GRADUATE DIPLOMA IN PALLIATIVE MEDICINE

Diploma Duration

Closing Date of Application
Monday, 04 May 2015, 12 noon

Course Objective
The Graduate Diploma in Palliative Medicine (GDPM) course is offered by the Division of Graduate Medical Studies (DGMS), NUS Yong Loo Lin School of Medicine, in collaboration with the Chapter of Palliative Medicine Physicians (CPMP), College of Physicians, Academy of Medicine Singapore (AMS).

The course aims to train doctors, especially family physicians, to be competent and confident in managing patients with palliative care issues, in the clinic and in the home setting.

The course is also relevant to family physicians working in hospices, nursing homes, community hospitals, and home medical services, and also to non-specialist doctors and specialists in other disciplines who are interested in training in palliative care.

Eligibility Criteria
i. A basic degree of the MBBS or equivalent qualification registered with the Singapore Medical Council (SMC).

ii. Full or conditional registration with the SMC; doctors with temporary registration with SMC must support their applications with a letter of recommendation from their Heads of Department (HOD).

iii. At least one year of working experience in Singapore prior to the start of the course and must continue to work in Singapore throughout the duration of the course.

iv. A current and valid practising certificate with SMC.

Intake Date
The course commences in July 2015 and is conducted once yearly.

CME Points
CME points will be awarded to doctors registered with the Singapore Medical Council (SMC).

Course Overview
This diploma course is a one-year part-time course designed for a busy physician interested to deepen his/her knowledge and clinical skills in palliative medicine. The curriculum covers the breadth of palliative care, including principles of palliative care, symptom management, the psychosocial dimension, communications, ethical and legal issues as well as practical procedures.

There will be course reading materials for self-study, seminars with group discussion on case vignettes, group learning via group tutorials, and 6 full-day attachments in various palliative care settings – hospital-based palliative medicine unit, inpatient hospice services and home hospices.

Course Components
A. Course Modules - The course comprises the following 6 modules:
   i) Module 1: Introduction to Palliative Care - Jul-Aug 2015
   ii) Module 2: Symptom Management in Palliative Care I - Sep-Oct 2015
   iii) Module 3: Symptom Management in Palliative Care II - Nov-Dec 2015
   iv) Module 4: Psychosocial Care in Palliative Care - Jan-Feb 2016
   v) Module 5: Communication and Ethical Issues - Mar-Apr 2016
B. Saturday Seminars & Group Tutorials
There are 3 Saturday afternoon sessions per module (2 months). Each session consists of 2 hours of seminar and 2 hours of group tutorial. In total, there are 18 Saturday afternoon sessions in the whole course.

Candidates will be able to download the lecture notes and reading materials at least one to two weeks before each Saturday session to prepare for the seminar and group tutorial.

C. Clinical Attachment
There will be a clinical attachment of eight hours (one full day) per module during office hours. In total there will be 6 full days of clinical attachment for each candidate in the course. Candidates will be rotated to various palliative care units, including hospice home care services, inpatient hospice services and hospital-based palliative care services, under the supervision of a Specialist in Palliative Medicine in the unit.

D. Supervision and Logbook
Each candidate will be assigned a supervisor who will act as his/her mentor throughout the whole course. The supervisor will be a Specialist in Palliative Medicine. Each candidate will meet his/her supervisor at least once every 4 months (per 2 modules) to feedback on his/her training and for the supervisor to assess his/her progress in the course. A meeting log cum progress report will be submitted by the supervisor to the Programme Director within 1 week after each meeting.

Course Assessment and Examination
1. End-of-Module Examinations (30%)
An End-of-Module Examination is held at the end of each module. To be eligible to sit for the End-of-Module Examination, the candidate must not be absent for more than one Saturday session for that module, and must have completed the one-day clinical attachment with submission of a report to his/her supervisor.

This online examination consists of 30 MCQs and 3-5 structured questions. Each candidate will be required to log-in online during the window period on the scheduled date. Completion of each module will require a pass in the online examination.

Each End-of-Module Examination constitutes 5% of the final mark. Therefore the 6 examinations will constitute 30% of the final mark.

2. Case Report (10%)
Each candidate is required to submit one case report with evidence-based literature review of a patient with palliative care needs. This may be the candidate’s own patient in the clinic or a patient that he or she comes into with contact during the clinical attachment. At least 2 clinical encounters with the patient are required.

The candidate must submit the case report online to the Course Administrator by the end of Module 5, 30 April 2016, 2359hrs. It will be graded by 2 independent markers and the final score will be the average of the 2 scores. This score will constitute 10% of the final mark.

3. Final Examination (60%)
To be eligible to sit for the Final Examination, each candidate must complete all 6 modules, achieve at least 75% attendance rate for all Saturday sessions (i.e. present in 14 out of 18 Saturday sessions), and achieve a pass in the case report.

