

OFFER OF RESIDENCY POSITION – 2020

MINISTRY OF HEALTH'S (MOH) RESIDENCY TERMS AND CONDITIONS

- 1 The terms and conditions for residents in this document include:
 - (a) Entry into residency;
 - (b) General residency rules and specialty specific requirements;
 - (c) Termination, withdrawal and exit from residency; and
 - (d) Financial support and obligations.

ENTRY INTO RESIDENCY

- 2 With the exception of those entering senior residency (i.e. the fourth year of residency (R4) or fifth year of residency for residents in Obstetrics & Gynaecology), all residents will enter the first year of residency (R1).
- 3 With the exception of SAF doctors and doctors employed directly by MOH, all residents will be employed by MOH Holdings Pte Ltd (MOHH). The employment benefits of all such residents (including medical benefits and leave policies) are stated in the MOHH employment contract.

GENERAL RESIDENCY RULES WITH SPECIALTY SPECIFIC REQUIREMENTS

- 4 Residents, with the exception of SAF doctors and doctors employed directly by MOH, shall comply with the terms and conditions of the MOHH employment contract. All residents shall also comply with the Sponsoring Institution's (SI) Residency Agreement. Training requirements specific to a resident's specialty will be posted on the Specialists Accreditation Board (SAB) website and shall be complied with by all residents as applicable. These training requirements may be, in exceptional circumstances, subject to change as recommended by the Residency Advisory Committee (RAC) and will be updated on the SAB website. Please visit the SAB's website at: <http://www.healthprofessionals.gov.sg/sab>
- 5 The duration of each programme is outlined in the respective specialty's programme information on the SAB website. Training duration may be extended in the event a resident exceeds the maximum allowable days of absence, below par performance during the residency, fails examination/s or does not show evidence of competency to progress to the next level. Residents returning after an extended period (i.e. more than 12 months) of absence from training (e.g. National Service) will be required to undergo a minimum of two months of

refresher training and assessment as directed by the SI before re-entering residency. For consecutive leave periods of 12 months or less, the SI would make an assessment of the resident's competency to determine whether a refresher work period is required, or whether an extension or repeat of posting is required.

- 6 The total number of days of absence should not exceed 38 days in a year with the allowable days for each period of posting shown in Table 1 below. Residents are also entitled to a maximum of 12 additional days of training leave (not counted towards the cap of 38 days) a year.

Table 1: Maximum Allowable Days of Absence

Period of Posting (Months)	Maximum Days of Absence Beyond which Posting should be Remediated/ Repeated
2	6
3	10
4	13
6	19

- 7 In the event that a resident needs to exceed the maximum days of absence allowed for a posting (e.g. Maternity leave, No-Pay Leave (NPL), National Service (NS), In-Camp Training (ICT)), the resident should inform his/her Programme Director in writing at least three months in advance.
- 8 Training leave is defined as leave taken for activities relevant to the specific residency programme (including but not limited to conferences/symposiums, seminars, workshops, lectures, courses, examinations) and hence will not be considered as leave of absence.
- 9 Residents who apply for training leave must obtain prior written approval from the Programme Director. The Programme Director will decide whether the training leave is considered appropriate and relevant to the programme. Should there be misinformation or misuse of training leave, action will be taken against the resident to recover funding for training days and the leave days will be forfeited from the annual leave.
- 10 Residents must complete their training requirements, pass requisite examinations and obtain their exit certification from the Joint Committee on Specialist Training ("JCST") no more than three years beyond the usual length of their training programme as set out on the SAB website. Foreign-trained doctors who enter residency at the fourth year of residency (R4) must obtain their exit certification from JCST no more than two years beyond the usual length of training for the senior residency programme as set out on the SAB website.
- 11 Statutory leave provided for under the law such as SAF liabilities and maternity leave, and periods of refresher training on resumption of service shall be excluded from the computation

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of the maximum period permitted under Clause 10 above. Residents may approach the Sponsoring Institution (SI) for more details on the types of leave that are included or excluded from the computation.

- 12 Duty hours are defined as all clinical and academic activities related to the residency programme. Residents must comply with the stipulated duty hour requirements during their training.

