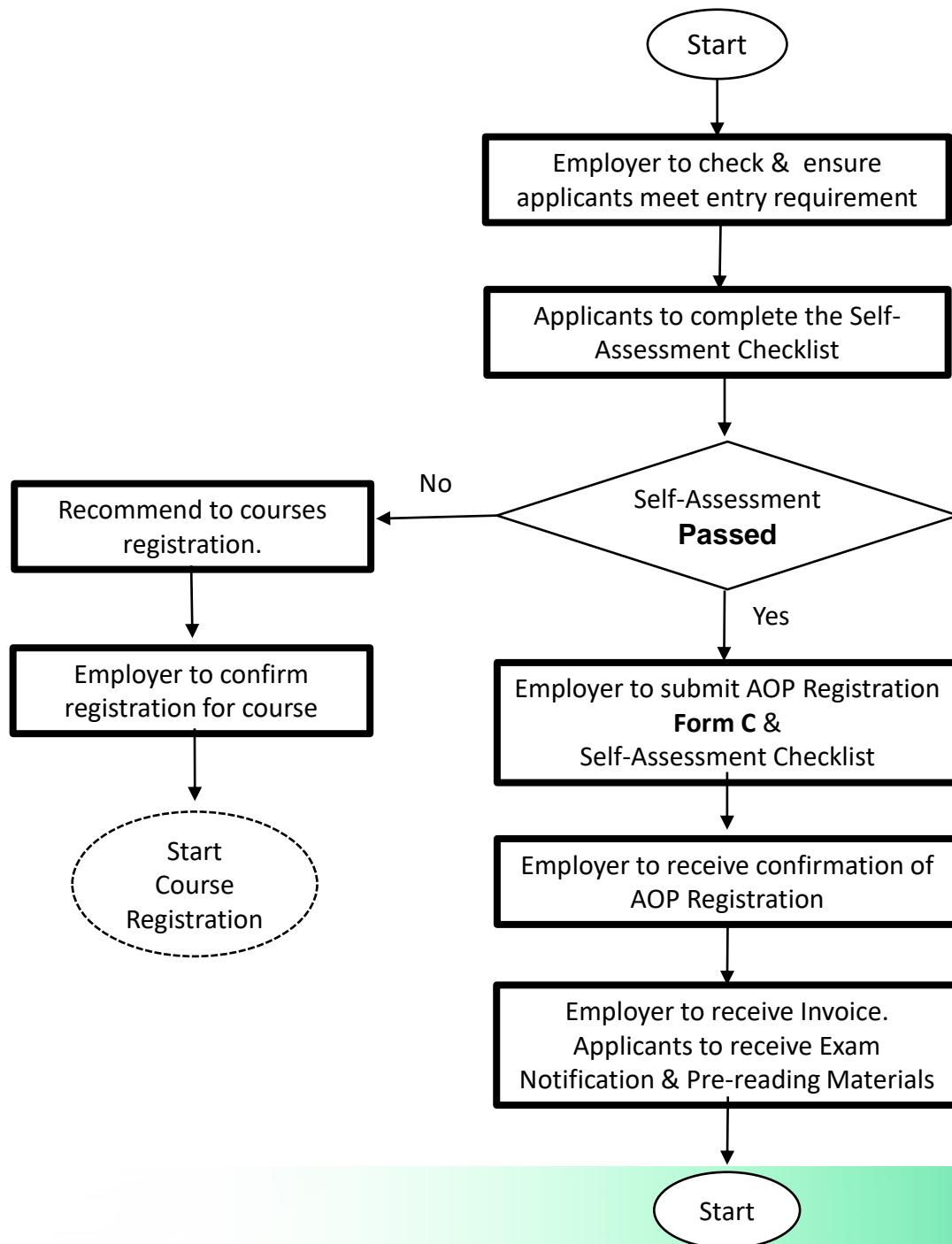


AOP Registration Process Information

Updated as at 25 Nov 2024



AOP Registration Process

- **Verify Applicants' Eligibility** : Employer to check and verify applicants' highest qualifications and ensure applicants meet entry requirement.
- **Complete Self-Assessment Checklist**:
 - Employer to request for the Self-Assessment Checklist from HMI Institute for a specific module.
 - Applicants to complete Self-Assessment Checklist.
 - Employer to sign on the checklist as a recommendation for AOP.
- **Check AOP Schedule** : Employer to check and select the AOP exam date.
- **Submit AOP Registration** : Employer to submit AOP registration form, and Self-Assessment Checklist to institute@hmimedical.com at least 1 month in advance.
- **Receive confirmation of AOP Registration**: Employer will receive the confirmation of AOP registration and exam date at least 3 weeks in advance. Applicants will receive Exam Notification and Pre-reading materials
- **Receive Invoice and Course Notification**: Following successful registration, employers will receive invoices, applicants will receive Exam Notification.

Sample of Self-Assessment Checklist for AOP (pdf)

- Applicants to complete Self-Assessment Checklist,
- Employer to sign on the checklist as a recommendation for AOP.

Self-Assessment Checklist for AOP

Module: Professional, Legal and Ethical Healthcare Practice

Learning objectives	Self - Assessment statements	Yes	No
1. Discuss Accountability and Responsibility as a Healthcare Provider	1. I understand my accountability and responsibility as a healthcare provider.		
	2. In my work, I know who I am accountable to as a healthcare provider.		
	3. I know my expected behaviour as a healthcare provider		
2. Discuss Professional and Organisation's Code of Conduct for Healthcare Providers	1. I can provide some common criteria in the organisation's code of conduct for healthcare providers.		
	2. I am aware of the consequences for breaching the code of conduct.		
	3. I can recognize and provide examples of professional boundary violation.		
3 Apply Legal and Ethical Practices in	1. I am able to explain common policies and procedures relating to legal and ethical		

personal information / data confidential with respect.

Submitted by:

Signature of candidate

Learner's Self-Assessment Result

This self-assessment checklist will assess the applicant's suitability for the Assessment-Only Pathway program, the passing grade is **60%** with answer of "Yes" for all questions.

Module: Professional, Legal and Ethical Healthcare Practice HCE-PVE-2008-1.1

Number of "Yes":	() / 13	Percentage:	() %
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Reviewed & approved by:

Name & signature of supervisor

Designation of supervisor: _____

Post Course Information

- 1. Check Staff's Training Status:** HMI Institute will furnish employers with a comprehensive list of staff who have successfully completed the courses in Excel format by end of every month.
- 2. Certificates:** HMI Institute will assist in downloading WSQ Certificates and send to employers by end of every month.
- 3. E-Certificates:**
 - **Singaporeans and Permanent Residents** can access your e-certs from MySkillsFuture Portal within one month upon successfully completing the last required module :
https://www.myskillsfuture.gov.sg/content/dam/Help/eCerts_Individuals_UserGuide.pdf
 - **Foreign Trainees without Portal ID** can download your e-Certs from the same link & enter HMI Institute's UEN "**198804318R**" to find the e-Certs:
<https://www.myskillsfuture.gov.sg/content/portal/en/index.html>