

**Briefing on Postgraduate Training Management System (PTMS)** 

# **AGENDA**

- Introduction
- PTMS Overview
- PTMS Demo Session
  - Training Supervisors' Modules
  - Application Module
  - Trainees' Module
- Contact details

# Introduction

## Background:

The PostGraduate Training Management System (PTMS) was developed to :

- (a) support the administration and management of all postgraduate training programmes
- (b) facilitate the administration and management of the PostGraduate Training Funds (PGTF)
- (c) replace the current inefficient manual workflow.

# Introduction

## User Groups:

- Applicants ( Doctors)
- Trainees (BST, AST, Seamless, FM)
- Training Supervisors
- HR executives
- ADO Executives/Training Executives
- JCST and JCFMT staff
- MOH staff

# Benefits

#### Trainees

- Faster application process-doing away with paperbased submissions, manual processes. (eg: Enotification of interview time and results)
- Online payments (e.g. E-payments like NETs & credit cards to avoid making payments onsite).
- Internet based and hence accessible any time and any where

## Training Supervisors

 Enhanced monitoring on the progress of trainees and evaluation of their performance for each posting. E.g. regular prompts for assessment.

# GETTING STABIED

# Getting Started – Login

Enter the website address: https://www.moh.gov.sg/ptms



Click the "Login Here" to access PTMS

For new applicants, click on "Apply For Traineeship" to access PTMS

The Postgraduate Training Management System (PTMS) is a system for managing the training and administrative aspects of postgraduate training programmes. The postgraduate training programmes include Basic, Advanced, Seamless and Family Medicine Training(FMT). The applicant data would be accessed and viewed by various parties including but not limited to the doctor applicant, relevant employees of the Ministry of Health (MOH), Joint Committee on Specialist Training (JCST), Joint Committee on Family Medicine Training (JCFMT), Associate Dean's Office and Human Resource personnel of healthcare institutions

For more information on specialist training, please click here For more information on Family Medicine training, please click here



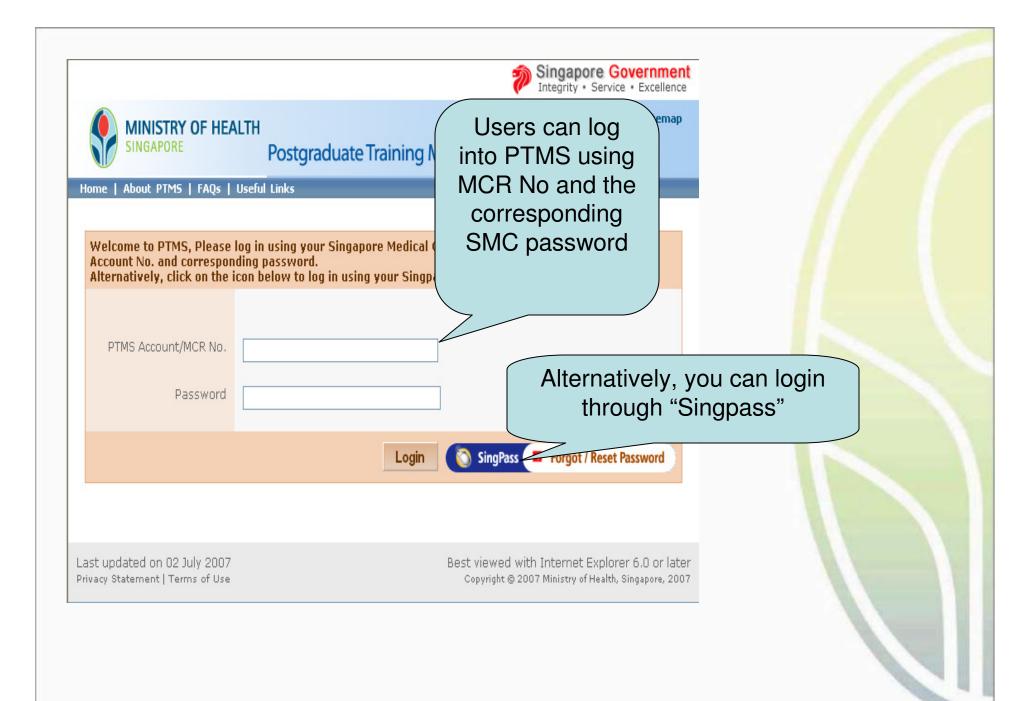




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promoting training excellence

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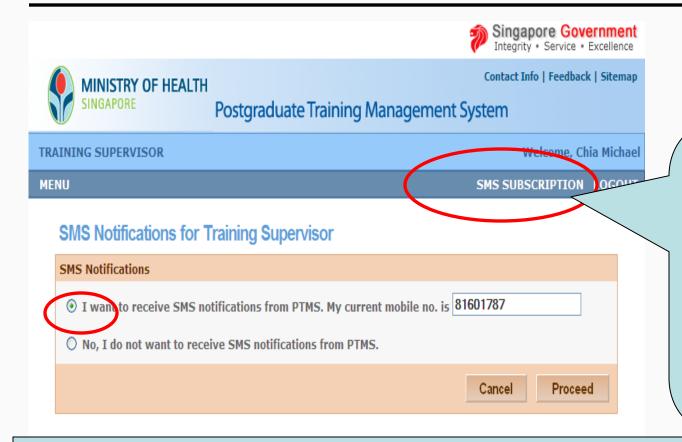


# Training Supervisors Module

# Role of Training Supervisors

- 1. To assess new applicants' last completed posting.
- 2. To assess trainees' current posting performance.
- 3. To endorse trainees' logbook entries.

# Training Supervisors' Module – Subscription to SMS reminders

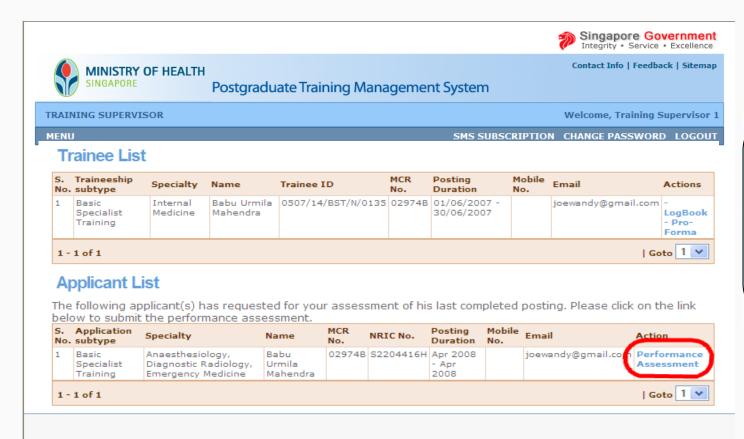


Supervisor can subscribe to SMS notification function when he/she logs in for the **first time**. There will be no extra costs charged to supervisors for

subscribing to the SMS feature.