National Service (NS) Re-enlistment

- 13 Residents re-enlisting for NS are required to complete at least three months of continuous postings in either Emergency Medicine or Anaesthesiology prior to their re-enlistment. Failure to do so will result in a delay in their NS re-enlistment.

TERMINATION, WITHDRAWAL AND EXIT FROM RESIDENCY

- 14 The Sponsoring Institution (SI) may terminate a resident's participation in a residency programme for non-compliance with the residency training rules. The resident may also be dismissed from a residency programme if he or she fails to comply with or breaches the terms of the Sponsoring Institution's (SI) Residency Agreement. The termination of employment by MOHH, MOH, or SAF, as the case may be, will automatically result in the termination of residency training.
- 15 Residents who withdraw from one residency programme and wish to enter into another Residency programme or into the Basic Specialist Training (BST)/Advanced Specialist training (AST)/Seamless programme in:
- i. the same specialty offered by a different Sponsoring Institution (SI); or
 - ii. a different specialty offered by the same Sponsoring Institution (SI); or
 - iii. a different specialty offered by a different Sponsoring Institution (SI);

will be required to re-apply after a one-year penalty. That is, residents cannot re-apply in the following intake, and can only apply the year after the one-year penalty. This is to encourage responsible decision-making when residents enter into training and ensure accountability for the funded training programmes.

Key Exit Requirements

- 16 All Internal Medicine (IM) residents are required to complete a minimum of one month posting to Geriatric Medicine (GRM) on a full-time basis during their junior residency years (R1 to R3). Non-IM residents except those from Pathology, Paediatric Medicine and Family Medicine shall

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go through the common GRM modular course before they can be eligible for senior residency. In addition, senior residents in IM-related specialties must also complete a total of six months of IM and/or GRM postings (with GRM postings capped at a maximum of two months) during their senior residency.

- 17 All residents shall also complete the mandatory prescribed courses including the Medical Ethics, Professionalism and Health Law Course. All residents are required to register for this course and make payment directly to the course provider. For more information, please visit the SAB's website at:
<https://www.healthprofessionals.gov.sg/sab/specialist-training/general-information-training-programmes>
- 18 Successful completion of the residency programme and the prescribed exit exam does not equate to automatic entry into the Specialist Register or Family Physician Register. All residents are required to personally apply to and be accredited by the Specialists Accreditation Board (SAB) or the Family Physicians Accreditation Board (FPAB), and the Singapore Medical Council (SMC) before they are eligible to practice as a Specialist or Family Physician.

IMMUNISATION STATUS

- 19 Doctors with Hepatitis B (HBV), Hepatitis C (HCV) or Human Immunodeficiency Virus (HIV) carriage should not be accepted into training for specialties where Exposure-Prone Procedures (EPPs) are commonly performed. Residents accepted into specialties involving EPPs must also be immune against HBV. Residents are required to update their employer and Sponsoring Institution (SI) on their immunisation status prior to the commencement of residency.

FINANCIAL SUPPORT AND OBLIGATIONS

- 20 Residents in the following highly subscribed specialties: Dermatology, Paediatric Medicine, Obstetrics & Gynaecology, Ophthalmology, Orthopaedic Surgery, Otorhinolaryngology and Plastic Surgery, will be required to pay a training fee of **\$450.00** per month for the entire duration of their training as stipulated for previous batches of specialist trainees for these specialties. The training fee may be subject to revision in the future.
- 21 Annual In-Training Examinations (ITE) administered by the Academy of Medicine Singapore (AMS) for certain specialties and Family Medicine (together with the College of Family Physicians Singapore) is a requirement in a resident's training programme. MOH will subsidise

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active residents (at the time of registration) 50% of the full ITE fees¹. The remaining fee will be paid by the residents directly to the AMS at the time of registration for the ITE. In the event that residents are absent from the ITE without a valid reason, MOH will recover the full cost of the examination fees from the residents through AMS. The assessment on the validity of the reason(s) for absence will be at the discretion of MOH. Valid reasons could include: (i) natural disasters; (ii) family exigencies e.g. sickness of candidate or death of family member, childbirth involving candidate or spouse; and (iii) extenuating circumstances beyond the candidate's control.

