

	HONG KONG COLLEGE OF EMERGENCY MEDICINE 香港急症科醫學院	Document No.	EC-TG-STA-001-V4
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Hong Kong College of Emergency Medicine

Guideline on Training Assessment and Half- yearly Accreditation

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1. Trainee Assessment and Training Requirement

- a) Trainees will undergo a structured accreditation cycle every six months, covering the periods of January–June and July–December. The primary aim of the accreditation cycle is to formally recognize and credit the trainee's training progress, ensure competency attainment at each training stage, and identify deficiencies requiring timely remediation. The accreditation process also verifies that the trainee has fulfilled all training requirements for the relevant half-year period, including training points, clinical skill performance and capture, and portfolio completion. The cycle comprises two components: (i) a midterm formative review, and (ii) a half-yearly summative assessment. This accreditation cycle applies to all trainees every six months. However, the midterm review component is mandatory for Basic Trainees and optional for Higher Trainees (as specified in point (c) below).
- b) Trainees must complete the Competency Progression & System-Based Efficiency Assessment (CP-SEA) as the formal half-yearly summative evaluation through the ePortfolio system (<https://e-portfolio.hkcem.com>). This assessment is based on demonstrated competencies and system-based performance benchmarks relevant to the trainee's level of training.
- c) A midterm formative review will be conducted at the 3-month point of each half-year accreditation period (i.e., April for the January–June period and October for the July–December period). This review applies only to trainees who are stationed in an Accident and Emergency Department (A&E) for the FULL 6-month period. It does not apply to non-Emergency Medicine (EM) rotation.
 - For Basic Trainees: This review is mandatory.
 - For Higher Trainees: This review is strongly recommended but optional, to be conducted at the discretion of the trainee and supervisor.
 - For trainees who have failed the preceding half-yearly summative assessment: This review is mandatory, regardless of training level.
 - The objectives of the midterm formative review are to provide early, structured feedback on competency progression, identify areas for improvement ahead of the summative assessment, and document the discussion as a formative entry in the ePortfolio. The detailed structure, format, and documentation requirements for the midterm review are set out in the Mid-Term Mentor Assessment Form available on the College website.
- d) The Training Supervisor meeting will ordinarily be held in late January and late July. The Training Supervisor meeting is a formal accreditation meeting to review and officially credit the trainee's training performance against the required competencies for the immediately preceding half-year accreditation period.

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- e) Accreditation of training experience for any half-year period shall only be granted upon completion of the full 6-month accreditation cycle and after the Training Supervisor meeting has formally reviewed and approved the trainee's performance. No partial or pro-rata accreditation shall be granted for an incomplete half-year period, except as provided for in clause (g) below regarding pro-rata calculation for trainees leaving or suspending training. Requests for early accreditation, whether for examination eligibility, career progression, or any other purpose, shall not be entertained. All trainees must complete the entire 6-month training period and fulfill all accreditation requirements before any training experience is formally credited. The Training Supervisor meeting serves as the sole authoritative forum for granting accreditation, and no accreditation decision shall be made outside this formal process.
- f) No trainee may be exempted from the half-yearly summative assessment except those who have received prior approval from the Education Committee (EC) for an interruption of training. Trainees who have completed the 6-year EM training but have not yet passed the Exit Assessment remain subject to these assessments.
- g) For trainees who leave or apply for suspension of training during a half-year period, if they wish the training period (even if less than six months) to be counted towards their overall training, they must fulfill all accreditation requirements on a pro-rata basis (including proportional training points and required clinical skill performance and capture, and oral presentation where applicable) and remain on the manpower statistics list of the training center until after the Training Supervisor meeting has formally accredited their training for that period. If the trainee does not meet these conditions, or if their name is removed from the manpower statistics list before the Training Supervisor meeting, they will not receive accreditation for that half-year period.
- h) Training supervisor retains the discretion to recommend termination of a trainee's status if the trainee performs poorly (i.e., fails to meet required competencies) or refuses to participate in the assessment process.
- i) For trainees undertaking higher trainee mandatory rotations at other EM training centers, both the midterm review and the half-yearly summative assessment will be conducted by the training supervisor of the working center instead of the parent hospital.
- j) For trainees undertaking non-EM elective rotations:
- For elective rotations of ≥ 3 months (mandatory) or ≥ 6 weeks (optional), a paper assessment form must be completed by the Specialty (non-EM) supervisor.
 - The scores from the paper form must be transcribed into the ePortfolio and verified by the EM training supervisor of the parent hospital. The signed assessment form should also be scanned and uploaded to the ePortfolio as documentation.

