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Community Care Training Grants Briefing

4 September 2015

Agenda

S/N	Agenda Item
1	Refresher on Community Care Training Grants <ul style="list-style-type: none">• SHMDP-ILTC• ILTC-UP• Balaji Sadasivan Study Award
2	Sharing of Community Care GP Partnership Training Awards
3	Changes to SHMDP-ILTC Funding Guide <ul style="list-style-type: none">• Key Changes
4	Changes to SHMDP-ILTC & ILTC-UP Application Forms

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Community Care Training Grants

APPLICATION OVERVIEW FOR SHMDP-ILTC & ILTC-UP



	Processing cut-off period	Committee meeting	Communication of results
1st Cut off	End October (current year)	January (following year)	February (following year)
2nd Cut off	End April	June/July	July/August

SHMDP-ILTC

- SHMDP-ILTC provides funding support to eligible ILTC institutions to send their staff to undergo advanced skills training, be it **locally** or **overseas**.
- There are two schemes under SHMDP-ILTC:
 - ◆ **Fellowship Scheme** (targeted at training for individuals); &
 - ◆ **Visiting Expert Scheme** (inviting of foreign experts to share their expertise locally)
- ILTC institutions which qualify for the Community Silver Trust (CST) will be allowed to tap on the CST to offset their share of the costs

- **Funding for SHMDP-ILTC:**

- ◆ **Fellowship Scheme (at 90% funding)**

- Compulsory Fees (course/tuition fee, application fee).
- Other Compulsory Fees (airfare – economy class, airport transfers, visa fees, travel and medical insurance)
- Subsistence allowance (covering food, transport, accommodation, other approved personal expenses)
- Locum (for the entire training duration)

- ◆ **Visiting Expert Scheme (at 75% or 100%):**

- Compulsory Fees (round-trip airfare ticket, airport transfers (within Singapore) , hotel accommodation and refreshments for training sessions)
- Other Fees (honorarium and withholding tax)

- **Point to note:**

- ◆ Where application is for a Masters Degree or training costing **more than S\$35,000**, the applicant shall undergo a pre-Selection Committee interview Panel, as part of approval process

ILTC-UP



- Funded by the Health Productivity Fund
- Supports capability building for staff and ILTC institutions to upgrade from Diploma to Bachelor Degree
- Funds the following components:
 - ◆ Course and other compulsory fees
 - ◆ Locum cost per trainee (subject to cap at 75% up to 12 mths)
 - ◆ One-time study allowance

ILTC-UP

Item:	ILTC-UP Funding	ILTC Institution
Course Fees + Other compulsory fees comprising: a) Registration Fee b) Medical Check-up c) Medical Insurance d) Fee Protection Scheme Fee e) Overseas immersion programme costs mandatory for completion of programme; and f) Other necessary fees as approved by the Selection Committee	90%	10%
Locum cost per trainee (up to 2,304 hours, equivalent to 12 months)	75%	25%
Study allowance	Capped at \$2,000	-

- ILTC institutions which qualify for the Community Silver Trust (CST) will be allowed to tap on the CST to offset their share of the costs

Balaji Sadasivan Study Award



- Balaji Sadasivan Study Award funds aspiring nurses, physiotherapists and occupational therapists, fresh entrants or in-service staff, seeking employment in the Intermediate and Long-Term Care (ILTC) **Voluntary Welfare Organisations (VWOs)**.
- The award will provide the student monthly allowances during his/her study period. After the completion of their studies, they will be bonded to the organisation.
- In-service staff are also eligible to apply for the study award.

Balaji Sadasivan Study Award



- The eligible courses under the Study Award:
 - ◆ NITEC in Nursing
 - ◆ Diploma in Nursing
 - ◆ Diploma in Occupational Therapy
 - ◆ Diploma in Physiotherapy

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Community Care – GP Partnership Training Award

Overview



- ILTC-Palliative Care Training Award (ILTC-PCTA) expanded beyond the Graduate Diploma in Palliative Medicine (GDPM) to include:
 - ◆ Graduate Diploma in Geriatric Medicine (GDGM); and
 - ◆ Graduate Diploma in Family Medicine (GDFM)
- Renamed the Community Care - GP Partnership Training Award
- Award co-funds GPs who are enrolled in:
 - ◆ Graduate Diploma in Palliative Medicine (GDPM) OR
 - ◆ Graduate Diploma in Geriatric Medicine (GDGM) OR
 - ◆ Graduate Diploma in Family Medicine (GDFM)

Eligibility Criteria



- The Award is open to GPs who meet the following criteria:
 - ◆ Must be a Singaporean or Permanent Resident (PR);
 - ◆ Must have gained admission to the GDPM, GDGM or GDFM programme offered by the National University of Singapore – Yong Loo Lin School of Medicine;
 - ◆ Must be sponsored by a Community Care institution; and
 - ◆ Shall not be receiving any funding support, other than the Community Care – GP Partnership Training Award for GDPM or GDGM or GDFM training.

