



Specialist Training Committee

Joint Committee on Specialist Training
Sub-specialty Training Committee (Intensive Care Medicine)

Instructional Checklist for
ADVANCED TRAINEES IN INTENSIVE CARE MEDICINE (ICM)
(Updated 30 January 2012)

Name of Trainee: _____

A. APPLICATION FOR ENTRY TO ICM ADVANCED TRAINING

No.	Item	Details	Status
A1.	Read ICM Training Guideline	A1.1 ICM Training Guidelines (Dated April 2010) can be obtained from http://www.healthprofessionals.gov.sg/content/hprof/sab/en/topnav/forms_publications/jcst_training_guides.html A1.2 Note point C.1 to assess your own eligibility	
A2.	Submission of forms	Details of each traineeship call are available at http://www.healthprofessionals.gov.sg/sab Note: information will be posted only with a new call for trainees.	
A3.	Selection Interview	Suitable candidates will receive notice to attend a Selection Interview with the Subspecialist Training Committee (SSTC) ICM, to determine eligibility for entry into ICM Advanced Specialist Training (AST). Interview date: _____ Time: _____ Venue: _____	
A4	Offer and Acceptance of ICM AST	Successful candidates who are offered ICM AST are required to revert to JCST regarding their acceptance or rejection of the traineeship offer.	
A5	Classification as Provisional Trainee	Successful candidates who are offered the ICM AST will be considered as Provisional ICM Trainees by the SSTC until they begin their Core ICU Postings. Provisional AST starting date: _____	

B. DUTIES AS PROVISIONAL TRAINEE

No.	Item	Details	Status
B1.	Read ICM Training Guideline	Provisional Trainees should be familiar with and proactively comply with all process and requirements stated in the ICM Training Guideline (dated April 2010)	
B2.	Log Book	Provisional Trainees will receive an ICM Training Logbook from JCST. Trainees are advised to be familiar with the Logbook and make detailed records where appropriate. The Logbook will be an important document for subsequent assessment of the AST.	
B3.	Home Institution Supervisor	B3.1 Provisional Trainees should immediately liaise with their Home Institution's Head of Department to be officially supervised by a JCST appointed ICM Trainer. This Home Institution Supervisor arrangement will remain till the	

No.	Item	Details	Status
		<p>completion of entire ICM training process.</p> <p>B3.2 The Provisional Trainee should then liaise with his/her supervisor to inform JCST of the Supervisor-trainee commitment. Email communication is acceptable.</p> <p>B3.3 Note that each ICM Trainer can supervise a maximum of 1 AST trainee.</p>	
B4	Trainees from Respiratory Medicine (RM): Posting Plans	<p>B4.1 Refer to D.1, D.2, D.5 and Annex A in ICM Training Guidelines; and point 7 below.</p> <p>B4.2 Formulate your plans for the following: B4.2.1 Plans for MICU Posting during RM AST B4.2.2 Plans for Core ICU Rotation after RM AST</p> <p>B4.3 Submit above plans in 4.2 to SSTC(ICM) through the JCST secretariat for approval or modifications. SSTC(ICM) will only recognize approved postings for Exit Certification.</p>	
B5	Trainees from Internal Medicine (IM): Posting Plans	<p>B5.1 Refer to D.1, D.2, D6 and Annex A in ICM Training Guidelines; and point B7 below.</p> <p>B5.2 Formulate your plans for the following: B5.2.1 Plans for Pre-requisite ICM Related Postings during IM AST. B5.2.2 Plans for Core ICU Rotation after IM AST. B5.2.3 Plans for Pre-requisite ICM postings after IM AST.</p> <p>B5.3 Submit above plans in 5.2 to SSTC(ICM) through the JCST secretariat early for approval or modifications. SSTC(ICM) will only recognize approved postings for Exit Certification.</p>	
B6	Trainees from Anaesthesiology (AN): Posting Plans	<p>B6.1 Refer to D.1, D.2, D.4 and Annex A in ICM Training Guidelines; and point 7 below.</p> <p>B6.2 Formulate your plans for Core ICU Rotation after AN AST.</p> <p>B6.3 Submit above plans in 6.2 to SSTC (ICM) through the JCST secretariat early for approval or modifications. SSTC (ICM) will only recognize approved postings for Exit Certification.</p>	
B7	Submission of Proposed Plan for Core ICU Postings	<p>B7.1 Refer to the document "SUBMISSION OF PROPOSED CORE ICU POSTINGS TO SSTC (ICM) FOR APPROVAL for requirements in the proposed plan. Use the template in Annex A of the above document to enter details and submit it to the JCST Secretariat. The above document can be accessed online at: http://www.healthprofessionals.gov.sg/content/hprof/sab/en/topnav/forms_publications/jcst_training_guides.html</p> <p>B7.2 Submission via email or paper copies are acceptable.</p> <p>B7.3 The SSTC (ICM) will only recognize Core ICU Postings that have been approved prior to their commencement. As such, trainees must submit their plans to SSTC (ICM) through the JCST secretariat <u>not later than 6 months prior to their commencement of Core ICU Postings</u>. This is to allow time for modifications in the postings if needed.</p>	