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- For the remaining EM experience within the same half-year period (if any), the EM Training Supervisor will provide the assessment marks through the ePortfolio.
- Clinical experience entries for the elective rotation and for EM training must be documented separately in the ePortfolio.
- For a 6-month elective rotation, the clinical experience must be documented in the ePortfolio, and the same assessment process (paper form by Specialty supervisor, transcription, verification, and uploading of the signed form) applies.
- The trainee should keep the original elective rotation assessment form at least until completion of EM training.
- Full accreditation of the 6-month training will be granted only if all of the following requirements are fulfilled:

	Criteria	Eligibility for remedial program on single criterion failure	Failure outcome on single criterion failure
1.	Meeting requirements of CP-SEA for the training level: Meeting required clinical competencies for their specific stage of training, and required system-efficiency and professionalism standards; Receiving no more than one individual assessment item with a score indicating a critical deficit (rating of 1 or 2).	No	0%
2.	Fulfilment of College Training Point requirement	Yes	50% of training experience
3.	Satisfactory clinical skill performance and capture in ePortfolio – at least 10 procedural skills logged, drawn from a minimum of 2 different clinical categories	Yes	50% of training experience
4.	Oral Presentation Requirement: Compliance with the schedule and minimum number of presentations stipulated in the “Oral Presentation during Emergency Medicine Training Guideline”. Basic Surgical Trainees rotating to A&E: Minimum one (1) presentation per 6-month A&E period.	Yes	50% of training experience
5.	Satisfactory completion and update of e-portfolio and verification of half year assessment in ePortfolio	Yes	0%

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2. Clinical Skills Performance and Capture

- a) EC has defined a set of core clinical skills for EM trainees. These skills are an essential component of EM training. Trainees are expected to gain exposure to various skill sets across different categories, as listed in the ePortfolio. Both performance and documentation are important for self-reflection and for training planning by the trainee, training supervisors, and the College.
- b) All clinical skills capture must be performed via ePortfolio.
- c) Trainees are expected to perform different clinical skills during each half-year period. A minimum of 10 skill records across at least two different categories is required every 6 months.
- d) Trainees are encouraged to review their cumulative records in the ePortfolio for future training planning.
- e) For training periods of less than 6 months, the required skills will be calculated on a pro-rata basis.
- f) Exemption from the clinical skills record criteria for a half-year accreditation may be considered for non-clinical rotations (e.g., Centre for Health Protection [CHP], Hong Kong Poison Information Centre [HKPIC]) or other scenarios, subject to adjudication by the EC.
- g) All required clinical skill performance and capture entries must be completed in the ePortfolio no later than two weeks before the end of the respective accreditation period (i.e., 14 January for the July–December period, and 14 July for the January–June period). Any entries made after these deadlines will not be counted towards the trainee's accreditation for that half-year, and the trainee will be required to remediate the deficit in the subsequent half-year period.

3. Training Point (TP) Requirement

- a) All training activities should be documented in the ePortfolio, either through electronic attendance capture via mobile apps or by submission of training points with verification by the training supervisor.
- b) Trainees are required to earn 15 training points per 6-month period, with the following distribution:
 - At least 8 TP must be Cat A.

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- The remaining TP may be either Cat B or Cat A.
- c) Excess training points earned in a particular 6-month period cannot be carried over to the next accreditation period.
 - d) During elective training in other specialties, a pro-rata number of TP is required (Cat A TP is not mandatory). For the remaining EM period within the same half-year, the requirement for Cat A and Cat B TP will apply on a pro-rata basis.
 - e) During a 6-month elective training in other specialties, all 15 TP may be Cat A, Cat B, or a combination of both (Cat A is not mandatory).
 - f) Trainees who complete online learning College Tutorials may claim a maximum of 2 Cat A TP per half-year period from such activities.
 - g) Most CME-accredited activities in other specialties carry 1 Cat B TP per hour.
 - h) A portion of the TP earned from a single academic activity may be split and used to fulfill remedial requirements for the immediate previous half-year accreditation period.
 - i) TP earned in a particular half-year period may be used for remediation of the immediate previous half-year accreditation period, even if the remaining TP does not meet the requirement for the current accreditation period.
 - j) Trainees should refer to the document "CPD & Training Activities Accredited for HKCEM Trainees & Pre-fellows" for further details.

4. Oral Presentation Requirement

With effect from 1 January 2025, the written assignment requirement has been replaced by oral presentations.

