

# **FUNDING GUIDE FOR COMMUNITY CARE MANPOWER DEVELOPMENT AWARD**

**Funded by Ministry of Health**

**Administered by Agency for Integrated Care**

## 1. ABOUT COMMUNITY CARE MANPOWER DEVELOPMENT AWARD

- 1.1 The Community Care Manpower Development Award (CCMDA) is administered by the Agency for Integrated Care (AIC) and aims to support the attraction, development, and retention of manpower in the Community Care sector.
- 1.2 CCMDA is open to both in-service staff working in the Community Care sector as well as students and mid-career switchers with a strong motivation to pursue a career in the Community Care Sector.
- 1.3 Interested applicants should submit their application through their hiring organisations.

## 2. FUNDING SUPPORT

- 2.1 The award will fund up to 90% of course fees and other relevant expenditure, as well as up to 75% of locum cost for the duration of full time formal academic training programme.
- 2.2 Community Care organisations are required to co-fund the remaining course fees, other relevant expenditure and locum costs.
- 2.3 Community Care organisations that qualify for Community Silver Trust (CST) can use it to cover the co-funded amount. Other than CST, double dipping from other funding is not allowed.

## 3. ELIGIBILITY

### 3.1 Sponsoring Community Care Organisations

- 3.1.1. The award is open to all Community Care organisations providing elder care services.
- 3.1.2 AIC reserves the right to reject/withhold/suspend the eligibility status of Community Care organisations. The reasons for suspension of eligibility status could include the organisation's failure to comply with any applicable legal and statutory terms and any other required conditions; or event or circumstance which may lead AIC to determine that the organisation is no longer eligible for the award.
- 3.1.3 All SkillsFuture Career Transition Programmes (SCTP) are not eligible.

### **3.2 Fresh Entrant Applicant**

3.2.1 The award is open to applicants who meet all the following criteria:

- a. Singaporean or Singapore PR;
- b. Successful admission into a relevant training programme; and
- c. Sponsored by a Community Care organisation. The organisation is required to offer full-time employment to the awardee upon his/her completion of the programme/graduation.

### **3.3 In-Service Applicant**

3.3.1 The award is open to applicants who meet all the following criteria:

- a. Singaporean or Singapore PR;
- b. Supported by his/her hiring organisation;
- c. Achieved good performance grade in his/her annual performance; and
- d. Must not have completed the programme at the point of application.

3.3.2 The applicant shall seek admission to the training institution and/or training course on his/her own merit.

3.3.3 There is a blackout period for awardees, during which they are encouraged to apply their newly acquired learning in practice before pursuing the next programme. Any back-to-back applications will be reviewed and considered on a case-by-case basis.

### **3.4 Training Programmes**

3.4.1 The list of pre-approved programmes is provided in [Annex A](#).

3.4.2 If a training programme is not listed under Annex A, organisations can still submit the applications for consideration. Organisations should ensure that the institution and programme offered are of good quality and standing. The application will be subject to review by the award's Selection Committee which are scheduled twice yearly in January and July.

3.4.3 Local training programme is highly encouraged if it is available and of good quality.

3.4.4 Applicants can consider overseas programmes, if the training programmes in specialized areas are not available locally. They should consider the programmes in terms of the relevance of the programmes to the care delivery in Singapore, the quality, rigour, and the programme costs.

3.4.5 The award sponsors clinical attachments and short courses. The duration should be between 10 days to 2 years. A combination of various training formats (e.g., conference with attachment) is allowed.

3.4.6 The award does not sponsor study trips. Community Care organisations should ensure that the programme/attachment would offer staff the opportunity to gain depth and understanding of the chosen topic/theme with the aim of applying the knowledge to start new initiatives and programmes within the organisation.

#### **4. GENERAL PRACTITIONERS/ LOCUM DOCTORS**

4.1 CCMDA also provides training support to General Practitioners (GPs) with a passion and desire to serve the needs of our seniors by providing medical services to clients/residents of Community Care organisations.

