

**HEAD AND NECK SURGICAL ONCOLOGY FELLOWSHIP  
ATTACHMENT PROGRAMME IN SGH**

Components	Information
1. <b>Division/ Department</b>	Surgery & Surgical Oncology/ Dept. of Head & Neck Surgery and Dept. of Otorhinolaryngology-Head & Neck Surgery
2. <b>Title of Programme</b>	Clinical Fellowship for Head and Neck Surgical Oncology (12 months max)
3. <b>Relevant Registrations</b>	<ul style="list-style-type: none"> <li>• Temporary Registration with Singapore Medical Council (SMC)</li> <li>• Training employment pass application with Ministry of Manpower, Singapore (MOM) (upon successful Temporary Registration with Singapore Medical Council)</li> </ul>
4. <b>Overview</b> 4.1 Background information	The Clinical Fellowship Training Program in Head and Neck Surgical Oncology is aimed to train surgeons to provide comprehensive tertiary level multidisciplinary care for patients with head and neck malignancies.
4.2 Goal/ aim(s)	The aim of the fellowship program is to train surgeons to provide comprehensive tertiary level multidisciplinary care for patients with head and neck malignancies.
4.3 Duration	12 months
4.4 Hyperlinks/URL Sites	<a href="https://www.singhealth.com.sg/patient-care/specialties-services/head-and-neck-centre">https://www.singhealth.com.sg/patient-care/specialties-services/head-and-neck-centre</a>
5. <b>Target Audience</b>	The Fellowship is targeted at surgeons who have completed their residency training and have a special interest in head and neck surgery.
5.1 Pre-requisite /eligibility requirement(s)	<p>General requirements for Temporary Registration for training (required by SMC):</p> <ul style="list-style-type: none"> <li>• A basic medical degree from an accredited medical university or medical school</li> <li>• Passed the relevant national licensing examination in the country of conferment of basic degree, where applicable</li> <li>• Evidence of at least 12 months houseman-ship / internship with a certificate of satisfactory completion of houseman-ship or equivalent</li> <li>• Been registered as a medical practitioner in the country where he is currently practising</li> <li>• Been certified to be of good standing by the Medical Council or the relevant national authority</li> </ul> <p><b>Note:</b> The doctor should be in active clinical practice (and been registered as a medical practitioner in the countries of practice) for the 3 years preceding the application for medical registration in Singapore.</p> <p>In addition to the above criteria, <b>Clinical Fellows</b> must:</p> <ol style="list-style-type: none"> <li>a) Have a minimum of 3 years working experience as a medical officer (or equivalent)</li> <li>b) Fulfil English Language requirements of SMC if the medium of instruction for the basic medical qualification is <u>not</u> in English</li> <li>c) Preferably have obtained a postgraduate diploma or medical degree in his country or overseas</li> <li>d) Be sponsored by (i) the government, or (ii) regional health authority or (iii) an appropriate institution in the home country. For (d)(iii), the doctor must be on</li> </ol>

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	<p>current full-time employment (40 hours or more per week) with the sponsoring institution.</p> <p>As a Clinical Fellow, the doctor will be allowed to be involved in patient care and make entries in patients' case note, communicate care plans to patients and fellow healthcare professionals, and perform procedures under <u>direct</u> supervision or Level 1 supervision under SMC's Supervisory Framework.</p> <p><b>Department's requirement, if any (only for Fellows in this subspecialty):</b></p> <ol style="list-style-type: none"> <li>1. A minimum of five years of surgical training and completion of exit examinations or its equivalent in the specialty of General Surgery or Otolaryngology. Oral Maxillofacial Surgeons who are doubly-qualified with valid dental and medical qualifications may also apply.</li> <li>2. Engagement in Head and Neck Surgery training or practice.</li> <li>3. Submission of at least 1 publication or presentation at an Overseas Conference.</li> </ol>
<p><b>6. Learning Objectives</b></p>	<p>This fellowship would allow the Fellow to acquire experience in the management of head and neck malignancies as part of a multidisciplinary team.</p> <p>Fellows will be expected to achieve the following by the end of the fellowship:</p> <ul style="list-style-type: none"> <li>• Take an appropriate history from a patient.</li> <li>• Perform a complete head and neck examination (including fiberoptic examination)</li> <li>• Order appropriate investigations to workup and stage a patient with a newly diagnosed or suspected head and neck malignancy and perform biopsies.</li> <li>• Interpret head and neck imaging studies and its application in surgical planning.</li> <li>• Be able to perform resection of head and neck malignancies in a safe and competent manner.</li> <li>• Be aware of the available reconstructive options available for reconstruction after resection of head and neck malignancies.</li> <li>• Be able to describe indications for adjuvant therapy (i.e. chemotherapy or radiation therapy).</li> <li>• Be competent in the inpatient perioperative care of patients undergoing treatment for head and neck malignancies.</li> <li>• Be competent in managing and following patients with head and neck malignancies in an outpatient setting.</li> <li>• Be able to work in a multidisciplinary setting together with allied health professionals (e.g. physiotherapists, speech therapists, occupational therapists, dieticians, clinical psychologists) in the holistic care of patients with advanced head and neck malignancies.</li> </ul>
<p><b>7. Course/Training Syllabus</b></p>	<p>The fellow will be exposed to the management of the following conditions:</p> <ul style="list-style-type: none"> <li>• Oral cavity and lip neoplasms</li> <li>• Nasal cavity and paranasal sinus neoplasms</li> <li>• Pharyngeal and Esophageal neoplasms</li> <li>• Laryngeal and Tracheal neoplasms</li> <li>• Salivary gland neoplasms</li> <li>• Thyroid and parathyroid neoplasms</li> <li>• Skin, Soft tissue and bone neoplasms of the head and neck</li> </ul>

