



Hong Kong College of Emergency Medicine (HKCEM) Exit Examination in Emergency Medicine (EEEM) Important Notice

General Information

Examination Date:	(OSSAQ) 14 Sep 2023	15 Sep 2023 (Reserved)
	(Oral) 25-26 Oct 2023	27 Oct 2023 (Reserved)
Closing Date for Application:	4 August 2023	
Examination Venue:	(OSSAQ) 2/F, Hong Kong Academy of Medicine Jockey Club Building, 99 Wong Chuk Hang Road, Aberdeen, Hong Kong (Oral) Tentative: 5/F, Hong Kong Academy of Medicine Jockey Club Building, 99 Wong Chuk Hang Road, Aberdeen, Hong Kong	
Eligibility of Application:	The candidate should be a current HKCEM trainee or within three years after leaving the HKCEM training post and has completed 6 years of accredited training. Candidates are allowed to take the examination before they have fulfilled the College requirement. For details, please refer to the Section 6.3.1 and Section 7 of the Training Programme for Specialists in Emergency Medicine of Hong Kong College of Emergency Medicine. The responsibility and the right to vet the application and allow a candidate for the EEEM lie on the Education Committee of the HKCEM.	
Examination Fee:	(full exam) HK\$12,500 (oral re-sit) HK\$6,250 Candidates who fail in the Objective Structured Short Answer Question (OSSAQ) will be refunded HK\$6,250.	

Introduction

The examination is targeted to assess the clinical maturity of trainee up to the standard of an emergency medicine specialist who can work independently to provide quality and safe emergency care.

The EEEM consists of two parts, Objective Structured Short Answer Question (OSSAQ) and Oral examination.

Scope of Examination

1. The examination will assess clinical care and management of patients relevant to the practice of emergency medicine.
2. The examination will examine on the management of an emergency department.
3. The examination reflects the **Content of Learning** which can be found on the College website.
4. The standard of the examination will be set at the level of expertise of specialist in emergency medicine who can work independently.

Format

1. The Objective Structured Short Answer Question (OSSAQ):
Candidate must obtain sufficient marks in order to proceed to the Oral Examination.
2. The Oral Examination (Oral) includes the examination of and not limited to, resuscitation, critical care, medical emergency, surgical emergency, **portfolio presentation*** and the management of emergency department.

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Format of the training certification letter

1. Letter head - Institution / Hospital / Dept / Correspondence Address
2. Date
3. To whom it may concern (so that the certified true copy of this certification may be used for Conjoint / Exit / other examination for this doctor)
4. This is to certify the following training profile of Dr ABC (in full spelling):
“Table of training profile” signifying the list of “Hospital, Department, Post, Period of Training” of Dr. ABC in chronological order.
5. Other information or remarks would be optional.
6. Signature
7. Name & Post (Dept Head, Consultant, Training Supervisor) of signing authority

Certification

Successful candidates in the examination will be eligible to apply for Diploma of Fellowship of Hong Kong College of Emergency Medicine.

Application Procedure

We only accept application through E-portfolio website: <https://e-portfolio.hkcem.com/>

- Please login and upload the document in E-portfolio.
- The application will be verified by your hospital [Training Supervisor](#)
- The trainee shall receive an email stating the application has been verified by the training supervisor and request him/her to select the payment method in e-Portfolio.
 - (1) Online payment (Visa / Master) by Paydollar
 - (2) Cheque ('Account Payee Only' cheque payable to 'Hong Kong College of Emergency Medicine' and send in by hand or mail, with your name and purpose of payment at back side of the cheque) on or before the deadline to
**Hong Kong College of Emergency Medicine,
Room 809, Hong Kong Academy of Medicine,
99 Wong Chuk Hang Road, Aberdeen, Hong Kong**
(Attn: Payment for EEEM, Hong Kong College of Emergency Medicine.).
- *Remark: For applicant who has not yet obtained the College issued research requirement fulfillment letter, vetting by the Education Committee is required. Please upload the published paper, or manuscript plus journal acceptance letter to E-portfolio and send to exam@hkcem.org.hk Subject: “Application for vetting by College Education Committee” before the deadline for application of Exit Examination.*
- The trainee shall receive an email on the confirmation of acceptance of application.

Re-sit of examination

Candidates can have a maximum of 3 attempts for re-sitting the Oral examination within the next 3 consecutive diets. If they cannot successfully pass the Oral examination within the allowed time frame, they need to attempt the whole EEEM from Objective Structured Short Answer Question (OSSAQ) again.



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Withdrawal from examination

1. Candidates withdrawing from the examination must apply in writing to Hong Kong College of Emergency Medicine. Candidates may be asked to provide evidence for their reason for withdrawal.
2. Withdrawal prior to the closing date of the relevant examination application: 10% of the application fee will be levied as administrative charge.
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 Hong Kong College of Emergency Medicine not less than 21 days before the commencement of the examination.
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.
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. Candidates who fail in the Objective Structured Short Answer Question(OSSAQ) will be refunded HK\$5,000

Appeal

1. Candidates who wish to appeal about the process of the examination must do so in writing within 30 days of the examination.
2. The submission must state the details of the case including the nature of the complaint, the time, the place, and if possible the name(s) of the examiner(s) concerned.
3. Appeals will be considered if they allege misadministration, bias or impropriety whether in the conduct or in the determination of the result of the examination.
4. Appeals disputing the academic judgment of the examiners will not be considered.
5. The administrative fee of \$2500 will be levied for the appeal request.
6. Examination candidates who make complaint or appeal in good faith will not be disadvantaged in the current and future examinations.
7. The Education Committee or an appropriate committee as decided by Hong Kong College of Emergency Medicine will review the complaint, assemble preliminary evidence, request statements from relevant parties and conduct appropriate investigation on the issue.
8. Candidates will be notified in writing about the appeal.

Equal opportunities

1. Hong Kong College of Emergency Medicine is committed to make every effort to provide an environment to candidates that is free from discrimination.
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.
3. Candidates who experience any discrimination or unequal treatment may appeal in writing to the College.



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Improper conduct of examination candidates

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

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 content of the examination to a third party.
2. The list of improper conducts is not exhaustive and the College reserves the right to investigate and judge any potential case of improper conduct or behaviour during examination.
 3. Candidates may not be allowed to proceed further or be disqualified from the examination in case of serious misconduct after investigation by the College



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Arrangement for Typhoon and Rainstorm alert

Time of Typhoon no. 8 or Black Rainstorm is hoisted	Decision Time	Examination Arrangement
Before Examination Starts	Typhoon signal no. 8 or above/ black rainstorm is hoisted at 7 am	Examination in the morning will be postponed till further notice.
	Typhoon signal no. 8 or above/ black rainstorm is hoisted at 12 noon	Examination in the afternoon will be postponed till further notice.
During Examination	When Hong Kong Observatory announces Typhoon signal no. 8 or above/ black rainstorm	Examination will be continued for the session.
Lowering of Typhoon Signal no. 8 or Black Rainstorm	Typhoon signal no. 8 or above/ black rainstorm is lowered at 7 am	Examination in the morning will start as planned.
	Typhoon signal no. 8 or above/ black rainstorm is lowered at 12 noon	Examination in the afternoon will start as planned.

* The candidate shall be notified through email or phone on the updated decision.