4.2 The following programmes offered by the National University of Singapore – Yong Loo Lin School of Medicine are supported under the scheme:

- Graduate Diploma in Family Medicine (GDFM);
- Graduate Diploma in Geriatric Medicine (GDGM);
- Graduate Diploma in Mental Health (GDMH);
- Graduate Diploma in Palliative Medicine (GDPM).

4.3 The award is open to GPs who meet all the following criteria:

- Singaporean or Singapore PR;
- Sponsored by a Community Care organisation;
- Successful admission to the GDFM, GDGM, GDMH or GDPM;
- Signed a contract for service with the sponsoring Community Care organisation.

4.4 Post-Course Requirements

4.4.1 On completion of their training programme, the sponsored GP will be required to provide a minimum of 156 hours of service over a 12-month period to their sponsoring Community Care organisations.

4.4.2 The recommended Locum fee to be paid to the GP by the sponsoring Community Care organisation is \$80 to \$100 per hour.

#### **5. VISITING EXPERT SCHEME**

5.1 The Visiting Expert scheme provides funding support for Community Care organisations to invite local and/or overseas experts with specialised areas relevant to the Community Care sector to impart their skills and share their knowledge with the local Community Care audience.

- 5.2 Invited experts could be involved in lectures, seminars, workshops, and visits as part of the programme.
- 5.3 The scheme will fund up to 90% of fundable expenses. Community Care organisations that qualify for the CST can use the CST for the co-funded amount.
- 5.4 The visiting expert should spend at least 3 to 10 working days in Singapore. The visiting expert must not have been invited to Singapore under CCMDA in the past 2 years.
- 5.5 The number of lectures and operating sessions shall be decided by the host organisation in consultation with the visiting expert.
- 5.6 The organisation shall ensure that the intent, learning objectives and content of the programme does not deviate from the approved programme.
- 5.7 The organisation shall submit the training evaluation report to AIC after the programme.

## 6. APPLICATION

- 6.1 Applications are opened throughout the year.
- 6.2 Application forms have to be submitted through the applicant's hiring organisation.
- 6.3 Applicant for Master programme will be required to undergo a panel interview. Panel interviews are scheduled yearly in May and November.
- 6.4 Applicant for Visiting Expert programme and non pre-approved courses will be required to undergo a panel evaluation, which are scheduled yearly in January and July.
- 6.5 All applications received shall be checked for completeness and accuracy. AIC reserves the right to reject applications that are incomplete. Applicants might be required to provide additional information and/or supporting documents.
- 6.6 By endorsing the application, the Community Care organisation is deemed to have demonstrated support for applicant.

## 7. EVALUATION

- 7.1 The CCMDA Selection Committee comprising professionals from the health and Community Care sector and senior management from MOH and AIC will assess and decide on approval criteria and approval of awards. The decision of the Selection Committee is final.

7.2 Applicants for Master programmes are required to undergo a panel interview as part of the selection process. Applicant needs to demonstrate the following:

- a. Programme outcomes meet the applicant's learning objectives
- b. Applicant's goals are aligned with organisation's objectives
- c. Applicant has clear outcomes to be achieved upon the programme completion. Outcomes should be tangible e.g., development of new curriculum and by when, number of staff to be trained or number of classes he/she will teach, specific timeline on creation of new programmes/initiatives.

## **8. AWARD**

- 8.1 The Community Care organisation is required to acknowledge and accept the award(s) by returning the endorsed Letter of Acceptance to AIC within the specified period.
- 8.2 The awardee is required to embark on the approved training course within 1 year from the date of the Letter of Award.
- 8.3 The Community Care organisation is required to update AIC on any deviation from the original approved application such as change of course date or training institution. All requests for change will be assessed and approved on a case-by-case basis.
- 8.4 For any publicity for the Visiting Expert training, the Community Care organisation is required to acknowledge that the training is supported by CCMDA, which is administered by AIC.

