



MINISTRY OF HEALTH
SINGAPORE

Health Manpower Development Programme for Intermediate and Long Term Care Sector (HMDP-ILTC)

31 Oct 2007

HMDP-ILTC Programme FY08

- Provides funding for the training of staff working in ILTC facilities
- MOH funds 75% of the training cost and the ILTC employer co-funds the remaining 25%
- Applicable for
 - healthcare professionals (includes doctors, nurses, therapists, social workers) and administrative personnel (includes HR, finance, admin staff)
 - FY 2008, i.e. for the training period from Apr 08 to Mar 09

Type of Training Programmes Supported

Supported	Not Supported
Advanced skills training which includes attachments to healthcare or ILTC facilities, Conferences, Masters programme	Basic training programmes e.g. basic nursing training, undergraduate degree courses
Local & overseas training programmes	Distance learning courses
Part-time or full-time courses	-
Minimum 10 working days; maximum 1-year full time	-

Type of Training Programmes Supported

- Visiting Expert Scheme

- HMDP-ILTC also supports ILTC organisations to bring in experts from overseas to conduct training for ILTC staff.
- The experts are involved in lectures, seminars, workshops and visits to the various departments of institutions as part of the programme.

Eligibility Criteria for applicants

- Singaporean or Permanent Resident (PR);
- At least 2 years of relevant work experience in healthcare or the ILTC sector;
- Full-time or part-time employees of VWO or private organizations receiving MOH portable subsidies; and
- In the medical, nursing, allied health or administration (e.g. finance, HR, admin) professions.

Application Process

- The application exercise is conducted once a year.
- **Administrators and Nursing Director to brief all eligible staff and facilitate the application process.**
- Applications to be submitted through the institutions.
- Closing date **31 January 2008**
(for training in Apr 08 to Mar 09)
- Trainees must seek admission to the training programmes on their own merit.

Bond for HMDP-ILTC

Trainees will be required to be bonded to their institutions if the training period is two months or longer.

Location	Training Period	Bond Duration
Local/Overseas	10 days to less than 2 months	No bond
Local/Overseas	2 months to 1 year	3 months of bond per month of training

Claims for HMDP-ILTC

- Claimable items include:
 - Compulsory fees
 - Tuition/Course fee
 - Application fee
 - Other compulsory fees
 - Airfare (Economy)
 - Airport transfers (home ↔ airport & airport ↔ hotel)
 - Visa
 - Travel insurance
 - Salary of temp or locum staff (max of 3 months)

(Must produce receipts for the items listed above)

- Subsistence allowance (*per diem*)
 - Covers
 - Food
 - Transport
 - Accommodation
 - Other personal expenses



Claims for HMDP-ILTC (cont...)

- Submission of claims shall be made within one (1) month of completion of the training programme.
- The training report must be submitted when claims are made.

Further information

- Application form and further information on the HMDP-ILTC is available at:
<http://www.moh.gov.sg/hmdp-iltc>
- For further enquiries on the HMDP-ILTC, email to **HMDP_ILTC@moh.sg** or contact **Marzi at 63259049 or Johana at 63259193**
- Closing date for FY 2008 applications:
31 January 2008

Important Info

- **Administrators and Nursing Directors to brief all eligible staff and facilitate the application process.**
- Closing date for FY 2008 applications:
31 January 2008



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Thank You