



Updated 09-12-2002

## FORMAL PROJECT

### A REQUIREMENT FOR THE AWARD OF THE FELLOWSHIP OF THE HONG KONG COLLEGE OF ANAESTHESIOLOGISTS

Formal Project Officer: Dr. Jacobus KING

#### GUIDELINES FOR COMPLETION OF THE FORMAL PROJECT

##### 1. INTRODUCTION

All trainees in anaesthesia of the Hong Kong College of Anaesthesiologists, will be required to submit evidence of satisfactory completion of a formal project which has been carried out at any time during the period of approved vocational training, before the Fellowship of the Hong Kong College of Anaesthesiologists will be awarded. This project is not a requirement for presenting for either the Primary or the Final Examinations.

##### 2. PROJECT

The following are acceptable activities

- 2.1 acceptance of a scientific paper for publication in a journal which referees all manuscripts. Evidence that the paper has been accepted should be submitted to the Project Officer before it could be accepted as the formal project. Subsequently a copy of the publication should be sent to the Project Officer as a record.
- 2.2 presentation of a paper, on a protocol previously approved by the Project Officer, at a scientific meeting at which abstracts are subject to review and selection or at a scientific meeting approved by the Education Committee. A written manuscript on the presentation must be forwarded to the assessor
- 2.3 a case report with a review of the subject, or other interesting clinical or research topic, including a critical review of the literature presented at a meeting or published in a journal approved by the Education Committee or presented to the Project Officer and has received his approval. If the report accepted for presentation or publication does not review the subject as required by the Project Officer then a separate review of the subject will be requested from the trainee.
- 2.4 acceptance by the Project Officer of a paper based on a research project approved by the Project Officer.

Note: Three copies of protocols or manuscripts must be submitted for approval by Trainees. One should be accompanied by a Formal Project Application Form and the others without the names of the investigators.

### **3. ASSESSMENT OF PROJECTS**

A Project Officer will be nominated by the Education Committee and approved by the Hong Kong College of Anaesthesiologists. The Project Officer's term of office will be three years from the date of approval by the Hong Kong College of Anaesthesiologists and will be renewable. The Project Officer will be responsible for certifying to the Education Committee that each trainee has complied with the above requirements. The Project Officer may at his will refer projects to reviewers for assessment and certification of projects within the following guidelines.

That the project:

- 3.1 has been conducted in major part by the trainee
- 3.2 prior to conducting the project it has been submitted to the assessor for approval
- 3.3 falls into one of the categories in Section 2 above
- 3.4 is of satisfactory standard

### **4. CERTIFICATION**

Upon compliance with the above, the Project Officer will notify the Education Committee that the trainee has complied with the relevant regulation.

Dr. KF Ng,

Formal Project Officer,

The Hong Kong College of Anaesthesiologists ( Nominee of the Education Committee)

The Hong Kong College of Anaesthesiologists – Education Committee

Approved March 1999

**HONG KONG COLLEGE OF ANAESTHESIOLOGISTS**  
**APPENDIX to Guidelines on Project Requirement**

**Procedure for submission, vetting and approval of Projects**

**Step 1**

The trainee shall make a project proposal on the prescribed form and in the prescribed format, if any, to the Assessor who will determine the suitability of the project for consideration under this Project requirement. Application for acceptance of previous work done by a trainee will be considered in the same manner as described hereunder.

**Step 2**

On favourable advice from the Formal Project Officer, the trainee will carry out the project. If changes or amendments are necessary, the project proposal needs to be resubmitted.

**Step 3**

The trainee will submit the completed project paper to the Formal Project Officer on completion of the project.

**Step 4**

The Formal Project Officer will arrange to have the project reviewed and the review completed within two months of submission.

**Step 5**

On the advice of the reviewers of the project paper, the Formal Project Officer shall submit his/her recommendation to the Education Committee. If amendments are needed, the trainee shall make the necessary amendments and re-submit the paper to the Assessor and reviewers for re-assessment.

**Step 6**

Trainees whose projects are accepted by the Education Committee shall be advised accordingly by the Formal Project Officer, who shall also advise the Board of Censors at the same time on behalf of the Education Committee that the trainee has satisfied the Project requirement.

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