**Non-Hong Kong College of Emergency Medicine trainees seeking  
accreditation for their Emergency Medicine experience (Except HKICBSC-BST)**

**Personal Particulars**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  |  | Photograph |
| HKID No: |  |  |  |
| Qualification: |  |  |
| Year of graduation: |  |  |
| Period of EM training: |  |  |
| Training Centre: |  |  |

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| --- | --- | --- |
|  |  |  |
| Resident |  | Supervisor |
| Date: |  | Date: |

**1. PROCEDURE LOGSHEET**

Resident should use the ePortoflio to log his/her clinical skills and technique learned during the period of training. Examples of clinical skills and experience are as below:

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| --- | --- | --- | --- | --- |
| **Procedure type** | **Procedure** |  | **Procedure type** | **Procedure** |
| Adult non-trauma resuscitation | Apply ACLS for resuscitation of cardiopulmonary arrest |  | Paediatric resuscitation | Apply PALS protocol |
|  | DC cardioversion |  |  | Assist in neonatal resuscitation |
|  | Defibrillation |  |  | Intraosseous needle insertion |
|  | Insertion of central venous line |  | Radiology | Interpretation of non-contrast CT brain |
|  | Perform chest compressions in BLS protocol |  |  | Interpretation of other CT scan |
|  | Transcutaneous pacing |  | Surgical Procedures | Chest drain insertion |
| Airway Management | Artificial airway insertion |  |  | Incision and drainage of abscess |
|  | BVM ventilation |  |  | Needle aspiration of pneumothorax |
|  | Endotracheal intubation |  |  | Pericardiocentesis |
|  | Rapid sequence induction |  |  | Suturing of wound |
|  | Surgical airway |  | Transport Medicine | Hyperbaric oxygen transport team |
|  | Video assisted intubation |  |  | Interhospital transfer team member |
| Anaesthesia | Digital nerve block |  | Trauma resuscitation | Application of neck collar |
|  | Procedural sedation |  |  | In-line spinal immobilization |
|  | Regional nerve block |  |  | Interpret CT scan of polytrauma patients |
| Disaster Management | Act as Medical control officer MCO in disaster |  |  | Interpret trauma series X-rays |
|  | Participate in Hazmat incident management / drill |  |  | Member of multi-disciplinary trauma team |
|  | Participate in Medical Emergency Team (MET) |  |  | Primary survey of trauma patient |
|  | Take part in multi-disciplinary disaster drill |  |  | Secondary survey of trauma patient |
| ENT examination and procedure | Anterior packing for epistaxis |  | Ultrasound | Cardiac ultrasound |
|  | Examination ± removal of foreign body in ear or nose |  |  | Early pregnancy ultrasound |
|  | Examination ± removal of foreign body in throat |  |  | Lung ultrasound |
|  | Nasopharyngolaryngoscopy |  |  | Musculoskeletal ultrasound |
| Eye examination and procedures | Measurement of intraocular pressure |  |  | Ultrasound for AAA |
|  | Removal of corneal foreign body |  |  | Ultrasound for hepatobiliary system |
|  | Use of slit lamp for eye examination |  |  | Ultrasound for kidneys |
| Gynaecology and Obstetric examinations | Assist in emergency delivery |  |  | Ultrasound for Trauma |
|  | Vaginal examination |  |  | Ultrasound guided interventions |
| Medical procedures and treatment | Apply NIPPV |  |  | Vascular/DVT ultrasound |
|  | Gastric lavage |  |  | Ultrasound for first trimester pregnancy |
|  | Team member for Emergency PCI or thrombolytic for STEMI |  |  | Perform focused bedside ultrasound on polytrauma patients |
|  | Team member for Emergency thrombolysis for acute ischaemic stroke |  | Others | Supervised Degowning |
|  | Work with Poison centre to manage toxicology cases |  |  | Other essential procedure / examination |
| Orthopaedic procedures | Application of pelvic binder |  |  |  |
|  | Application of traction splint for femur fracture |  |  |  |
|  | Aspiration of joint |  |  |  |
|  | Closed reduction of fracture distal radius |  |  |  |
|  | Closed reduction of other fracture |  |  |  |
|  | Closed reduction of TMJ/jaw dislocation |  |  |  |
|  | Debridement of wounds |  |  |  |
|  | Drainage of subungual haematoma |  |  |  |
|  | Exploration of wound for soft tissue foreign body |  |  |  |
|  | Reduction of ankle/foot dislocation |  |  |  |
|  | Reduction of elbow dislocation |  |  |  |
|  | Reduction of finger dislocation |  |  |  |
|  | Reduction of other dislocation |  |  |  |
|  | Reduction of patellar dislocation |  |  |  |
|  | Reduction of pulled elbow |  |  |  |
|  | Reduction of shoulder dislocation |  |  |  |
|  | Removal of fish hook |  |  |  |