In addition to email notification, the SMS function allows supervisors to be reminded to access PTMS whenever they have outstanding tasks. (e.g. 6 monthly pro-forma assessment)

# Training Supervisors' Module – Assessment of applicant's posting



Click on the "Performance Assessment" tab to assess applicant's posting.

#### Applicant List >> Performance Assessment

Applicant Details						
Name E	Babu Urmila Mahendra	3				
MCR No.	02974B					
Email j	oewandy@gmail.com					
Mobile						
Supervisor's Performance App	praisal of Traineeship	Applicant				
(3)	102					Not
		Unsatisfactory	Average	Above Average	Outstanding	Applicable (eg. not assessed)
Responsibility & Commitment [Willingness to accept and is relia responsibilities; if necessary, is p personal sacrifices to get the job	repared to make	0	0	0	•	0
Communication [Ability to communicate effectivel during interactions with patients a	y and show empathy and colleagues.]	0	0	•	0	0
Stability [Ability to fulfil duties and adapt remaining stable, effective and p		0	0	0	•	0
Integrity [Display of honesty and righteous his/her work and in dealing with p		0	0	•	0	0
Teamwork [Ability to work with staff of all levels; communication with colleagues.]		0	0	•	0	0
Work Output [Ability to maintain a consistently	high level of output.]	0	0	0	•	0
Clinical Skills [includes medical recording, power judgement, communication and of professional knowledge and orga	consultative skills,	0	0	0	•	0
Technical Skills [includes diagnostic procedures, t	therapeutic procedures]	0	0	0	•	0
Educational Ability [includes attendance and active p teaching] at CME activities such a workshops.]		0	0	•	0	0
Overall Performance		•	0	0	0	0
Remarks on suitability for a train	neeship post and potentia	l as a specialist				
(Maximum 200 characters)		~				
(Maximum 200 characters)						1
		(	Cancel	Save	e as Draft	Submit





Postgraduate Training Management System

Contact Info | Feedback | Sitemap

TRAINING SUPERVISOR

Welcome, Training Supervisor 1

MENU

SMS SUBSCRIPTION CHANGE PASSWORD LOGOUT

#### **Trainee List**

S. No.	Traineeship subtype	Specialty	Name	Trainee ID	MCR No.	Posting Duration	Mobile No.	Email	Actions
1	Advanced Specialist Training	Plastic Surgery	Ong Yee Siang	0503/27/AST//0001	078533	01/04/2009 - 30/04/2009	93173530	yeesiang_susan@hotmail.com	- LogBook - Pro- Forma
1 -	1 of 1							1.0	Coto 1 V

#### **Applicant List**

The following applicant(s) has requested for your assessment of his last completed posting. Please click on the link below to submit the performance assessment.

S. Application subtype Specialty Name MCR No. NRIC No. Posting Duration Mobile No. Email Action No records were selected.

After supervisor has submitted his assessment of applicant's posting, the applicant's records would disappear from the "Applicant List" in the supervisor's "Inbox".