## **9. BOND**

### **9.1 Bond Administration**

- 9.1.1 Bonds are to be administered between the awardee and Community Care organisation to ensure that awardee impart the knowledge/skills acquired from his/her training.
- 9.1.2 The minimum bond duration between the Community Care organisation and awardee is outlined in Annex B and Annex C will be stated in the Letter of Award.
- 9.1.3 The Community Care organisation is required to prepare and execute a "Bond Deed" with the awardee. A duly signed certified true copy of the "Bond Deed" must be submitted to AIC together with the Letter of Acceptance.

9.1.4 The bond period shall commence only upon the successful completion of the programme, unless otherwise stipulated in the bond deed.

## **9.2 Breaking of Bond and Liquidated Damages**

9.2.1 The Community Care organisation is required to notify AIC once an awardee is suspended from his/her duties, resigns from his/her employment, or has his/her employment terminated for any reason during the programme and/or while serving out his/her bond.

9.2.2 When an awardee is unable to fulfil the bond requirements, AIC reserves the right to claw back the liquidated damages due from the Community Care organisation.

9.2.3 The Community Care organisation may, at its discretion, recover damages from the awardee for not fulfilling the bond in accordance with terms and conditions stipulated in the organisation's bond deed.

9.2.4 Liquidated damages shall be pro-rated based on the outstanding bond duration. The amount will be derived based on:

- Monies paid out to the Community Care organisation; and
- A 10% interest on the final amount.

## **10. MONITORING & REPORTING**

### **10.1 Role of Community Care Organisation**

10.1.1 The Community Care organisation shall ensure that the awardee adheres to the requirements under funding policy.

10.1.2 The Community Care organisation shall pay for the approved items incurred in the course of training and seek reimbursement from AIC upon training completion.

10.1.3 The Community Care organisation shall endeavour to provide the necessary support needed by the awardees in pursuit of their skills advancement.

10.1.4 The Community Care organisation commits to offering a full-time position to fresh entrants awardees upon their graduation / completion of the training programme.

10.1.5 The Community Care organisation shall ensure that the awardee and his/her reporting officer submit the end-of-training survey and/or training report if required.

10.1.6 The Community Care organisation is required to inform AIC immediately if:

- a. The awardee is unable to commence his/her training for any reason.
- b. The awardee is unable to complete his/her training programme.
- c. The awardee is unable to fulfil his/her bond requirements.

## 10.2 Role of Awardee

- 10.2.1 The awardee is an award recipient and is expected to always carry himself/herself professionally. As a representative of the sector and his/her organisation, he/she should be a role model and always uphold the reputation of his/her organisation and the sector.
- 10.2.2 The awardee is expected to fulfil all requirements of the training programme diligently. If the awardee fails to meet the requirements of the training programme and is required to re-take any training modules or other requirement for completion of the programme, the awardee may do so but at his/her own cost.
- 10.2.3 The awardee shall submit the following to AIC:
  - a. Training Report for Master's programme; and
  - b. Final Academic transcripts or Certificates for formal training programmes.
  - c. Training Evaluation for Visiting Expert award.
- 10.2.4 Upon completion of the programme, awardee may be required to share their learning at different platforms such as forums or conferences. Awardees may also be required to contribute back to the sector through participation at sector level work groups or other such activities.

## 10.3 Claims

- 10.3.1 Claims should be made on the duly completed claim form 2 months upon completion of the training, **OR** 2 months upon the date of final expense incurred, whichever is later. Reimbursement will be based on the approved items as listed in the Letter of Award.
- 10.3.2 Partial claims are allowed to be submitted during the programme. Claims should be made within 2 months after the quarter in which the latest expenditure is made. E.g., For expenses incurred in Jul 24, claims should be made latest by Nov 24 (2 months after quarter of Jul to Sep 24)
- 10.3.3 All supporting documents (including email approvals) that do not have to be submitted to AIC, must be kept for audit purposes.
- 10.3.4 Fundable items can be found in **Annex D**.

