

FUNDING GUIDE

FOR

SHMDP-ILTC

SOCIAL & HEALTH MANPOWER

DEVELOPMENT PROGRAMME

FOR THE

INTERMEDIATE AND LONG-TERM CARE

SECTOR

Funded by Ministry of Health

Administered by Agency for Integrated Care

TABLE OF CONTENTS

| | | |
|---|--|----|
| 1. | ABOUT SHMDP-ILTC | 2 |
| 2. | APPLICATION | 3 |
| | 2.1 Eligibility Criteria for ILTC Institutions | 3 |
| | 2.2 Funding Category – Fellowship Scheme | |
| | Overview | 3 |
| | Eligibility Criteria for Applicant | 4 |
| | Training Programme Requirements | 4 |
| | 2.3 Funding Category – Visiting Expert Scheme | |
| | Overview | 5 |
| | Training Programme Requirements | 6 |
| | Participation in Local Conferences | 6 |
| | 2.4 Support from ILTC Institution | 6 |
| | 2.5 Budget | 6 |
| | 2.6 Evaluation | 7 |
| | 2.7 Award | 8 |
| | 2.8 Bond | 8 |
| 3. | MONITORING & REPORTING | 9 |
| | 3.1 Role of ILTC Institution | 9 |
| | 3.2 Role of Awardee | 10 |
| | 3.3 Training Reports & Claims | 11 |
| ANNEX A: DISCIPLINES RELEVANT TO THE ILTC SECTOR AND EXAMPLES OF TRAINING AREAS AND TRAINING INSTITUTIONS | | 13 |
| ANNEX B: FUNDABLE EXPENSES | | 15 |
| ANNEX C: DEFINITION OF VISITING EXPERT GRADING | | 20 |
| ANNEX D: SCHEDULE OF BOND PERIOD AND MINIMUM SERVICE PERIOD DURATIONS | | 21 |

1. ABOUT SHMDP-ILTC

- 1.1 The Health Manpower Development Programme for the Intermediate and Long-Term Care (HMDP-ILTC) was launched by the Ministry of Health (MOH) in 2002. Administered by the Agency for Integrated Care (AIC) since 2009, HMDP-ILTC aims to develop the manpower capabilities of ILTC staff and improve the quality and range of services in Singapore. Since its inauguration, many in the sector have utilised the funding for local and overseas training to develop advanced skills in their various fields of expertise.
- 1.2 As of 1 July 2013, the HMDP-ILTC programme was expanded to include aged care social services that are receiving subvention from MOH for the provision of ILTC social services. The programme was also renamed to Social & Health Manpower Development Programme for the Intermediate and Long Term Care (SHMDP-ILTC) to better reflect the inclusion of aged care social services.
- 1.3 Interested medical, nursing, allied healthcare professionals and administrator/care support staff working in the ILTC sector can apply for SHMDP-ILTC through their employing ILTC institutions to SHMDP-ILTC Secretariat, to seek funding support for their advanced skills trainings.

2. APPLICATION

2.1 Eligibility Criteria for ILTC Institutions

- 2.1.1 SHMDP-ILTC is open for application to ILTC institutions which meet any of the following criteria:
- a. Institutions that are government-owned or operated by voluntary welfare organisations (VWOs) registered as charities under the Charities Act (Cap 37), and providing ILTC healthcare¹ services; or
 - b. Institutions that are operated by voluntary welfare organisations (VWOs) registered as charities under the Charities Act (Cap 37), and receiving subvention funding from MOH for the provision of ILTC social² services; or
 - c. Institutions that receive MOH or Agency for Integrated Care (AIC) programme funding for ILTC healthcare and social services; or
 - d. Private providers receiving portable subsidies from MOH for the provision of ILTC healthcare and social services; or
 - e. 3rd party service providers with Institutions of Public Character (IPC) status, providing supporting healthcare services to VWOs providing ILTC healthcare services.
- 2.1.2 AIC reserves the right to reject/withhold/suspend SHMDP-ILTC eligibility status to ILTC institutions, due to institution's failure to comply with any applicable legal and statutory terms and any other required conditions; or any event or circumstance occurs which AIC/MOH determines that the institution can no longer be eligible.

