

HONG KONG COLLEGE OF EMERGENCY MEDICINE 香港急症科醫學院  <u>Subject</u> <b>Important notes on trainee enrollment and Recognition of past clinical experience</b>	Document No.	EDC-T&E-INTE- 003
	Issue Date	1 Oct 2025
	Review Date	1 Aug 2028
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# Hong Kong College of Emergency Medicine

## Important notes on trainee enrollment and Recognition of past clinical experience

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## 1. ENROLLMENT OF TRAINEES

Trainee enrolment is accepted all year-round (re: 49th Council meeting 27 May 2003).

Accreditation of Emergency Medicine training experience may date back for up to **6 months** from the date when the application is received by the Education Committee; provided that the prospective trainee has been working under the supervision of the nominating supervisor during that period. The accreditation will be done in the next training supervisor meeting.

## 2. NOTE TO APPLICANTS

- a) Applicants must be doctors who are registered with the Hong Kong Medical Council and currently working in an accredited Emergency Department with recognized training posts.
- b) Non-HK trainees should be medical graduates from qualified medical schools, fully registered with the local license-regulatory authorities or equivalence, and are working in an accredited Emergency Department.
- c) Applicants shall enroll with the College with the recommendation of the Training Supervisor of an accredited training centre.
- d) The acceptance of the application is subject to the approval of the College and the decision shall be final.
- e) Trainee enrollment must be applied through HKCEM ePortfolio. Pre-registration accounts should be created by the training supervisor of the corresponding training centre. New trainees could then submit the corresponding documents and payment of registration fee online in ePortfolio.
- f) An enrollment fee of HK\$3,000 is payable to the College on acceptance by the College of your application and a yearly registration fee of HK\$700 is payable thereafter. If you enroll after 30 June, the registration fee for the first year will be HK\$350. All the fees paid are not refundable.
- g) Trainees are encouraged to report to their training supervisor as well as the college, for any disability or special education needs, especially requires special accommodations. The reporting is encouraged to be made as early as possible on trainee enrolment. Please refer to college EC guideline document “Guidelines for Handling of Requests of Specialist Trainees with Disability or Special Educational Needs”.
- h) Clinical experience obtained before enrollment, whether local or overseas, shall be subject to individual assessment by the College for the purpose of recognition as accredited training. Due considerations will be given to whether the training is supervised, relevant to emergency medicine and of comparable standard. The decision of the College shall be final.

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### 3. PRINCIPLES OF VETTING OF CLINICAL EXPERIENCE OBTAINED PRIOR TO ENROLLMENT TO EMERGENCY MEDICINE TRAINING

Location of training	Hong Kong Period that the applicant were under ICB training	Hong Kong Period that the applicant under <b>other colleges training</b> (e.g. FM, MED)	Hong Kong Period that the applicant had <b>no parent college</b>	Non-HK experience
A&E experience	Recognized	Application at the early stage of rotation is required (Retrospective application for recognition not accepted)	Application with documentary proof and half year assessment of EM training should be completed (maximum of 6 months accreditable)	Application with documentary proof
Surgical experience	Recognized	Application with documentary proof	Application with documentary proof	
Other clinical experiences	Application with documentary proof	Application with documentary proof	Application with documentary proof	

#### 3.1 Local A&E experience during other colleges training (excluding BST on ICB training)

- Only prospective application would be accepted.
- Applicants need to apply at early stage of A&E rotation to the corresponding training supervisor of the HKCEM recognized training center, and fulfill the requirement and assessment same as EM Trainees during the rotation (including all items under the half year assessment exercise).
- All training records including training points and clinical skills record, should be recorded in HKCEM ePortfolio with “Other elective trainee” account.
- Experience will be vetted with completion with satisfactory performance.
- Retrospective application for vetting of past local A&E experience without half year assessment will not be accepted.

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#### **4. DOCUMENTARY PROOF FOR APPLICATION OF RECOGNITION OF PAST CLINICAL EXPERIENCE PRIOR TO EM TRAINING ENROLLMENT**

The trainee would need to provide documentary proof for the information of the clinical experience on the following dimensions:

- a) Full time versus part time post
- b) Job description
- c) Facilities and timetable of education activities. Evidence demonstrating active attendance and participation of training activities
- d) Demonstrating experience in performing relevant clinical skills, procedures and surgeries during the clinical rotation
- e) Information of the hospital and clinical department of the clinical experience
  - For local institutions, whether it is an accredited training centre of the colleges of the corresponding specialty
  - For overseas institutions, the hospital and department settings:
    - No of full-time consultant in department
    - Availability of 24-hour emergency department
    - Annual attendance of emergency department
    - Total no of acute bed in hospital
    - Range of facilities in hospital
    - 24-hour laboratory and diagnostic radiology service in hospital
- f) All relevant documentary proof should be submitted to ePortfolio during the application
- g) The decision by the Education Committee should be final.