# Supervisors' Module – Assessment of Trainee's posting



Supervisor clicks on "Pro forma" to assess trainee's

performance during the posting

#### Applicant/Trainee List >> Submit End of Posting Assessment

Trainee Details					
Trainee ID	0503/27/AST//0001				
Name	Ong Yee Siang				
NRIC No.	S7206415A				
MCR No.	07853J				
SMC Registration Type	Full Registration				
Email	yeesiang_susan@hotmail.com				
Mobile	93173530				
Home Tel. Phone					
Preferred Mailing Address 54 Toh Tuck Road #10 -7 Singapore 596740					
Posting Details					
Hospital	Tan Tock Seng Hospital				
Department	TTSH Department 2				
Designation	Imp				
Duration	01/04/2004 To 30/04/2004				
Secondary Supervisor(s)					
Supervisor	Start Date	End	Date		
Supervisor End of Posting Assessment by Su	Start Date	End	Date		
The of Fosting Assessment by Se	ipel visor				
		Unsatisfactory	Meeting Expectations	Exceeding Expectations	
Attitude [includes: responsibility, compassion	n, diligence, rapport, motivation, stability & integrity]	0	•	0	
Clinical or Specialty skills [includes: medical recording, judgement (interpretation), judgement (management) & organisational ability]  O					
3. Technical Skills		0	0	•	
[includes: diagnostic & therapeutic p	rocedures				
[includes: diagnostic & therapeutic p  4. Teaching Experience	vement in teaching juniors, educational skills]	0	0	•	
[includes: diagnostic & therapeutic p 4. Teaching Experience [includes: interest in teaching, involvement 5. Academic Involvement	vement in teaching juniors, educational skills]	0	<ul><li>○</li><li>○</li></ul>	<ul><li>●</li><li>○</li></ul>	
[includes: diagnostic & therapeutic p 4. Teaching Experience [includes: interest in teaching, involv 5. Academic Involvement [includes: research, publications, att meetings & attendance at special co 6. Communication	vement in teaching juniors, educational skills]  tendance at regular, meetings, presentations at urses, e.g. workshops]				
[includes: diagnostic & therapeutic p 4. Teaching Experience [includes: interest in teaching, involved 5. Academic Involvement [includes: research, publications, att meetings & attendance at special co 6. Communication [includes: adaptability to local healt]	vement in teaching juniors, educational skills]  tendance at regular, meetings, presentations at urses, e.g. workshops]	0	•	0	
[includes: diagnostic & therapeutic p 4. Teaching Experience [includes: interest in teaching, involved 5. Academic Involvement [includes: research, publications, att meetings & attendance at special co 6. Communication [includes: adaptability to local healt colleagues and other healthcare pro-	vement in teaching juniors, educational skills]  rendance at regular, meetings, presentations at urses, e.g. workshops]  neare practices; ability to interact with patients, fessionals in local settings]	0	•	0	
[includes: diagnostic & therapeutic p 4. Teaching Experience [includes: interest in teaching, involved.] 5. Academic Involvement [includes: research, publications, attmeetings & attendance at special co 6. Communication [includes: adaptability to local healt colleagues and other healthcare profeedback  Good performance and has  (Maximum 200 characters)	vement in teaching juniors, educational skills]  rendance at regular, meetings, presentations at urses, e.g. workshops]  heare practices: ability to interact with patients, fessionals in local settings]	0	•	0	
[includes: diagnostic & therapeutic p 4. Teaching Experience [includes: interest in teaching, involvations] 5. Academic Involvement [includes: research, publications, attendance at special co 6. Communication [includes: adaptability to local health colleagues and other healthcare profeedback  Good performance and has  (Maximum 200 characters)  Upload non-performing report	vement in teaching juniors, educational skills]  endance at regular, meetings, presentations at urses, e.g. workshops]  heare practices; ability to interact with patients, fessionals in local settings]	0	•	0	
[includes: diagnostic & therapeutic p 4. Teaching Experience [includes: interest in teaching, involv 5. Academic Involvement [includes: research, publications, att meetings & attendance at special co 6. Communication [includes: adaptability to local healt colleagues and other healthcare pro  Feedback  Good performance and has  (Maximum 200 characters)  Upload non-performing report  C:\Documents and Setti Broy	vement in teaching juniors, educational skills]  rendance at regular, meetings, presentations at urses, e.g. workshops]  neare practices; ability to interact with patients, fessionals in local settings]	0	•	0	
[includes: diagnostic & therapeutic p 4. Teaching Experience [includes: interest in teaching, involvations] 5. Academic Involvement [includes: research, publications, attendance at special co 6. Communication [includes: adaptability to local health colleagues and other healthcare profeedback  Good performance and has  (Maximum 200 characters)  Upload non-performing report	vement in teaching juniors, educational skills]  rendance at regular, meetings, presentations at urses, e.g. workshops]  neare practices; ability to interact with patients, fessionals in local settings]	0	•	0	
[includes: diagnostic & therapeutic p 4. Teaching Experience [includes: interest in teaching, involv 5. Academic Involvement [includes: research, publications, att meetings & attendance at special co 6. Communication [includes: adaptability to local healt colleagues and other healthcare pro  Feedback  Good performance and has  (Maximum 200 characters)  Upload non-performing report  C:\Documents and Setti Broy	vement in teaching juniors, educational skills]  endance at regular, meetings, presentations at urses, e.g. workshops]  hoare practices; ability to interact with patients, ressionals in local settings]  potential.	0	•	0	
[includes: diagnostic & therapeutic p 4. Teaching Experience [includes: interest in teaching, involv 5. Academic Involvement [includes: research, publications, att meetings & attendance at special co 6. Communication [includes: adaptability to local health colleagues and other healthcare pro  Feedback  Good performance and has  (Maximum 200 characters)  Upload non-performing report  C:\Documents and Setti Brow (Note: - the uploaded document must be - the file size should not exceed 26	vement in teaching juniors, educational skills]  endance at regular, meetings, presentations at urses, e.g. workshops]  hoare practices; ability to interact with patients, ressionals in local settings]  potential.	Recommer     Not recomm	•	raineeship	
[includes: diagnostic & therapeutic p 4. Teaching Experience [includes: interest in teaching, involv 5. Academic Involvement [includes: research, publications, att meetings & attendance at special co 6. Communication [includes: adaptability to local health colleagues and other healthcare pro Feedback  Good performance and has  (Maximum 200 characters)  Upload non-performing report  C:\Documents and Setti Brow (Note: - the uploaded document must be - the file size should not exceed 2!  Other Relevant Feedback (* Mandat	vement in teaching juniors, educational skills]  endance at regular, meetings, presentations at urses, e.g. workshops]  hoare practices; ability to interact with patients, ressionals in local settings]  potential.	Recommer     Not recomm	ided to continue to	raineeship e traineeship	

Supervisor fill in assessment of trainee's posting and click "Submit"

# Application Module For Non Trainees





#### Postgraduate Training Management System

MENU

LOGOUT

Traineeship Application

Update Profile

Enquiry / Update Application

Make E-Payment

Melcome, Ang Li Huang Loretta

LOGOUT

Acknowledge Interview



Please lick here to start the application process.
 ( Please read through the instructions carefully before proceeding with the application submission. Should you need clarifications at any point in time prior to submission, please feel free to contact the relevant personnel at the Associate Dean's Office (ADO) or JCST/JCFMT. Please click here for their contact details.)

Applicants can click at either of the buttons encircled to start their application for the traineeship





