

SINGHEALTH RESIDENCY PROGRAM

Residency Agreement

Terms And Conditions

Congratulations to your acceptance of MOH Holdings Pte Ltd's offer of a position in the Residency Program. As you will be attached to Singapore Health Services Pte Ltd, the Sponsoring Institution, you are also required to assume the residency position on the terms and conditions set forth below.

1. The Resident's Agreement

Name : Resident

Program : Residency Program

PG Year : Current PGY Level

Duration of Appointment : <appointment for a period of <> years beginning <dd/mm/yy> and ending <dd/mm/yy>.

Singapore Health Service Pte Ltd (SingHealth) appoints the residents subject to the following terms and conditions:

2. SingHealth's Commitment

Singhealth agrees to provide, through its affiliated institutions, an education and training program that is fully accredited by the ACGME-I and its various residency review committees. The education and training will take place in facilities that are approved by the Joint Commission for Accreditation of Healthcare Organizations (JCAHO) or other recognized healthcare accrediting agencies.

3. Conditions for Reappointment

It will be based on the Accreditation Council For Graduate Medical Education (ACGME-I) core competencies of patient care, medical knowledge, clinical competence, practice based learning and improvement, interpersonal and communication skills, professionalism, systems-based practice, and evaluations and/or any other factors deemed necessary to advance to the next level in training.

4. Renewal of Resident Agreement

At least 4 months prior to the end of Resident's current appointment period, MOHH shall provide a written offer of reappointment detailing the terms and conditions of reappointment or give a written notice to the resident that the appointment will not be renewed.

5. Non-renewal of appointment or non-promotion

A Resident will not be re-appointed to another year of Residency if he or she is assessed to be under performing during evaluation. He or she will then be 'released' to MOHH for MOPEX. The Resident should be informed in writing by the Program Director of the non-reappointment no later than four months prior to the end of the resident's current agreement or the end of an academic year.

Resident will be allowed to implement the grievance procedure outline in SingHealth's Redress of Grievance Policy.

PATIENTS. AT THE HEART OF ALL WE DO.

Members of the SingHealth Group

Changi General Hospital • KK Women's and Children's Hospital • Singapore General Hospital • National Cancer Centre Singapore • National Dental Centre Singapore
National Neuroscience Institute • Singapore National Eye Centre • SingHealth Polyclinics

6. Conditions of Separation

A. Voluntary Separation

This occurs when a Resident wishes discontinue with the program for whatever reason(s) before completion of training. He or she must notify both the Program Director and the GMEC in writing of their intention to leave with four (4) months in advance.

B. Involuntary Separation

Involuntary termination occurs when a Resident is certified to be suffering from a form of impairment and the DIO deems it necessary to terminate him or her from the Residency Program.

It also occurs when a Resident is found guilty of misconduct or any disciplinary issue that warrants termination from the Residency Program.

A Resident will not be re-appointed to another year of Residency if he or she is assessed to be under performing during evaluation.

A Resident who is suffering from long term illness that impedes his or her contribution and therefore his or her employment has to be terminated by MOHH on medical grounds. In such a case, their Residency training with SingHealth will be deemed as terminated as well.

7. Resident Responsibilities

- A. Resident shall under the supervision of the teaching staff, provide safe, effective and compassionate patient care, commensurate with Resident's level of advancement and responsibility.
- B. Resident shall perform the duties prescribed by the 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.
- C. Resident shall participate fully in educational activities of the Residency Program, and as required, assume responsibility of teaching and supervising other residents.
- D. Resident shall participate in SingHealth's institutions programs and activities and follow all practices, procedures and policies of the respective institutions. Resident agrees to abide by all the rules and regulations of SingHealth and its affiliated institutions to which Resident may be rotated, and agrees to render all service under the direction of the Program Director and Associate Program Director and the team of faculty.
- E. Resident shall participate in evaluation of the quality of education provided by the program and promptly complete evaluations of faculty and rotations.
- F. Resident shall participate, when invited, in institutional committees, especially those that relate to patient care review and medical education activities.
- G. Resident shall maintain personal appearance and conduct consistent with SingHealth's institutions standards. Understand that SingHealth prohibits all forms of harassment and intimidation towards co workers, subordinates, supervisors, students, patients or other workers on SingHealth's institution premises.
- H. Resident shall fully cooperate with the Program and SingHealth in coordinating and completing Residency Review Committee (RRC) and ACGME-I accreditation submissions and activities, including legible and timely completion of patient medical records, charts, reports, procedure logs, faculty and program evaluations, and/or other documentation required by RRC, ACGME-I, SingHealth, Department and/or Program.
- I. Resident shall cooperate fully with all SingHealth's institutions and Department surveys, reviews, and quality assurance and credentialing activities.
- J. Resident shall provide clinical services:
 - 1. Commensurate with his/her level of advancement and responsibilities
 - 2. Under appropriate supervision
 - 3. At sites specifically approved by the Program
- K. Fulfill the educational requirements of the Program

8. Professional Liability Insurance

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 Program.

9. Grievance Procedures and Due Process

Resident can seek resolution of grievances pursuant to SingHealth's Redress of Grievance Policy.

10. Disciplinary Action

SingHealth may take disciplinary actions against the Resident, for cause for failure to fulfill any obligation of this Agreement, including but not limited to those specified in the Disciplinary Policy and Procedures for Residents.

