



# Vocational Training Guide for trainees starting 1 July 2018

Document No.	HKCA-E02
Prepared by	Board of Education
Endorsed by	HKCA Council on 6 Feb 2018
Version	1
Effective Date	1 July 2018
Next Review Date	2023



## Table of Contents

<b>1. Vocational Training in Anaesthesia</b> .....	3
<b>1.1 Application for Training in Anaesthesia</b> .....	3
<b>1.2 Components of Training Experience</b> .....	3
<b>1.3 Hospital Rotations</b> .....	4
<b>1.4 Mandatory Courses</b> .....	4
<b>1.5 Formal Project Requirement</b> .....	5
<b>1.6 Provisional Fellowship Year (PFY)</b> .....	5
<b>1.7 Progression</b> .....	5
<b>2. Assessments and Examinations</b> .....	5
<b>2.1 Volume of Practice</b> .....	5
<b>2.2 Workplace Based Assessments (WBAs)</b> .....	6
<b>2.3 In-training Assessments</b> .....	6
<b>2.4 Examinations</b> .....	6
<b>3. Documentation of Training Experience on Electronic Training Portfolio</b> .....	7
<b>4. Duration of Extended Vocational Training</b> .....	7
<b>5. Retrospective Recognition of Previous Training Experience</b> .....	7
<b>6. Interruption of Training</b> .....	8
<b>7. Part-time Training</b> .....	8
<b>8. Application for Anaesthesia Training after Completion of HKCA Intensive Care Training Program</b> .....	9
<b>9. Fellowship Application</b> .....	10



## **1. Vocational Training in Anaesthesia**

### **1.1 Application for Training in Anaesthesia**

- 1.1.1 Only Members of the College who are registered as trainees with the Board of Education of the College may have their experience accredited towards their vocational training program requirements as described hereunder.
- 1.1.2 These requirements will apply to all trainees joining or rejoining the training program on or after 1st July 2018 unless otherwise specified.
- 1.1.3 Members of the College must register as trainees with the College within six months of the start of training. Otherwise they will have their training experience assessed and accredited as specified under Section 5 Retrospective Recognition of Previous Training Experience.
- 1.1.4 A trainee must occupy a training post in an HKCA accredited training department/unit/center at all times during the period of vocational training.

### **1.2 Components of Training Experience**

- 1.2.1 The minimum duration of the anaesthesia training program is 6 years, after full registration with the local general medical registration authority.
- 1.2.2 The training period is divided into Basic Anaesthesia Training (BAT), Higher Anaesthesia Training (HAT), and Provisional Fellowship Year (PFY). The minimum duration in each period of training are as follows:
  - 1.2.2.1 BAT 3 years
  - 1.2.2.2 HAT 2 years
  - 1.2.2.3 PFY 1 year
- 1.2.3 The six-year vocational training program shall be full-time and consist of the following components:
  - 1.2.3.1 Clinical anaesthesia 48 months
  - 1.2.3.2 Intensive care medicine 6 months
  - 1.2.3.3 Elective Options 18 months
- 1.2.4 During the last 3 years of training, a minimum of 24 months must be spent in College accredited training units in Clinical anaesthesia, Intensive care or Pain medicine.
- 1.2.5 All training experience must be obtained in training units approved by a College under Hong Kong Academy of Medicine. Trainees who wish to undergo overseas training while undergoing the HKCA training program must prospectively apply to the Board of Education for approval.
- 1.2.6 Trainees must fulfill all the training requirements as stipulated in the Curriculum before they can be allowed to undergo Exit Assessment.



- 1.2.7 Intensive care training must be undertaken in College-accredited Training Units for Anaesthesia trainees.
- 1.2.8 Trainees may undertake the following or a combination of the following as part of their elective training :
  - 1.2.8.1 Clinical anaesthesia
  - 1.2.8.2 Intensive care medicine
  - 1.2.8.3 Pain medicine
  - 1.2.8.4 Other clinical specialties apart from anaesthesia, intensive care medicine and pain medicine
  - 1.2.8.5 Research related to anaesthesia, intensive care medicine or pain medicine
- 1.2.9 Elective options are subjected to the following limitations :-
  - 1.2.9.1 Not more than 12 months in any clinical specialties referred to under 1.2.8.4
  - 1.2.9.2 Not more than 12 months may be spent in research. Trainees must obtain prospective approval from the Board of Education before undertaking research as an elective option.