2.2 Funding Category – Fellowship Scheme

Overview

- 2.2.1 The Fellowship scheme provides funding support for ILTC employees to pursue structured trainings or skills attachments.

¹ ILTC healthcare services includes community hospital, hospice, chronic sick hospital, nursing home, hospice home care, day rehabilitation centre, home medical, home nursing, dementia day care centre, ex-mentally ill day care centre, ex-mentally ill sheltered home and ex-mentally ill rehabilitation home and dialysis centres

² ILTC social services includes home help service (HHS), senior home care (SHC) and day care centre (DCC), caregiver support, case management and co-ordination services; and programmes to integrate the elderly and disabled back in the community

- 2.2.2 Under the Fellowship scheme, 90% funding support (except locum which will be funded at 75%, for the duration of the approved training programme) will be provided for programmes deemed relevant to the ILTC sector. ILTC institutions that qualify for the Community Silver Trust (CST) are allowed to use the CST for the remaining co-funding amount.
- 2.2.3 Former awardees shall not apply again for SHMDP-ILTC **within 3 years** from the year of previous award.
- 2.2.4 Applicant shall seek admission to the training institution and/or training programme on his /her own merit. Applicant shall not commence his/her training programme, at the point of application and prior to the outcome.
- 2.2.5 There is a cap of three (3) applicants from each profession for the same training programme within each funding call. The ILTC institution shall rank the applicants, in order of priority during application.

Eligibility Criteria for Applicant

- 2.2.6 The Fellowship scheme is open to applicant who meets the following criteria:
- a. Applicant must be a current full-time or part-time employee of an ILTC institution;
 - b. Applicant must be a Singaporean or Permanent Resident (PR);
 - c. Applicant must have at least two (2) years of relevant work experience in the ILTC sector and/or healthcare industry;
 - d. Applicant must be either an ILTC staff; a Public Healthcare Institution (PHI) staff seconded or deployed to the ILTC sector to provide ILTC healthcare services or a healthcare professional from a 3rd-party service provider; and
 - e. Applicant shall not be receiving any funding support, other than CST, for the application.

Training Programme Requirements

- 2.2.7 The objectives of the training programme must be in line with the strategic manpower requirements in the ILTC sector.
- 2.2.8 Overseas programme may be allowed if similar programme does not exist or is inadequate in quality/scope in Singapore.

- 2.2.9 Proposed training institution, training programme and attachment should have good track record.
- 2.2.10 Training duration shall be between a minimum of 10 days to a maximum of two (2) years. A combination of various training formats (e.g. formal programme with attachment) is allowed.
- 2.2.11 Applications pertaining to structured trainings (i.e. Master, Advanced/Specialist Diploma, Graduate Diploma/Certificate, clinical/skills attachments and certified trainings) are supported. However, applications related to Diploma, Bachelor Degree and PhD programmes are not supported.
- 2.2.12 Applicant shall list and rank three (3) training institutions. Justifications shall be provided for all shortlisted training institution as part of the training application.
- 2.2.13 Please refer to **Annex A** for examples of training institutions and programmes relevant to the ILTC sector.

2.3 Funding Category - Visiting Expert Scheme

Overview

- 2.3.1 The Visiting Expert scheme provides funding support for ILTC institution to invite local and/or overseas experts who specialise in areas relevant to the ILTC sector to impart their skills and share their knowledge with the local ILTC audience.
- 2.3.2 Invited experts are to be involved in lectures, seminars, workshops and visits to the various ILTC institutions as part of the programme.
- 2.3.3 Under the Visiting Expert scheme, 75% funding support will be provided for fundable expenses. ILTC institutions that qualify for the CST are allowed to use the CST for the remaining co-funding amount. 100% funding support shall be provided only if the following criteria are met:
- a. The programme shall be supported and participated by at least three (3) other ILTC institutions; and
 - b. Participants from other relevant ILTC institutions are invited and will not be charged for attending the programme.

