



# SINGAPORE MEDICAL COUNCIL

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1 Feb 2011

CEOs, Chairmen of Medical Boards and Directors of Healthcare Institutions,  
HR Directors and Directors of Medical Manpower

## REVISED APPLICATION PROCEDURES WITH SINGAPORE MEDICAL COUNCIL FOR TRAINEES UNDER BST/AST/SST/SRS/FMCP SCHEMES

1. As one of the conditions imposed on a doctor who is on conditional or temporary medical registration, the employing institution and the doctor are required to obtain prior approval from the Singapore Medical Council (SMC) whenever the doctor undergoes postings as a trainee in one of the schemes below, except for doctors in Medical Officers Posting Exercise (MOPEX):
  - Basic Specialist Training (BST)
  - Advanced Specialist Training (AST)
  - Seamless Specialist Training (SST)
  - Staff Registrar Scheme (SRS)
  - Family Medicine Competency Programme (FMCP), for NHGP-employed doctors only.
2. SMC has reviewed this requirement and decided that, with effect from 1 Feb 2011, employers of conditionally registered (C-reg) and temporarily registered (T-reg) doctors under BST/AST/SST/SRS/FMCP schemes and who are required to undergo rotation to "accredited<sup>1</sup> healthcare institutions" (AHI) for training, will need to inform the Council in writing of the doctor's first and subsequent postings by submitting the following:
  - a) Prescribed form (available for download from SMC's website); and
  - b) New Letter of Undertaking (Annex C), duly signed by the appointed SMC supervisor<sup>2</sup> at the new practice place (at least 2 weeks prior to the change of practice place); and

<sup>1</sup> 'Accredited healthcare institutions' refer to institutions that have met the supervisory framework accreditation requirements to supervise conditionally and temporarily registered doctors at L1 supervision. Exception: Voluntary Welfare Organisations, which are classified as non-accredited healthcare institutions and required to comply with clinical governance requirements in due course, are allowed to have conditionally and temporarily registered doctors at L1 supervision.

<sup>2</sup> Eligibility criteria for SMC supervisor in hospitals, supervisor must be:

**Category 1:**

- (i) Fully registered with SMC; and
- (ii) Registered specialist designated Associate Consultant & above;

OR

**Category 2:**

- (i) Fully registered with SMC; and
- (ii) Designated Registrar.

Category 2 is only applicable to public hospitals. Supervisors under Category 2 can only supervise C-reg or T-reg Medical Officers who are in their first or second year in the local healthcare system.

Eligibility criteria for SMC supervisor in Polyclinics/ VWOs/ Hospices, supervisor must:

- (i) Be fully registered with SMC; and
- (ii) Be designated Registrar; or
- (iii) Has at least 5 years of experience in general practice; or
- (iv) Has a registrable postgraduate medical qualification.

The supervisor must work on a **full-time** basis at the **same department** as the supervisee in order to provide timely and direct supervision.

- c) A payment of \$65 (by cheque or Giro only) for re-printing of doctor's registration certificate (applicable for doctor's first posting only under the training scheme).
3. A registration certificate will be re-printed at a fee of \$65 to cover the AHI if this has not been reflected in the medical registration certificate held by the doctor. This will not be necessary for subsequent changes in postings for the trainee under any of the schemes mentioned above.
  4. The clause bearing "AHI" will be included in the doctor's medical registration certificate to allow the doctor to be rotated to the AHI for training, unless indicated otherwise.
  5. The employer shall be responsible for informing SMC when the doctor has resigned from service or ceases training as BST, AST, SRS trainee, etc.
  6. An application for change of employer and practice place must be submitted for SMC approval if a C-reg doctor resigns from one employer to join another. In such instance, the requirements stated in paragraph 2 will not be applicable and the prescribed fees will also be payable.
  7. Please email the SMC Secretariat at [enquires@smc.gov.sg](mailto:enquires@smc.gov.sg) should you require further clarifications.

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DR TAN CHOR HIANG  
EXECUTIVE SECRETARY  
(ADMINISTRATION, REGISTRATION, ACCREDITATION & SURVEILLANCE)  
SINGAPORE MEDICAL COUNCIL

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