### **1.3 Hospital Rotations**

- 1.3.1 Vocational trainees shall undergo hospital rotations in College-accredited training centers. It is mandatory for trainees to be trained in more than 1 training center during the first 6 years.
- 1.3.2 The minimum period of hospital appointment for approved training is three months.
- 1.3.3 It is recognized that some training centers may have special case load suitable for the training needs. To facilitate exposure to such cases, a trainee while undergoing a hospital rotation may be seconded to work in another training center for a variable duration.

### **1.4 Mandatory Courses**

- 1.4.1 Trainees are required to complete the following mandatory courses:
  - 1.4.1.1 EASE (Exposure to Anaesthesia Safety and Emergency)
  - 1.4.1.2 EMAC (Effective Management of Anaesthetic Crisis)
  - 1.4.1.3 ADAM-A (Advanced and Difficult Airway Management Workshop for Anaesthetists)
  - 1.4.1.4 HKCA-FTTE (HKCA Focused Transthoracic Echocardiography) course
  - 1.4.1.5 UGRA (Ultrasound Guided Regional Anaesthesia) or equivalent
- 1.4.2 Trainees who have less than one year of College-accredited clinical anaesthesia experience at the time of joining the HKCA training program are required to complete the EASE course in their first year of training.



- 1.4.3 Trainees who have one or more than one year of College accredited clinical anaesthesia experience (local or overseas) at the time of joining the HKCA training program may apply to the Board of Education for exemption from the EASE course.
- 1.4.4 Trainees may complete the rest of the mandatory courses any time after the first year of Basic Anaesthesia Training.

### **1.5 Formal Project Requirement**

- 1.5.1 All trainees are required to carry out and submit a Formal Project to the Board of Education. The submitted Project must have received approval from the Formal Project Committee.
- 1.5.2 The administrative instructions related to how the Formal Project should be conducted and submitted are listed in a separate document, Guidelines for the completion of Formal Project [HKCA-E03].

### **1.6 Provisional Fellowship Year (PFY)**

- 1.6.1 Trainees must submit a learning activities plan to the Board of Education within 2 months of starting PFY.
- 1.6.2 Trainees are required to submit reports of learning activities as stipulated in the Curriculum. The reports should be reviewed by the supervisors before submission.

### **1.7 Progression**

- 1.7.1 Criteria for progression of training from one stage to the next are stipulated in the Curriculum.
- 1.7.2 Trainees who have satisfied all the criteria for progression (BAT to HAT or HAT to PFY) should prospectively apply to the College for recognition of their progression within 2 weeks of fulfilling the progression criteria.
- 1.7.3 The dates for the commencement of HAT or PFY are the first working days of January, April, July and October each year in order to allow adequate administrative time to process the application.
- 1.7.4 In the event when controversial issue(s) is/are identified in training, the Board of Education has the right to invite the trainee to an appraisal interview and/or request further documentations.

## **2. Assessments and Examinations**

### **2.1 Volume of Practice**

- 2.1.1 Trainees must maintain an accurate record of cases done during vocational training



using the HKCA electronic log-book. The log book should be reviewed by the Supervisor of Training regularly to ensure adequate and appropriate clinical exposure to various aspects of anaesthesia practice.

2.1.2 Trainees must enter cases done into the electronic log-book within 2 years of the date of conducting the case. Cases done but not entered into the electronic log-book within 2 years will not be accepted as part of the training experience.

2.1.3 The College will conduct regular audit on randomly selected cases entered by the trainee in his/her electronic log-book. The administrative instructions for the audit are listed in a separate document, Verification of accuracy of HKCA Trainee e-log book entries [HKCA-E04].

## **2.2 Workplace Based Assessments (WBAs)**

2.2.1 Trainees should complete the minimum requirements of all Workplace Based Assessments as stipulated in the Curriculum, and document them using the electronic training portfolio system.

2.2.2 WBAs should be considered as a structured learning or educational events (that is, formative rather than summative assessment) by trainers and trainees.

## **2.3 In-training Assessments**

2.3.1 All trainees have to undergo regular In-Training Assessments (ITAs). This assessment complements formal College Examinations and is intended to focus primarily on the attainment of clinical skills, attitudes and behavior for competent professional practice. The College designated specialist trainers and the Supervisor of Training will undertake ITA with formal documentation.

2.3.2 The administrative instructions for conducting and carrying out the ITAs are listed in a separate document, Administrative Instructions for submission of In-Training Assessments [HKCA-E06].

## **2.4 Examinations**

2.4.1 Candidates for all examinations must be Members and registered trainees of the College. Exemption for non-local candidates: they must be registered trainees or equivalent of non-local postgraduate medical training institutes in anaesthesiology, intensive care medicine, or pain medicine as approved by Council.