Training Programme Requirements

- 2.3.4 The visiting expert must spend at least three (3) to 10 working days in Singapore for the visit to be cost-effective and for institutions to gain maximum benefit. In addition, the visiting expert must not have been invited to Singapore under this programme in the past two (2) years.
- 2.3.5 The number of lectures and operating sessions, if any, shall be decided upon by the host ILTC institution in consultation with the visiting expert. Repeated lectures shall be avoided. Where there is a need for repeated session, the host ILTC institution shall indicate the reasons in the application exercise.
- 2.3.6 The training programme shall be designed to ensure that the visiting expert is meaningfully deployed for the duration of his/her stay in Singapore.
- 2.3.7 The institution shall ensure that the intent, learning objectives and content of the programme does not deviate from the approved programme. AIC reserves the right to pro-rate the reimbursement of claims if the final programme is not delivered as proposed.

Participation in Local Conferences for Visiting Expert

- 2.3.8 The visiting expert may be invited to participate in relevant local conference. The funding shall cover the expert's airfare, cost of hotel accommodation, and honorarium for the duration of the approved programme only. The reimbursement for airfare cost may be pro-rated at 50% if the training programme is less than 50% of the visiting expert's stay in Singapore.

2.4 Support for Application from ILTC Institution

- 2.4.1 All SHMDP-ILTC applications shall be endorsed by the applying ILTC institution. By virtue of such endorsement, the ILTC institution is deemed to have demonstrated support for the applicant's advancement for his/her training (including the provision of coverage for his/her duties during the period of training) under the Fellowship scheme and to host the invited expert during the period of visit under the Visiting Expert scheme.
- 2.4.2 Where applicant is from a 3rd party service provider, under the Fellowship scheme, endorsement must be obtained from the primary employer and from at least one (1) supporting ILTC institution.

2.5 Budget

- 2.5.1 Application shall include a detailed proposed budget breakdown. Items not provisioned under the proposed budget will not be reimbursed subsequently, unless with reasonable justification from the ILTC institution and subject to approval from the SHMDP-ILTC Selection Committee.
- 2.5.2 The actual amount of reimbursement may vary from the budget approved in the application. This could be due to a number of reasons including revision of programme/attachment fees imposed by the training providers, changes in prevailing rate variable components e.g. foreign currency exchange rates.
- 2.5.3 Items that qualify for funding (known as “Fundable Expenses”) for both the Fellowship and Visiting Expert schemes are listed in **Annex B**.
- 2.5.4 Goods & Services Tax (GST) shall not be funded if the applying organisation is a GST-registered entity.

2.6 Evaluation

- 2.6.1 All applications received shall be checked for completeness and accuracy by SHMDP-ILTC Secretariat. Secretariat reserves the right to reject applications that are incomplete.
- 2.6.2 All applicants shall provide more supporting documents, as and when required.
- 2.6.3 Where Fellowship application is for a Master Degree or programme costing more than S\$35,000, the applicant shall undergo a pre-Selection Committee interview, as part of the selection process.
- 2.6.4 All applications shall be evaluated by the SHMDP-ILTC Selection Committee. The Committee comprises professionals from the healthcare sector such as senior clinicians and consultants, and senior management from MOH and AIC.
- 2.6.5 Evaluation of the application is based on several factors including, but not limited to, qualifications of the applicant, relevance and developmental need for the proposed training area, track record of the proposed training institution, past job performance and career potential in the ILTC sector, and recommendation from employing institution.

- 2.6.6 The SHMDP-ILTC Selection Committee reserves the right to reject any application if it does not meet the eligibility criteria and requirements as stated in the SHMDP-ILTC Funding Guide, or the application fails to furnish sufficient information.

