

# **Rules & Regulations**

## **Intermediate Examination in Emergency Medicine (IEEM)**

Hong Kong College of Emergency Medicine (HKCEM)

Version 2021

(Applicable to the Year 2022 and onward)

### **Introduction**

The Hong Kong College of Emergency Medicine (HKCEM) has been holding stand-alone Intermediate Examination in Emergency Medicine (IEEM) from 2013. The examination is targeted to assess the necessary knowledge, skill and behaviour of a doctor to practice Emergency Medicine up to the standard of a higher trainee. Pass in the IEEM is one of the prerequisites for a HKCEM basic trainee to enter into higher training in Emergency Medicine.

Prior to entry to the IEEM, candidates are expected to pass the Primary Examination in Emergency Medicine (PEEM) or its equivalent before attempting the IEEM.

### **Overview of the Examination**

The IEEM consists of two parts, Part 1 and Part 2. Both parts focus on the HKCEM core competencies which are essential for the practice of Emergency Medicine.

#### **1. Scope of Examination**

- 1.1 The examination assesses knowledge, skills and behaviour necessary for competent and safe practice of Emergency Medicine.
- 1.2 The examination mainly focuses on the candidate's clinical competence in the practice of Emergency Medicine. It includes but is not limited to the initial evaluation and management of common and important patient presentations to emergency departments in Hong Kong.
- 1.3 The examination aligns with the curriculum which can be found on the College website.
- 1.4 The standard of the examination will be set at a level of expertise necessary for entry into higher specialist training in Emergency Medicine.

## 2. **Format of Examination**

2.1 The Intermediate Examination in Emergency Medicine (IEEM) consists of two parts – Part 1 and Part 2

2.2 Part 1 of IEEM - Short Answer Questions (SAQ).

2.2.1 This part of examination focuses on recalling, understanding and application of medical knowledge which is mainly assessed by analysis and interpretation of clinical data and problem solving. Clinical materials including, but not limited to, electrocardiograms(ECG), radiographs, ultrasound images, CT scans, blood and urine test results, and clinical photos will be presented together with a clinical scenario.

2.2.2 Part 1 of IEEM normally will consist of 12 to 16 questions.

2.2.3 Duration for the IEEM Part 1 examination will be around 2 hours.

2.2.4 Candidates **MUST** pass this part of IEEM before they are allowed to proceed to Part 2 of IEEM.

2.2.5 This part of the examination will be conducted in English.

2.3 Part 2 of IEEM - Objective Structured Clinical Examination (OSCE)

2.3.1 Part 2 of IEEM consists of 12 to 18 stations.

2.3.2 The duration of the examination will be approximately 2.5 to 3.5 hours.

2.3.3 This part of examination is to assess application of clinical knowledge, demonstration of clinical skills, psycho-motor skills, clinical decision making, teaching skills and interpersonal skills that include communication, conflict resolution, and professional behaviour.

2.3.4 Candidates **MUST** pass Part 1 of IEEM before they can sit for Part 2 of IEEM.

2.3.5 The examination will be conducted in English. However, for some OSCE stations which involve patient subjects or standard patients, use of other languages appropriate for the scenario is acceptable but not mandatory.

2.4 Candidates must apply for both Part 1 and Part 2 of IEEM together, except for those who are eligible for re-sit of Part 2 (OSCE).

2.5 Normally, Part 1 and Part 2 will be held 4 to 10 weeks apart. The exact timing and date will be announced by the Education Committee of the Hong Kong College of Emergency Medicine through its website.

### **3. Eligibility**

3.1 Candidates should satisfy ALL the following requirements to sit for the IEEM:

3.1.1 Candidates should be registered Medical Practitioners in active clinical practice;

- in Hong Kong - this refers to doctors registered with the Hong Kong Medical Council and holding valid annual practicing certificates

- outside Hong Kong - applicants have to provide relevant documentary proof of medical registration and license to practice in their home countries, and

3.1.2 Candidates must pass the PEEM or its equivalent examination as stipulated by the Hong Kong College of Emergency Medicine; and

3.1.3 Candidates must have completed, counting to the date of examination:

1. at least 24 months of accredited post internship training, and

2. at least 12 months of accredited training in Emergency Department within the 24 months of post-internship training, .

