

ACP ACADEMIC STUDY TRIP GUIDELINES

For all study trips, please complete the “Approval for Study Trip” form and send to your Joint Office of Academic Medicine’s point-of-contact at least 3 months prior to the trip.

ACPs are to submit study trip plan as part of its annual workplan & budget during ACP Core Funding Grant Call for Group Director (Academic Medicine), Office of Academic Medicine, SingHealth / Vice Dean (Vice Dean’s Office), Office of Academic Medicine, Duke-NUS’ overview.

A. Introduction

The Joint Office of Academic Medicine (JOAM) is supportive of academic study trips to be undertaken by the Academic Clinical Programme (ACP) which must have clear objectives and deliverables:

- develop/advance the ACP faculty in terms of academic leadership and mentoring
- provide academic exposure and opportunities for the ACP to advance in its strategic focus
- forge collaboration with established/leading academic centres

B. Accountability

1. To initiate a draw-down of the budget from the ACP Core Funding for a study trip, the ACP Chair is required to submit a study trip approval form to the Clinical Director (Academic Medicine), Office of Academic Medicine, SingHealth / Senior Associate Dean (Academic Programmes Management Department), Office of Academic Medicine, Duke-NUS, which must include:
 - a) The objective(s) of the study trip and its deliverables.
 - b) The list of participants in the study trip, stating name and appointment like ACP Chair, Vice-Chairs, Deputy Vice Chairs, Directors etc.
 - c) The specific goal(s) for each of the above-mentioned individuals for the trip.
2. Where appropriate, the ACP will be required to share the learning points from the trip with the wider academic medicine community within SingHealth Duke-NUS Academic Medical Centre.
3. After returning from the study trip, ACP is required to perform the following:
 - a) Report the Study Trip’s Outcomes in Academic Support Grant’s Final Report; and
 - b) Present during Academic Medicine Administrators’ (AMA) Meeting by administrators and Academic Council (AC) Meeting by ACP Chair or Designate.

C. Funding & Budget

1. ACPs are to make use of their faculty development budget within the ACP Core Funding to fund the study trips. Where appropriate, ACPs can consider co-funding or tap on supplementary funding from other non-ACP sources of funding.

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2. AM Funding will support the following expenses:

Type of Expense	Position Held	Details
Airfare	ACP Chairs	Entitled to Business Class (flight time > 6 hours)
	Deputy/Vice Chairs	Entitled to Premium Economy Class (flight time > 6 hours)
	All other staff	Entitled to Economy Class (regardless of flight time)
Subsistence allowance	All staff	In accordance to SingHealth rates of subsistence allowance list which is updated once a year in April
All other travel costs	All staff	In accordance to host institution's guidelines

Regardless of institutional policies governing staff travel, ACPs are required to adhere to the above policy. The following requirements shall apply:

- a) Approval by ACP Chair and Clinical Director (Academic Medicine), Office of Academic Medicine, SingHealth / Senior Associate Dean (Academic Programmes Management Department), Office of Academic Medicine, Duke-NUS have to be sought first before seeking the relevant internal approvals in the host institution.
 - b) If there is deviation from the above policy, ACP is required to utilise their own institution funding for the expenses incurred.
 - c) Following endorsement by JOAM, the ACP Chair should obtain the approval from the host institution's CMB (or Chief Executive Officer, as the case may be) before proceeding with the academic study trip.
3. As these are academic trips, the ACPs are encouraged to travel by economy class and spend reasonably. This will then enable more of the ACP's faculty to benefit from the opportunities for learning and exposure from such trips.