#### Postgraduate Training Management System

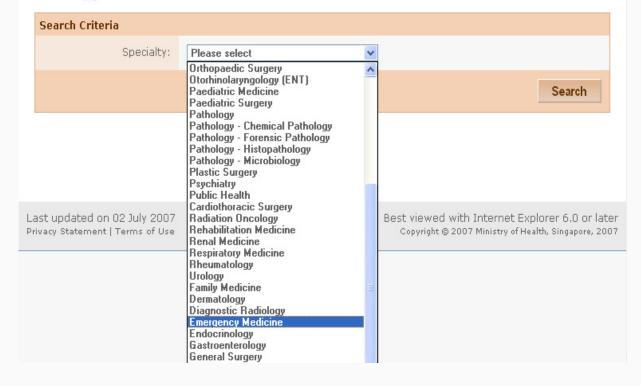
APPLICANT

Welcome, Ang Li Huang Loretta

MENU

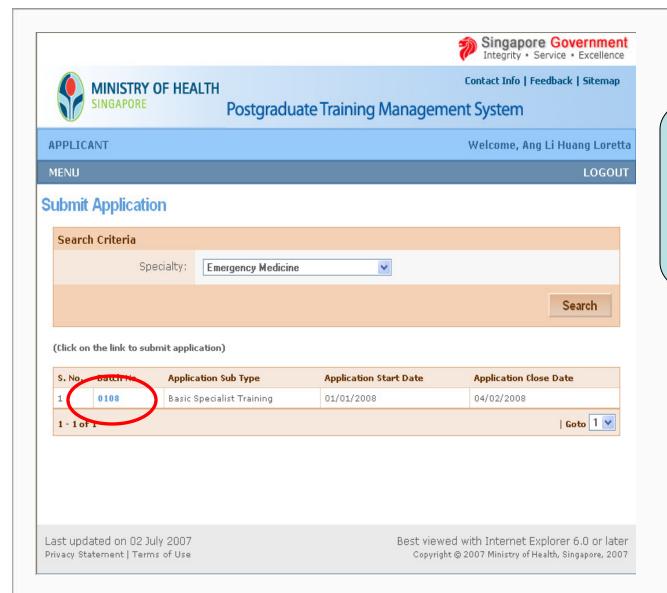
LOGOUT

#### **Submit Application**



Applicants can apply for the relevant traineeship by selecting the specialty from the drop-down list.
Alternatively, applicants can click the "Search" button and all application exercises that are not closed yet

would be displayed.



 Click on the "Batch number" to apply for traineeship.





#### Postgraduate Training Management System

APPLICANT Welcome, Ang Li Huang Loretta

MENU LOGOUT

#### Application Exercise >> Select Information Source

#### Retrieval of Information From Singapore Medical Council

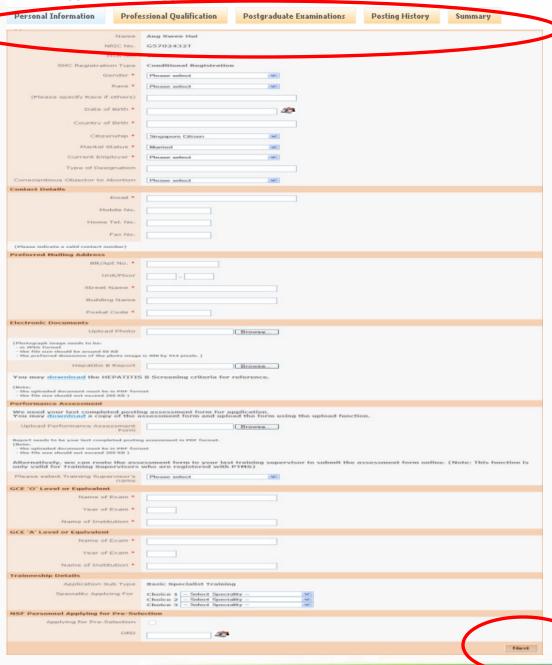
- I consent to have my particulars retrieved from Singapore Medical Council and my particulars will be accessible and viewed by the authorised users.
- O No. I would like to key in my personal particulars manually into the system

Submit

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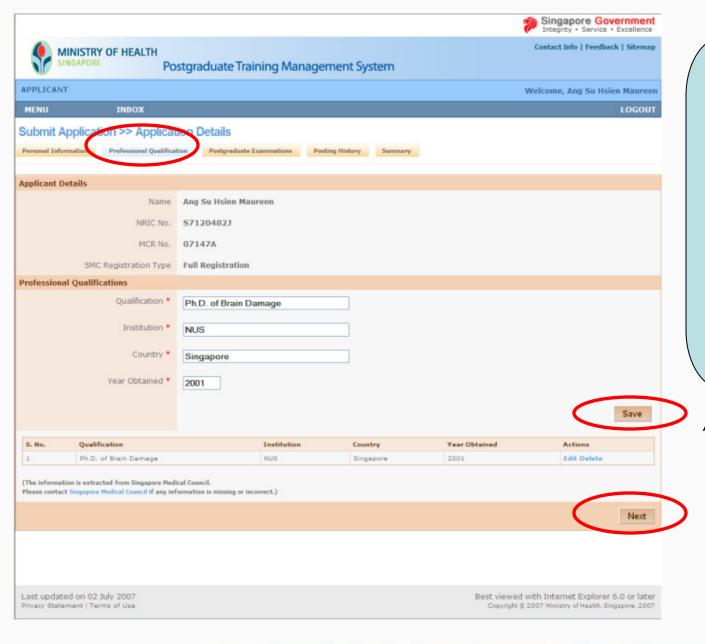
Applicants to indicate whether they want to retrieve their professional qualifications and personal particulars from Singapore Medical Council