11. Resident to Program Director

Resident should first present the grievance to the PD in which the resident's training program primarily resides. Issue can best be resolved at this stage and every effort should be made to affect a mutually agreeable solution.

12. Duty Hours

Residents shall be present and available for duties assigned by the Program Director, including night, weekend or any special duty assigned which Resident may be given at the discretion of the Program Director. The Program Director is responsible for the appropriate scheduling of duty time, including provision of adequate off-duty hours.

Resident understands and agrees that the hours of duty will vary with the clinical service to which Resident is assigned from time to time.

13. Moonlighting

Resident may not provide physician services to other healthcare institutions for remuneration outside the scope of their educational activities and regularly assigned duties of the training program unless prior and specific written notification detailing such activities is given to and written consent for such activities is obtained from the Program Director. Moonlighting shall not be approved if the Program Director believes such activities may interfere with the resident's ability to perform his/her obligations and duties in the Residency Program. The Program Director's determination in this regard shall be final and does not fall within the scope of the Redress of Grievance Policy.

14. Counseling Services

Counseling services will be kept confidential and available to Resident on an "as needed" referral or self-referral basis.

15. Physician Impairment

Resident who is unable to practice medicine with reasonable skill and safety to patients because of a physical or mental illness including deterioration through the aging process or loss of motor skill or excessive use or abuse of drugs, including alcohol.

16. Accommodation for Disabilities

SingHealth provides reasonable accommodations that do not impose hardships on organization.

17. Working Conditions

SingHealth will provide residents with a healthy and safe work environment. Residents on call will be provided with safe and clean on call room. Parking facilities are adequately-lit with 24 hours security personnel on duty. Residents will have access to adequate and appropriate food services 24 hours a day while on duty in all SingHealth's institutions.

18. Reduction and Closure of The Residency Program

SingHealth recognizes the need and benefits of graduate medical education and sponsors residency programs which emphasize personal, clinical and professional development. SingHealth ensures, through the GME Internal Review process, that its residency programs are in substantial compliance with the institutional, common and special requirements of the Accreditation Council for Graduate Medical Education-I (ACGME-I) and its individual Residency Review Committees. In the event of a transfer or reduction in size of a residency program,

SingHealth will follow all ACGME-I guidelines and assist in placing affected residents in other accredited residency programs of the same specialty.

19. Faculty Responsibilities and Supervision

Residents are supervised by licensed practitioners. The description, role, responsibilities and patient care activities of each faculty members are program-specific and are maintained by the Program Director. The policy on resident supervision no: 22200-GME-021 is available on the SingHealth Residency Intranet Resource Portal.

20. Harassment

SingHealth is committed to maintain a workplace and educational environment free from sexual and other forms of illegal harassment. Resident who believes he/she has been subjected to a violation of such harassment or related retaliation is strongly encouraged to promptly report to the Program Director or SingHealth Medical Manpower or the GME Office. Sexual Harassment Policy no : 22200-GME-011 is available on the SingHealth Residency Intranet Resource Portal.

21. Evaluation Process

Periodic written evaluation of resident will be conducted by the program at the end of each resident rotation, or semi-annually by the Program Director to assess the ACGME-I core competencies of patient care, medical knowledge, clinical competence, practice-based learning and improvement, interpersonal and communication skills, professionalism, systems-based practice, and/or any other factors deemed necessary or desirable to complete the requirements of the program. The evaluation process is intended to establish standards for Resident's performance and to indicate Resident's ability to proceed to the next level. The process will to the extent reasonably possible provide early identification of deficiencies in Resident's knowledge, skills or professional character, and to the extent reasonably possible allow remedial action to enable a Resident to satisfactorily complete the requirements of the Program.

22. Annual In-Training Examination

Resident may be required to take the annual in-training examination for Resident's specific program. Other acceptable performance standards will be determined by the Program Director.

23. Feedback

Program Directors or faculty advisors are encouraged to provide feedback through personal conferences and to obtain the Resident's evaluation of preceptors and the Residency Program. The Resident's evaluation folder will be available for the Resident's inspection.

24. Assessment/Advisory Committee

A Program Resident Assessment Committee/Advisory Committee or appropriately designated body shall meet at least once each residency year to review the performance of Resident and make a determination as to the ability of Resident to continue in the program and/or advance to a higher level of responsibility.

25. Financial Support

Being the employer, MOHH will provide each resident a sum of \$1,000 to \$2,250 from 1 May to 30 April of the following year to attend courses/training/conferences that is beneficial to his/her training.

26. Release of Information

The resident consents to permit SingHealth as necessary to access appropriate institutions to obtain written documentation/confirmation of prior education and/or training.

27. Severability

If any clause, provision, other portion of this Agreement is or becomes illegal, null, or unenforceable for any reason, or is held by any court of competent jurisdiction to be so, the remaining portions shall remain in force and effect.

28. Entire Agreement

This Agreement supersedes any and all prior Agreements, either oral or in writing, between the parties with respect to the subject matter thereof, and contain the entire agreement with the parties relating to the said subject matter.

29. Controlling Law

The law of the Republic of Singapore hereunder shall in all respects govern this Agreement, the interpretation and enforcement thereof, and the right of the parties.

30. Express Acknowledgement

Resident hereby acknowledges that she/he has read and understands the terms and conditions in this agreement.

NAME

SIGNATORY

NRIC/PASSPORT NUMBER

DATE