



JABATAN SUMBER MANUSIA
BORANG PERMOHONAN MENGIKUTI LATIHAN SANGKUTAN KLINIKAL

BORANG PERMOHONAN MENGIKUTI LATIHAN SANGKUTAN KLINIKAL
APPLICATION FORM FOR CLINICAL ATTACHMENT

**PASSPORT
PICTURE**

A. KATEGORI PEMOHON (*APPLICANT CATEGORIES*)

- Luar Negara
(*Foreign*)
- Kementerian Kesihatan Malaysia
(*Ministry Of Health Malaysia*)
- Institusi Pengajian Tinggi Awam / Institusi Pengajian Tinggi Swasta
(*Public Higher Education Institute / Private Higher Education Institute*)
- Sendiri (*Personal*)

B. KATEGORI LATIHAN (*TRAINING CATEGORIES*)

- Hands-On (Teori, Pemerhatian & Praktikal)**
Hands-On (Theory, Observation & Practical)
- Observership (Teori & Pemerhatian – tanpa praktikal)**
Observership (Theory & Observation – without practical)

C. BUTIRAN PERIBADI (*PERSONAL DETAILS*)

1. **Nama**
(*Name*)
-
- Sama seperti dalam kad pengenalan atau pasport
(*As per identity card or passport*)
2. **Jantina**
(*Gender*)
- Perempuan*
(*Female*) *Lelaki*
(*Male*)
3. **Tarikh Lahir**
(*Date of Birth*)
-
- Hari* *Bulan* *Tahun*
(*Day*) (*Month*) (*Year*)
4. **Kewarganegaraan**
(*Nationality*)
-
5. **Kad Pengenalan**
(*Identity Card*)
-
- (untuk pemohon dalam negara / for Citizen Applicants)
6. **Nombor Pasport**
Passport Number
-
- (untuk Pemohon Luar Negara / for Foreign Applicants)
7. **Taraf Perkahwinan**
(*Marital Status*)
- Bujang** **Berkahwin**
(*Single*) (*Married*)
8. **Alamat tetap**
(*Permanent Address*)
-

9. **No. Telefon**
(Telephone Num.)

No. Faks
(Fax Num.)

10. **E-mel**
(E-mail)

D. BUTIRAN PENDIDIKAN (EDUCATION BACKGROUND)

1. **Pendidikan Tertinggi**
(Highest Qualification)

2. **Nama Universiti**
(Name of University)

3. **Ijazah Perubatan**
(Basic Medical Degree)

4. **Nama Universiti**
(Name of University)

E. BUTIRAN LATIHAN (CLINICAL ATTACHMENT DETAILS)

1. **Bidang Latihan Yang
Dipohon**
(Specialty Applied for)

2. **Tarikh Mula dan
Tamat Latihan** (Date of
commence and end of
training)

Mula
(Start)

Tamat
(Ended)

3. **Tempoh Latihan**
(Period of training)

4. **Penyelia**
(Supervisor)

(kosongkan sekiranya tidak pasti / leave it blank if not sure)

F. BUTIRAN PEKERJAAN / PENGALAMAN (*EMPLOYMENT / EXPERIENCE*)

1. **Jawatan Sekarang**
(*Current Position*)

2. **Nama dan Alamat
Majikan Sekarang**
(*Name and Address of
Current Employer*)

Saya akui bahawa segala maklumat, dan dokumen yang saya berikan adalah benar dan lengkap. Saya akui bahawa Universiti Kebangsaan Malaysia berhak menolak permohonan saya sekiranya maklumat serta dokumen didapati tidak benar dan tidak lengkap.

(I hereby declare that all information and documents provided are true and complete. I acknowledge that National University of Malaysia may reject my application if the information and documents provided are found to be false or incomplete.)