**ANNEX A: List of Pre-Approved Courses**

Category	Course Title	Training Institution	Country
<b>Executive Education</b>	Asian International Executive Programme	INSEAD	Singapore
	Global Health Leadership Forum and Kaiser Permanente International programme	University of California, Berkeley School of Public Health	United States
<b>Masters</b>			
<b>General Programmes</b>	Master of Public Health	National University of Singapore	Singapore
	Master of Gerontology	Singapore University of Social Sciences	Singapore
	Master of Science in Applied Gerontology	Nanyang Technological University	Singapore
	MSc in Dementia Studies	University of Stirling <i>offered in partnership with the CSM Academy</i>	Singapore
<b>Nursing</b>	Master of Nursing	NUS Yong Loo Lin School of Medicine	Singapore
	Master of Advanced Practice (Clinical Leadership Specialisation)	Curtin University Singapore	Singapore
<b>Occupational Therapy</b>	Master of Science, Applied, in Occupational Therapy	McGill University	Canada
	MSc Neurorehabilitation	Brunel University	United Kingdom
	MSc Occupational Therapy	Cardiff University	United Kingdom
	Master of Science (Occupational Therapy)	New York University	United States
<b>Physiotherapy</b>	Master of Clinical Physiotherapy	Curtin University	Australia
	Master of Clinical Rehabilitation	Flinders University	Australia
	Master of Clinical Rehabilitation (Neurological Occupational Therapy)	Flinders University	Australia
	Master of Science, Applied, in Physical Therapy	McGill University	Canada
	MSc Physiotherapy	University of Nottingham	United Kingdom
<b>Allied Health Professionals</b>	Master of Psychology (Clinical)	National University of Singapore	Singapore
	Master of Science (Speech & Language Pathology)	National University of Singapore	Singapore

Category	Course Title	Training Institution	Country
General Programmes	Master of Social Work	National University of Singapore	Singapore
	Master of Social Work	Singapore University of Social Sciences	Singapore
	Master of Clinical Mental Health and Psychotherapy <i>(For in-service staff only)</i>	National University of Singapore	Singapore
	Master in Counselling	Executive Counselling and Training Academy	Singapore
	MSc in Palliative Care	King's College London	United Kingdom
<b>Graduate Diploma / Certificate</b>			
General Programmes	Graduate Diploma in Human Resource Management	Singapore Institute of Management	Singapore
	SMU-SingHealth Graduate Diploma in Healthcare Management and Leadership	Singapore Management University	Singapore
	Graduate Diploma of Gerontology	Singapore University of Social Sciences	Singapore
	Graduate Diploma in Public Health	National University of Singapore	Singapore
	Graduate Certificate in Teaching & Learning for Healthcare Professionals	National University of Singapore	Singapore
	Post-Graduate Diploma in Dementia Studies	University of Stirling <i>offered in partnership with the CSM Academy</i>	Singapore
	Post-Graduate Certificate in Dementia Studies		
Medical	Graduate Diploma in Family Medicine	National University of Singapore	Singapore
	Graduate Diploma in Geriatric Medicine	National University of Singapore	Singapore
	Graduate Diploma in Mental Health	National University of Singapore	Singapore
	Graduate Diploma in Palliative Medicine	National University of Singapore	Singapore
Nursing	Graduate Certificate in Wound, Ostomy and Continence Practice	Curtin University Singapore	Singapore

