

	HONG KONG COLLEGE OF EMERGENCY MEDICINE 香港急症科醫學院	Document No.	EC-TG-STA-001-V2
		Issue Date	01 April 2022
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	Summary of Training Assessment and Half-yearly Accreditation Education Committee (EC), HKCEM	Approved by	Education Committee
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# Hong Kong College of Emergency Medicine

## Summary of Training Assessment and Half- yearly Accreditation

### Education Committee (EC), HKCEM

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Distribution List	Training Supervisors, Trainers and Trainees

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**Summary of Training Assessment and Half-yearly Accreditation**  
**Education Committee (EC), HKCEM**

**Trainee assessment and training requirement**

- Trainees will be assessed 6-monthly with assessment period of Jan-June and July-Dec.
- Trainees should arrange interview with their training supervisors and perform the half year assessment exercise through ePortfolio (<https://e-portfolio.hkcem.com>).
- Assessment meeting (Training Supervisor meeting) will usually be held in late Jan and late July to review trainee assessment of the immediately preceding half-year assessment period
- No trainee can be exempted from the half-yearly assessment except those who have submitted prior application to EC and have been granted permission for interruption of training
- Trainees who have completed the 6-year EM training but have not yet passed the EEEM are not exempted from half-yearly assessment
- A training supervisor has the discretion to recommend termination of the trainee's status if the trainee performs poorly or refuses to comply with the half-yearly assessment
- For trainees under higher trainee mandatory rotation to other training centers, the trainee assessment form and the half year assessment will be carried out by the training supervisor of the working center instead of the parent hospital.
- 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	Written assignment with satisfactory quality (exempted for elective rotation outside A&E for $\geq 3$ months)	Yes	50% of training experience
2	All scores in Trainee Assessment Form by Supervisor $\geq 3$ (i.e. at least satisfactory in all of the categories in the assessment form)	No	0%
3	Fulfillment of College Training Point requirement	Yes	50% of training experience
4	Satisfactory clinical skill performance and capture in ePortfolio - at least 10 skills in 2 categories	No	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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### **Remedial Program**

- Remedial to make up any deficit is allowed only if one of the above requirements is not fulfilled, including the suboptimal quality of written assignment, inadequate training points, completion, update and verification of Portfolio.
- Remedial is not allowed for failure in trainee assessment form and inadequate clinical skills record.
- Remedial is not allowed and the experience is NOT recognized if TWO or more of the above criteria.
- Remedial program will be in the next half year assessment, trainee need to hand in written assignment with satisfactory quality, replenishment of the lacked training points, or completion and verification of half year assessment in ePortfolio.

### **Clinical skills performance and capture**

- Education committee had defined a group of core clinical skills for EM trainees. It is essential part of EM training. Trainees need to expose to different skill sets in various categories as listed in the ePortfolio. Performance and record are of both importance for self-reflection and planning of training by the trainee, training supervisors and the college.
- All clinical skills capture need to be performed via ePortfolio.
- Trainees are expected to perform different clinical skills during the half year. At least 10 skills record in two different categories are required in every 6 months. Trainees are encouraged to review own cumulative record in ePortfolio for future planning of training exposure.
- For experience less than 6 months, the required skills would be calculated by pro-rata basis.
- Clinical skills record criteria in half year assessment would be considered for exemption in non-clinical rotations e.g. CHP, or other scenarios with adjudication by the Education Committee.

### **Trainee Assessment Form**

- It should be completed by the training supervisor or delegated trainer. All marks should be scored in ePortfolio.
- Trainee should be informed of the marks given. The scores should be acknowledged and digitally signed by trainee (by login) in ePortfolio during half year assessment exercise.

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- For trainee undergoing **mandatory** elective rotation for  $\geq 3$  months or **optional** elective rotation for  $\geq 6$  weeks, paper assessment form for the elective rotation period should be completed by the Specialty (non-EM) supervisor. The scores should be transcribed into ePortfolio and verified by the EM training supervisor of the parent hospital of the trainee. The signed assessment form should be scanned and uploaded to ePortfolio as well. For the remaining EM experience, if any, marks should be given by the EM Training Supervisor through ePortfolio. Separated entry of the clinical experience should be entered in ePortfolio for elective rotation and EM training in 6 months.
- For elective rotation of 6 months, the clinical experience should be documented in ePortfolio. Trainee assessment form should be completed by the Specialty supervisor in form of hard copy, and transcribe into ePortfolio after completion. Verification by the EM training supervisor of the parent hospital should be followed. The signed assessment form should be scanned and uploaded to ePortfolio as well.
- The trainee should keep the original elective rotation assessment form at least until completion of EM training.

