

SINGAPORE COOPERATION PROGRAMME APPLICATION FORM

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Please type or write clearly in capital letters. Do not leave any space blank. Use "NIL" or "N/A" where applicable.

Programme: Singapore Cooperation Programme Training Awards / Small Island Developing States Technical Cooperation

Course Title: Maternal and Neonatal Nursing

Course Dates: 6 to 10 July 2015

PART ONE: APPLICANT DETAILS (TO BE COMPLETED BY APPLICANT)

Applicant's Particulars

Title	Dr/Mr/Mrs/Ms/Others (please circle accordingly)		
Family Name			
Given Name			
Gender		Date of Birth (dd/mm/yy)	
Nationality		Representing Government of	
Passport Number		Passport Expiry Date (dd/mm/yy)	
Religion		Dietary Restrictions (if any)	

Contact Details

Country/Territory			State/Province			City/Town		
Office Address							Postal Code	
	Country Code	Area Code	Number	Personal Email				
Telephone No.				Other Email				
Mobile								
Fax No.								

Person to be notified in case of emergency

Name			Relationship			
Address			Telephone No.	Country Code	Area Code	Number
			Email			

NOTE: This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country/territory. Forms which are incomplete or not endorsed will not be accepted.

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Employment History

Organisation	Department	Designation	Nature of Job	From (dd/mm/yy)	To (dd/mm/yy)
					PRESENT

Educational Qualifications

Educational Qualification Attained	Educational Institution	From (dd/mm/yy)	To (dd/mm/yy)

Professional Qualifications

Description of Qualification	Date Attained

Previous Attendance

Have you attended any courses sponsored under the Singapore Cooperation Programme previously? If yes, please state the name and date of course(s)	Yes/No

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PART TWO: DECLARATION (TO BE COMPLETED BY APPLICANT)

I, _____ of _____
Name of applicant Representing Country/Territory

Declare that:

- (a) All information provided is true, complete and accurate to the best of my belief and knowledge, and that I have not wilfully suppressed any material facts;
- (b) I am medically fit and free from any medical problems which may impair my ability to attend and complete the training in Singapore;
- (c) **I am proficient in spoken and written English.** (The course will be conducted in English. All participants are expected to have a good working knowledge of the English language.); and
- (d) I will be personally liable for all medical expenses incurred during my stay in Singapore, other than those covered under the Group Personal Accident Insurance and Group Hospital & Surgical Insurance policy.

(IMPORTANT NOTE: All successful participants are covered under Group Personal Accident and Group Hospital & Surgical Insurance, which does **not** cover any pre-existing conditions/illnesses or any outpatient medical/dental treatment. Participants are personally liable for all medical expenses beyond what is covered by the insurance policy. As the coverage is limited, participants are advised to make their own arrangements to obtain adequate medical insurance coverage for their stay in Singapore.)

- (e) **(For pregnant applicants)** I am _____ months pregnant and am/am not certified by a qualified doctor to be medically fit and in good health to travel and attend the training in Singapore;

I fully understand that if I fail to comply with the terms and conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect and I will be liable to depart from Singapore at my own expense.

Date

Signature of applicant

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PART THREE: TO BE COMPLETED BY DIRECT SUPERVISOR

I nominate (Dr/Mr/Mrs/Ms*) _____ holding Passport No. _____ for the training course.

_____ Name and Designation	_____ Email Address
_____ Name of Organisation	_____ Country code Area code Office tel no.
_____ Signature	_____ Country code Area code Office fax no.

Please describe why the applicant has been nominated for this course:

Please describe what skills / knowledge you would like the applicant to gain from this course:

PART FOUR: ENDORSEMENT (TO BE COMPLETED BY NATIONAL FOCAL POINT FOR TECHNICAL ASSISTANCE / MINISTRY OF FOREIGN AFFAIRS OF NOMINATING GOVERNMENT)

By signing below, I confirm that I endorse the above nominee and that I believe all the statements in this form to be correct.

_____ Name	(Ministry's Official Stamp)
_____ Designation	_____ Name of Organisation
_____ Signature	_____ Country code Area code Office tel no.
_____ Email Address	_____ Country code Area code Office fax no.

NOTE: This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country/territory. Forms which are incomplete or not endorsed will not be accepted.

MATERNAL AND NEONATAL NURSING

6 TO 10 JULY 2015

Sponsored by the

SINGAPORE COOPERATION PROGRAMME

under the

SINGAPORE COOPERATION PROGRAMME TRAINING AWARD/ SMALL ISLAND DEVELOPING STATES TECHNICAL COOPERATION PROGRAMME

to be conducted by the

ALICE LEE INSTITUTE OF ADVANCED NURSING, SINGAPORE GENERAL HOSPITAL

Singapore Cooperation Programme

Singapore has provided technical assistance to other developing countries since the 1960s. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations.

In 1992, the Singapore Cooperation Programme (SCP) was established to bring together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes were increased to share Singapore's development experience with other developing countries. To date, Singapore has sponsored training courses and study visits for over 90,000 officials from more than 170 countries. The SCP is managed by the Technical Cooperation Directorate of the Singapore Ministry of Foreign Affairs.