Funding Support



- Scheme funds 70% of course fees for GPs who are enrolled in either the GDGM, GDPM or GDFM through a sponsoring Community Care institution.
- Eligible sponsoring Community Care institutions that qualify for the Community Silver Trust may tap on this grant to cover the remaining 30%

Bond Requirement

- No bond requirement, however awardees have moral obligation to provide services to the sponsoring Community Care institutions after completing their GDPM or GDGM or GDFM training.
 - ◆ There is no limit on the time period during which the awardees can provide services to their sponsoring Community Care institution; and
 - ◆ Although there is no bond between the sponsoring ILT Community Care institution and the awardee, the sponsoring institution can, if they so desire, arrange to have a written understanding with the awardee on their moral obligation to provide services to them.

Application & Other Requirements



- Application for Community Care – GP Partnership Training Award must be endorsed and submitted by the sponsoring Community Care institution.
- Supported GP shall not accept any other forms of sponsorship during sponsored training period.
- If the awardee fails to meet the requirements of the training programme and is required to re-take any training modules or other requirement for completion of the programme, the awardee shall do so but at his/her own cost
- Supported GP and sponsoring Community Care institution to complete and submit a post training survey conducted by AIC six (6) months after the completion of the programme.

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Claims process for SHMDP-ILTC, ILTC-UP & Community Care GP Partnership Training Award

Claims process (SHMDP-ILTC, ILTC-UP, Community Care GP Training Award)



● Points to note:

- ◆ Goods & Services Tax (GST) shall not be funded if the applying institution is a GST-registered entity.
- ◆ Sponsoring Community Care institution to submit the claim within 3 months upon completion of the programme.
- ◆ Certified true copy of the transcripts and the certificates to be attached with the claim.
- ◆ Only approved expenses are reimbursed.
- ◆ Incomplete and late claims will not be accepted.

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Changes to SHMDP-ILTC Funding Guide

Change to SHMDP-ILTC Funding Guide



- Most terms and conditions remain the same. Key Changes to the SHMDP-ILTC Funding Guide:

Fellowship

- ◆ Eligibility criteria for ILTC institutions
- ◆ Locum funding is for the entire training duration
- ◆ Alignment of funded line items to HMDP
- ◆ Bond duration

Visiting Expert

- ◆ Reduction of Hotel Rates
- ◆ Withholding Tax on funded items only

Revision of SHMDP-ILTC Funding Guide



FUNDABLE EXPENSES – FELLOWSHIP SCHEME

Item	Current SHMDP Terms & Benefits	Revised SHMDP Terms & Benefits	Reimbursement Conditions
Air Ticket	Return economy class air ticket for Awardee	No change	Based on actual invoice
Air Ticket for Spouse	Not catered for	Return economy class for spouse. Applicable if <ul style="list-style-type: none"> • prog duration is at least 12 months; • spouse is not on gainful employment whilst in the country of tenure; and • spouse is not a recipient of any scholarship/study award in his/her own capacity whilst in the country of tenure. 	Based on actual invoice
Health Insurance (Individual Basic Plan)	Based on individual basic plan quotation, prorated based on actual training period	No change	Based on quotation, prorated based on actual training period

Revision of SHMDP-ILTC Funding Guide



FUNDABLE EXPENSES – FELLOWSHIP SCHEME

Item	Current SHMDP Terms & Benefits	Revised SHMDP Terms & Benefits	Reimbursement Conditions
Excess Baggage Allowance	Not catered for	Capped at S\$500	Based on actual receipt
Book Allowance	Not catered for	S\$500 per programme (only for formal programme only) (lump sum disbursement)	Lump sum reimbursement
Medical check up	Actual/budget, whichever is lower	Actual/capped at S\$500, whichever is lower	Based on actual receipt, capped at S\$500
Airport Transfer	Actual/budget, whichever is lower	Lump sum S\$200	Lump sum reimbursement
Travel Insurance (Individual basic plan)	Based on individual basic plan quotation, prorated based on actual training period	No change	Based on quotation, prorated based on actual training period