CONFIDENTIALITY POLICY

- 22 The resident acknowledges that MOH may use his/her training and assessment data not limited to attendance, postings, examination performance, training programme evaluations, self-evaluations of knowledge and practice performance and other information for policy development and research purposes, including collaboration with other research investigators and scientific publications. For such purposes, MOH will not disclose personal identifying information.
- 23 The resident also acknowledges that information pertaining to his or her training performance may be disclosed by MOH, MOHH, JCST, RAC or the SI if it is deemed to be necessary for any investigations into or proceedings concerning possible criminal or disciplinary misconduct, and/or in relation to matters of patient safety and/or fitness to practice.

OTHERS

- 24 MOH reserves the right to impose additional conditions and/or amend these terms and conditions without prior notice.
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¹ The only exception is Pathology where MOH will fund the ITE fees fully.

ACKNOWLEDGEMENT

In consideration of my successful application for residency position, I hereby confirm that I accept the residency offer. I acknowledge that I have read and understood, and accept the above terms and conditions.

Name: _____

Signature: _____

MCR No.: _____

Date: _____

Note: Please retain a copy of these terms and conditions for your own reference.

11 May 2020

ANNEX B

SINGHEALTH RESIDENCY PROGRAMME AGREEMENT

Name of Resident:

Name of Residency Programme:

Date of Commencement:

As an employee of MOHH/Singapore Armed Forces (SAF-MINDEF), you are required to comply with Residency Terms and Conditions set out in the employment contract with MOHH/SAF-MINDEF which includes:

- (a) Entry into Residency,
- (b) General Residency rules and specialty-specific requirements,
- (c) Termination, withdrawal and exit from Residency, and
- (d) Financial support and obligations.

Further, as a Resident participating in the above Residency Programme, you are also required to comply with the terms and conditions of SingHealth Residency as set forth herein.

1. DEFINITIONS

Whenever used in this Agreement, the following terms have the meanings indicated:

Designated Institutional Official (DIO): The individual in the Sponsoring Institution who has the authority and responsibility for all Residency Programmes.

Sponsoring Institution: For the purposes of this Agreement, Singapore Health Services Pte Ltd is the Sponsoring Institution.

Graduate Medical Education Committee (GMEC): A standing committee which, along with the DIO, has the authority and responsibility for the oversight and administration of the Sponsoring Institution's Residency Programmes and responsibility for assuring compliance with training requirements.

Resident: A physician in an accredited Graduate Medical Education specialty programme.

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National Neuroscience Institute • Singapore National Eye Centre • SingHealth Community Hospitals • SingHealth Polyclinics

Participating Site: An organization providing educational experiences or educational assignments/rotations for Residents, including but not limited to the following:

- Singapore General Hospital
- KK Women's and Children's Hospital
- Changi General Hospital
- Sengkang General Hospital
- SingHealth Community Hospital
- SingHealth Polyclinics
- National Cancer Centre Singapore
- National Heart Centre Singapore
- National Neuroscience Institute
- Singapore National Eye Centre

2. APPOINTMENT

The appointment as a Resident will be for the duration of the Residency Programme offered, as stipulated by the Specialists Accreditation Board (SAB) and the respective Residency Advisory Committee (RAC), subject to yearly review in accordance to the SingHealth-GMEC Policy on Selection, Employment, Appointment, Progression and Completion of Training (22200-GME-012).

3. RESIDENT RESPONSIBILITIES

The Resident Shall:

- 3.1 Under the supervision of the teaching staff, provide safe, effective and compassionate patient care, commensurate with his/her level of advancement and responsibility.
- 3.2 Perform the duties prescribed by the relevant institution or an attending physician or department in a competent, efficient, satisfactory, respectful and courteous manner in strict accordance with the professional and ethical standards of the medical profession.
- 3.3 Have a strong commitment to patient safety and professionalism.
- 3.4 Disclose if he/she is suffering from any medical, psychological or substance misuse conditions that might render him/her unable to practice safely and competently.
- 3.5 Inform the Programme Director if they suspect that a Resident is suffering from impairment or exposing patients to unnecessary risks.
- 3.6 Abide by and comply with all the rules, policies, procedures and regulations of SingHealth and its affiliated institutions where the Resident may be rotated to, and agrees to conduct himself/herself under the direction of the Programme Director, the Associate Programme Director and the team of faculty.
- 3.7 Comply with the supervisory framework and guidelines concerning Resident certification of competency in performing procedures under graduated level of supervision. The Resident is expected to:
 - a. Meet programme specific requirements on certification of procedural competency.