#### Submit Application >> Application Details

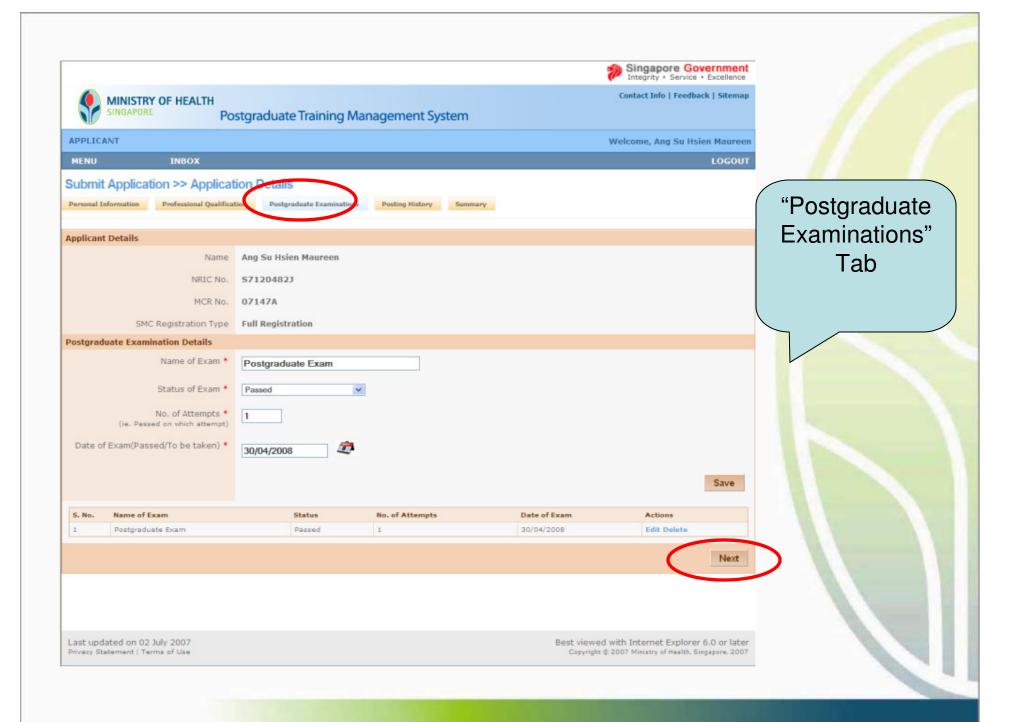


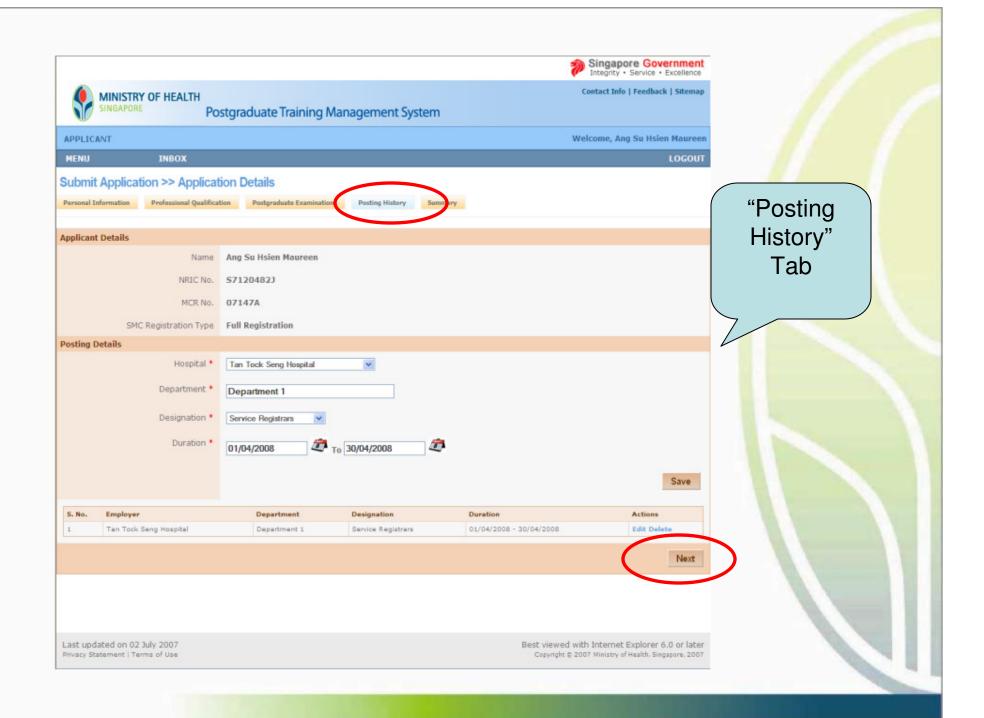
Click on "Next"
button once you
finish each
section.
Alternatively, click
on the tab buttons

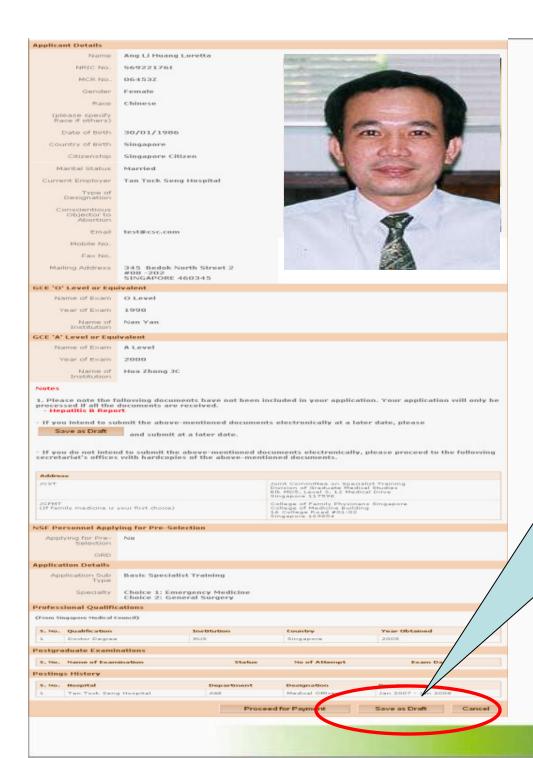
above.



- •Key in the professional qualifications and click "Save".
- •The saved entry would be displayed in the list below. Click "Edit/ Delete" to amend the entry.







•"Summary" tab.
Applicants could click
"Save as draft" if he
does not intend to
submit application
immediately.

# Retrieve the draft application

Website address: https://www.moh.gov.sg/ptms



Applicants to select "
Enquiry/Update
Application" button





### Postgraduate Training Management System

APPLICANT

Welcome, Ang Li Huang Loretta

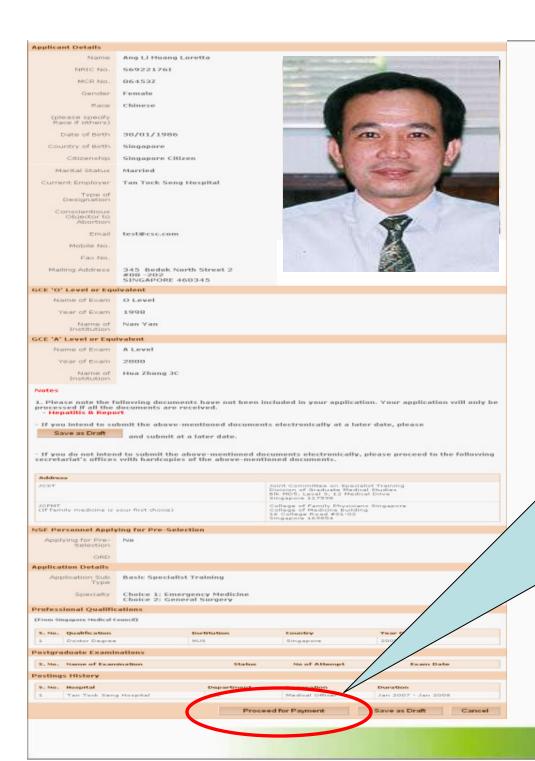
LOGOUT

MENU

#### **Application Enquiry**

S. No.	Batch No.	Application Sub Type	Specialty	Submitted Date	Status
1	1127	Basic Specialist Training	Family Medicine	17/01/2008	In-progress
	0108	Basic Specialist Training	Emergency Medicine, General Surgery		Drafted
1 - 2	of 2				Goto 1 🔻

Applicant to click on the "Batch number" of the application saved as draft earlier



• "Summary" tab.
Applicants could click
"Proceed for Payment"
if he is ready to submit application.





