

Organised By :



Singapore
Medical
Association
For Doctors, For Patients

Clinic Assistant Introductory Skills Course

Funding grant of up to :

70% salary subsidy

90% course fee subsidy



Supported By :



PROGRAMME STRUCTURE AND CONTENT

Course Objectives

To help clinics save time and resources to train their new clinic assistants.

To provide foundation skills for candidates that do not have working experience in the healthcare sector

Basis of course structure and content

The curriculum of our 3-day Clinic Assistant Introductory Skills Course is put together after discussion with selected SMA Members, who are private practice owners as well as experienced allied healthcare personnel, to provide the foundational skills expected of clinic assistants. An OJT portion will also allow a feedback mechanism to ensure that the trainees had adapted to the industry and had acquired the necessary skills and experience.

Course Outline

- Overview of the Healthcare System
- Role of Healthcare Assistant
- Monitoring Vital Signs
- Collecting and Dispatching Specimens
- Chronic Diseases
- Managing Infection Control
- Workplace Safety and Health Related issues
- Common Clinic Processes
- Basic Skills in Drug Dispensing
- Effective Communication Skills
- Healthcare Schemes and Clinic Systems

OJT Component (3 weeks)


A Log book submission with comments from the employer is required that focuses on these broad aspects:

- Quality of Work
- Proper use of Tools
- Job Knowledge
- Safety Consciousness
- Interpersonal Skills

Course Completion

A certificate of completion will be issued after satisfactory completion of both the 4 day course and the 3 weeks OJT component.

Serial No.: 0000000




Certificate of Completion


This is to certify that

XXXXXXXX


has successfully completed the

SMA Train and Place Clinic Assistant Introductory Skills Course

1 – 4 November 2017



Dr Wong Tien Hua
President, 38th Council
Singapore Medical Association



Dr Chong Yeh Woei
Programme Director
Singapore Medical Association

SAMPLE

COURSE FEE AND APPLICATION

Course Fee

Before GST: \$780

After GST: \$834.60

Course Intake

13th – 15th October 2020

26th – 28th January 2021

30th March – 1st April 2021

1st – 3rd June 2021

Course Fee Funding

If you and your new clinic assistant fulfil the funding requirements, your clinic would then enjoy **a funding grant of up to \$2,452 per trainee** from Employment and Employability Institute (e2i). The funding grant includes:

- Up to 90% subsidy of the Introductory Skills Training Fees (U.P.: \$780 before GST; capped at \$702)
- Up to 70% subsidy of your newly-hired clinic assistant's 1-month gross salary (capped at \$1,750 per trainee)

Funding Requirement (e2i)

- Must be a Singaporean or Singapore PR
- Hired and trained within 24 Jun 2020 to 24 Jun 2021
- Had not taken up similar position in their past career
- Starting monthly salary of \$1,500 to \$2,500 (full-time) / starting hourly rate of \$10 to \$15 (part-time)
- Achieve at least 75% attendance 1 month of On-the-Job training and Clinic Assistant Introductory Skills course

Application

Applicants are required to complete the application by providing:

- Employment Contract
- Payment slip (1st month)
- Payment slip (training month)
- Participant's resume
- Participant's NRIC
- OJT Booklet (for supervisor's completion during OJT period)

Terms & Conditions :

- *Course structure , content and course start date are subject to changes*
- *Grants are subject to approval by e2i*

For further enquiries, please contact:

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