No.	Item	Details	Status
		B7.4 <u>Training Supervisor in Centres outside Home Institution</u> Trainees who intend to do Core ICU Postings outside their Home Institution (in Singapore or overseas) must liaise with these respective training centres to appoint an in-house supervisor for their duration of training.	
B8.	Payment of Registration and Training Fees	Trainees will pay the prevailing registration and training fees to JCST.	

C. DUTIES AS REGISTERED TRAINEE

No.	Item	Details	Check
C1.	Appointment as Registered Trainee in ICM	C1.1 Provisional trainees will need to ensure that they are registered with JCST as “registered trainees in ICM” before commencing on their core ICU postings. C1.2 Trainees planning to do their Pre-requisite ICM Related Postings after their base specialty AST must inform the SSTC (ICM) through the JCST Secretariat of this intention. The ICM traineeship period will be adjusted appropriately. Appointment period: _____	
C2.	Log Book	Registered Trainees must do appropriate recordings in their Log Book during their Core ICU postings. These data will subsequently be assessed for Exit Certification.	
C3.	Supervisors and Log Book Reports	Registered Trainees should liaise closely with their supervisors (both in home institution and in immediate training centre) to report on their progress in the Log Book.	
C4	Meet the Trainee Sessions	Registered Trainees who are doing their Core ICU Rotations in Singapore will meet the SSTC (ICM) every 6 months, to review the progress of their training.	
C5	Completion of Training as “Registered Trainee in ICM”	Upon completion of all required postings in the approved Proposed Core ICU Postings (and Pre-requisite ICM Related Postings where applicable), the trainees are required do the following: C5.1 Inform JCST secretariat of the date of completion C5.2 Submit the original Log Book to the JCST secretariat	
C6	Payment of Fee	Trainees should ensure that all relevant fees to be duly paid to JCST.	

D. EXIT EXAMINATIONS

No.	Item	Details	Check
D1.	Date of examinations	Upon confirmation of the completion of all required Pre-requisite and Core ICU postings, SSTC (ICM) will arrange for the Exit Examination for the Trainee.	
D2.	Exit Examination	There are 2 parts to the Examinations: D2.1 MCQ D2.2 Clinical Case Discussions	
D3	Exit Examination	An Exit Examination Fee is to be paid to JCST .	

This document is accurate at the time of dissemination and may be subjected to changes without prior notifications.

No.	Item	Details	Check
	Fee		

E. POST EXIT CERTIFICATION

No.	Item	Details	Check
E1.	Exit Certification	The trainee will be conferred the Exit Certification Letter by JCST when the following have been fulfilled: E1.1 Passing the Exit Examinations E1.2 All required training records and Training Log Books have been reviewed by SSTC (ICM) and deemed to have fulfilled all requirements.	
E2.	Specialist Registration with Ministry of Health (MOH)	With the Exit Certification Letter from JCST, the candidate can now apply to the Specialist Accreditation Board (SAB) of MOH for specialist accreditation in Intensive Care Medicine.	