



SINGAPORE MEDICAL COUNCIL

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CEOs/ CMBs of Restructured Institutions &
Directors of Specialty Centres
(Please see distribution list)

TEMPORARY REGISTERED DOCTORS UNDER POSTGRADUATE, SPECIALIST OR ATTACHMENT TRAINING

1. The Singapore Medical Council (SMC) has phased out temporary registration for *service providers* since 1 Jan 2008. However, temporary registration for the purposes of training of doctors from schools which are not in the Schedule will continue.
2. The Framework for such temporary registration (training) has been discussed and approved at the Chairmen of Medical Boards meeting and in the Singapore Medical Council. Please see the attached write-up for details.

Non-specialist training programmes

3. We would like to invite Heads of National Specialty Centres and HODs of various public hospitals that wish to host temporarily registered doctors for training to submit their proposed training programmes to SMC for review and accreditation. Successful programmes will be accredited for up to 5 years, following which re-accreditation is required.
4. All proposed training programmes must be well structured with clear defined training objectives and adequate supervision so that they can benefit the trainees and their countries when they return at the end of the programmes. *The programmes should not be used for securing service provision by trainees or to facilitate getting conditional registration.*

Specialist Training Programmes

5. Conditionally and temporarily registered doctors who are employed by a healthcare cluster or an individual hospital institution and have been accepted as specialist trainees do not need to seek prior approvals from SMC before they embark on new postings.
6. However, the employer must notify SMC promptly in writing when:
 - a doctor's goes to a new posting or practice place;
 - a doctor ceases to be in the BST or AST programme;
 - a doctor's performance falls below satisfactory level; or
 - there is an adverse report/complaint about the doctor; or
 - a doctor ceases practice or employment.

7. Requests for extensions of the doctor's temporary registration using SMC's prescribed form with fees, must be submitted early, to avoid any disruption to training. Kindly bring the above to the attention of all staff concerned for their information and compliance.

8. Please contact Ms Esther Chia at Tel 6372-3070 or Ms Yvonne Yee at Tel: 6372-3068 of the SMC Secretariat for further clarification. Thank you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Lau Hong Choon', with a long horizontal flourish extending to the right.

DR LAU HONG CHOON
EXECUTIVE SECRETARY
SINGAPORE MEDICAL COUNCIL

cc : Group CEO, Singapore Health Services
CEO, National Healthcare Group

FRAMEWORK FOR POSTGRADUATE TRAINING OF TEMPORARILY REGISTERED DOCTORS FROM SCHOOLS NOT LISTED IN THE SCHEDULE

Training Programs

1. Only departments with SMC accredited training programs will be allowed to host temporary registered doctors for postgraduate training under the clinical fellowship program. Programs will be accredited for up to 5 years, following which hospitals have to reapply for accreditation. The SMC reserves the right to withdraw accreditation for any program on the basis of negative feedback from trainees or being continually unable to fulfill the training objectives set out.

The accredited training program details will include:

- a. Training Objectives: Clinical Skills/Procedural Skills
- b. Sponsorship
- c. Duration of program
- d. Hospitals and departments in which observer/fellow will be rotated through
- e. Supervisor
- f. Criteria for termination of program

Committee to Oversee Training Programmes

2. An SMC committee will oversee the accreditation of the training programs put forward by the different hospitals/ institutions. The committee will also monitor feedback on the various training programs, and adverse feedback can lead to programs losing accreditation status or being denied re-accreditation.

Basic Eligibility Requirements for Temporary Registration

3. The doctor must:
- be a registered medical practitioner in the country where the doctor is currently working; and
 - hold a certificate of experience or equivalent as proof of satisfactory completion of housemanship.

In addition the applicant must:

- have an offer of training with an approved healthcare institution in Singapore;
- be currently and actively practising overseas;
- be of good standing (doctor is not subject of any disciplinary proceedings or investigation); and
- apply for a practising certificate before he can commence practice at the approved place of practice.

