



Verification of Accuracy of HKCA Trainee e-logbook Entries

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- Objective** To verify that an anaesthesia trainee had anaesthetized those cases he / she recorded in the HKCA e-log book.
- Scope** All currently registered HKCA trainees at or beyond the third year of vocational training.
- Frequency** To be conducted yearly at least.
The Board of Education shall review the need for more frequent verifications.
- Method**
1. For each exercise, the College Office will randomly select approximately 10-15% of all currently registered HKCA trainees at or beyond the third year of training.
 2. For each selected trainee, the College Office will randomly select a set of 20 cases, done within the previous 2 years of training, from the SOT-approved list. Cases of acute pain service and chronic pain consultation will be excluded.
 3. For each selected case, **the trainee** will need to submit affirmative evidence that he / she had anaesthetized the case under supervision. **This means a copy of the anaesthesia record with the trainee's name recorded as (one of) the attending anaesthetist(s).**
 4. Should the trainee fail to provide the above, explanation must be given by the trainee to prove beyond reasonable doubt that he / she had anaesthetized the case. Supportive evidence may include, but not limited to
 - A printed elective list with the name of the trainee as one of the duty anaesthetists,
 - A duty roster indicating that the trainee was rostered to anaesthetize the case,
 - A certification letter stating the attendance of the trainee during the case, signed by the specialist anaesthetist in charge of the case, or the Supervisor of Training (or his/her Deputy) of the hospital where the case was anaesthetized.
 5. The selected trainee must submit **printed hard copies** of the above evidence for all selected cases **within 2 months of notice**. For cases done in hospitals other than the current hospital where the trainee is working, assistance from the Supervisor of Training may be sought. **With the exception of the hospital number as the case identifier, other patient identifiers (HKID and Name of patient) should be deleted before submission to the College.**
 6. Failure to provide affirmative evidence for **3 (or more) cases** within the set of 20 selected cases would be considered unsatisfactory verification. If a satisfactory



written explanation cannot be offered for failure to provide affirmative evidence in any one of the 3 (or more) cases, the trainee will be required to repeat the audit using a second set of 20 randomly selected cases on the SOT-approved list. Failure to provide affirmative evidence again for **3 (or more) cases** within the second set would be considered unsatisfactory verification.

Actions

If a trainee failed two sets of verifications, the Board of Education and/or the HKCA Council will decide on subsequent actions. These may include one or more of , but not limited to, the following action(s):

1. Requiring the trainee to submit affirmative evidences for all cases that has been logged in;
2. Formal warning to the trainee;
3. Extension of training period;
4. Termination of training;
5. Exclusion from exit assessment;
6. Reporting to the Medical Council of Hong Kong.