Revision of SHMDP-ILTC Funding Guide



FUNDABLE EXPENSES – FELLOWSHIP SCHEME

Item	Current SHMDP Terms & Benefits	Revised SHMDP Terms & Benefits	Reimbursement Conditions
Conference Allowance	Not catered for	S\$4000 per year or part thereof (for programme duration >=12 months)	Based on actual receipt
Mandatory Exam Fees	Not catered for	Actual fees (USMLE Steps 1, 2CK, 2CS; Step 3 is not covered)	Based on actual receipt
Visa Application Fees	Actual fees	No change	Based on actual receipt
Medical Registration	Not clear	Actual fees	Based on actual receipt
Practicing Certificates	Not clear	Actual fees	Based on actual receipt

Revision of SHMDP-ILTC Funding Guide



FUNDABLE EXPENSES – FELLOWSHIP SCHEME

Item	Current SHMDP Terms & Benefits	Revised SHMDP Terms & Benefits	Reimbursement Conditions
Tuition /Course Fees	Actual/budget, whichever is lower	Actual fees	Based on actual invoice/receipt
Malpractice Insurance	Not catered for	Actual amount or capped at current Singapore MSP subscription rate for the specialty, whichever is lower	Based on actual receipt or current Singapore MPS rate, whichever is lower

Revision of SHMDP-ILTC Funding Guide



FUNDABLE EXPENSES – FELLOWSHIP SCHEME

Item	Current SHMDP Terms & Benefits	Revised SHMDP Terms & Benefits	Reimbursement Conditions
Subsistence Allowance & Settling-in Allowance	<p>For training < 30 days*</p> <p>0 to < 8 hrs = Nil 8 to < 16 hrs = 50% DSA 16 to < 24 hrs = 100% DSA</p> <p>For training > 30 days, the maintenance allowance is computed as follows: 1st 30 days = 100% DSA 2nd 60 days = 75% DSA 4th month onwards = 20% DSA</p>	<p>For programme duration >1 month, calculation of subsistence and settling-in allowances are: (DSA x 9 x no of months) + (Settling-in allowance - DSA x 15 days)</p> <p>For programme duration <1 month, calculation as follows:</p> <ul style="list-style-type: none"> • Training duration up to 15 days = DSA x no of days • Training duration > 15 days = [(No of days/30 days) x 9 x DSA] + (Settling-in allowance - DSA x 15 days) 	<p>Reimbursement of subsistence and settling-in allowances will be calculated based on the prevailing daily subsistence allowance during the actual period of training.</p>

Example of calculation of Subsistence Allowance

Staff going for training to Australia. DSA rate for Australia = S\$365

- For training less than 15 days (e.g. 10 days):
 - ◆ $10 \times \$365 = \$3,650$
- For training between 15 - 30 days (e.g. 20 days):
 - ◆ $[(20/30) \times 9 \times \$365] + (15 \times \$365) = \$7,665$
- For training > 30days (e.g. 18 months):
 - ◆ $(\$365 \times 9 \times 18) + (\$365 \times 15) = \$64,605$

Revision of SHMDP-ILTC Funding Guide



FUNDABLE EXPENSES – FELLOWSHIP SCHEME

Item	Current SHMDP Terms & Benefits	Revised SHMDP Terms & Benefits	Reimbursement Conditions
Locum Fees	Based on actual payment made (supported with proof of payment – e.g. invoices, timesheets) up to 6 months duration	Locum fees will be supported for the duration of the training. Locum fees will be capped at 75% of the norm rate X training period based on a 44 hour work week. The norm rates for the different staff groups are as follows: <ul style="list-style-type: none"> • Medical Doctors: S\$80/hr • Registered Nurses: S\$50/hr • Enrolled Nurses: S\$30/hr • Therapists / Social Workers/ Psychologists: S\$50/hr • Nursing Aide / Therapy Aide and other support staff: S\$20/hr 	75% of locum fees based on payslip / invoice or the budgeted amount whichever is lower.