Singapore General Hospital

The Singapore General Hospital (SGH) – SingHealth Alice Lee Institute of Advanced Nursing (IAN) is the nursing institute of Singapore's largest healthcare group. It taps on SGH's standing as Singapore largest acute tertiary care hospital and its long history as a teaching hospital for postgraduate training of nurses and other healthcare staff.

Dedicated to enhancing nursing skills as well as promoting excellence in lifelong learning among nursing professionals, SingHealth Alice Lee IAN has earned the distinction of being accredited by the American Nurses Credentialing Centre (ANCC) as a Continuing Nursing Education Provider. The Institute is the first in Asia to earn the international recognition for the quality and integrity of its training programmes and joins over 298 accredited educational organisations recognised by ANCC.

SingHealth Alice Lee IAN provides a comprehensive range of nursing specialised programmes and practice-based training in

Singapore. The programmes developed serve to enable nurses to put into practice with confidence, the knowledge and skills learnt. It aims to be the region's leading centre of the highest professional standards to provide quality care to patients.

Course Objectives

This programme enables participants to acquire knowledge and skills on management of patients in the antepartum, intra-partum and post-partum stages. Participants will also gain knowledge on the current trends of managing new-borns requiring special and intensive care.

The topics include:

- Management of patients in antepartum, intra-partum and post-partum stages
- Medical management and nursing updates of new-borns, high risk and premature infants
- Identification and preparation of high risk delivery, and nursing management of Obstetric emergencies
- Pathophysiology, investigations and management of Obstetric disorders
- Psychological support of new-borns and their parents

Methodology

Classroom lecturers, workshop and field visits. The course will be conducted in English without interpretation.

Duration

The course will be held from **6 to 10 July 2015**.

Application Information

Applicants should be:

- Mid to senior level nurses working in public hospitals with relevant working experience in maternal and/or neonatal settings
- Nominated by their respective Governments
- Proficient in spoken and written English
- In good health and medically fit to attend the course.

Terms of Award

The course is sponsored by the Government of Singapore under the Singapore Cooperation Programme Training Award and the Small Island Developing States Technical Cooperation Programme.

Under this programme arrangement, the Government of Singapore will bear the following expenses for the successful applicants (thereafter known as participants) during their training in Singapore. These expenses include:

- A daily training allowance of One Hundred and Twenty Singapore Dollars (S\$120) from first day to last day of the course to cover meals and daily expenses. [Complimentary breakfast is provided in the hotel from the first day to one day after the course.];
- Transportation to course venue and site visits;
- Medical insurance for participants to cover accident and hospitalisation during their stay in Singapore in accordance with the policy of a local insurance company; and
- Accommodation for the entire duration of the course.

Note:

- (i) The nominating government will be responsible for their participants' round-trip airfares
- (ii) Participants are to bear their personal miscellaneous expenses that might be incurred prior to receiving the allowance
- (iii) Any expenses for out-patient medical/dental treatment will be borne by the participants themselves

Regulations

Participants are required to comply with the following:

- (a) Strictly observe course schedules and not miss training sessions;
- (b) Not bring any member of their family and/or aide for the duration of the course;
- (c) Carry out instructions and abide by conditions as may be stipulated by the nominating Government or the Government of Singapore with respect to the course;
- (d) Refrain from engaging in political activities, or any form of employment for profit or gain while in Singapore;

- (e) Discontinue the course, in the event they fall seriously ill and are considered unable to continue the training or have committed an improper act; and
- (f) Return to their respective home countries upon completion of the course.

Application Procedure

(Closing date for nomination: **25 May 2015**)

The Government of Singapore is pleased to invite the respective National Focal Points for Technical Assistance to nominate **one (1)** suitable applicant.

Selection of candidates will be based on merit. Should there be more applicants than training places, the Government of Singapore seeks the understanding of the respective National Focal Points for Technical Assistance in the event that its nominee(s) is not selected.

All nominations are to be submitted by the respective Government Institutions, using the official application form. The application forms are to be submitted and should reach the **Ministry of Foreign Affairs, Singapore** through the National Focal Point and the Singapore Embassy in the nominating country not later than **Monday, 25 May 2015**.

Please address the forms to:

Director-General
Technical Cooperation Directorate
Ministry of Foreign Affairs, Singapore
Tanglin
Singapore 248163

Attn: Mr Pek Kiap How
Tel: (+65) 6379 8472
Fax: (+65) 6479 3357
E-mail: pek_kiap_how@mfa.gov.sg

- To expedite the process, a copy of the completed application forms can be scanned and sent via e-mail/fax to the **email address/fax number stated above**. The original application forms can be mailed through diplomatic or normal channels.
- All application forms should be completed in full and **must** bear the endorsement of the respective Ministry of Foreign Affairs or National Focal Point responsible for technical assistance.
- Incomplete application forms or forms which are not endorsed will not be accepted.

- Applicants should refrain from making telephone, fax and email inquiries on the status of their applications.
- The **Ministry of Foreign Affairs, Singapore** will inform all applicants of the outcome of their applications. Their National Focal Point will also be informed directly or through our diplomatic representations in the nominating country.
- Flight arrangements are only to be made upon receipt of the Letter of Acceptance to the course.

Information on Singapore

For more information about Singapore, you may wish to visit the Singapore Tourism Board website at www.yoursingapore.com