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<b>8. Training Method</b>	<p><b>Method of Supervision:</b> Direct observation and feedback. Clinical Fellow will be supervised by an assigned supervisor at all times.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #D3D3D3;"> <th colspan="3" style="text-align: left; padding: 5px;"><b>TRAINING ACTIVITIES &amp; METHODOLOGY</b></th> </tr> <tr style="background-color: #D3D3D3;"> <th style="width: 40%; padding: 5px;">Name of activity</th> <th style="width: 30%; padding: 5px;">Frequency / No. of sessions / Length of session</th> <th style="width: 30%; padding: 5px;">Teaching methodology</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Outpatient clinic exposure and assessment</td> <td style="padding: 5px;">2- 3 sessions a week</td> <td style="padding: 5px;">Under direct supervision of attending physician.  Involvement of patient care, make clinical entries, communicate care plans to patients and fellow healthcare professionals</td> </tr> <tr> <td style="padding: 5px;">Surgery</td> <td style="padding: 5px;">2 days/week</td> <td style="padding: 5px;">Under direct supervision.  Allowed to perform/assist procedures.</td> </tr> <tr> <td style="padding: 5px;">Research Project</td> <td style="padding: 5px;">1 project/ year</td> <td style="padding: 5px;">Fellows will be involved in 1 research project during their fellowship under the supervision of a faculty member.</td> </tr> <tr> <td style="padding: 5px;">Head and Neck Tumour Board Meetings</td> <td style="padding: 5px;">Weekly/ 1.5 hours</td> <td style="padding: 5px;">Multidisciplinary Board Discussion</td> </tr> <tr> <td style="padding: 5px;">Head and Neck Mortality and Morbidity Meetings</td> <td style="padding: 5px;">Fortnightly/ 1 hour</td> <td style="padding: 5px;">Clinical Audit Meeting</td> </tr> </tbody> </table>	<b>TRAINING ACTIVITIES &amp; METHODOLOGY</b>			Name of activity	Frequency / No. of sessions / Length of session	Teaching methodology	Outpatient clinic exposure and assessment	2- 3 sessions a week	Under direct supervision of attending physician.  Involvement of patient care, make clinical entries, communicate care plans to patients and fellow healthcare professionals	Surgery	2 days/week	Under direct supervision.  Allowed to perform/assist procedures.	Research Project	1 project/ year	Fellows will be involved in 1 research project during their fellowship under the supervision of a faculty member.	Head and Neck Tumour Board Meetings	Weekly/ 1.5 hours	Multidisciplinary Board Discussion	Head and Neck Mortality and Morbidity Meetings	Fortnightly/ 1 hour	Clinical Audit Meeting
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	SingHealth Duke-NUS Head and Neck Centre Teaching Round	Fortnightly/ 1 hour	Lectures
	Quality of Life Grand Round	Weekly/ 1 hour	Multidisciplinary Board Discussion
8.1 Night Duties Requirement	N.A.		
8.2 Running of Clinics Requirement	Fellows will be required to run at least 2-3 clinic sessions a week under direct supervision of the attending physician.		
9. <b>Assessment and Evaluation</b>	<p>Fellows will need to demonstrate their proficiency level based on the following competencies:</p> <p><b>1) Patient Care</b> Fellows will be expected to be able to manage patients with head and neck malignancy throughout their clinical journey, from diagnosis, staging, treatment as well as follow-up and surveillance.</p> <p><b>2) Medical Knowledge</b> Fellows will be expected to display professional knowledge at a level that allows them to manage patients with head and neck malignancies safely and independently when they exit the fellowship programme.</p> <p><b>3) Practice-Based Learning and Improvement</b> Surgical techniques.</p> <p><b>4) Interpersonal and Communication Skills</b> Fellows will be expected to participate in communication with patients and their families as part of the surgical team (e.g. update of patient condition, breaking bad news etc.)</p> <p><b>5) Professionalism</b> Fellows should not take any leave of absence unless approved by their supervisors. They should display a commitment to training and learning.</p> <p><b>6) Systems-Based Practice</b> Fellows should help to co-ordinate care in a multidisciplinary setting together with the relevant subspecialties (e.g. radiation oncology, medical oncology) as well as the relevant allied health professionals (e.g. speech therapists, physiotherapists) as part of the surgical team.</p>		

