

Summary of Training Assessment and Half-yearly Accreditation
Education Committee (EC), HKCEM

Trainees assessment and training requirement

- Trainees will be assessed 6-monthly
 - Assessment period: Jan-June, July-Dec
 - Trainees should arrange interviews with their training supervisors and together they are required to complete and submit **electronic half yearly assessment files** to EC
 - Assessment meeting (Training Supervisor meeting) will usually be held in late Jan and late July to review trainee assessment of the immediately preceding half-year assessment period

- No trainee can be exempted from the half-yearly assessment except those who have submitted prior application to EC and have been granted permission for interruption of training
 - Trainees who have completed the 6-year EM training but have not yet passed the EEEM are not exempted from half-yearly assessment
 - A training supervisor has the discretion to recommend termination of the trainee's status if the trainee performs poorly or refuses to comply with the half-yearly assessment

- Full accreditation of the 6-month training will be granted only if **all** of the following requirements are fulfilled:
 1. All scores in Trainee Assessment Form ≥ 3 (i.e. at least satisfactory in all of the categories in the assessment form), and
 2. Fulfillment of College Training Point requirement, and
 3. Completion of written assignment (unless exempted for *elective rotation outside A&E for ≥ 3 months*), and
 4. Satisfactory completion of Logbook

Remedial Program

- Remedial to make up any deficit is allowed only if one of the above requirements is not fulfilled
- Remedial is not allowed and the experience is NOT recognized if TWO or more of the above are not fulfilled

- On remedial if the deficit is not replenished, only 50% of the EM experience will be accredited e.g. 3 months accredited for a 6-month period

Trainee Assessment Form

- It should be completed by the training supervisor or delegated trainer. Marks should be entered into the worksheet of a personalized excel file sent to individual trainee before each half year assessment.
- Trainee should be informed of the marks given. The trainee should receive a print out of the assessment form, signed by both training supervisor and trainee. If the assessment is done by delegated trainer, the training supervisor should countersign on it. The signed assessment form should be filed in the logbook for record.
- For trainee undergoing **mandatory** elective rotation for ≥ 3 months or **optional** elective rotation for ≥ 6 weeks, paper assessment form for the elective rotation period should be completed by the Specialty supervisor; while for the remaining EM experience, if any, marks should be given by the EM Training Supervisor, or delegate, into the digital assessment form (excel file).
- For elective rotation of 6 months, training supervisor should transcribe the marks given by Specialty supervisor from the paper assessment form to the excel file for submission. For elective rotation of less than 6 months, scanned copy of the assessment form completed by Specialty supervisor should be submitted together with the EM assessment made on the excel file.
- Scanned copies of duly signed assessment forms should be sent to College for record. Training supervisors are also advised to keep these for record.

Training Point (TP) requirement

- 15 training points per 6-month period, and
 - At least 8 TP must be Cat A
 - The rest can be either Cat B or Cat A TP
- Excess Training Points earned in a particular 6-month period cannot be carried over to the next 6-month assessment period
- During elective training in other specialties, pro rata no. of TP is required (Cat A TP is not mandatory); for the remaining EM period, requirement for Cat A & Cat B TP will be necessary on a pro rata basis
- Part of the TP for a single academic activity can be split and used to replenish the remedial requirement for the immediate previous half-yearly assessment period
- TP in a particular half-yearly period can be used for remedial of the immediate previous half-yearly assessment period, even if the remaining TP does not meet the requirement for the current assessment period

- Trainees should refer to the file ‘Training point requirement and allocation principles’ for further details

Written Assignment requirement

- Written assignment for **both basic and higher trainees is one every 6 months**
 - Best Evidence Topic (BET) for basic trainees
 - Review article (Topic Review) for higher trainees
- For elective rotation in other specialties for ≥ 3 months, the written assignment is exempted for that half-yearly assessment
- Written assignment is exempted if the actual training period to be accredited is ≤ 3 months

Satisfactory Completion of Logbook

- Logbooks should be regularly updated by trainees; and signed by trainers or training supervisors
- Trainees should present their logbooks to their training supervisors for review and comment during the 6 month period
- Trainees should complete the logbook summary in the electronic half-yearly assessment file
- Trainees will be randomly selected to submit their logbooks through their Training Supervisors for cross-checking during each training supervisor meeting. Comments regarding the contents of the logbook will be given to the trainees after the meeting.

Part Time Training

- Trainee who wishes to continue EM training as a part time doctor must seek prior approval from EC.
- Concerned trainee has to submit the proposed part-time training programme and schedule with minimum work hours of average 15hr/wk
- Trainee performance is monitored in the Training Supervisor (TS) Meeting every 6 months to confirm continuity and compliance of the part-time scheme
- Accreditation of training will be done in the immediate next TS meeting once ≥ 6 months of full-time equivalent (FTE) training are accumulated
- The trainee may submit his/her report for accreditation before his/her accumulated FTE training ≥ 6 months if he/she wishes to have the training accredited earlier
 - Only aggregated period equivalent to or more than 3-month full-time equivalent (i.e. 42hr times 13) training will be considered
 - The trainee has to fulfill all training requirement as full-time equivalent including

submission of written assignment and acquisition of adequate training points on a pro-rata basis

- Only ONE written assignment is required for every 6-m FTE training period

Absence from Training

- Trainees who are absent from their training post for more than 6 weeks in any training year, apart from annual or study leave, should notify the EC for corresponding adjustment of the training period requirement
- A trainee who is taking maternity leave should inform EC early of her expected date of confinement and the period of her maternity leave
- Concerned trainee has to go through the half-yearly assessment exercise as usual except the training point requirement will be calculated on a pro-rata basis