#### Postgraduate Training Management System

**APPLICANT** 

Welcome, Ang Li Huang Loretta

MENU LOGOUT

#### Submit Application >> Payment

#### **Payment Details**

The application fee is S\$850.5. Please select a payment method.

. EPayment

(For ePayment, INETS Debit, ENETS Credit are available)

2. Cash/Cheque

for cash payment, please proceed to the following Secretariat office's for payment:

For charge payment, please address the cheque to "JCST" or "JCFMT"(If family medicine is your first choice).

Please note that your application will not be processed if payment is not received fully by the application exercise closing date.

#### Address

JCST Joint Committee on Specialist Training

Division of Graduate Medical Studies Blk MD5, Level 3, 12 Medical Drive

Singapore 117598

**JCFMT** 

College of Family Physicians Singapore

(If family medicine is your first choice)

College of Medicine Building

16 College Road #01-02 Singapore 169854

Cancel

Trainees can select the mode of payment.





# Postgraduate Training Management System

**APPLICANT** 

Welcome, Ang Li Huang Loretta

MENU

LOGOUT

## Make E-Payment

Connecting to Bill Collect ........... Please wait!

## **Testing Agency Fines**

Payment step 1 of 2

Ref Label update: 2008/00000352

Amt (S\$): 50.00

Submit Cancel

If you encounter any problems with this service, please click here for our contact information.

#### **Testing Agency Fines**

Payment step 2 of 2

#### Receipt

Receipt Message update

Ref Label update: 2008/00000352

Amt(S\$): 50.00

Payment Mode : eNets Credit

EP Reference No : CC08012915485626

Transaction No: BILL0800010331

Transaction Date/Time: 29/01/2008 15:46:56

This is a computer generated receipt. No signature is required.

Click to complete this transaction

Rate this e-service





#### Postgraduate Training Management System

APPLICANT

Welcome, Ang Li Huang Loretta

MENU

LOGOUT

#### Submit Application >> Payment

Congratulations! Your application for the Traineeship has been submitted successfully!

#### **Payment Details**

1. Please print out the payment details below and bring it along with you when making payment at the JCST/JCFMT Offices

Name	Ang Li Huang Loretta	
MCR No.	06453Z	
Type of Payment	Cash/Cheque	
Amount	\$850.5	
Date/Time	18/01/2008 04:53 PM	

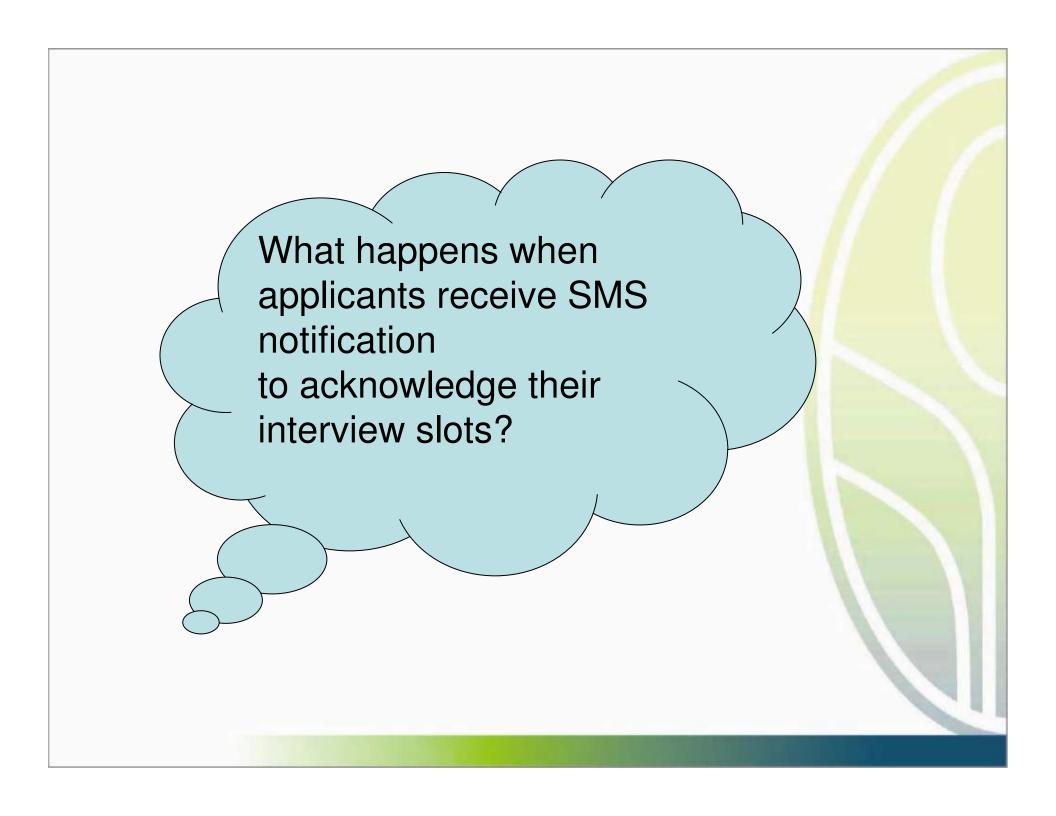
#### Notes

- 1. Please note that the following documents have not been included in your application. Your application will only be processed if all the documents are received.
- Hepatitis B Report
- 2. Kindly submit hardcopies of the above-mentioned documents to the following secretariat's offices.

