



HANDS-ON NON CREDIT TRAINING

Guideline

Department: Policies and Regulation

Document Identifier: GL/HCO/010/01



Guideline – Hands-on Non Credit Training

INTRODUCTION

To provide guidance processes and procedure for hands-on non-credit training programs within DHCC regulated by DHCR

1. PURPOSE

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| 1.1 | To provide a platform and identify the process where non-DHCC licensed professionals can conduct trainings within DHCC. |
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2. SCOPE OF APPLICATION

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| 2.1 | Guideline applies to non-DHCC licensed professionals in collaboration with a DHCC licensed clinical facility. |
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3. GUIDELINE

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| 3.1 | Completed Training Application form from a facility holding a valid education permit (forms available on website). |
| 3.2 | 3.2.1 Copy of course content / material submitted along with the application form
3.2.2 Training program to include steps to mitigate patient risk and ensure clinical quality |
| 3.3 | Copy of license, credentials, qualifications and Good Standing Certificate of the specialist conducting the training. |
| 3.4 | Copy of the DHCR license and MMI of the supervising physician relevant to the field of training. |
| 3.5 | Copy of signed patient consent forms submitted to DHCR. |
| 3.6 | All above documents should be submitted no less than 15 days prior to the activity date to avoid processing delays
*Applications received in 15 days are subject to Urgent Processing fees. |

4. REVIEW PROCEDURE

PROCEDURE SEQUENCE

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| 4.1 | DHCR will conduct initial review within 5 working days of receiving the application. |
| 4.2 | Once reviewed, DHCR will either request for an undertaking letter from the facility or request for additional information as required. |
| 4.3 | Once undertaking letter is received, an invoice will be sent to the facility. |
| 4.4 | Copy of receipt to be provided to DHCR. |
| 4.5 | DHCR to issue the No Objection Letter. |
| 4.6 | Once No Objection Letter is received, only then can the training be advertised (with prior approval from DHCR) and conducted. |
| 4.7 | DHCR reserves the right to conduct a scheduled or unscheduled inspection during the training course to ensure quality and compliance. |



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5. COMMUNICATION (check all that apply)

<input checked="" type="checkbox"/>	Announcement
<input type="checkbox"/>	Awareness
<input type="checkbox"/>	Training
<input type="checkbox"/>	Other specify

6. DEFINITIONS

6.1	Non-Credit Training – a training conducted within DHCC which cannot be used towards Continuous Professional Development credit hours or hours required towards license renewal.
6.2	MMI – Medical Malpractice Insurance

REVISION HISTORY

S No	Summary	Amend Type*	Page	Issue No	Issue Date
1	Hands-on Non-Credit Training	New		1	04 Mar 18
2					
3					
4					
5					
6					

*Amend Type: New / Add / Modify / Cancel