### **Training Point (TP) requirement**

- All training activities should be documented in ePortfolio, either through electronic attendance capture by mobile apps or application of training point with verification by training supervisor.
- 15 training points per 6-month period, and
  - At least 8 TP must be Cat A
  - The rest can be either Cat B or Cat A TP
- Excess Training Points earned in a particular 6-month period cannot be carried over to the next 6-month assessment period
- During elective training in other specialties, pro rata no. of TP is required (Cat A TP is not mandatory); for the remaining EM period, requirement for Cat A & Cat B TP will be necessary on a pro rata basis
- During elective training in other specialties for 6 months; all the 15 TP can be either Cat A or Cat B, or a combination of Cat A & Cat B
- Most CME accredited activities of other specialties carry 1 Cat B TP per hour
- Part of the TP for a single academic activity can be split and used to replenish the remedial requirement for the immediate previous half-yearly assessment period
- TP in a particular half-yearly period can be used for remedial of the immediate previous half-yearly assessment period, even if the remaining TP does not meet the requirement for the current assessment period
- Trainees should refer to the file 'CPD & Training activities accredited for HKCEM Trainees & Pre-fellows' for further detail

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### **Written Assignment requirement**

- Written assignment for **both basic and higher trainees is one every 6 months**
  - Best Evidence Topic (BET) for basic trainees
  - Review article (Topic Review) for higher trainees
- For elective rotation in other specialties for  $\geq 3$  months , the written assignment is exempted for that half-yearly assessment
- Written assignment is exempted if the actual training period to be accredited is  $\leq 3$  months
- The written assignment should be uploaded to the ePortfolio on every half year assessment exercise.
- **The quality of written assignment would be assessed by training supervisor. Poor quality of written assignment would be considered failure to fulfill the accreditation criteria.**

### **Satisfactory Completion, Update AND Verification of ePortfolio training profile**

- ePortfolio should be regularly updated by trainees for both their EM training and elective rotation in other specialties; and verified by training supervisors.
- Trainees should review their training profile and progress with their training supervisors during half year interview.
- **Trainees need to review and update his/her portfolio in the ePortfolio system. After training supervisor's assessment and interview, trainees need to verify in ePortfolio and address the feedback of training supervisor as self-reflection for improvement.**
- Training profile of trainees in ePortfolio will be randomly selected for cross-checking during each training supervisor meeting.

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### **Part Time Training**

- Trainee who wishes to continue EM training as a part time doctor must seek prior approval from EC.
- Concerned trainee has to submit the proposed part-time training programme and schedule with minimum work hours of average 15hr/wk
- Trainee performance is monitored in the Training Supervisor (TS) Meeting every 6 months to confirm continuity and compliance of the part-time scheme
- Accreditation of training will be done in the immediate next TS meeting once  $\geq 6$  months of full-time equivalent (FTE) training are accumulated
- The trainee may submit his/her report for accreditation before his/her accumulated FTE training  $\geq 6$  months if he/she wishes to have the training accredited earlier
  - Only aggregated period equivalent to or more than 3-month full-time equivalent (i.e. 42hr times 13) training will be considered
  - The trainee has to fulfill all training requirement as full-time equivalent including
- Training activities should be documented and managed in ePortfolio equivalent to full time training.
  - submission of written assignment and acquisition of adequate training points on a pro-rata basis
  - Only ONE written assignment is required for every 6-m FTE training period

### **Absence from Training**

- Trainees who are absent from their training post for more than 6 weeks in any training year, apart from annual or study leave, should notify the EC for corresponding adjustment of the training period requirement
- A trainee who is taking maternity leave should inform EC early of her expected date of confinement and the period of her maternity leave
- Concerned trainee has to go through the half-yearly assessment exercise as usual except the training point requirement will be calculated on a pro-rata basis