Revision of SHMDP-ILTC Funding Guide



FUNDABLE EXPENSES – VISITING EXPERTS SCHEME

Item	Current SHMDP Terms & Benefits	Revised SHMDP Terms & Benefits	Reimbursement Conditions
Air Ticket	<p>Return air ticket by the most direct route from his/her city of residence to Singapore.</p> <p>Grade 1 & 2 experts will be entitled to business class tickets. Grade 1 & 2 experts who are accompanied by spouse may choose to convert their business class tickets to two economy tickets.</p> <p>Grade 3 experts are entitled to economy class tickets.</p>	No change	Based on actual invoice
Honorarium	<p>Rates for each respective grades:</p> <p>Grade 1 \$750 - \$1,500 (Up to \$2000/day with justification and subj to approval by SC on a case-by-case basis)</p> <p>Grade 2 \$550 - \$1,000</p> <p>Grade 3 \$400 - \$600</p>	<p>Honorarium is capped at:</p> <p>Grade 1 - \$1,500 per day</p> <p>Grade 2 - \$1,000 per day</p> <p>Grade 3 - \$600 per day</p>	Based on actual invoice/payment voucher or the amount as stipulated in the Letter of Award, whichever is lower

Revision of SHMDP-ILTC Funding Guide



FUNDABLE EXPENSES – VISITING EXPERTS SCHEME

Item	Current SHMDP Terms & Benefits	Revised SHMDP Terms & Benefits	Reimbursement Conditions
Accommodation	A single hotel room, for one day before the first day of the official programme to the last day of the official programme. At the following rate: Grade 1 – Up to \$450 per night Grade 2 – Up to \$400 per night Grade 3 - Up to \$400 per night	A single hotel room, for one day before and the entire duration of the training programme at the following rate: Grade 1 – Up to \$400 per night Grade 2 – Up to \$350 per night Grade 3 - Up to \$350 per night	Based on actual invoice/payment voucher or the amount as stipulated in the Letter of Award, whichever is lower
Refreshments for the Training Programme	Capped at \$5 per participant for a half-day session and \$10 per participant for a full day session	Capped at \$5 per participant for a half-day session and \$10 per participant for a full day session	Based on actual number of participants (including trainer) or the amount as stipulated in the Letter of Award, whichever is lower
Withholding Tax	As incurred based on prevailing tax rate.	Based on prevailing tax rates for claimable items only, subject to the caps imposed.	Based on the tax incurred on the actual reimbursement of claimable items

Revision of SHMDP-ILTC Funding Guide



FUNDABLE EXPENSES – VISITING EXPERTS SCHEME

Item	Current SHMDP Terms & Benefits	Revised SHMDP Terms & Benefits	Reimbursement Conditions
Airport Transfer	Capped at \$100 per application (within Singapore only)	\$100	Lump sum reimbursement
Medical Registration	As required and incurred	No change	Based on actual receipts
Malpractice Insurance	Not catered for	Actual amount or amount capped at current Singapore MPS subscription rate for the specialty, whichever is lower	Based on actual receipt or current Singapore MPS rate, whichever is lower

Revision of SHMDP-ILTC Funding Guide



MSP and Bond for Training Leading to Formal Qualifications

Item	Current SHMDP Terms	Revised SHMDP Terms
LOCAL FULL TIME		
Master	2.5 years	3 years
Grad / Adv. Dip	2 years	2 years
OVERSEAS FULL TIME		
Master	3 years	4 years
Grad / Adv. Dip (< 1 year)	3 years	3 years
Grad / Adv. Dip (> 1 year)	4 years	3 years

***note: the above listed are all bond periods**

Revision of SHMDP-ILTC Funding Guide



MSP and Bond for Training Leading to Formal Qualifications

Item	Current SHMDP Terms	Revised SHMDP Terms
LOCAL PART TIME (Based on Training Cost)		
Up to \$10,000	1 year bond	1 year MSP
\$10,000 to less than \$15,000	1 year bond	1 year bond
\$15,000 to less than \$35,000	1.5 years bond	1 year bond
\$35,000 to less than \$50,000	2 years bond	1 year bond
\$50,000 to less than \$100,000	2.5 years bond	2 years bond
Training cost more than \$100,000 to less than \$300,000	2.5 years bond	3 years bond
Training cost more than \$300,000 to less than \$400,000	2.5 years bond	4 years bond
Training cost more than \$400,000 and above	2.5 years bond	5 years bond

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Changes to SHMDP-ILTC & ILTC-UP Application Forms

Application Forms

- SHMDP-ILTC Fellowship:
- SHMDP-ILTC Visiting Expert:

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Q & A

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Thank you