2.7 Award

- 2.7.1 Application that has been approved is based on information provided. Any request for changes must be communicated to SHMDP-ILTC Secretariat at least two (2) months prior to the start of the training programme/clinical attachment, as stated in the application. All requests for change will be assessed and approved by SHMDP-ILTC Selection Committee on a case-by-case basis.
- 2.7.2 The ILTC institution shall acknowledge and accept the SHMDP-ILTC awards by returning the endorsed Letter of Acceptance back to Secretariat. Should an awardee decide not to take up the award, justification and notice shall be served to SHMDP-ILTC Secretariat, at least two (2) months before programme commencement and the award is deemed to have lapsed.
- 2.7.3 The awardee shall embark on the approved training programme within one (1) year from the date of the Letter of Award. A new SHMDP-ILTC application shall be submitted at the next following funding call, if deferment of the training programme extends beyond one (1) year from the date of Letter of Award as the award is deemed to have lapsed.
- 2.7.4 The awardee shall update and seek approval from the host ILTC institution and SHMDP-ILTC Secretariat for any deviation from the original approved application, where necessary, e.g. change of programme date/training institution. SHMDP-ILTC Secretariat reserves the right to reject the application if it is not notified of such changes prior to the start of the training or if the new programme falls outside the funding criteria. Awardee may request for only one change.

2.8 Bond

- 2.8.1 Bonds and Minimum Service Periods (MSP) are administered to ensure that awardee serves a reasonable length of time in the ILTC institution to impart the knowledge/skills acquired from his/her training. The recommended bond periods are outlined in **Annex D**.
- 2.8.2 Awardee who is on part-time working arrangements while serving his/her bond will have the bond adjusted commensurately.

- 2.8.3 The bond period between the ILTC institution and awardee will be stated by Secretariat in the Letter of Award. The ILTC institution will prepare and execute the “Bond Deed” with the awardee and shall submit a certified true copy of the “Bond Deed” signed by the awardee to SHMDP-ILTC Secretariat (if applicable) before commencement of the programme.
- 2.8.4 The bond period shall commence only upon the successful completion of the programme. Bond period shall not commence from the start of training or in the middle of the training duration.

Breaking of Bond and Liquidated Damages

- 2.8.5 The ILTC institution shall notify SHMDP-ILTC Secretariat as soon as practicable if the awardee is suspended by the ILTC institution from his/her duties, resigns from his/her employment or has his/her employment terminated by the ILTC institution for whatever reasons during the duration of the programme and/or the bond period.
- 2.8.6 When the awardee is unable to fulfill the bond with the ILTC institution, AIC reserves the right to require the ILTC institution to reimburse to SHMDP-ILTC Secretariat, the liquidated damages due.
- 2.8.7 The ILTC institution may, in its discretion, recover damages from the awardee for not fulfilling the bond in accordance to terms and conditions stipulated in the institution’s bond deed.
- 2.8.8 Liquidated damages shall be calculated based on the remaining number of months left to the completion of the bond period to be served by the awardee. Any service period which is less than one completed month shall count as one month of uncompleted bond period. The amount will be derived based on:
- a. The total value of the approved budget set out in the Letter of Award; **or**
 - b. Such higher amounts which may have been paid out to the ILTC institution in connection with or pertaining to or arising out of the course; and
 - c. A ten percent (10%) compound interest per annum will be added to the final amount.

3 MONITORING & REPORTING

3.1 Role of ILTC Institution

- 3.1.1 The ILTC institution shall ensure to register the awardee for the approved training.