3.2 Candidates must fill in the application form for the examination correctly with accurate information.

3.3 Confirmation of experience

All training experience has to be documented and certified by the appropriate training supervisors or consultants. Certified true copies of certificates should be submitted as proof of professional qualifications and registrations.

3.4 The responsibility and the right to vet the application and allow a candidate to sit for the IEEM lies on the Education Committee of the HKCEM.

3.5 Successful candidates who pass both Part 1 and Part 2 of the IEEM will be awarded the Diploma of Intermediate Examination in Emergency Medicine.

### **4. Application process**

4.1 The details of the coming IEEM will be announced on the College website. Trainees of Hong Kong College of Emergency Medicine (HKCEM) are required to apply the examination through HKCEM e-Portfolio (<https://e-portfolio.hkcem.com>) and login with trainee account. Applicants who are not active HKCEM trainees are required to submit manual application form. The application form can be downloaded from the college website.

4.2 Candidates who intend to sit for the examination are advised to check the website regularly for any update of examination information, or amendment of rules or regulations.

- 4.3 Application of examination through e-Portfolio or application form together with all the supporting documents and payments must be submitted to the Hong Kong College of Emergency Medicine not later than the specified closing date of the application for the respective examinations. Applicants who apply the examination through e-Portfolio could use e-Payment for the payment. Late application or incomplete application form will not be accepted.
- 4.4 Candidates other than re-sit candidates must apply for Part 1 and Part 2 of the examination at the same diet.
- 4.5 Candidates may only apply for the next available diet – no prospective applications in addition to the current application will be entertained.
- 4.6 Applicants must be eligible for the relevant part of the examination counting to the date of the examination (not the date of application).

**5. Validated proof of eligibility and identity**

- 5.1 Applications through e-Portfolio would be verified by corresponding training supervisors.
- 5.2 All training experience must be supported by appropriate certification by training supervisors or equivalent unless it is already verified in the e-Portfolio.
- 5.3 All previous examination results should be submitted and supported by a certified true copy of the results unless it is already verified in the e-portfolio.
- 5.4 Proof of identity: Candidates are required to provide a photographic proof of identity for all parts of the examination when attending the examinations. Suitable proof includes Hong Kong identity cards or passports. Candidates will not be permitted to sit for the examination if they cannot provide a photographic identification for registration at the examination.

## **6. Withdrawal from examination.**

- 6.1 Candidates withdrawing from the examination must apply in writing to the Hong Kong College of Emergency Medicine. Candidates may be asked to provide evidence for their reason for withdrawal.
- 6.2 Withdrawal prior to the closing date of the relevant examination application. 10% of the application fee as administrative charge will be levied
- 6.3 Withdrawal after the closing date of the relevant examination application. 50% of the application fee may be refunded when written notice is received by the Hong Kong College of Emergency Medicine not less than 21 days before the commencement of the examination.
- 6.4 Candidates who withdraw less than 21 days before the commencement of the examination or fail to attend the examination will not be eligible for refund.
- 6.5 Applicants who have submitted an application form but are subsequently found to be not eligible to sit for the examination will have their fee refunded after 10% of the application fee has been levied as administrative charge.
- 6.6 Candidates who cannot pass the IEEM Part 1 may have the application fee of Part 2 refunded.

## **7. Results**

- 7.1 Candidates will be informed of the results by post normally within 3 weeks after the examination.

