

CHECKLIST FOR SPECIALIST ACCREDITATION APPLICATION (FOREIGN-TRAINED)

Please use this checklist as a reference for the list of necessary documents. You are not required to submit this checklist.

Full Name of Doctor (please underline Family Name):

Specialty applied for: _____

MCR No. (if available): _____

A	SPECIALIST ACCREDITATION APPLICATION			
1	Is every section of the online application duly completed and submitted?			
2	Does the original cover letter /offer of employment submitted clearly states: <ul style="list-style-type: none">• The position offered?• The department to be posted?			
3	Has an application for medical registration and specialist registration (with prescribed fee) been submitted to SMC concurrently?			
B	SUPPORTING DOCUMENTS			
4	Is Affidavit or Deed Poll required and submitted? (applicable where the name of doctor varies in different documents)			
	<u>Postgraduate Qualifications</u>			
5	Is a certified true copy of each postgraduate (PG) scroll submitted?			
6	Is a Letter of Verification for each qualification submitted to SAB / SMC?			

	<u>Specialist Certification</u>			
7	Is a certified true copy of the certificate of completion of specialist training programme submitted? (e.g. CCT (UK), Board Cert (US), etc)			
8	Is a Letter of Verification for each qualification submitted to SAB / SMC? (except for CCT (UK))			
	<u>Overseas Licensing & Registration</u>			
9	Is the doctor registered in his home country or with the licensing authority in current place of practice? If not, why?			
10	Is a certified true copy of the overseas medical registration certificate(s) submitted? Note: From every jurisdiction in which the doctor is currently, or have previously been registered as a health practitioner.			
11	Is a certified true copy of the proof of entry into a specialist register of the overseas licensing authority submitted? - Note: Certified true copy not required for online verification			
12	Is a certified true copy of the overseas specialist registration certificate(s) submitted? Note: - This includes any conditions/limitations imposed in the country of practice (if any). - Certified true copy not required for online verification certificate			

	<u>Service Testimonials</u>			
13	<p>Service testimonials should be attached where available. Additional testimonials may be requested for certain postings.</p> <p>The testimonial should be on official letterhead of the organisation and contain the following information:</p> <p>(a) Doctor's name and designation (b) Period of employment (with dates) (c) Nature of work or description (d) Assessment of the doctor's performance endorsements / letterhead or company's stamp (e) Letter/certificate should be duly signed by <u>supervisor or authorised person of the employing organisation.</u> (f) Date of issue</p>			
	<u>Curriculum Vitae (CV)</u>			
14	<p>Is a copy of the updated CV submitted?</p> <p>The CV should be according to the following format in chronological order :</p> <p>(a) Month (MMM) Year (YYYY) – Month (MMM) Year (YYYY), Designation, Department, Institution, Country</p> <p>(b) Summary of all working experience, including clinical, academic and research work.</p> <ul style="list-style-type: none"> • To specify <u>percentage</u> of time spent on clinical tasks if position is not considered fully clinical • To provide a description of the set-up of the institution if the doctor is practising at a specialist level (e.g. public/private practice, number of beds and facilities) • To provide brief explanation of any gaps in CV <p>(c) Details of training received for basic specialist training and the advanced specialist training.</p> <ul style="list-style-type: none"> • To include breakdown of training period and appointments. • For UK-trained specialists, please provide NTN). <p>(d) Other relevant information (e.g. publications)</p>			

	<u>Others</u>			
15	Are original certified translated copies of non-English documents submitted in the application?			

NOTE:

- For certified true copy of documents, only certification by a notary public, HR of the prospective employer or authorised personnel of the conferring institution is accepted.
- Additional information or documents may be required in the submission of the application, depending on the assessment of the application.
- All applications for specialist accreditation will be considered on its own merits and meeting the criteria per se does not equate to approval.
- SAB reviews all applications in considering specialist qualification, training and experience in its entirety, and might subject applicants to additional conditions such as peer-review/supervision depending on the review.