Each new skill should better be discussed with/demonstrated by a Trainer, then practised under supervision before being practised independently.

**2. RECORD OF ATTENDANCE OF TRAINING**

Resident should attain 15 Training Points (TP), of which at least 8 TP must belong to Cat A in every 6 months. He/She should take attendance of training activities using ePortfolio.

**3. WRITTEN ASSIGNMENTS**

Resident has to complete one written assignment in the form of Best Evidence Topic (BET) for every 6 months of training. Written assignment is waived if the actual training period to be accredited is ≤ 3 months.

All the assignments should be handed to training supervisor for review and marking.

**BELOW TO BE FILLED BY TRAINING SUPERVISOR:**

**Satisfactory completion and logging of Clinical Skills and Procedure: Yes / No**

**Training Point requirement satisfied: Yes / No**

**Satisfactory completion of written assignment: Yes / No /Exempted**

**4. REVIEW AND ASSESSMENT BY TRAINING SUPERVISOR**

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| Period of training: From |  | to |  |  | Name of Training Centre: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Any absence from training for more than 6 weeks apart from annual leave? |  | No |  | Yes | Please state detail: |  |

1 = weak; 2 = fair; 3 = satisfactory; 4 = good; 5 = excellent; NA = not applicable **Remark: Any score less than 3 means failure in overall assessment**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **CLINICAL COMPETENCE** | **1** | **2** | **3** | **4** | **5** | **NA** | **COMMENT** |
| 1. Adequate history and appropriate examination |  |  |  |  |  |  |  |
| 2. Appropriate selection and interpretation of investigations |  |  |  |  |  |  |
| 3. Sound clinical judgement |  |  |  |  |  |  |
| 4. Quality documentation |  |  |  |  |  |  |
| 5. Good technical skill |  |  |  |  |  |  |
| **INTERPERSONAL RELATIONSHIPS** | **1** | **2** | **3** | **4** | **5** | **NA** | **COMMENT** |
| 6. Communication with patients and colleagues |  |  |  |  |  |  |  |
| 7. Attitude towards patients and the public |  |  |  |  |  |  |
| 8. Demonstrates Teamwork |  |  |  |  |  |  |
| **MANAGERIAL SKILL** | **1** | **2** | **3** | **4** | **5** | **NA** | **COMMENT** |
| 9. Ability to prioritise resources |  |  |  |  |  |  |  |
| 10. Time management and organisation of work |  |  |  |  |  |  |
| **TEACHING SKILLS** | **1** | **2** | **3** | **4** | **5** | **NA** | **COMMENT** |
| 11. Demonstrates interest and contributes to teaching |  |  |  |  |  |  |  |
| **OVERALL PERFORMANCE** | **1** | **2** | **3** | **4** | **5** | **NA** | **COMMENT** |
| 12. Overall assessment |  |  |  |  |  |  |  |

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| Remarks: |  | Recommended for accreditation |  | Yes |  | No |
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| --- | --- | --- | --- | --- |
| Signature: |  |  | Signature: |  |
| Name: |  |  | Name: |  |
|  | Training Supervisor |  |  | Resident |
| Date: |  |  | Date: |  |