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9.1 Assessment approaches	<p><b>Formative assessment:</b></p> <ul style="list-style-type: none"> <li>Regular evaluation between Fellow and Supervisor / Head of Department</li> <li>Reflective journal- logbook recordings of training activities</li> </ul> <p><b>Summative assessment:</b> Periodical assessment reports as required by Singapore Medical Council</p> <p><b>Feedback:</b></p> <ul style="list-style-type: none"> <li>End-of-training feedback form as required by Singapore Medical Council</li> <li>End-of-training feedback session with SGH-PGMI</li> </ul>															
9.2 Evaluation Process 9.2.1 General overall grading system	<p>The general overall grading system evaluates the Clinical Fellow's performance upon completion of the fellowship programme. All Clinical Fellow will be given a general overall grading status at the end of the fellowship programme based on the grading criteria requirements incorporating the six competencies based knowledge, skills and performance that Clinical Fellow must demonstrate throughout the programme.</p> <table border="1" data-bbox="500 867 1490 1591"> <thead> <tr> <th data-bbox="505 873 678 961">Grading Status</th> <th data-bbox="678 873 1052 961">Description</th> <th data-bbox="1052 873 1485 961">Grading Criteria Requirements</th> </tr> </thead> <tbody> <tr> <td data-bbox="505 961 678 1140"><b>CMP</b></td> <td data-bbox="678 961 1052 1140">Completes the programme</td> <td data-bbox="1052 961 1485 1140">Satisfactory attendance of all planned and rostered activities. Achieved basic competence in knowledge and technical skills.</td> </tr> <tr> <td data-bbox="505 1140 678 1350"><b>USP</b></td> <td data-bbox="678 1140 1052 1350">Unsatisfactory performance</td> <td data-bbox="1052 1140 1485 1350">Failure to achieve satisfactory attendance of planned activities or failure to achieve basic competence in knowledge and technical skills</td> </tr> <tr> <td data-bbox="505 1350 678 1486"><b>DCP</b></td> <td data-bbox="678 1350 1052 1486">Did not complete the programme</td> <td data-bbox="1052 1350 1485 1486">Failure to achieve satisfactory attendance (85% of planned activities)</td> </tr> <tr> <td data-bbox="505 1486 678 1591"><b>WDN</b></td> <td data-bbox="678 1486 1052 1591">Withdrawn from the programme</td> <td data-bbox="1052 1486 1485 1591">No participation in program</td> </tr> </tbody> </table>	Grading Status	Description	Grading Criteria Requirements	<b>CMP</b>	Completes the programme	Satisfactory attendance of all planned and rostered activities. Achieved basic competence in knowledge and technical skills.	<b>USP</b>	Unsatisfactory performance	Failure to achieve satisfactory attendance of planned activities or failure to achieve basic competence in knowledge and technical skills	<b>DCP</b>	Did not complete the programme	Failure to achieve satisfactory attendance (85% of planned activities)	<b>WDN</b>	Withdrawn from the programme	No participation in program
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9.2.2 Options for Clinical Fellow who was graded with a (USP) for unsatisfactory performance	Fellows with an unsatisfactory performance can submit an appeal to the Programme Director(s) if they feel that their grading was done on unfair grounds or was biased.															

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9.3 Criteria for Early Termination	<p>The attachment programme will be terminated early on the ground of the Fellow's poor performance, misdemeanour, misconduct, negligence or breach of any terms stipulated or referred to in the Fellowship Letter of Offer and Institution Terms and Conditions.</p> <p>The Fellow may also request to terminate the attachment programme for reasons such as serious illness or other personal obligations.</p> <p>The institution will review all requests for early termination with the Fellow and the Supervisor / Head of Department.</p>
<b>10. Course Administration</b>	<p>Type of Certification: Certificate of Training</p> <p>Training Fee: S\$3,000 (before prevailing GST) per month</p> <p>Programme Funding source: Self-funded</p>
<b>11. Number of Clinical Fellow to be accepted at any one time</b>	2