- 3.1.2 The ILTC institution shall ensure that the awardee adheres to the requirements under SHMDP-ILTC funding policy.
- 3.1.3 The ILTC institution shall provide a conducive environment in its support of the awardee's training under the SHMDP-ILTC.
- 3.1.4 The ILTC institution shall pay for the approved items incurred in the course of training and seek reimbursement from SHMDP-ILTC Secretariat after training completion.
- 3.1.5 The ILTC institution shall ensure that the awardee submits his/her report as required.
- 3.1.6 The ILTC institution shall administer the bond with the awardee before the commencement of approved training.
- 3.1.7 The ILTC institution shall inform Secretariat if the awardee cannot commence his/her training for any reason.
- 3.1.8 The ILTC institution must keep SHMDP-ILTC Secretariat informed on the acceptance to the training institution/programme at least one (1) month before the commencement of the training programme.
- 3.1.9 The ILTC institution shall ensure awardee shall fulfill his/her employment as stipulated in the bond deed with the ILTC institution. SHMDP-ILTC Secretariat reserves the right to recover any liquidated damages in the event that the following terms and conditions are not adhered to by the awardee:
 - a. The awardee shall submit a post-training report upon completion of training.
 - b. The awardee shall successfully complete all training requirements. Proof of attendance and successful completion of the approved training programme such as certificate of participation/completion, statement of attendance from the training institution academic transcripts or attendance/time-sheets must be provided.

3.2 Role of Awardee

- 3.2.1 The awardee shall adhere to the requirements under the SHMDP-ILTC funding and that of the host ILTC institution's policies.
- 3.2.2 The awardee is expected to fulfill all requirements of the training programme diligently. 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 may do so but at his/her own cost.

- 3.2.3 During the training period under the SHMDP-ILTC, the awardee shall not accept any other forms of sponsorship.
- 3.2.4 Awardee shall start to serve out his/her bond only upon the successful completion of training (not at the start of training or in the middle of training).
- 3.2.5 Upon completion of the programme, the awardee shall participate as a guest speaker at sharing forums or events, or give presentations at conferences as SHMDP-ILTC Secretariat or the ILTC institution may require.
- 3.2.6 The awardee shall provide regular feedback to SHMDP-ILTC Secretariat related to his/her training, such as:
 - a. Feedback on training institution and programme/attachment attended;
 - b. Feedback on the SHMDP-ILTC scheme, e.g. if funding is sufficient, ILTC institution's support is available, gaps/areas that can be considered for funding; and
 - c. Academic transcripts, for formal training programmes leading to formal qualifications.

3.3 Training Reports & Claims

- 3.3.1 Awardee who has completed his/her training must submit a report to SHMDP-ILTC Secretariat through the host ILTC institution within three (3) month from the completion of training. The report shall be endorsed by the ILTC institution's CEO or equivalent. For knowledge sharing purposes, the report will be shared online with the ILTC sector.
- 3.3.2 The ILTC institution may consider registering the awardee in the "Report Writing" course arranged by AIC Learning Institute. Please refer to AIC Learning Institute website www.aic-learn.sg for course information.
- 3.3.3 The ILTC institution shall submit a follow-up report on the awardee one year after the programme, on the effectiveness of the training received.
- 3.3.4 The Visiting Expert and the host ILTC institution must submit a report each after the visit as per the prescribed format.

- 3.3.5 All reports and claims shall be submitted in the format required by SHMDP-ILTC Secretariat. Please refer to SHMDP-ILTC website (<http://www.aic-learn.sg/shmdp>) for the latest report templates and claim forms.
- 3.3.6 Only expenses which have been approved can be reimbursed.
- 3.3.7 All claims, together with the relevant supporting documents (bonds, certificates & transcripts) and training reports, shall be submitted within 3 months from the last date of training. Incomplete and late claims will not be accepted.
-

