

**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 The Community Care Manpower Development Award is opened 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. The award will also fund up to 75% of locum cost for the duration of the full time formal academic training programme.
- 2.2 Community Care organisations are required to co-fund the remaining course fees and other relevant expenditure and locum costs.
- 2.3 Community Care organisations that qualify for the Community Silver Trust (CST) can use the CST to cover the co-funded amount.

## 3. ELIGIBILITY

### 3.1 Sponsoring Community Care Organizations

- 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.

### 3.2 Fresh Entrant Applicant

- 3.2.1 The award is open to applicants who meet all of the following criteria:
  - a. Singaporean or Singapore PR;
  - b. Successful admission into a relevant training programme; and

- c. Sponsored by a Community Care organization. The organization 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 of the following criteria:
  - a. Singaporean or Singapore PR;
  - b. Supported by his/her hiring organization;
  - 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 and former awardees of the Social and Health Manpower Development Award – Intermediate and Long Term Care (SHMDP – ILTC) before their next application.

### **3.4 Training Programmes**

- 3.4.1 The list of recommended programmes is given in **Annex A**.
- 3.4.2 If a training programme is not listed under Annex A, organisations can still submit the application for consideration. Organisations should ensure that institution and the programme offered are of good quality and standing. The application will be subject to review by the award's Selection Committee.
- 3.4.3 Local training programme is highly encouraged. The applicants should consider the local training programme 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 cost of the programmes.
- 3.4.5 The award sponsors clinical attachments and short courses. The duration should be between 10 days to two (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/attachments 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 organization.

#### **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 organizations.

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

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

4.3 The award is open to General Practitioners who meet all of the following criteria:

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

#### **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 organizations.

4.4.2 The recommended Locum fee to be paid to the GP by the sponsoring Community Care organization is \$80.00 to \$100.00 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 three (3) to 10 working days in Singapore. The visiting expert must not have been invited to Singapore under the Social and Health Manpower Development Award – Intermediate and Long Term Care (SHMDP – ILTC) in the past two (2) years.
- 5.5 The number of lectures and operating sessions shall be decided by the host organization in consultation with the visiting expert.
- 5.6 The organization shall ensure that the intent, learning objectives and content of the programme does not deviate from the approved programme.
- 5.7 The organization shall submit the training evaluation report to AIC after the programme.

## **6. APPLICATION**

- 6.1 Applications are opened throughout the year.
- 6.2 Applications are to be made on the official application form and submitted through the applicant's hiring organization.
- 6.3 Applicant for Master programme will be required to undergo a panel interview. Panel interviews are scheduled twice yearly in May/June and November/December.
- 6.4 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.
- 6.5 By endorsing the application, the Community Care organization is deemed to have demonstrated support for applicant.

## **7. EVALUATION**

- 7.1 The Community Care Manpower Development Award 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 All applications will be duly evaluated.
- 7.3 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 completion of the programme. 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 organization is required to acknowledge and accept the award(s) by returning the endorsed Letter of Acceptance to AIC within the specified time period.
- 8.2 The awardee is required to embark on the approved training course within one (1) year from the date of the Letter of Award.
- 8.3 The Community Care organization 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 administered to ensure that awardee serves a reasonable duration in the Community Care organization to impart the knowledge/skills acquired from his/her training.
- 9.1.2 The minimum bond duration between the Community Care organization and awardee is outlined in Annex B and will be stated in the Letter of Award.
- 9.1.3 The Community Care organization 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 Letter of Award.

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

- 9.2.1 The Community Care organization 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 whatever reasons during the programme and/or while serving out his/her bond.
- 9.2.2 When an awardee is unable to fulfill the bond requirements, AIC reserves the right to claw back the liquidated damages due from the Community Care organization
- 9.2.3 The Community Care organization may, at its discretion, recover damages from the awardee for not fulfilling the bond in accordance to 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:
  - a. Monies paid out to the Community Care organization; and
  - b. A ten percent (10%) interest on the final amount.

## **10. MONITORING & REPORTING**

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

- 10.1.1 The Community Care organization shall ensure that the awardee adheres to the requirements under funding policy.
- 10.1.2 The Community Care organization 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 organization shall endeavor to provide the necessary support needed by the awardees in pursuit of their skills advancement.
- 10.1.4 The Community Care organization 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 organization shall ensure that the awardee and his/her reporting officer submit the end-of-training survey and/or training report as required.
- 10.1.6 The Community Care organization 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 fulfill his/her bond requirements.