The Final Examination constitutes 60% of the final mark. It consists of 6 OSCE clinical stations assessing various skills in palliative medicine. Each candidate must pass at least 4 out of 6 clinical stations, to pass the Final Examination.
Successful completion of this GDPM course will require a pass in the Final Examination and an achievement of at least 50% in the final mark.

Retake of Module and Final Examination
A candidate who fails or is unable to complete one or more modules may repeat the module(s) during the next course intake upon paying the module fee. A candidate who fails the Final Examination may retake only the Final Examination during the next course intake upon paying the examination fee. A candidate who fails the Final Examination twice will be required to retake the whole course. All candidates must complete the course within 3 years.

Funding
The course is eligible for Agency for Integrated Care (AIC)’s SHDMD funding for doctors employed under ILTC organisations. Please visit AIC’s website for more information. Locum doctors working with ILTC organisations may also tap on a new funding - ILTC - Palliative Care Training Award if they are sponsored by the ILTC organisation. For more information, please email Ms Angelia Thia (Angelia.Thia@aic.sg) or Ms Chew Bee Leng (bee.leng.chew@aic.sg) to enquire.

Minimal and Maximal Number of Candidates
The running of this GDPM course is subjected to a minimal number of 20 candidates. The maximal capacity for this intake is 24. Should there be an over-subscription, you may be placed on the waiting list. We will contact you once there is a vacancy.

Application
All applications and fees must reach DGMS by the closing date as stipulated above. Late or incomplete applications will not be entertained and will be returned to applicant. Applications received through fax or email will not be accepted. The following documents must be submitted to DGMS by the closing date:

- Graduate Diploma in Palliative Medicine application form, inclusive of the Personal Data Notice & Consent (PDNC) form, duly completed
- 1 recent passport-sized photograph
- Payment of S$40 being application fee (Course fee is payable only upon successful course enrolment)
- Certified true copy of following documents (Official English translations will be required for stamps or certificates sent that are not in English):
  - Basic medical degree certificate (MBBS)
  - NRIC: for locals / Permanent Residents
  - Employment Pass and Passport: for foreigners (residing in Singapore)
  - Passport: for foreigners (residing outside Singapore)
  - Valid practising certificate from SMC

Photocopies of certificates and/or official translations (in English)* including any other official supporting documents will be accepted only if they have been prepared and/or authenticated by one of the following:

- The issuing University or Medical School
- Medical Council of which you are registered and licensed to practice
- Government Ministries of Health
- A notary public or Justice of the Peace
- Division of Graduate Medical Studies (DGMS) – For authentication by DGMS office, original certificates and documents must be produced

* Candidates must submit an authenticated translation if their official supporting documents are not in English. A fresh ink stamp must be used to authenticate the copy or translation of the primary medical qualification.
Candidates who fail to present their original documents for verification without acceptable reasons will not be admitted to the examination.

Candidates whose original documents have been damaged or misplaced must apply to the relevant organizations / authorities for replacements or letter of verification.

It is a university regulation that applicants cannot be concurrently registered for more than one course in an academic year. DGMS is not obliged to provide reasons for unsuccessful applications. Other respective rules/regulations of DGMS will apply.

Course Fees

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>COURSE FEE (SGD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application fee (non-refundable)</td>
<td>40.00</td>
</tr>
<tr>
<td>Course fee (inclusive of Examination fee)</td>
<td>7,060.00</td>
</tr>
<tr>
<td>Student Services Fee*</td>
<td>122.20 per semester for 2 semesters</td>
</tr>
</tbody>
</table>

Notes:
- Fees are inclusive of GST.
- Payment modes: credit/debit card, cheque or bank draft only.
- Cheque/bank draft should be made payable to the “National University of Singapore”. Please indicate your name, contact number and name of exam at the back of each cheque / bank draft.
- All fees are subject to changes without prior notice, and must be paid at the time of application.
- *Student Services Fee is charged by NUS Office of Financial Services and is mandatory for all new students. It will be payable online via student portal during the term of study. Do note that the fee stated is correct as of 27 Mar 2015 and is applicable for Academic Year 2015/2016. For more details, please refer to [http://www.nus.edu.sg/registrar/edu/gd-fees.html](http://www.nus.edu.sg/registrar/edu/gd-fees.html).

Course Deferment
Deferment of course for successfully admitted applicants is subject to the GDPM Committee’s discretion. A fresh application is required should you decide to take the course in future intake.

Withdrawal Policy:
Notice of withdrawal from the programme must be given in writing to the Division accompanied by the Tax Invoice (receipt) for fee paid. The entire fee, less application fee, will be refunded when notice of withdrawal is received by **Tuesday, 2 June 2015**. Those who withdraw after this date or who are absent from the course will not receive any refund of the course fees.

Please send the completed application form together with payment, before closing date, to
Teng Sook Fong (Ms)
Division of Graduate Medical Studies, Yong Loo Lin School of Medicine
National University of Singapore, Block MD 5 Level 3, 12 Medical Drive,
Singapore 117598
Tel: (65) 6516 3303 Fax: (65) 6773 1462
Email: sook_fong_teng@nuhs.edu.sg