

GENERAL ENQUIRIES
UPDATED GUIDELINES ON AESTHETIC PRACTICES FOR DOCTORS

(1) Updated Guidelines on Aesthetic Practices

- (a) Where can I obtain a copy of the updated Guidelines on Aesthetic Practices for Doctors?

The updated guidelines can be downloaded from the SMC's website at www.smc.gov.sg.

- (b) I (doctor) would like to speak with someone regarding the guidelines / aesthetic procedures.

Kindly be informed that all queries should be made to the SMC only via email at moh_smc@moh.gov.sg.

- (c) I am a specialist / general practitioner who practice aesthetic procedures found in the guidelines. Am I required to submit the notification form?

Any doctor who wishes to practise aesthetic procedures are required to comply with the requirements as explained in the updated guidelines.

(2) Notifications made before 1 November 2008

- (a) I have already submitted a notification to perform List A / List B / other aesthetic procedures prior to 1 November 2008. Must I write in using the prescribed notification forms again? What happens to my previous application?

From 1 November 2008, doctors who have just started or intend to start performing List A aesthetic procedures and doctors without a track record of the requisite number of aesthetic procedure but have acquired a certificate (overseas or local training courses) should submit the List A notification form (together with copies of their certificates) to SMC for verification as to whether it could be considered a certificate of competence (COC).

From 1 November 2008, all doctors who wish to perform any List B or other aesthetic procedures should notify SMC using the "List B and other aesthetic procedures notification form".

The above mentioned notification forms are available on the SMC website at www.smc.gov.sg.

Doctors who have on their own accord written to the SMC before 1 November 2008 to apply to perform any List A, B or other aesthetic procedures are advised to resubmit the relevant notification forms to the SMC's APOC before carrying out any aesthetic procedures.

(3) List A Aesthetic Procedures

- (a) I have been performing or would like to perform List A aesthetic procedure, how do the guidelines affect me?

Doctors who have been performing List A aesthetic procedures with a track record of the requisite number of cases done with good outcomes (for each specific procedure) can continue to practise.

Doctors who have just started or intend to start performing List A aesthetic procedures from 1 November 2008; and doctors without a track record of the requisite number of List A aesthetic procedure but have acquired a certificate (overseas or local training courses) should submit the List A notification form (together with copies of their certificates) to SMC for verification whether it could be considered a COC.

This List A notification form can be downloaded from the SMC's website at www.smc.gov.sg. Kindly fill up the notification form, append the necessary documents (where applicable) and submit the hardcopy to the following address:

Chairman
Aesthetic Practice Oversight Committee (APOC)
Singapore Medical Council
16 College Road #01-01
College of Medicine Building
Singapore 169854

A letter will be sent to you, acknowledging receipt of your notification form and other supporting documents, if any. SMC's APOC will verify your certificate and inform you whether your certificate can be considered a COC.

- (b) I have already attended courses on aesthetic procedures and obtained certificates of training previously. I would like to perform List A aesthetic procedures. Would my certificates be considered as COCs ?

You may submit a List A aesthetic procedure notification form to the SMC's APOC together with the certificate(s) and other necessary supporting documents. The SMC's APOC will inform you whether your certificate(s) would be verified as a COC.

- (c) What happens if my certificate is not verified as a COC? Am I still allowed to perform the List A aesthetic procedure?

In the interest of patient safety, doctors are strongly advised to perform aesthetic procedures only with sufficient training. Doctors are recommended to attend courses which fulfil the COC course criteria.

- (d) I have submitted my List A notification form with my certificate but was informed that my certificate is not verified as a COC. Can I appeal to the SMC's APOC?

You can appeal if you have additional relevant information on the course which was not submitted earlier with your supporting documents and addressed to:

Chairman
Aesthetic Practice Oversight Committee
Singapore Medical Council
16 College Road #01-01
College of Medicine Building
Singapore 169854

SMC's APOC will review your appeal and inform you accordingly.

- (e) How long will this review of my appeal take?

