

**Summary of Training Requirement for ICB trainees doing EM rotations**  
**Education Committee (EC), HKCEM**

**Trainees assessment and training requirement**

- ICB Trainees should always refer to the website of the College of Surgeons of Hong Kong for the most updated information on training
  
- All ICB trainees would be required to fulfil the **same training requirements, including training point acquisition & written assignment, as our College basic trainees** before their period of emergency medicine rotations could be accredited (as basic training in Emergency Medicine)

***Assessment Requirement by ICB\****

- For a 6-months rotation in A&E; trainees will be assessed 3-monthly
  - On completion of every 3-month training period, an interim face to face assessment between the mentor and the trainee should be carried out to thrash out any problems. During this interim debriefing assessment process, if serious deficiencies are evident, the mentor has to report in writing to the Chairman of the Accreditation Committee of HKICBSC. The trainee should be advised what measures are required to reverse these deficiencies
  - On completion of every 6-month training period, every trainee is required to submit the half-yearly assessment documentation to the Accreditation Committee of HKICBSC via their training supervisor and HKCEM Education Committee (Censor-in-Chief) in January and July every year for recognition of the respective training period. The assessment documentation should include the following:
    - **Procedure Log Sheet and Log book Summary (specific for A&E rotation)**
    - **CME Report**
    - **Two Mentors Assessment Forms** for assessing trainees' performance in the past 6-month training period. Two mentors who must be delegated or designated by the supervisor of the training hospital should complete these forms.

*\*Disclaimer: This part of assessment requirement is extracted from the Hong Kong College of Surgeons website in Jan 2013. Trainees and training supervisors should always double check to see if updates have been made*

**Assessment Requirement by HKCEM**

- Full accreditation of the 6-month training will be given only if **all** of the followings are fulfilled:
  - All scores in Review and Assessment by Training Supervisor  $\geq 3$  (i.e. at least satisfactory in all of the categories in the assessment form), and
  - *Fulfillment of EM College Training Point requirement*, and
  - *Completion of written assignment*, and
  - Satisfactory completion of Procedure Log Sheet and Logbook Summary

**Training Point (TP) requirement**

- 15 training points per 6-month period, with
  - At least 8 TP must be Cat A
  - The rest can be either Cat B or Cat A TP
- For training less than 6 months, training points and categories required will be calculated on a pro-rata basis
- Trainees should refer to the file 'Training point requirement and allocation principles' for further details

**Written Assignment requirement**

- Written assignment for basic trainees is one every 6 months
  - Best Evidence Topic (BET) for basic trainees
- Written assignment is exempted if the actual training period to be accredited is  $\leq 3$  months

**Summary of Assessment by A&E Training Supervisor at 6 month\***

- Training supervisor (TS) and mentor will interview the trainee, inspect and facilitate the trainee to complete the following documents:
  - Half year review and assessment by training supervisor
  - Two mentor assessment forms
  - EM College Training Point Log sheet
  - BST CME Report
  - Procedure Log Sheet and Logbook Summary
  - Trainee's written assignment (Best Evidenced Topic)
  - ICB Logbook (Optional)

**\*Trainee Assessment File in Excel Format**

To facilitate trainees to complete all the necessary documents, the HKCEM will send a personalized excel file to individual trainee for completion at the end of their rotation. This excel file contains all the required worksheet and it can serve as a soft copy record kept by the HKCEM and other relevant stake holders. Trainees are advised to contact the College (25521667) if they cannot receive the files by around half month before they finish their rotations.

***Assessment Requirement for BST for rotations in A&E <6 months***

- Trainees may rotate to A&E for 3-6 months training and their rotation can start at any time of the year, e.g. April, October.
- Trainees will receive the personalized excel file for completion at the end of their rotations.
- Trainees are advised to contact the College (25521667) if they cannot receive the files by around half month before they finish their rotations.
- Taking reference to this file; training supervisor (TS) will interview the trainee, inspect and facilitate the trainee to complete the following documents:
  - Review and assessment by training supervisor
  - Mentor assessment form
  - EM College Training Point Log sheet (TP required on a pro-rata basis)
  - BST CME Report
  - Procedure Log Sheet and Logbook Summary
  - Trainee's written assignment (Best Evidenced Topic): exempted if training period  $\leq 3$  months
  - ICB Logbook (Optional)

### **Remedial Arrangement**

- Subject to recommendation by the Education Committee HKCEM, remedial to make up deficit of training points or written assignment is required in the next half year may be granted when the ICB trainee fails in only one training requirements, i.e. training point or written assignment.
- If a trainee fails in more than one area of above training requirement, no remedial program will be arranged and his/her training will not be accredited by the HKCEM. The case will be put forward to the Accreditation Committee of HKICBSC for decision regarding ICB training accreditation and further action.
- Subject to recommendation by the Education Committee HKCEM, if the deficit is not made up during the remedial period, only 50% of the EM training would be accredited. The final recommendation will be put forward to the Accreditation Committee of HKICBSC for decision and further action.

### **Late Submission of Half-Yearly Assessment**

Basic trainees are required to submit the half-yearly assessment documentation to the Accreditation Committee of HKICBSC via their training supervisor regularly in January and July every year. Deadline for submission of half-yearly assessment documentation falls on the date of Accreditation Committee meeting. **Late submission of the half-yearly assessment documentation will render the respective training period NOT recognized.**