Address	
JCST	c/o Division of Graduate Medical Studies, National University of Singapore Block MD 5, Level 3, 12 Medical Drive, Singapore 117598
JCFMT (If family medicine is your first choice)	College of Medicine Building, 16 College Road, #01-02 Singapore 169854

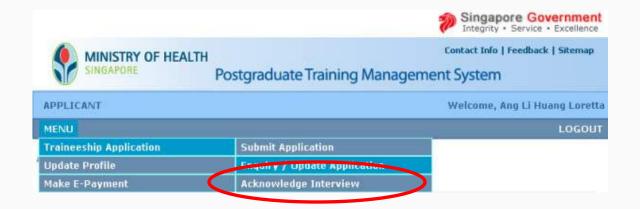
You can print out a copy of the successful payment notification.

Whatever
documents that
were not submitted
in the online
application are
highlighted in red
at Notes.



## Acknowledging Interview Slots

Website address: https://www.moh.gov.sg/ptms



Applicants to select "Acknowledge Interview"





Contact Info | Feedback | Sitemap

#### Postgraduate Training Management System

APPLICANT Welcome, Ang Swee Hui

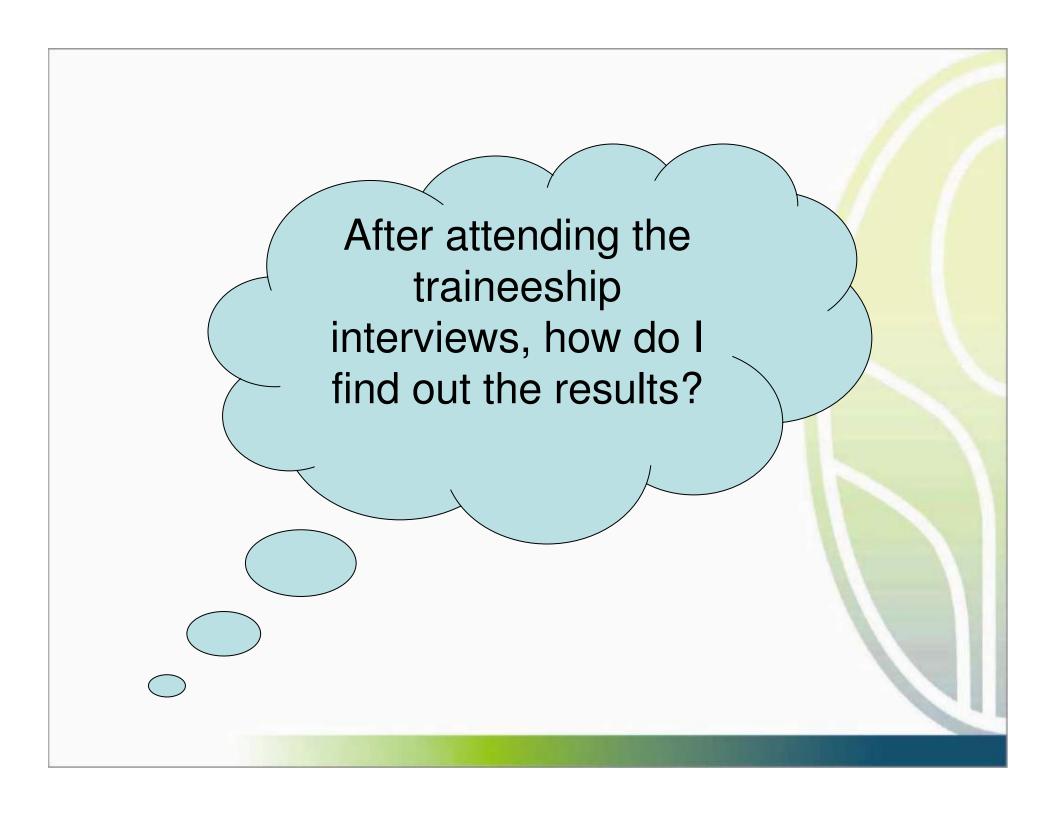
MENU

LOGOUT

#### Acknowledge Interview

S. No.	Application Sub type	Specialty	Name	MCR No.	Mobile No.	Email	Interview Date/Time	Interview Venue	Actions
1	Basic Specialist Training	Anaesthesiology	Ang Swee Hui	10795F		jwandy@gmail.com	01/04/2008 0800- 0900	VENUE1	Acknowledge
2	Basic Specialist Training	Emergency Medicine	Ang Swee Hui	10795F		jwandy@gmail.com	09/04/2008 0900- 1000	VENUE2	Acknowledge
3	Basic Specialist Training	Family Medicine	Ang Swee Hui	10795F		jwandy@gmail.com	11/04/2008 1200- 1300	VENUE3	Acknowledge

Back to Top



## Checking application results

Website address: https://www.moh.gov.sg/ptms



Applicants to select "
Enquiry/Update
Application"

## Checking application results

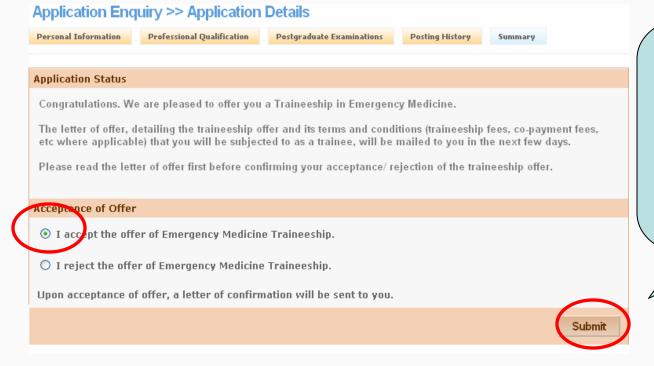
Website address: https://www.moh.gov.sg/ptms



Applicants to click on the "Batch number" of the traineeship

## Accepting Traineeship Offer

Website address: https://www.moh.gov.sg/ptms



Applicants to indicate whether he/she wants to accept the traineeship offer.

Trainees would receive a hardcopy offer letter. Trainees are encouraged to click accept in the PTMS system after reading the terms and conditions in letter and return the acceptance of the offer letter.

## After accepting traineeship offer

Website address: https://www.moh.gov.sg/ptms



After accepting the traineeship offer, applicant's status would change to Trainee status at the next login.

## Trainees Module

## Trainees' Module – Assessment of Posting



At the end of each posting, trainees are required to assess the quality of the training during the posting period.





