



**ADMINISTRATIVE INSTRUCTION AND REQUIREMENTS FOR PRIVATE PARAMEDIC
TRAINING PROGRAMMES
By National PEC Training Committee (NPTC)**

To set up and maintain a consistent standard in the training of paramedics in Singapore, all private paramedic training programmes in Singapore must be listed under the Healthcare Services Act 2020. All paramedics trained are to meet the “Standard and Scope of Practice for Paramedic (Level 3)” for Singapore and “Minimum Competencies List for Level 2 and Level 3 Providers” endorsed by the Medical Services Division, Ministry of Health.

This administrative instruction provides the progress and requirements for all private paramedic training institutions in Singapore. Private paramedic training programme must meet all the requirement stated below:

Governance

- 1.1 The programme must be conducted by a certified Private Education Institution in good standing with the Committee for Private Education (CPE), SkillsFuture Singapore.
- 1.2 A head of the department or training institute director shall be appointed and be responsible for maintaining organisational standards and meeting regulatory requirements.
- 1.3 A programme director shall be appointed and be responsible for maintaining the faculty and training standards as stipulated in this document. He/She shall also be responsible for the curriculum and its regular revision to ensure current evidence-based practice.
- 1.4 The learners’ record in the programme must be maintained for verification and shall include:
 - i. Academic results; and
 - ii. Credit hours in the classroom, laboratory and clinical practice placement (where applicable).
- 1.5 The institution shall submit a detailed curriculum for any new or revised programme, for accreditation and approval by NPTC, at least nine months before the proposed implementation date of the programme.
- 1.6 The institution shall establish an Examination Board or Committee with clearly defined functions, including development and reviewing of examination questions, passing criteria, standard setting and analysis of exam validity and examination results.

Student Requirement

- 2.1 The academic entry requirements for student are:
- a. For Diploma Conversion Programme:
 - i. Diploma or higher academic standard; or
 - ii. A minimum of 3 GCE 'A' Level passes.
 - b. For Diploma Programme:
 - i. Higher NITEC Certificate; or
 - ii. EMT with minimum of 3 GCE 'O' Level passes or NITEC certificate, and with minimum of one year pre-hospital working experience.
- 2.2 Students must be medically and physically fit to pursue the programme and any other requirements by Ministry of Health.
- 2.3 Student must hold a valid Basic Cardiac Life Support certificate accredited by Singapore Resuscitation & First Aid Council (SRFAC) during any clinical practice placements.

Programme Requirements and Structure

- 3.1 Programme must culminate in the attainment of a diploma or higher academic certification. The duration of the full-time programme is recommended to be at least 18 months.
- 3.2 It must minimally cover all the knowledge, skills and professional attitudes listed in the "Standard and Scope of Practice for Paramedic (Level 3)" and the "Healthcare Services Act" in Singapore.
- 3.3 Total institutional training duration (excluding self-directed study and clinical practice placements) should not be less than 900hrs. The institutional training duration must minimally have the following three components:
- Theory (minimum 30% of the training hours)
 - Practical (minimum 25% of the training hours)
 - Assessments (minimum 5% of the training hours)
- 3.4 The programme should include a summative final clinical examination.
- 3.5 Clinical practice placements are required and should be on Emergency Ambulances responding to 995 calls. The placement hours should minimally be an additional 40% of the total institutional training duration. In addition, it is recommended to have a placement with an emergency department of a restructured hospital.
- 3.6 There must be evidence of commitment from the healthcare industry to accept learners for clinical practice placements, with sufficient and relevant clinical encounters and experiences for learners to achieve the stated learning outcomes.
- 3.7 The clinical practice placement must provide purposeful and focused learning where the learner is guided and supervised by a trained preceptor, in the application and integration of knowledge and skills, and acquisition of professional attitudes.
- 3.8 The programme's contents, learning outcomes and assessments must result in a graduate's competencies fulfilling the "Standard and Scope of Practice for Paramedic (Level 3)" and the "Healthcare Services Act" in Singapore.

Faculty Requirements

- 4.1 The Programme Director for this training programme must meet both the professional and experiential criteria stipulated in the table below:

Programme Director	
Professional	Doctor: Valid practicing license by Singapore Medical Council; or Registered Nurse: Valid practicing license by Singapore Nursing Board; or Paramedic: Valid paramedic re-certification as per Healthcare Service Act.
Experience	At least 5 years of experience in a professional capacity working in advanced paramedicine practice in public sector EMS; And At least 3 years as faculty in recognised paramedicine courses or paramedicine recertification programmes in Singapore.

- 4.2 Programme director who does not meet the above requirement may submit justification with supporting document to NPTC for review. The NPTC will assess the submission based on the candidate's qualifications, experience, and other relevant factors to determine their suitability for the role.
- 4.3 A qualified Curriculum Developer (DACE or equivalent qualification in adult education development) is also required.
- 4.4 All teaching faculty must have academic and/ or professional qualifications in a relevant discipline, and of at least one level higher than the course of study being taught.
- 4.5 Prehospital Emergency Care related content in the programme must be taught by qualified faculty/lecturer/instructor meeting both the professional and experiential requirements stipulated in the table below.

Teaching faculty / Lecturer / Instructor	
Professional	Doctor: Valid practicing license by Singapore Medical Council; or Registered Nurse: Valid practicing license by Singapore Nursing Board; or Paramedic: Valid re-certification as per Healthcare Service Act
Experience	At least 3 years of experience in a professional capacity working in advanced paramedicine practice in public sector EMS;

- 4.6 Lecturers who do not meet the above requirements may be engaged as adjunct faculty. This lecturer is restricted to teach topics within their own (non-paramedical) professional expertise. Adjunct course lecturers and adjunct faculty in totality should not teach more than 20% of the overall programme curriculum.
- 4.7 Preceptors for clinical practice placement on emergency ambulances should be experienced paramedics.
- 4.8 Each instructor should supervise not more than three practical stations and each station should not have more than six trainees.

Training Facility & Equipment

- 5.1 The Institution must have adequate and appropriate facilities and resources to support the programme and the students' needs:
- i. Physical classroom and online classroom
 - ii. E-Learning Platform with ability to track asynchronous study performance
 - iii. Library access for students, including main relevant healthcare journals
 - iv. Up to date (current edition) textbooks and other learning material/resources
 - v. Simulation Room set up in a prehospital setting
 - vi. Full set of ambulance training equipment according to Emergency Ambulance Service (EAS) guidelines under HCSA.
 - vii. High fidelity manikins for Simulation Training
 - viii. Manikin with BCLS function (according to SRFAC guideline) with airway insertion or airway task trainer.
 - ix. Any other relevant task trainer manikin relevant to the curriculum. Eg IV arm, Delivery of baby, airway task trainers.

Other Requirements

- 6.1 Nominal roll of participants is to be submitted to Unit for Prehospital Emergency Care (UPEC), MOH within one month, upon completion of the course. Training centre is to obtain participants' written consent in releasing data to UPEC.
- 6.2 NPTC reserves the right to conduct audits of training providers and training institutions at any point of time.
- 6.3 NPTC reserves the right to withdraw the Letter of Support or Letter of Endorsement for the training centre without prior notice.