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- b. Timely submission of the procedure assessment forms to the Programme for updating of certification status on the [SingHealth Clinical Privileging System](#) (CPS). In situations where the information on a Resident and/or a particular procedure is not available in CPS, the Resident is required to perform the procedure under direct supervision.
 - c. Inform healthcare professionals if they are not certified to perform procedure under indirect supervision.
 - d. Residents who have already been certified competent, but may lack the confidence to perform the procedure, either due to the case complexity or for other reasons, shall declare that they require direct supervision from a faculty.
- 3.8 Meet the educational goals of their specific Residency Programmes. The Resident is expected to manifest active involvement in learning, and has responsibility for the following:
- a. Development of competence in the six areas (i.e. patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism and systems-based practice).
 - b. Development of a personal growth programme of learning to foster continued professional growth.
 - c. Experience with quality assurance/performance improvement.
 - d. Participate fully in the educational and scholarly activities as specified by the Programme Director, including attendance at didactic teaching, and other responsibilities which may include research projects, completion of examinations, maintenance of procedure logs and other items.
- 3.9 Provide data on their educational experience to their Programme Director and Graduate Medical Education Office as requested. The provision of regular feedback on faculty, programme and overall educational experiences via confidential written or electronic evaluations, is an essential part of the continuous improvement of the educational programmes within SingHealth and is required by the ACGME-I/JCST.
- 3.10 Participate in Graduate Medical Education, departmental and hospital committees to become familiar with administrative aspects of health care and involvement with such experiences, especially those that relate to patient care review and medical education activities.
- 3.11 Comply with MOH's Residency Terms and Conditions.
- 3.12 Teach and mentor junior Residents and medical students. Collaborative learning is an important part of Graduate Medical Education, and Residents' involvement with the education of other members of the health care team is essential.

4. HUMAN RESOURCE MATTERS

- 4.1 MOHH/SAF-MINDEF will administer the Resident's employment contracts and other relevant Human Resources matters including leave, medical benefits, salary, insurance coverage, etc. The Resident shall abide by and receive salary, annual leave, medical benefits, insurance coverage and other benefits as set out in the MOHH/SAF-MINDEF employment contract. Further details are dealt with in the SingHealth-GMEC Policy on Leave (22200-GME-015) and Financial Support (22200-GME-015).
- 4.2 All Residents must possess valid medical indemnity insurance at all times while undergoing Residency training with SingHealth. Failure to comply with this requirement may result in severe disciplinary action(s), including suspension or termination from the Residency Programme.
- 4.3 Residents will be assigned a MOHH email account. Communications to Residents will be done via this email account. Residents are expected to check their MOHH e-mail accounts on a regular basis.

5. WELFARE BENEFITS FOR SINGHEALTH RESIDENTS

- 5.1 Each Resident shall be responsible for their Laptops or any assets assigned during their Residency training and follow guidelines including but not limited to those set out in the Letter of Undertaking for IT equipment signed upon receipt of the Laptops.
- 5.2 The Laptops are SingHealth property and must be returned to Integrated Health Information System (IHIS) upon leave of absence from training, termination, separation, completion of Residency training or any other circumstances stated in the SingHealth-GMEC Policy on Leave Policy (22200-GME-015) and Separation (22200-GME-013).
- 5.3 Residents are also eligible for various welfare benefits. Such benefits are dealt with in the SingHealth-GMEC Policy on Residents Welfare Benefit Policy (22200-GME-016).

6. CONDITIONS FOR PROGRESSION AND PROMOTION

- 6.1 Periodic evaluations of the Resident will be conducted at the end of each rotation, semi-annually by the Programme's Clinical Competency Committee or as deemed necessary to assess competencies in patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, systems-based practice, and/or any other factors desirable to complete the requirements of the programme.
- 6.2 Conditions for Resident progression and completion of training will be conducted in accordance to the SingHealth-GMEC Policy on Selection, Employment, Appointment, Progression and Completion of Training (22200-GME-012). This policy sets out the standards and guidelines for evaluating a Resident's ability to advance to the next level of training, and his/her eligibility for promotion to a higher status during a specialty training.

