



Hong Kong College of Anaesthesiologists

GUIDELINES FOR THE PROJECT REQUIREMENT

1. INTRODUCTION

- 1.1 All vocational trainees for the Diploma in Pain Management are required to carry out and submit a Project to the Pain Management Committee. The submitted Project must have received approval from the Pain Management Committee before vocational training is considered complete. [Section 1.5 of the Guidelines on Pain Management Training]
- 1.2 The Project is not a pre-requisite for presenting for Diploma in Pain Management examination.

2. PROJECT ASSESSMENT

- 2.1 Projects submitted by trainees will be vetted and assessed by an officer who is nominated by the Pain Management Committee and appointed by the Council. The term of office of the Officer shall be determined by Council from time to time, but subject to an initial term of three years and a maximum total period of twelve years. The Officer shall be a Fellow of the College who possesses the Diploma in Pain Management.
- 2.2 The Officer shall ensure the fair vetting and assessment of projects submitted and recommends to the Pain Management Committee whether individual projects meet the required standards. A panel of reviewers shall be appointed by the Pain Management Committee on the recommendation by the Officer. All projects submitted will be assessed by at least two reviewers who will forward their recommendations to the Officer.
- 2.3 The Board of Censors will be advised by the Pain Management Committee when a trainee has completed the Project requirement. Subject to other training requirements being fulfilled, the trainee will be eligible for the granting of the Diploma in Pain Management.
- 2.4 Any appeals shall be addressed to the Appeals Committee according to its Administrative Instructions. The Appeals Committee will make recommendation to the Council whose decision will be final.

3. THE PROJECT

- 3.1 The following are acceptable activities for the Project: -
 - 3.1.1 A scientific paper accepted for publication in a journal, which peer-review all manuscripts.

- 3.1.2 A paper presented at a scientific meeting which subjects all manuscripts to review and selection or at a scientific meeting approved by the Pain Management Committee.
- 3.1.3 A case report with comprehensive review of the subject matter approved by the Officer.
- 3.1.4 A review of a clinical or research topic, including critical review of the literature presented at a meeting approved by the Pain Management Committee.
- 3.1.5 A research project with prior approval of the Officer.

APPENDIX to Guidelines on Project Requirement for the Diploma in Pain Management

Procedure for submission, vetting and approval of Projects

Step 1:

The trainee shall make a project proposal to the Officer who will determine the suitability of the project for consideration under the 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 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 manuscript to the Officer on completion of the project.

Step 4:

The Officer will arrange to have the project reviewed and assessed within two months of submission.

Step 5:

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

Step 6:

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