Category	Course Title	Training Institution	Country
Allied Health Professionals	Graduate Diploma in Community Health Nursing	National University of Singapore	Singapore
	Advanced Professional Certificate in Nursing Informatics	National University of Singapore	Singapore
	Graduate Diploma in Social Work	National University of Singapore	Singapore
	Graduate Diploma in Social Work	Singapore University of Social Sciences	Singapore
	Professional Certificate in Palliative Care for Social Workers	National University of Singapore	Singapore
	Professional Certificate in Clinical Practice and CBT Foundations for Adults	National University of Singapore	Singapore
	Graduate Diploma in Counselling Practice	Counselling and Care Centre	Singapore
	Post Graduate Certificate in Clinical and Casework Supervision	Counselling and Care Centre	Singapore
	Post Graduate Diploma in Clinical Supervision	Counselling and Care Centre	Singapore
	Post Graduate Diploma in Family and Systemic Practice	Counselling and Care Centre	Singapore
	Post Graduate Certificate in Systemic Thinking and Approaches – Applications in Social Work and Clinical Practice	Counselling and Care Centre	Singapore
	Post Graduate Certificate in Systematic Practice with Children, Youth and Families	Counselling and Care Centre	Singapore
	Graduate Certificate of Counselling	Executive Counselling & Training Academy	Singapore
	Bridging Care in the Community: Tier 3 Mental Health Onboarding for Practitioners	Nanyang Technological University	Singapore
	Professional Certificate in Adult Mental Health Care and CBT Application	Singapore University of Social Sciences	Singapore

Category	Course Title	Training Institution	Country
<b>Advanced Diploma</b>			
	Advanced Diploma in Nursing (Community Health)	Nanyang Polytechnic	Singapore
	Advanced Diploma in Nursing (Gerontology)	Nanyang Polytechnic	Singapore
	Advanced Diploma in Nursing (Management)	Nanyang Polytechnic	Singapore
	Advanced Diploma in Nursing (Medical-Surgical)	Nanyang Polytechnic	Singapore
	Advanced Diploma in Nursing (Mental Health)	Nanyang Polytechnic	Singapore
	Advanced Diploma in Nursing (Nephro-Urology)	Nanyang Polytechnic	Singapore
<b>Nursing</b>	Advanced Diploma in Nursing (Neuroscience)	Nanyang Polytechnic	Singapore
	Advanced Diploma in Nursing (Orthopaedics)	Nanyang Polytechnic	Singapore
	Advanced Diploma in Nursing (Palliative Care)	Nanyang Polytechnic	Singapore
	Advanced Diploma in Palliative Care Nursing	Ngee Ann Polytechnic	Singapore
	Advanced Diploma in Nursing (Chronic Disease Management)	Ngee Ann Polytechnic	Singapore
	Advanced Diploma in Nursing (Medical-Surgical)	Ngee Ann Polytechnic	Singapore
<b>Specialist Diploma</b>			
<b>General Programmes</b>	Specialist Diploma in Facility Management	Ngee Ann Polytechnic	Singapore
	Specialist Diploma in Gerontology (Community Care Practice)	Temasek Polytechnic	Singapore
<b>Nursing</b>	Specialist Diploma in Clinical Education	Nanyang Polytechnic	Singapore
	Specialist Diploma in Nursing (Diabetes Management and Education)	Nanyang Polytechnic	Singapore
	Specialist Diploma in Nursing (Gerontology)	Nanyang Polytechnic	Singapore
	Specialist Diploma in Renal Dialysis Management	Nanyang Polytechnic	Singapore

Category	Course Title	Training Institution	Country
	Specialist Diploma in Clinical Education	Ngee Ann Polytechnic	Singapore
	Specialist Diploma in Community Gerontology Nursing	Ngee Ann Polytechnic	Singapore
	Specialist Diploma in Palliative Care Nursing	Ngee Ann Polytechnic	Singapore
<b>Bachelor's degree</b>			
Nursing	Bachelor of Science (Nursing) Conversion Program for Registered Nurses (Top-up)	Curtin University, Singapore	Singapore
	Bachelor of Science in Nursing with Honours	King's College London <i>offered in partnership with the Ngee Ann Academy</i>	Singapore
	Bachelor of Nursing (Top-up)	La Trobe University <i>offered in collaboration with the Singapore Nurses Association</i>	Singapore
	Bachelor of Science Nursing (Top-Up)	Northumbria University Programme at Kaplan Higher Education Academy	Singapore
		MDIS in partnership with Edinburgh Napier University, UK	Singapore
	Bachelor of Science (Nursing) / Bachelor of Science (Nursing) (Honours)	National University of Singapore	Singapore
	Bachelor of Science (Nursing Practice)		
	Bachelor of Science (Honours) Nursing Practice Top up Degree for Singapore Diploma Nurses	Singapore Institute of Technology	Singapore
	Bachelor of Science in Nursing & Health	University of Dundee <i>offered in partnership with CSM Academy International</i>	Singapore
	Bachelor of Nursing	University of Sydney <i>offered in partnership with the Singapore Institute of Management</i>	Singapore