Categories of Temporary Registered Doctors for Postgraduate Training

4. There are two approved standard designations:

Clinical Fellows- These doctors are required to:

- a. fulfill the English language requirements set by SMC;
- b. have a minimum of 3 years working experience as a medical officer (or equivalent); or
- c. have obtained a postgraduate diploma or degree in their own country.

As follows they will be allowed to be involved in patient care and make patient case note entries, communicate care plans to patients and fellow healthcare professionals and perform procedures under supervision.

Clinical Observers- These doctors:

- a. are not required to fulfill the English language requirements;
- b. will not be involved in direct patient care; and
- c. will not be allowed to make entries in patient's case notes or write prescriptions for patients.

They will be allowed to assist in procedures but must remain under direct supervision of their supervisors at all times.

Other designations are non-standard and must be approved by SMC on a case by case basis.

Training Period

5. Clinical Observerships will only be allowed for a maximum of 12 months, while Clinical Fellowships will be allowed for periods of 6 months to 2 years. SMC will consider extensions on a case-by-case basis beyond this period but the training duration should be spelt out clearly at the initial application.

Sponsorship

6. The applicant must be sponsored on behalf of another country or institution, with appropriate recommendations from the applicant's institution and a written undertaking that the doctor will return to the country/ institution after completing the training program. Other applications e.g. direct application by individuals would be considered for training under the clinical observer scheme.

Supervision

7. An essential component of the postgraduate training program for doctors from schools not on our Schedule is an adequate supervisory framework. Rigorous supervision is necessary during these training programs for proper training and assessment as well as to ensure the safety of the patients.

All T-registrants for training will be put on *level 1*¹ (L1) supervision and should have a designated supervisor. Each supervisor will be allowed to supervise not more than two doctors at (L1), including L1 conditional registrants, L1 temporary registrants (service providers) and temporary registrants (training). This is to enable the supervisors to carry out an adequate level of supervision.

All supervisors must meet the requirements stated in the SMC's Supervisory Framework. Supervisors are responsible for ensuring regular contact time with the trainee, and for monitoring and reviewing the training program. They must be familiar with the trainee's ability and competence, and regularly assess the trainee. Where applicable, supervisors

¹ Level 1 (L1) supervision refers to supervision at a more intense and rigorous level. This level of supervision will apply to all newly recruited doctors and those on training attachments.

will also certify if the trainee is fit to perform night duties in the assessment form sent to SMC.

Logbook and Assessment Form T3

8. All clinical fellows are expected to keep a logbook of all procedures performed, along with the date, indication, outcome and complication and name of supervising doctor. The supervisor is responsible to ensure that the clinical observer/fellow receives the proper training as set out in the objectives, through regular interaction with the trainee, and review of the trainee's logbooks. The supervisor will also be responsible for submitting the assessment reports to SMC through the Head of Dept using **Form T3**². Form T3 is to be submitted at:

- a. the end of the initial 3 months of training (details include ability to safely clerk new cases and run clinic sessions under supervision, perform night duties etc)
- b. the end of the initial 6 months of training and thereafter at six monthly intervals (details include progress of training and assessment of fellow/observer)
- c. the end of the training program (a final summative evaluation is required to review if the training objectives have been met; supervisor must justify if the training objectives are not met).

Feedback- Form T4

9. Trainees will be given the opportunity to feedback on the training programs. This feedback will be taken into consideration when hospitals reapply for accreditation of their training programs. **Form T4** is the Feedback form for trainees.

Conditional Registration

10. Clinical fellows/trainees under temporary registration are no longer allowed to convert directly to conditional registration even if they obtain recognised postgraduate qualification in the course of their training in Singapore, as they are expected to return to their home country/ institution after completion of the training program. Exceptional individuals may re-apply to the SMC after they have returned to their home country for at least 6 months.

Temporary Registration (training) Applications- Form A

11. All applications for temporary registration (training) must be accompanied by Form A required by SMC. Form A must be signed by the fellow/observer, supervisor in charge of the trainee and Head of Department.

² Form T3 is adapted from the Form T1 used for T-registrants (service providers).