent's Hospital • University of Melbourne • University of Queensland • University of Sydney
Singapore	<ul style="list-style-type: none"> • Management Development Institute of Singapore • Nanyang Technological University • National Cancer Centre • National University Hospital • National University Singapore • NHG College • NP CET Academy • Tan Tock Seng Hospital • SIM University • Singapore General Hospital • Singapore Management University
United Kingdom	<ul style="list-style-type: none"> • King's College Hospital • St George's Hospital • St Bartholomew's Hospital, London • The London Chest Hospital • The Royal London Hospital, Whitechapel • University of London
United States of America	<ul style="list-style-type: none"> • John Hopkins Hospital, Baltimore • Kessler Institute of Rehabilitation, West Orange, NJ • Cleveland Clinic Hospital • Mayo Clinic College of Medicine • Mayo Clinic Medical Treatment and Research Centre • Rehabilitation Institute of Chicago

Annex B:

LIST OF ELIGIBLE ORGANISATIONS FOR HMDP-ILTC

<u>Eligible Organisations:</u>	<u>REIT Region:</u>	<u>Past Applications:</u>
Ang Mo Kio - Thye Hua Kwan Hospital	Central	44
National Kidney Foundation	Central	32
Ren Ci Hospital	Central	28
Dover Park Hospice	Central	20
Society for the Physically Disabled	Central	15
Assisi Hospice	Central	12
HCA Hospice Care	Central	10
Hougang Care Centre	Central	7
Tsao Foundation	Central	7
Sunlove Abode for Intellectually-Infirm Ltd	Central	6
Home Nursing Foundation	Central	4
Kwong Wai Shiu Hospital	Central	4
Ling Kwang Home for Senior Citizens	Central	3
Lions Home for the Elders	Central, East	3
Singapore Association for Mental Health	Central	3
Singapore Cancer Society	Central	2
United Medicare Centre	Central	2
Children's Cancer Foundation	Central	1
Society for the Aged Sick	Central	1
Tai Pei Social Service	Central	1
TOUCH Community Services Ltd	Central	1
Agape Methodist Hospice	Central	0
Apex Day Rehabilitation Centre for Elderly	Central	0
Kidney Dialysis Foundation Ltd	Central	0
Lee Ah Mooi Old Age Home	Central	0
Methodist Welfare Services	Central	0
Muhammadiyah Health & Day Care for Senior Citizens	Central	0
Nightingale Nursing Home Pte Ltd/Greenville	Central	0
NTUC Eldercare	Central, West	0
O'Joy (COMIT) *	Central	0
Pacific Healthcare Nursing Home	Central	0
People's Dialysis Centre	Central	0
SASCO Day Activity Centre for the Elderly	Central	0
Silverribbon Singapore (SRS) *	Central	0
Singapore Christian Home for the Aged	Central	0
Singapore Hospice Council	Central	0
St Theresa's Home	Central	0
Thong Teck Home for Senior Citizens	Central	0
Thye Hwa Kuan Moral Charities (which will include CREST teams – cluster SACs and Chong Pang Social Hub)	Central	0
Toa Payoh Senior Citizens' Health Care Centre	Central	0

TP Healthcare Ltd	Central	0
St Andrew's Community Hospital	East	43
The Salvation Army Peacehaven Nursing Home	East	12
Alzheimer's Disease Association	East, West, Central	8
Singapore Anglican Community Services (Simei Care Centre)	East	3
Metta Hospice Care	East	1
Apex Harmony Lodge	East	0
Diabetes Society of Singapore	East, West, Central	0
Green Avenue Home for the Elderly	East	0
Marine Parade – Aspiration for Elderly Lodge	East	0
Metta Day Rehabilitation Centre for the Elderly	East	0
Moral Home for the Aged Sick	East	0
Orange Valley Nursing Home	East, North, West, Central	0
Our Lady of Lourdes NH	East	0
St Andrew's Mission Hospital	East	0
St Hilda's Community Services Centre	East	0
Thian Leng Old Folks' Home	East	0
Bright Vision Hospital	North	41
All Saints Home	North, East	5
Asian Women's Welfare Association (AWWA)	North, Central	3
Grace Lodge	North	2
Sree Narayana Mission (Singapore)	North	1
Villa Francis Home for The Aged	North	1
Adventist Nursing & Rehabilitation Centre	North	0
Clarity (COMIT) *	North	0
Econ Medicare Centre	North, East, West, Central	0
Ju Eng Home for Senior Citizens	North	0
Man Fut Tong Home for the Elderly	North	0
Salem Welfare Services - Salem Day Rehabilitation Centre (for the Elderly)	North	0
Sunshine Welfare Action Mission Home (SWAMI)	North	0
Surya Home	North	0
The Lantor Residence	North	0
St Luke's Hospital	West	94
Sathya Sai Social Service	West, Central	2
St Luke's Eldercare	West, Central, North, East	2
Bethany Methodist Nursing Home	West	1
St. Joseph's Home	West	1
Bright Hill Evergreen Home	West	0
Jamiyah Nursing Home	West	0
Singapore Anglican Community Service (Community Rehabilitation and Support Service – CRSS)	West	0
Sunnyville Nursing Home Pte Ltd	West	0

* denotes only for professionals that are providing healthcare ILTC services.