## 10.2 Role of Awardee

- 10.2.1 The awardee is an award recipient and is expected to carry himself/herself in a professional manner at all times. As a representative of the sector and his/her organization, he/she should be a role model and uphold the reputation of his/her organization and the sector at all times.
- 10.2.2 The awardee is expected to fulfill 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. End-of-training survey for non-Master's programme; or
  - b. Training Report for Master's programme; and
  - c. Final Academic transcripts for formal training programmes leading to formal qualifications.
- 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 course of studies. Claims should be made within 2 months after the quarter in which the latest expenditure is made. E.g. For expenses incurred in Jul 21, claims should be made latest by Nov 21 (2 months after quarter of Jul to Sep 21)
- 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 C**.



## 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 Science (Clinical Leadership)	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
	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
	MSc in Palliative Care	King's College London	United Kingdom
Graduate Diploma / Certificate			
General Programmes	Graduate Diploma in Human Resource Management	Singapore Institute of Management	Singapore
	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
	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 Stream	Curtin University Singapore	Singapore
	Graduate Diploma in Community Health Nursing	National University of Singapore	Singapore
Allied Health Professionals	Graduate Diploma in Social Work	National University of Singapore	Singapore

Category	Course Title	Training Institution	Country
	Graduate Diploma in Social Work	Singapore University of Social Sciences	Singapore
	Professional Certificate in Palliative Care for Social Workers	National University of Singapore	Singapore
	Graduate Diploma in Counselling Practice	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
<b>Advanced Diploma</b>			
<b>Nursing</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
	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

Category	Course Title	Training Institution	Country
	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
<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
	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 Degree</b>			
<b>Nursing</b>	Bachelor of Science (Nursing) Conversion Programme for Registered Nurse	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	La Trobe University <i>offered in collaboration with the Singapore Nurses Association</i>	Singapore
	Bachelor of Science (Nursing)	National University of Singapore	Singapore
	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

Category	Course Title	Training Institution	Country
	Bachelor of Nursing	University of Sydney <i>offered in partnership with the Singapore Institute of Management</i>	Singapore
<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>	Diploma in Health Services Management	Republic Polytechnic	Singapore
	Diploma in Health Sciences (Health Management)	Republic Polytechnic	Singapore
	Diploma in Social Sciences in Gerontology	Temasek Polytechnic	Singapore
<b>Nursing</b>	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>	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 (ACLIP)	Institute of Adult Learning Singapore	Singapore
<b>Nursing</b>	Certificate in Bridging Studies for Enrolled Nurses	Nanyang Polytechnic	Singapore

<b>Category</b>	<b>Course Title</b>	<b>Training Institution</b>	<b>Country</b>
	Certificate in Bridging Studies for Enrolled Nurses	Ngee Ann Polytechnic	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**

<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 \$10,000	1
Training cost of \$10,000 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: FUNDABLE EXPENSES

Funded Items			Remarks
1.	Air ticket	Air Ticket for Awardee (Economy Class)	Based on approved budget
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
3.	Course and Compulsory Fees	Course Fees and Compulsory Fees	Based on published course fees and items as required by programme
		Medical Check-up and Vaccination / Health Insurance	<b>Norm Cost</b> \$500
4.	Medical Expenses	Medical Registration	<b>Norm Cost</b> \$3,000
		Practising Certificates	
		Malpractice Insurance	
5.	Others	Book Allowance	<b>Norm Cost</b> \$500
		Subsistence Allowance	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 of subsistence and settling-in allowances are:
			Reimbursement will be based on approved budget or norm cost of approved items.  Reimbursement of Course Fees and Compulsory Fees will be based on actual expenditure.
			For formal academic programmes only  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 training period (applied throughout to



			<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>	the actual period of training).
		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> <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>	75% of locum fees based on pay slip / invoice or the budgeted amount whichever is lower.

\*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.

Funded Items			Capped Amount	Remarks
1.	<b>Profession Development</b>	OJT / Supervision Fees	Up to S\$28,000	Reimbursement will be based on actual expenditure.

## **Annex D: 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 E: FUNDABLE EXPENSES - VISITING EXPERT

Visiting Expert Scheme – Fundable Expenses			
No	Description	Terms & Benefits	Remarks
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. <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>	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:            Grade 1 - \$1,500 per day            Grade 2 - \$1,000 per day            Grade 3 - \$600 per day</p>	Based on the total norm cost for the total training days
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:            Grade 1 - \$400 per night            Grade 2 - \$350 per night            Grade 3 - \$350 per night</p>	Based on the total norm cost for the accommodation
4.	Refreshments for the Training Programme	<p>Norm Cost at \$5 per participant for a half-day session and \$10 per participant for a full day session.</p>	Based on the total norm cost for the refreshment

<b>Visiting Expert Scheme – Fundable Expenses</b>			
<b>No</b>	<b>Description</b>	<b>Terms &amp; Benefits</b>	<b>Remarks</b>
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	<b><u>Norm Cost</u></b> \$100	
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 organization.
- 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 eg 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.