EXAMPLES OF ILTC RELEVANT DISCIPLINES, TRAINING AREAS AND TRAINING INSTITUTIONS

| 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 |

| Disciplines: | Training Areas: |
|--|---|
| 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 INSTITUTIONS

| 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 |

FUNDABLE EXPENSES

FELLOWSHIP SCHEME

| Fellowship Scheme – Fundable Expenses | | | |
|---------------------------------------|--|--|---|
| No. | Description | Terms & Benefits | Reimbursement Conditions |
| 1. | Air ticket for Awardee | Return economy class air ticket | Based on actual invoice |
| 2 | Air ticket for Spouse | Return economy air ticket is applicable if: <ul style="list-style-type: none"> the programme 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 |
| 3. | Health Insurance | Individual Basic Plan | Based on quotation, prorated based on actual training period |
| 4. | Excess Baggage Allowance | Capped at S\$500 | Based on actual receipt |
| 5. | Book Allowance | S\$500 per programme for formal programmes only | Lump sum reimbursement |
| 6. | Medical Check-up and Vaccination | Capped at S\$500 | Based on actual receipt, capped at S\$500 |
| 7. | Airport Transfers | S\$200 | Lump sum reimbursement |
| 8. | Travel Insurance | Individual Basic Plan | Based on quotation , prorated based on actual training period |
| 9. | Conference Allowance. Only applicable if programme is at least 12 months in duration. | S\$4,000 per year or part thereof. Only for conference registration fees and passage (air, train, bus). Does not include airport transfer and any other expenses. | Based on actual receipts |

| Fellowship Scheme – Fundable Expenses | | | |
|---------------------------------------|--|---|--|
| No. | Description | Terms & Benefits | Reimbursement Conditions |
| | | Maximum of 2 conferences with prior approval sought. | |
| 10 | Mandatory Exam fees (USMLE Steps 1, 2CK, 2CS; Step 3 is not covered) | As required | Based on actual receipts |
| 11. | Visa Application Fees | As required | Based on actual receipts |
| 12 | Medical Registration | As required | Based on actual receipts |
| 13. | Practicing Certificates | As required | Based on actual receipts |
| 14. | Tuition / Course Fees | Tuition / Course fees and other related compulsory fees such as registration fees | Based on actual invoice / receipt |
| 15. | Malpractice Insurance | 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 |
| 16 | Subsistence Allowance & Settling-in Allowance DSA=daily subsistence allowance | <p>For programmes which are more than 1 month in duration, the calculation of subsistence and settling-in allowances are as follows:</p> <p>DSA x 9 x no. of months plus Settling-in allowance = DSA x 15 days</p> <p>For programmes which are less than 1 month in duration, the calculation of subsistence and settling-in allowances are:</p> <ul style="list-style-type: none"> • Training duration up to 15 days, DSA x no. of days • Training duration more than 15 days, [(No. of days/30 days) x 9 x DSA] + settling-in allowance (DSA x 15 days) | Reimbursement of subsistence and settling-in allowances will be calculated based on the prevailing daily subsistence allowance during the actual period of training. |

Fellowship Scheme – Fundable Expenses

| No. | Description | Terms & Benefits | Reimbursement Conditions |
|-----|-------------|---|---|
| 17 | Locum Fees | <p>Locum fees will be supported for the duration of the training.</p> <p>Locum fees will be capped at 75% of the norm rate X training period based on a 44 hour work week.</p> <p>The norm rates for the different staff groups are as follows:</p> <p>Medical Doctors: S\$80/hr</p> <p>Registered Nurses: S\$50/hr</p> <p>Enrolled Nurses: S\$30/hr</p> <p>Therapists / Social Workers/ Psychologists: S\$50/hr</p> <p>Nursing Aide / Therapy Aide and other support staff: S\$20/hr</p> | 75% of locum fees based on payslip / invoice or the budgeted amount whichever is lower. |

Non-Fundable Expenses

- a) Absenteeism payroll of applicant
- b) Any unbudgeted expenses (e.g. retaking of course module)