Category	Course Title	Training Institution	Country
<b>Occupational Therapy</b>	Bachelor of Science (Occupational Therapy)	Singapore Institute of Technology	Singapore
<b>Physiotherapy</b>	Bachelor of Science (Physiotherapy)	Singapore Institute of Technology	Singapore
<b>Allied Health Professionals</b>	Bachelor of Social Sciences (Honours) in Social Work	National University of Singapore	Singapore
	Bachelor of Counselling	Singapore University of Social Sciences	Singapore
	Bachelor of Psychology	Singapore University of Social Sciences	Singapore
	Bachelor of Social Work	Singapore University of Social Sciences	Singapore
	Bachelor of Science with Honours in Dietetics and Nutrition	Singapore Institute of Technology	Singapore
<b>Diploma/ NITEC</b>			
<b>General Programmes</b>	Work-Study Diploma in Community Care Integration & Management	ITE College East	Singapore
	Diploma in Integrated Community Care	Republic Polytechnic	Singapore
	Diploma in Social Sciences in Gerontology	Temasek Polytechnic	Singapore
<b>Nursing</b>	Higher Nitec in Nursing	ITE College East	Singapore
	Diploma in Nursing	Nanyang Polytechnic	Singapore
	Diploma in Health Sciences (Nursing)	Ngee Ann Polytechnic	Singapore
<b>Allied Health Professionals</b>	Higher Nitec in Community Care and Social Services	ITE College East	Singapore
	Work-Study Diploma in Rehabilitation Care	ITE College East	Singapore
	Diploma in Social Sciences (Social Work)	Nanyang Polytechnic	Singapore
<b>Others</b>			
<b>General Programmes</b>	Advanced Certificate in Learning and Performance (ACLP)	Institute of Adult Learning Singapore	Singapore
<b>Nursing</b>	Certificate in Bridging Studies for Enrolled Nurses	Nanyang Polytechnic	Singapore
	Certificate in Bridging Studies for Enrolled Nurses	Ngee Ann Polytechnic	Singapore

Category	Course Title	Training Institution	Country
	The Collaborative Practitioners Prescribing Programme	National University of Singapore	Singapore
<b>Medical</b>	Fellowship in Family Medicine	College of Family Physicians	Singapore
<b>Allied Health Professionals</b>	Certified Pharmacy Technician Course	Pharmaceutical Society of Singapore	Singapore

**ANNEX B: Schedule of Bond Durations for in-service staff**

<b>Total Training Budget Awarded (Exclude Locum)</b>	<b>Bond Duration (Years)</b>
Training cost of less than \$2,000	Nil
Training cost of \$2,000 to less than \$15,000	1
Training cost of \$15,000 to less than \$25,000	2
Training cost of \$25,000 to less than \$50,000	3
Training cost of \$50,000 to less than \$100,000	4
Training cost \$100,000 and above	5