Tandatangan
(*Signature*)

Tarikh :
(*Date*)



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PANDUAN PERMOHONAN

(APPLICATION GUIDELINES)

1. **Permohonan mesti dihantar kepada Jabatan Sumber Manusia, HCTM sekurang-kurangnya 6 bulan sebelum latihan bermula melalui emel (elik@hctm.ukm.edu.my)**
(Application must be submitted to the Human Resource Department, HCTM at least 6 months before training commences via email (elik@hctm.ukm.edu.my))
2. **Dokumen yang diperlukan adalah seperti berikut:**
(Required documents are as follows:)
 - a. **Surat Permohonan (Daripada individu atau institusi)**
(Application Letter (From individual or institution))
 - b. **Curriculum Vitae**
 - c. **Salinan gambar pasport**
(Copy of passport photo)
 - d. **Salinan Ijazah yang diperakui**
(Copy of certified degree)
 - e. **Salinan Sijil Amalan Tahunan**
(Copy of Annual Practice Certificate (APC))
 - f. **Salinan perlindungan insurans**
(Copy of Medical Malpractice Indemnity)
 - g. **Salinan pasport (Pemohon bukan warganegara sahaja)**
(Copy of passport (For foreign applicants only))
 - h. **Salinan Sijil Pengamalan Sementara (Pemohon bukan warganegara kategori hands-on sahaja)**
(Copy of Temporary Practicing Certificate (For hands-on foreign applicants only))
 - i. **Salinan Pas Lawatan Sosial (Pemohon bukan warganegara bagi tempoh 1 bulan dan kebawah)**
(Social Visit Pass (Foreign attachment period of 1 month and below))
 - j. **Visa (Pemohon bukan warganegara bagi tempoh 1 bulan dan keatas)**
(Visa (Foreign attachment period of 1 month and above))
 - k. **Salinan bukti pembayaran (Jika Berkenaan)**
(Proof of payment fees (If applicable))

3. Latihan dibahagikan kepada dua (2) kategori:

(The training is divided into two (2) categories:)

a. Hands-on (teori, pemerhatian & praktikal)

(Hands-on (theory, observation & practical))

- **Ijazah Pertama yang diiktiraf oleh Majlis Perubatan Malaysia (MMC) atau Majlis Pergigian Malaysia.**
(Required to have First Degree recognised by Malaysian Medical Council (MMC) or Malaysian Dental Council.)
- **Pemohon bukan warganegara wajib memiliki Sijil Pengamalan Sementara (TPC) sebelum memulakan lampiran mereka. (Permohonan hands-on sahaja)**
(It is mandatory for foreign applicants to have a Temporary Practicing Certificate (TPC) before starting their attachment. (For hands-on only))
- **Sila ambil perhatian bahawa proses pendaftaran TPC mengambil masa sehingga 3 bulan.**
(Kindly take note that the TPC registration process takes up to 3 months)
- **Dokumen yang perlu dikemukakan untuk permohonan Sijil Amalan Sementara (TPC) boleh diperoleh melalui pautan ini**
<https://mmc.gov.my/wp-content/uploads/2019/11/TPC July 2019 2.pdf>
(Documents to be submitted for the application of Temporary Practicing Certificate (TPC) can be obtained by this link: <https://mmc.gov.my/wp-content/uploads/2019/11/TPC July 2019 2.pdf>)

b. Observership (teori & pemerhatian)

(Observership (theory & observation))

4. Kadar yang dikenakan adalah seperti berikut:

(The rates charged are as follows:)

Kategori Latihan <i>(Training Category)</i>	Institusi <i>(Institution)</i>	Kewarganegaraan <i>(Citizenship)</i>	Kadar Caj <i>(Charge rate)</i>	Pro Rata <i>(Pro Rate)</i>
Hands-on	Awam <i>(Public)</i>	Warganegara <i>(Malaysian citizen)</i>	-	-
	Swasta/Persendirian <i>(Private)</i>		RM 10,000.00 / 6 months	RM 1,700.00 / month
		Bukan Warganegara <i>(Non-citizen)</i>	RM 12,000.00 / 6 months	RM 2,000.00 / month
Observership	Awam <i>(Public)</i>	Warganegara <i>(Malaysian citizen)</i>	-	-
	Swasta/Persendirian <i>(Private)</i>		RM 2,000.00 / 6 months	RM 350.00 / month
		Bukan Warganegara <i>(Non-citizen)</i>	RM 3,000.00 / 6 months	RM 500.00 / month