Contact Info | Feedback | Sitemap

#### Postgraduate Training Management System

**TRAINEE** 

Welcome, Ang Lay Teng Jahaziel

MENU

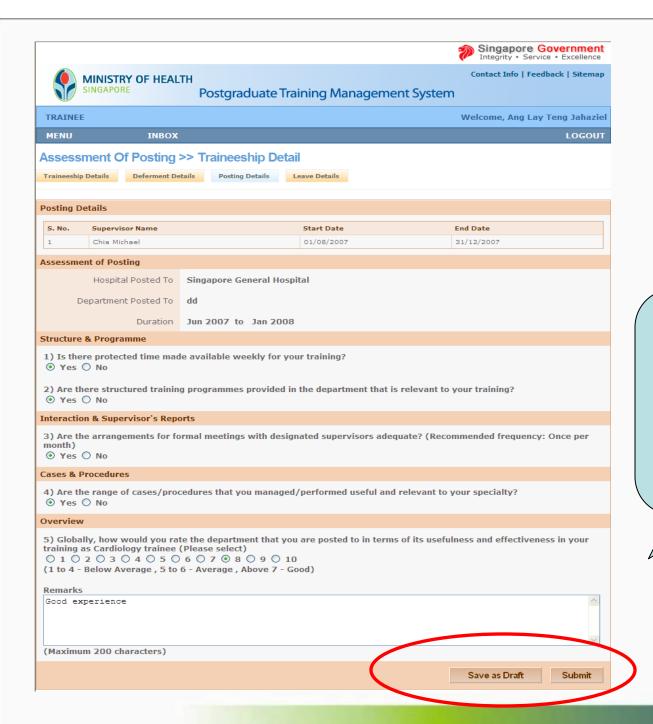
**INBOX** 

LOGOUT

#### **Assessment of Posting**

S. No.	Primary Supervisor's Name	Hospital Posted to	Department posted to	Start Date	End Date	Status		
1	Tan Yean Choon Thaddaeus	Singapore General Hospital	ABC Dept	01/02/2008	70/06/2008	Pending submission		
2	Chia Michael	Singapore General Hospital	dd	01/06/2007	31/01/2008	Pending submission		
1-20	1 - 2 of 2   Goto   1 v							

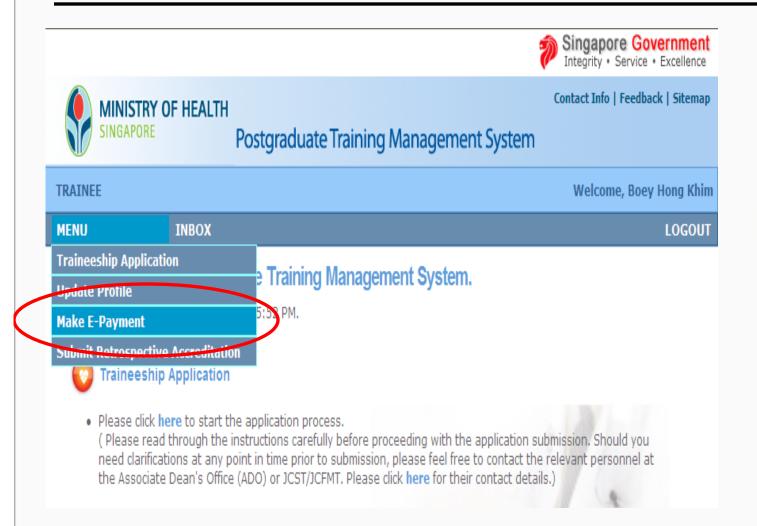
Select the posting that you will need to assess.



Key in your assessments and click "Submit" button for submission.

# ELECTRONIC PAYMENTS

## Electronic Payments







Contact Info | Feedback | Sitemap

#### Postgraduate Training Management System

TRAINEE Welcome, Boey Hong Khim

MENU INBOX LOGOUT

#### Make E-Payment

	Select All Payment		Fee Туре	Payment Due Date	Amount
			Application Fee	14/12/2007	\$50.00
			Traineeship Fee (year 2)	27/03/2009	\$5,000.00
			Traineeship Fee (year 3)	27/03/2010	\$5,000.00

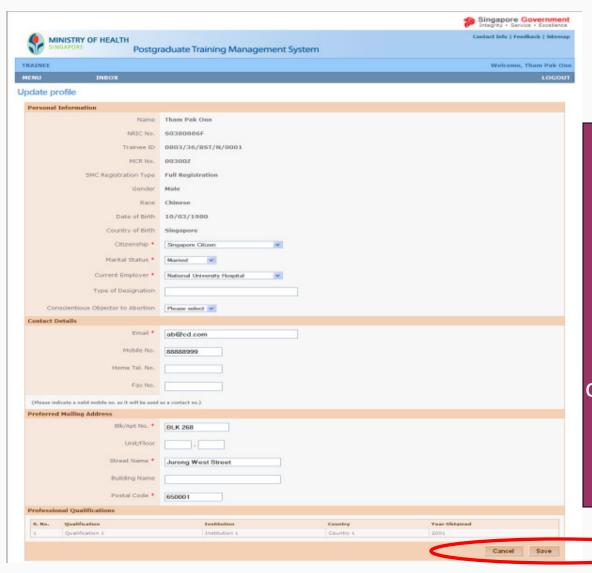
Make E-Payment

Select the items that you would like to make payment for.
Click on "Make E-Payment" button.

### Maintenance of Trainee Profile



Click on
"Update
Profile" to
make changes
to your
personal
particulars.



Please update your mobile number, and preferred mailing address in order to facilitate the dissemination of important correspondences/ information.

### **Contact Details**

- In the event that a technical problem related to the system is encountered, please feel free to contact our vendor by:
  - sending an email to CSA MOH Support@csc.com or
  - call the toll-free line at 1-800-2137421.
- When contacting for help, please do the following so that we can help you:
  - Give detailed information about the problem
  - Attach screenshots (either Ctrl/ Alt Print Screen) if possible
- You will receive a reply from our support team, usually within 24 hours. Where further investigations may be necessary, the team will keep you updated on the progress until the problem is resolved.
- The operating hours of the Help-desk team are:
  - Mondays to Fridays
  - 0900 to 1800 Hours



**Thank You**