Depending on the volume of the supporting document(s) submitted, the time required by the SMC's APOC for deliberation would vary. An estimate of 2-4 weeks would be reasonable. Please note that any enquiry about the status of your appeal should be made by way of a letter or email to moh_smc@moh.gov.sg.

- (f) Can I perform List A aesthetic procedures without prior notifying SMC?

Only if you fulfil the criteria set by SMC.

- (g) What if I (doctor) have done less than the recommended requisite number of procedures for certain aesthetic procedures?

All doctors without the track record of the requisite numbers should submit their certificate(s) of training to the SMC's APOC for verification whether it could be considered a COC.

- (h) What do you mean by "track record of the requisite numbers done with good outcomes"?

SMC is concerned about patient safety. "Track record of the requisite numbers done with good outcomes" means having performed a minimum recommended number of procedures for each procedure with no adverse outcomes.

- (i) It is stated in the updated guidelines that doctors are strongly encouraged to engage in a quality framework or peer review and case discussions on a regular basis if they perform or intend to perform aesthetic procedures, what do you mean by "quality framework" and "peer review"? How should these be conducted?

Quality framework consists of proper documentations of counselling of patients, indications for performing certain aesthetic procedures, and outcome of the procedures, including follow-up care. As for peer review, doctors who are performing aesthetic procedures are encouraged to have formal and informal gathering with their peers during which discussions and sharing of their

experiences are undertaken and documented, and can be audited at any time, if required.

- (j) In the guidelines, it is stated the clinics should be equipped and staffed to a level commensurate with the procedure performed. What are the criteria then for each procedure?

Every procedure will entail unique requirements in terms of the equipment as well as qualifications and experience of the staff performing or assisting in the procedure. It is the ethical responsibility of the doctor to ensure that such requirements are met for the procedure he or she is performing. The question of what constitutes 'commensurate' will be determined by peer practitioners and the Council **as and when** the doctor is called to defend his practice in a complaint, taking into consideration the circumstances of the complaint.

(4) List B Aesthetic Procedures

- (a) I would like to perform a List B aesthetic procedure. How should I go about doing so?

Use the prescribed "List B and other aesthetic procedures" notification form to notify SMC. The "List B and other aesthetic procedures" notification form can be downloaded from the SMC's website at www.smc.gov.sg. Submit the form to:

Chairman
Aesthetic Practice Oversight Committee
Singapore Medical Council
16 College Road #01-01
College of Medicine Building
Singapore 169854

Upon receiving your notification form, SMC will send you an acknowledgement.

- (b) Why would my practice be subject to audits by the Ministry of Health?

MOH is assisting SMC to monitor List B procedures which are currently regarded to have low or very low level evidence of effectiveness or are not well established and generally accepted.

- (c) What are the requirements set by SMC and the MOH for performing List B aesthetic procedures?

The requirements are as listed in the Updated Guidelines on Aesthetic Practices for Doctors. Particular attention should be drawn to paragraphs 15 to 22 of the updated guidelines.

(5) Other Aesthetic Procedures

- (a) I would like to perform an aesthetic procedure not listed in either List A or List B. How should I go about doing so?

Use the "List B and other aesthetic procedure" notification form to notify the SMC about the aesthetic procedure(s) you wish to carry out. SMC's APOC will then decide on the classification of the procedure to advise how you should proceed. Doctors should not practise such procedures until they have been classified by the SMC's APOC.

The notification form can be downloaded from the SMC's website at www.smc.gov.sg and submitted to:

Chairman
Aesthetic Practice Oversight Committee
Singapore Medical Council
16 College Road #01-01
College of Medicine Building
Singapore 169854

The SMC's APOC will write to you to advise you how to proceed.

(6) Certificate of Competence (COC) courses

- (a) Where can I find the prescribed application form for COC?

There is no form. Should you wish to submit information on the course, send a simple cover letter and append all necessary details of the course for SMC to review.

- (b) How long will this review take?

Depending on the completeness of the documents submitted, the time required by the SMC's APOC for deliberation would vary. A rough estimate is 2-4 weeks. Any enquiry about the status of your application should be made by way of a letter or email to moh_smc@moh.gov.sg.