## **8. Appeal and feedback**

- 8.1 Appeal is defined by a request made by candidate to revise the decision of the result of the examination. Feedback is defined as a complaint or suggestion to the examination without the request to change the result.
- 8.2 Candidates who wish to appeal or provide feedback about the process of the examination must do so in writing within 30 days of the examination. The submission must state the details of reason or argument.
- 8.3 Appeals will be considered if they allege misadministration, unfairness, bias (for example, sexism or racism) or other impropriety whether in the conduct or in the determination of the result of the examination. All the feedback will be seriously reviewed by the core examiners and education committee. However, anonymous

complaints will generally not be considered.

- 8.4 Appeals that dispute the academic judgment of examiners or standard answers of the marking scheme will not be considered.
- 8.5 A non-refundable administrative fee of HK dollar 2500 would be levied for the appeal request. No fee will be applied to feedback.
- 8.6 Examination candidates who make feedback or appeal in good faith will not be disadvantaged in the current and future examinations.
- 8.7 The Education Committee or an appropriate committee as decided by the Hong Kong College of Emergency Medicine will review the case and conduct appropriate action on the issue.
- 8.8 Candidates will be notified about the appeal result in writing.

## 9. **Re-sit of examination**

- 9.1 There is no limit on the number of attempts on IEEM as a whole.
- 9.2 Candidates are expected to pass Part 1 (SAQ) of IEEM before they can proceed to Part 2 (OSCE) of IEEM.
- 9.3 Candidates can apply to re-sit only Part 2 (OSCE) of IEEM if they have successfully passed the Part 1 (SAQ) of IEEM; subjecting to the regulations stated in the paragraph below.
- 9.4 Candidates can have a maximum of 2 attempts for re-sitting Part 2 (OSCE) within the next 4 consecutive diets. If they cannot successfully pass the IEEM within the allowed time frame and quota for re-sitting Part 2 (OSCE), they need to attempt the whole IEEM from Part 1 (SAQ) again.

## **10. Improper conduct of examination candidates**

10.1 Candidates who are found to have improper conduct during an examination may be refused entry to the current or future examinations.

10.2 Improper conducts include:

- Dishonestly obtaining or attempting to obtain entry to the examination by making false statements, using falsified documents, false claims about training experience, qualifications or eligibility for the examination.
- Obtaining or seeking to obtain unfair advantage during an examination, or inciting other candidate to do the same. Examples include:
  - Having on the person any material that would give advantage in an examination once the examination has commenced by any means including electronic devices.
  - Communicating or attempting to communicate with another person (another candidate or third party) once the examination has commenced, including passing information about the contents of any part of the examination to candidates in the same diet.
  - Refusing to follow the instruction given by the examiners or examination staff concerning the conduct of and procedure for the examination.
- Removing or attempting to remove from the examination any confidential material relating to the conduct of the examination.
- Obtaining or attempting to obtain confidential information concerning the examination from an examiner or examination official.
- Passing confidential information on the contents of the examination to a third party.

10.3 The list of improper conduct is not exhaustive and the College reserves the right to investigate and judge any potential case of improper conduct or behaviour during examination.

10.4 Candidates may not be allowed to proceed further or be disqualified from the examination in case of serious misconduct after investigation by the College.

## **11. Equal opportunities**

11.1 Hong Kong College of Emergency Medicine is committed to make every effort to provide an environment to candidates that is free from discrimination.

11.2 It is the policy of the College that no candidate receives less favourable treatment than other on the ground of race, sex, age, sexual orientation, marital or family status, ethnic origin, colour, region, political belief, disability or social class.

11.3 Candidates who experience any discrimination or unequal treatment may appeal in writing to the College.

12. **Infection Control**

12.1 Subject to the prevalent global or local infection epidemic/endemic situation, candidates are required to declare their health status prior to the Examination.

12.2 Temperature measurement may also be arranged as required.

12.3 Candidates who are confirmed of having infectious disease that may induce risk to examiners, other candidates and patient subjects will not be allowed to take the Examination and will be deferred to the next diet without additional fee or punishment of paid fee.

12.4 Appropriate infection control measures including hand hygiene, wearing of face masks and gloves will be required as necessary.

12.5 The Chief Examiner or his deputy would exercise the authority to implement the essential precautionary actions.