



SINGAPORE MEDICAL COUNCIL

23 July 2021

FREQUENTLY ASKED QUESTIONS – SUPPORTING TESTIMONIAL

Q1	What is the purpose of the supporting testimonial from the Head of Department (HOD) and Chairman Medical Board (CMB)/ Medical Director (MD)?
A1	The purpose of the supporting testimonial is for the HOD and CMB/MD to recommend that the Conditionally registered (C-reg) doctor can be Fully registered (F-reg) as he/she is assessed to be a competent and safe doctor. If the doctor is not a specialist, the testimonial must be based on practice in a non-specialist context (for example, as a medical officer).
Q2	What information should be included in the supporting testimonial?
A2	<p>The information to be given in the supporting testimonial should be simple and relevant based on the doctor's performance and contain the following:</p> <ul style="list-style-type: none">i. the period of full-time work (at least 3 months of full-time work is required) before a testimonial can be given;ii. the name of the department and institution; andiii. whether the doctor can be recommended for F-reg based on observation of the professionalism and performance of the doctor. <p>The testimonial should be written on the official letterhead from the institution and include the name, designation and signature of the HOD and CMB/MD.</p>
Q3	If a doctor obtains a supporting testimonial, does that mean that the application for F-reg application will be approved?
A3	The supporting testimonial only forms one facet of the SMC's consideration for F-reg. The C-reg doctors must fulfil all other requirements for F-reg which would also include the supervisors and peers assessment of the doctors' performance, professional conduct and professionalism.
Q4	Can institutions impose additional requirements for issuing the testimonial besides SMC's requirements?
A4	Institutions <u>must not</u> impose additional requirements when issuing the supporting testimonial to the C-reg doctors with satisfactory performance if they have fulfilled SMC's prevailing requirements for F-reg.



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Q5	Our institution is unable to give a testimonial as we do not have access to the assessment reports of their previous postings and the doctor has not served long enough in the institution or posting.
A5	<p>The institution should not deny the C-reg doctors the supporting testimonial if they have completed the minimum period of supervised practice required by SMC for the testimonial in A2 above (at least 3 months of full-time work).</p> <p>The supporting testimonial is based on the observed performance and professionalism of the doctor during the specific period with your institution. It is for SMC to review the doctors' performance during the entire period of their supervised practice under C-reg.</p> <p>A supporting testimonial does not mean that F-reg will be approved. For example, F-reg will not be approved if SMC does not consider that the performance of the C-reg is satisfactory based on his/her assessment reports.</p>
Q6	Our institution is unable to issue a supporting document to the C-reg doctor as his/her performance is not satisfactory.
A6	You should inform the C-reg doctor on the areas he/she needs to improve and to remediate his/her performance so that the doctor will know the reason why the testimonial is not given.
Q7	Our department/institution is specialty-based and unable to provide a testimonial based on general practice settings for non-specialist doctors.
A7	For a non-specialist doctor, the testimonial is based on the doctor's performance as a non-specialist for the period that he/she is working in the department and institution prior to the application for F-reg.
Q8	Can I combine supporting letters to support my application, for example from HOD and CMB/MD of different institutions?
A8	The HOD and CMB/MD must be from the same institution and cannot be combined from different institutions. Only one testimonial is required.
Q9	Can I get the supporting testimonial from my supervisor or Residency Programme Director instead of HOD and CMB/MD?
A9	You must obtain the supporting testimonial from HOD and CMB/MD of the institution.