Hong Kong College of Emergency Medicine
Annual Report of Training Supervisor for the year _____

Hospital: _____

Total No. of trainer (include supervisor): _____

*Any movement of trainer: Yes / No Please state: _____

Total no. of accredited training post: _____

No. of trainees: _____

Period of training

Name of trainees	A&E Department	Other Departments

Training Centre Summary

All trainees must fulfil the following 4 criteria before their EM experience will be recognized:

1. at least 2 attendance of JCM or College Educational Activities for all trainees. In addition, at least 2 attendance of College structural tutorials for basic trainees in each half year.*
2. at least 1 topic discussion each year for higher trainees. For basic trainee, 1 case review and 1 BET or 2 BET in each half-year*.
3. No score less than 3 (satisfactory) in any of the categories in the annual assessment form
4. Satisfactory completion of logbook

*Trainees undergoing elective training (6 months or longer) are exempted for the period of their elective training in other specialties.

Name of Trainee	**Satisfactory Completion of Logbook (Yes / No)**	**Fulfillment of College Educational Activities Attendance (Yes / No)**	**Completion of Case Reviews / Topic Discussion (Yes / No)**	**No Score less than 3 in Annual Assessment Form (Yes / No)**

Remark: _____

Prepared by Training Supervisor: _____

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