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5. **Jabatan Sumber Manusia hanya akan mengeluarkan Surat kelulusan untuk menjalani sangkutan klinikal setelah menerima semua dokumen yang diperlukan.**
(Human Resource Department will only issue a letter of acceptance to undergo clinical attachment upon receipts of all required documents)
6. **Surat kelulusan menjalani sangkutan klinikal hendaklah dikemukakan oleh pemohon semasa melapor diri di Jabatan Sumber Manusia. Jika mana-mana pemohon gagal mematuhi keperluan tersebut, pemohon tidak dibenarkan memulakan latihan sangkutan klinikal mereka.**
(Letter of acceptance for the clinical attachment program must be submitted by the applicant during reporting at HRD. If any of the applicants failed to comply with the requirement, applicants shall not be allowed to start their clinical attachment)
7. **Semua urusan yang berkaitan dengan penginapan dan keluarga adalah di bawah bidang kuasa pemohon.**
(All affairs pertaining to lodgings and families are under applicants' jurisdiction)
8. **Pemohon tidak layak mendapat sebarang elaun dan tiada elaun yang akan dibayar kepadanya semasa menjalani latihan di HCTM.**
(Applicants are not entitled to any allowances and no allowance will be paid to his/her during attachment at HCTM)
9. **Semua permohonan bagi program sangkutan klinikal adalah tertakluk kepada kelulusan Pengurusan HCTM serta persetujuan jabatan berkenaan.**
(All applications for the clinical attachment program are subject for approval by the Management of HCTM as well as the consent of the departments concerned)
10. **Semua isu berkaitan program sangkutan klinikal di HCTM, UKMMC hendaklah dan akan dikendalikan oleh Jabatan Sumber Manusia (no.: +603-91457914) ini termasuk pengumpulan dokumen berkaitan Sijil Pengamalan Sementara dan Pas Lawatan Sosial.**
(All pertaining issues related to the clinical attachment program in HCTM, UKMMC shall and will be handled by HRD (no.: +603-91457914) this shall include the gathering of related documents for Temporary Practicing Certificate and Social Visit Pass)
11. **Sila buat permohonan Credentialing & Privileging (C&P) di <https://credentialing.hctm.ukm.my//index.php> dan dapatkan kelulusan Credentialing & Privileging sebelum melaporkan. Bagi pemohon di luar Malaysia, sila e-mel kepada asliza@hctm.ukm.edu.my untuk meminta akses kepada sistem. Sebarang pertanyaan boleh dikemukakan kepada Sekretariat C&P di talian 03-9145 7902 atau 5008.**
(Kindly make a Credentialing & Privileging (C&P) application at <https://credentialing.hctm.ukm.my//index.php> and obtain Credentialing & Privileging approval before reporting. For applicants outside Malaysia, please email asliza@hctm.ukm.edu.my to request access to the system. Any inquiries can be made to the C&P Secretariat at 03-9145 7902 or 5008)

12. Bayaran hendaklah dibuat kepada:

(Payment shall be made to:)

1	Pemindahan Dalam Talian/ ATM (EFT/TT/CDM) <i>(Online Transfer/ ATM (EFT/TT/CDM))</i>	Akaun/Account: Hospital UKM Cheras Bank: CIMB Bank Berhad Nombor Akaun/Account number: 8000742634	Sila kemukakan resit pembayaran sebagai bukti 1 minggu sebelum membuat laporan. Kegagalan berbuat demikian akan menyebabkan laporan anda tidak diproses. <i>(Kindly submit a payment receipt as proof 1 week before reporting. Failure to do so will result in your report not being processed)</i>
2	Mesin Deposit Cek/ Cek <i>(Cheque/ Cheque Deposit Machine)</i>		