**ANNEX C: Schedule of Bond Durations for fresh entrants**

Bond period for fresh entrants is based on duration of sponsored studies

## ANNEX D: FUNDABLE EXPENSES

Funded Items				Remarks
1.	Air ticket	Air Ticket for Awardee (Economy Class)	Based on approved budget	Reimbursement will be based on approved budget or norm cost of approved items.
2.	Travel Expenses	<b>Including:</b> Excess Baggage Fees Airport Transfers Travel Insurance Visa Application Fee	<b>Norm Cost</b> Asia-Pacific: \$800 All others: \$1,400	Reimbursement of Course Fees and Compulsory Fees will be based on actual expenditure.
3.	Course and Compulsory Fees	Course Fees and Compulsory Fees	Based on published course fees and items as required by programme	
4.	Medical Expenses	Medical Check-up and Vaccination / Health Insurance  Medical Registration  Practising Certificates  Malpractice Insurance	<b>Norm Cost</b> \$500  <b>Norm Cost</b> \$3,000	
5.	Others	Book Allowance  Subsistence Allowance	<b>Norm Cost</b> \$500  For programmes which are more than 1 month in duration, the calculation of subsistence and settling-in allowances are: (DSA x 9 x no. of months) + (Settling-in allowance: DSA x 15 days)  For programmes which are less than 1 month in duration, the calculation	For <b>full-time</b> formal academic programmes only (e.g., relevant study materials – Books, Laptop, Tablet etc.)  Please note that 1 month is equivalent to 30 days.  Reimbursement of subsistence and settling-in allowances will be calculated based on the prevailing daily subsistence allowance as of last day of the

		<p>of subsistence and settling-in allowances are:</p> <p>Training duration up to 15 days: DSA x no. of days</p> <p>Training duration more than 15 days: [(No. of days/30 days) x 9 x DSA] + (Settling-in allowance: DSA x 15 days)</p>	<p>training period (applied throughout to the actual period of training).</p>
	<p><b>Monthly Allowance for <u>fresh entrants</u> only</b></p> <p><i>*Claimable for each academic year or at the end of the programme</i></p>	<p><b>Master's Degree / Degree Conversion:</b> \$1,100/month</p> <p><b>Diploma:</b> \$1,000/month</p> <p><b>NITEC:</b> \$900/month</p>	<p>Mid-term fresh entrants award recipients will only receive allowances for their <b>remaining</b> study period.</p> <p><b>Not applicable to:</b></p> <ul style="list-style-type: none"> <li>• Awardees receiving other government-provided allowances</li> <li>• In-service staff</li> <li>• Upgrading/ups killing programmes (e.g. work-diploma students)</li> </ul>
	Locum Fees	<p>Locum fees will be supported for the duration of the training.</p> <p>Locum fees will be capped at 75% of the norm rate x training period based on a 44-hour work week.</p> <p>The norm rates for the different staff groups are as follows:</p>	75% of locum fees based on pay slip / invoice or the budgeted amount whichever is lower.

			<ul style="list-style-type: none"> <li>• Medical Doctors: S\$80/hr</li> <li>• Registered Nurses: S\$50/hr</li> <li>• Enrolled Nurses: S\$30/hr</li> <li>• Therapists / Social Workers/ Psychologists: S\$50/hr</li> <li>• Nursing Aide / Therapy Aide and other support staff: S\$20/hr</li> </ul>	
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\*The amounts indicated above are for budgeting purposes only and the approved budget is taken as a singular sum. Organisations have flexibility in the virement of funds across approved line items except for locum fees.

## **Annex E: DEFINITION OF EXPERT GRADING**

<b>Grading of Expert</b>	<b>Definition of Grading</b>
Grade 1	Highly eminent researchers or clinicians who are internationally renowned and acclaimed in their specialty (i.e., expert pegged at Chairman or CEO level)
Grade 2	Experts who are established academics or Heads/Chiefs of departments, who are Chiefs of services (i.e., expert pegged at Chief or Director level)
Grade 3	Consultants or specialists in their respective fields who do not fall under the above categories (i.e., expert below Director level)

