

1	HONG KONG COLLEGE OF EMERGENCY MEDICINE 香港急症科醫學院	Document No.	EC-EEEM-003
		Issue Date	9 Apr 2025
	<u>Subject</u> Exit Assessment (Training Portfolio Review)	Review Date	1 January 2028
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Hong Kong College of Emergency Medicine

Exit Assessment (Training Portfolio Review)

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Exit Assessment (Training Portfolio Review)

Applicable to all candidates sitting for Exit Assessment from 2025 onwards

Exit Assessment (Training Portfolio)

Background

All candidates for Fellowship of the Hong Kong College of Emergency Medicine are required to undergo an Exit Assessment from 2025 onwards. Fellowship shall be awarded only after successful completion of the Exit Assessment.

The Exit Assessment is conducted in the format of “Training Portfolio Review” which serves as a formative assessment of the whole Fellowship training of the trainees. It evaluates the candidates’ experiences throughout the pathway of Emergency Medicine (EM) training.

Eligibility for Application of Exit Assessment

Candidate is allowed to sit for the Exit Assessment only if all of the followings are fulfilled:

1. Passed the Final Examination in Emergency Medicine (FEEM)
2. Completed 6 years of accredited training
3. Completed at least 3 years of higher training including at least 2 years within accredited emergency department
4. Completed higher training mandatory rotation to other accredited emergency department
5. Completed all the requirement of mandatory training courses, workplace based assessment, service improvement projects and College research as specified in the guideline of Training Programme for Specialists in EM of HKCEM

Objectives of Portfolio Review

Portfolio refers to “a purposeful collection of a trainee’s work that illustrates efforts, progress and achievements in one or more areas over time. The collection must include trainee participation in selecting contents, the criteria for selection, the criteria for judging merit and evidence of trainee self-reflection.” (Carol Meyer 1991)

Objectives:

1. Let candidates have an opportunity to self-reflect on their own work, learning process and growth in various areas.
2. Allow the college to identify gaps and potential area of improvement in current training curriculum, training infrastructure and delivery.

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Logistics of Exit Assessment

1. The candidates are required to prepare the PowerPoint of their own training portfolio and present in the Exit Assessment.
2. The content of the Training Portfolio Review presentation should provide a holistic view of the candidate's learning in one's training pathway.
3. Mandatory topics include:
 - a) List and elaborate on three training exposures (e.g. rotation, training course, project, coaching by mentor(s) etc.) that the candidate considers most useful during his/her A&E training period.
 - b) List two areas of potential improvement in the training programs.
- a. A heartfelt reflection on periods of difficulty and under-achievement (if any), such as failure to fulfill training or examination requirement at certain junctures. One should share on how to have overcome the shortcomings.
4. Optional topics include: EM related training and working experiences outside A&E vicinity, teaching experience, contribution to HKCEM or HKSEMS, lessons learnt in the process of SIP, research and department projects, and candidate's future career trajectory.
5. Presentation Arrangements:
 - a) Candidates are required to submit a portfolio in both PowerPoint **AND** Word doc/pdf format for presentation before a deadline set by the Chairperson of Training and Examination Subcommittee.
 - b) Candidates are required to submit their PowerPoint and Word doc/pdf files together with their Exit Assessment application.
 - c) The maximum number of slides for PowerPoint is 20 and the number of words for doc or pdf files is limited to 1,000.
 - d) Logbook (if still in use) will be made available for the session. Necessary audio-visual aids for the presentation will be provided.
 - e) Portfolio review will be done by a panel of two members from the Education Committee, FEEM examiners, Council or senior fellows.
 - f) Suggested time allowed for the presentation would be 8 mins.
 - g) Suggested time allowed for Q&A would be 8 mins. Panel members are welcomed to give formative comments in the Q&A session.
 - h) Time for panel discussion and writing remarks is around 4 mins
 - i) Panel members can refer to the assessment sheet to write their remarks (Appendix 1).
6. There is no standard question setting and marking in the Exit Assessment.
7. A candidate may fail him/herself in the Exit Assessment by not submitting the necessary documents or unsatisfactory performance in his/her Portfolio review presentation.
8. Comments from panel members / candidates on College training programme and training provision will be considered by Education Committee and Training Supervisors for future training improvement.
9. Candidate who has outstanding performance in his/her whole fellowship training may be awarded for the **Paragon of Emergency Medicine Trainee Award**.

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Appendix 1

Training Portfolio Review Assessment Sheet

	Remarks
1. Structured To what extent is the candidate's portfolio organized and representative for the purpose that it is intended?	
2. Representative: To what extent is the candidate's portfolio represents the scope of one's work concisely and selectively?	
3. Evidence-based To what extent the candidate's portfolio includes evidence that back up the accomplishment?	
4. Self-reflection What is the depth that the trainee has self-reflected on the own exposure during the training period?	
5. Responsiveness: To what extent were the candidate answers appropriate to the follow-up questions?	
Other remarks	
Overall impression	