VISITING EXPERT

| Visiting Expert Scheme – Fundable Expenses | | | |
|--|---|--|--|
| No. | Description | Terms & Benefits | Reimbursement Conditions |
| 1. | Air ticket for Visiting Expert | <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> | Based on actual invoice |
| 2. | Honorarium | <p>The honorarium is paid on a per working day basis and is given to the visiting expert as a token of appreciation for participation in the SHMDP-ILTC programme.</p> <p>Honorarium is capped at: Grade 1 - \$1,500 per day Grade 2 - \$1,000 per day 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 |
| 3. | Accommodation | <p>A single hotel room, for one day before and the entire duration of the training programme subject to the following caps: Grade 1 - \$400 per night Grade 2 - \$350 per night Grade 3 - \$350 per night</p> | Based on actual invoice/payment voucher or the amount as stipulated in the Letter of Award, whichever is lower |
| 4. | Refreshments for the Training Programme | 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 or the amount as stipulated in the Letter of Award, whichever is lower |
| 5. | Withholding Tax | 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 |
| 6. | Airport Transfer | \$100 | Lump sum reimbursement |

| Visiting Expert Scheme – Fundable Expenses | | | |
|---|-----------------------------------|---|---|
| No. | Description | Terms & Benefits | Reimbursement Conditions |
| 7. | Medical Registration ³ | As required | Based on actual receipts |
| 8. | Malpractice Insurance | 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 |

Non-Fundable Expenses

- a) Transportation cost incurred by staff of the ILTC institution.
- b) Any unbudgeted expenses.

³ Where the Visiting Expert's programme includes "hands-on" teaching or direct patient care, the expert will need to be temporarily registered with the relevant approving authority eg Singapore Medical Council (SMC) or Singapore Nursing Board and be provided with medical insurance coverage. SHMDP-ILTC Selection Committee's approval must be sought before the expert's application is submitted for processing by the SMC. Once the application has been approved, the host ILTC institution will then arrange for the expert's temporary registration with the SMC.

The host ILTC institution must advise the expert to extend his/her existing medical indemnity insurance to cover the period of practice in Singapore under the SHMDP-ILTC. In the event that the expert is unable to extend his/her insurance to cover the period of practice in Singapore, the host ILTC institution will have to apply for the expert's medical indemnity insurance with the SMC. The cost of the medical indemnity insurance and temporary registration may be reimbursed to the host ILTC institution under HMDP-ILTC.

DEFINITION OF EXPERT GRADING

| Grading of Expert | Definition of Grading |
|--------------------------|--|
| Grade 1 | Highly eminent researchers or clinicians who are internationally renowned and acclaimed in their specialty (i.e. expert pegged at Chairman or CEO level) |
| Grade 2 | Experts who are established academics or Heads/Chiefs of departments; who are Chiefs of services (i.e. expert pegged at Chief or Director level) |
| Grade 3 | Consultants or specialists in their respective fields who do not fall under the above categories (i.e. expert below Director level) |

SCHEDULE OF BOND PERIOD AND MINIMUM SERVICE PERIOD DURATIONS

| Training Leading to Formal Qualifications (Full Time Programmes) | |
|---|---|
| Type of qualification/Training cost | Bond duration |
| Local (Full-time) | |
| Masters | 3 years |
| Grad/Adv. Dip | 2 years |
| Overseas (full time)⁴ | |
| Masters | 4 years |
| Grad/Adv. Dip: | 3 years |
| Training which are Local Part-Time Programmes for Formal Qualifications OR Training which does Not Lead to Formal Qualifications | |
| Training cost⁵ | Bond duration/Minimum Service Period (MSP) |
| Training cost up to \$10,000 | 1 year Minimum Service Period |
| Training cost more than \$10,000 to less than \$50,000 | 1 year bond |
| Training cost \$50,000 to less than \$100,000 | 2 years bond |
| Training cost \$100,000 to less than \$300,000 | 3 years bond |
| Training cost \$300,000 to less than \$400,000 | 4 years bond |
| Training cost \$400,000 and above | 5 years bond |

⁴ Programmes which comprise a local component and an overseas component of more than 2 months attract bond durations similar to overseas programmes

⁵ Training Costs include salary during training if contact hours / lessons are held during normal working hours