7. CONDITIONS OF SEPARATION

A Resident may be separated from the Residency Programme under the circumstances stated in the SingHealth-GMEC Policy on Separation (22200-GME-013).

8. GRIEVANCE PROCEDURE

A Resident may appeal against any training management and training decisions affect them as stated in the Singhealth-GMEC Policy on Redress of Grievance (22200-GME-005).

9. MOONLIGHTING

The Sponsoring Institution prohibits all Residents from engaging in moonlighting. "Moonlighting" herein is defined as engaging directly or indirectly in any other business whatsoever, whether for reward or not, during their Residency training with SingHealth. Certain moonlighting activities within the SingHealth Participating Sites may be allowed, subject to prior written approval. All Residents who wish to engage in any form of Moonlighting must apply to his/her Programme Director for approval, in accordance with the SingHealth-GMEC Policy on Moonlighting (22200-GME-023).

10. CODE OF CONDUCT

Residents should abide by the SingHealth's Code of Ethics and Standards of Conduct, which requires observance of high standards of business and personal ethics in the conduct of duties and responsibilities. Such responsibilities are dealt with in the SingHealth-GMEC Policy on Code of Conduct (22200-GME-032).

11. PERSONAL DATA PROTECTION POLICY

- 11.1 The HR Data Protection Policy ("HR DP Policy") is intended to provide a statement of the policies and approach of the Sponsoring Institution as to the handling of employees' personal data. The HR DP Policy sets out the terms and conditions on the handling of such data and contains the written scope of the consents given to the Sponsoring Institution in respect of employees' personal data.
- 11.2 The Resident's personal data shall be governed by the HR Data Protection Policy taking into consideration the relevant and applicable changes and adaptations to be made with regards to the Resident.
- 11.3 The Resident's acceptance into the Residency Programme is conditional upon the Resident agreeing to provide consents for the collection, use and disclosure of personal data for the purposes stated in the HR DP Policy as adapted for independent contractors. From time to time, the Sponsoring Institution and/or the relevant Participating Site may reach out further to the Resident for additional consents as may be required, and if consent is granted, the handling of such personal data pursuant to such consents, shall be in line with the HR DP Policy.

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12. SOCIAL MEDIA POLICY

To protect the Resident and SingHealth's reputation, Residents must comply with the SingHealth Social Media Policy that outlines the basic responsibilities of Residents in SingHealth. Social media include (but are not limited to): social and professional networking sites, forums, twitter, wikis, photo and video—sharing websites, blogs, as well as location sharing services. Details on the rules of engagement can be accessed on SingHealth Intranet.

13. INTELLECTUAL PROPERTY

The Resident shall be subjected to and comply with the SingHealth's Intellectual Property Policy. This policy provides a framework of principles and procedures in respect of inventions and other works or outcomes tangible or intangible created or developed in the course of work and/or using employer resources.

14. POLICIES AND PROCEDURES

- 14.1 The Resident must comply with all policy and procedures applicable to the Residency including the SingHealth GMEC Policies and Procedures, the SingHealth Acceptable Use Policy and the Healthcare IT Security Policy and Standards. The SingHealth-GMEC Policies and Procedures are available on the SingHealth Residency website. The SingHealth Acceptable Use Policy and Healthcare IT Security Policy and Standards are accessible on Infopedia. SingHealth may, at any time, and at its sole discretion, amend, update, add or remove any of such policies, procedures and standards without prior notice to the Resident. Any such change shall be posted on the relevant SingHealth website (e.g. Infopedia). It is the Resident's responsibility to familiarise himself/herself with all such prevailing policies, procedures and standards and to check for any updates to the same.
- 14.2 SingHealth is entitled to terminate a Resident's Residency for non-compliance with any of the policies, procedures and standards described in Clause 14.
- 14.3 In the event of an inconsistency or conflict between any SingHealth-GMEC policy and procedures and the Medical/Professional Staff by-laws of the Sponsoring Institution or any Participating Site, the SingHealth-GMEC policy and procedures shall prevail and apply.

15. GOVERNING LAW

These terms and conditions shall be construed in accordance with the laws of Singapore.

ACKNOWLEDGEMENT

I hereby acknowledge that I have read and understood, and shall abide by, these terms and conditions.

NAME (as per NRIC/Passport)

SIGNATORY

MCR NO.

DATE