## Annex F: FUNDABLE EXPENSES - VISITING EXPERT

Visiting Expert Scheme – Fundable Expenses			
No	Description	Terms & Benefits	Reimbursement
1.	Air ticket for Visiting Expert	<p>Return air ticket by the most direct route from his/her city of residence to Singapore.</p> <p>Grade 1 &amp; 2 experts will be entitled to business class tickets.</p> <p><i>Grade 1 &amp; 2 experts who are accompanied by spouse may choose to convert their business class tickets to two economy tickets.</i></p> <p>Grade 3 experts are entitled to economy class tickets.</p>	Air ticket is supported based on approved budget
2.	Honorarium	<p>The honorarium is paid on a per working day basis and is given to the visiting expert as a token of appreciation for participation in the programme.</p> <p>Honorarium is normed at:</p> <p>Grade 1 - \$1,500 per day  Grade 2 - \$1,000 per day  Grade 3 - \$600 per day</p>	<p>Based on the expert's assigned grade and the number of working days they participate in the programme.</p> <p>Example:</p> <p>Grade 1 expert working 2 days will be reimbursed <math>\\$1,500 \times 2 = \\$3,000</math></p> <p>Grade 3 expert working 3 days will be reimbursed <math>\\$600 \times 3 = \\$1,800</math></p>
3.	Accommodation	<p>A single hotel room, for one day before and the entire duration of the training programme based on the following norm cost:</p> <p>Grade 1 - \$400 per night  Grade 2 - \$350 per night  Grade 3 - \$350 per night</p>	<p>The total accommodation cost is calculated by multiplying the norm cost per night by the number of nights (1 day before + training programme duration).</p> <p>Example:</p> <p>For a 5-day training programme, the total stay is 6 nights.</p> <p>Grade 1 total cost = <math>\\$400 \times 6 = \\$2,400</math></p> <p>Grade 2 or 3 total cost = <math>\\$350 \times 6 = \\$2,100</math></p>

Visiting Expert Scheme – Fundable Expenses			
No	Description	Terms & Benefits	Reimbursement
4.	Refreshments for the Training Programme	Half-day session: Refreshment expenses are budgeted at \$5 per participant.  Full-day session: Refreshment expenses are budgeted at \$10 per participant.	The total norm cost for refreshments is calculated by multiplying the norm cost per participants by the total number of participants for the respective session type.  Example 1: 20 participants attend a half-day session, the total norm cost is \$5 x 20 = \$100  Example 2: 20 participants attend a full day session, the total norm cost is \$10 x 20 = \$200
5.	Withholding Tax	Based on prevailing tax rates for claimable items only, subject to the caps imposed.	Based on the tax incurred on the actual expenses of claimable items (up to approved budget)
6.	Airport Transfer	Airport transfer is by a norm cost of \$100	Based on approved budget
7.	Medical Registration <sup>1</sup>	As required	Based on approved budget
8.	Malpractice Insurance	Actual amount or amount capped at current Singapore MPS subscription rate for the specialty, whichever is lower	Based on approved budget

*\*The amounts indicated above are for budgeting purposes only and the approved budget is taken as a singular sum. Organisations have flexibility in the virement of funds across approved line items.*

### **Non-Fundable Expenses**

- a) Transportation cost incurred by staff of the Community Care organisation.
- b) Any unbudgeted expenses.

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<sup>1</sup> Where the Visiting Expert's programme includes "hands-on" teaching or direct patient care, the expert will need to be temporarily registered with the relevant approving authority e.g., Singapore Medical Council (SMC) or Singapore Nursing Board and be provided with medical insurance coverage. CCMDA Selection Committee's approval must be sought before the expert's application is submitted for processing by the SMC. Once the application has been approved, the host ILTC institution will then arrange for the expert's temporary registration with the SMC.

The host ILTC institution must advise the expert to extend his/her existing medical indemnity insurance to cover the period of practice in Singapore under the CCMDA. In the event that the expert is unable to extend his/her insurance to cover the period of practice in Singapore, the host ILTC institution will have to apply for the expert's medical indemnity insurance with the SMC. The cost of the medical indemnity insurance and temporary registration may be reimbursed to the host ILTC institution under CCMDA.