- a) EM Basic Trainees: Must present at least ONE Best Evidence Topic (BET) up to satisfactory standard during basic training, with at least one presentation every 2 years.
- b) Basic Surgical Trainees (BST) rotating to A&E: A minimum of ONE oral presentation is required during every 6-month period of A&E training. If the BST rotation in A&E exceeds 6 months, this requirement applies to each subsequent 6-month period and is required for accreditation of A&E training for BST.
- c) Higher Trainees: Must present at least THREE topic reviews up to satisfactory standard during higher training, with at least one presentation every 2 years. One of the three presentations must be delivered during the mandatory higher trainee rotation.

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- d) For further details, including learning outcomes and marking rubric, please refer to the "Oral Presentation during Emergency Medicine Training Guideline".

5. Satisfactory Completion, Update and Verification of ePortfolio Training Profile

- The ePortfolio should be regularly updated by trainees for both their EM training and elective rotations in other specialties, and verified by training supervisors.
- Trainees should review their training profile and progress with their training supervisors during the half-yearly interview.
- Trainees need to review and update their portfolio in the ePortfolio system. After the training supervisor's assessment and interview, trainees must verify their portfolio entries and address the supervisor's feedback through self-reflection for continuous improvement.
- Training profiles of trainees in the ePortfolio will be randomly selected for cross-checking during each Training Supervisor meeting.

6. Remedial Program

- A remedial process to make up any deficit is initiated only when a trainee fails to meet one of the required criteria for accreditation, such as insufficient training points, inadequate clinical skill documentation, inadequate oral presentations, or an incomplete portfolio.
- Remediation is only permitted for a single specific missing requirement (e.g., low training points or incomplete clinical skill logs, or insufficient oral presentation). If a trainee fails to meet two or more requirements, remediation is not allowed and the training experience for that period will not be accredited.
- Any required remedial program must be completed in the next half-year accreditation period. This involves making up the deficient training points and clinical skill procedures, completing the required oral presentation(s) or completing and verifying the half-year assessment in the ePortfolio.
- Trainees who fail to meet the requirement of delivering oral presentations at least once every two years will be discussed at the Training Supervisor meeting and the EC for a remedial program. Failure to complete the remedial program may result in the non-accreditation of the training experience in the preceding two years.
- For trainees who require remediation in a given accreditation cycle (e.g., Cycle 1) but fail to

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complete the required remedial program in the subsequent cycle (e.g., Cycle 2):

- Cycle 1 will be accredited for only 3 months (instead of the full 6 months) of training.
 - The deficient training points and clinical skill requirements from Cycle 1 will be written off and do not need to be replenished in Cycle 2.
 - The trainee's Cycle 2 accreditation will proceed independently. Any remediation required for Cycle 2 must be completed in the immediately subsequent accreditation cycle.
- f) For trainees who fail the half-yearly summative assessment in two consecutive accreditation cycles, the EC will issue a formal warning letter to the trainee. If the trainee subsequently fails the assessment in the next accreditation cycle (i.e., three consecutive failures), the College will terminate the trainee's status. **For trainees who have repeated failures that are not consecutive, the EC retains the final decision to terminate the trainee's status.**

7. Part-Time Training

- a) Trainees who wish to continue EM training on a part-time basis must seek prior approval from the EC.
- b) The trainee must submit a proposed part-time training programme and schedule, with a minimum average of 15 working hours per week.
- c) Trainee performance will be monitored at the Training Supervisor meeting every 6 months to confirm continuity and compliance with the part-time scheme.
- d) Accreditation of each part-time training period (e.g., 3 months of full-time equivalent training) will be granted at the immediate next Training Supervisor meeting, provided that the trainee has fulfilled all training requirements on a pro-rata basis.
- e) For a part-time training period to be accredited, the trainee must fulfill all training requirements on a pro-rata basis, including:
 - Acquisition of adequate training points on a pro-rata basis;
 - Acquisition of adequate clinical skills on a pro-rata basis; and
 - Delivery of oral presentations as set out in Section 4 of this guideline. Part-time trainees are expected to fulfill the same oral presentation requirements as full-time trainees.
- f) All training activities should be documented and managed in the ePortfolio equivalent to full-

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time training.

8. Absence from Training

- a) Trainees who are absent from their training post for more than 6 weeks in any training year (excluding annual or study leave) must notify the EC for corresponding adjustment of the training period requirement.
- b) A trainee taking maternity leave must inform the EC early of their expected date of confinement and the period of maternity leave.
- c) The trainee must still undergo the half-yearly accreditation as usual, except that the training point requirement will be calculated on a pro-rata basis