2.4.2 A candidate would only be considered for admission to the examination if his application to sit the examination is received together with the prescribed fees on or before the deadline for application to sit the examination, which shall not be more than eight weeks or less than three weeks before the date of the written examination.



Late applications will not be considered.

#### 2.4.3 Intermediate Fellowship Examination in Anaesthesiology

2.4.3.1 The Intermediate examination may be attempted at any time during Basic Anaesthesia Training.

2.4.3.2 The examination will compose of written SAQ, and/or MCQ and oral examination on the following subjects:

- Physiology and Principles of Measurement
- Pharmacology and Principles of Statistics

2.4.3.3 The oral examination will be held after the written part of the examination. The interval between the two parts of the examination will be determined by the Board of Examination and will not be more than eight weeks.

2.4.3.4 Trainees with overseas anaesthesia fellowship or membership examination qualifications may apply to the Board of Examination for exemption from Intermediate Examination.

#### 2.4.4 Final Fellowship Examination in Anaesthesiology

2.4.4.1 The Final examination may be attempted any time during the Higher Anaesthesia Training and after passing the Intermediate Fellowship Examination or equivalent. The candidate must be working in a College accredited training center.

2.4.4.2 The Final Fellowship examination will consist of written SAQ, MCQ, oral, and OSCE (Objective Structured Clinical Examination), the format of which will be determined by the College Council from time to time as recommended by the Board of Examination. Candidates will be examined in all aspects of Anaesthesia and Clinical Practice.

2.4.4.3 The oral and OSCE shall be held after the written part of the examination. The interval between the two parts of the examinations will be determined by the Board of Examination and will not be more than eight weeks.

### **3. Documentation of Training Experience on Electronic Training Portfolio**

3.1 Trainees should maintain and regularly update the record of training experience using the HKCA Electronic Training Portfolio.

### **4. Duration of Extended Vocational Training**

4.1 The maximum duration of vocational training is 12 full time equivalent (FTE) years.

### **5. Retrospective Recognition of Previous Training Experience**

5.1 Trainees with previous training experience in any clinical specialties, either local or overseas,



at the time of joining HKCA anaesthesia training program may apply to the Board of Education for retrospective recognition of such training experience.

- 5.2 The previous training experience will be vetted on an individual basis. The general requirements for retrospective recognition of such training experience include, but not limited to, the following:
- 5.2.1 Evidence of clinical appointment at an accredited training unit for the specialty
  - 5.2.2 Documentation of performance during the period of training
  - 5.2.3 Courses and examinations completed, if any
  - 5.2.4 A log book of cases done, for recognition of previous training in clinical anaesthesia
  - 5.2.5 A description of clinical duties, case mix, and scale of the training unit, for recognition of previous training in Intensive Care
  - 5.2.6 Any information that is relevant to the vetting of clinical experience and vocational training.

## **6. Interruption of Training**

- 6.1 A maximum of 20 weeks of additional leave (excluding annual leave, local or overseas study leave and examination leave) is allowed during the first 6 years of training without the need of extension of duration of training.
- 6.2 Any excess leave beyond 20 weeks must be accompanied by a corresponding increase in the training period.
- 6.3 If the duration of leave (other than annual leave, study leave or examination leave) is more than 40 % of the duration of the rotation, it must be accompanied by a corresponding increase in training period. Trainees who, for whatever reason(s), stop vocational training and restart training must not have an interruption of more than three years in order to have their previous approved training counted fully. The period of interruption must have been spent in clinical appointments (full time or part time). If these conditions are not fulfilled, their case will be assessed individually by the Board of Education.
- 6.4 The trainee is responsible for informing the Board of Education for the decision of interruption of training and after rejoining vocational training.

## **7. Part-time Training**

- 7.1 Part-time training will be considered on an individual basis and must have prospective approval from the Board of Education.
- 7.2 The specific part-time arrangements must be documented and supported in writing by the Trainee's Head of Department.
- 7.3 Trainees who wish to apply for part time training must have completed 12 months full time clinical anaesthesia training.





- 7.4 From the second to the sixth vocational training year, a maximum of one full-time equivalent (FTE) year is allowed for part-time training.
- 7.5 Beyond the sixth year of training, a maximum of one full-time equivalent (FTE) year is allowed for part-time training.
- 7.6 Part-time training must result in the equivalent total training duration and training content as is required for full-time equivalent (FTE) trainees. Out of hours duties may not be mandatory.
- 7.7 Duties of Part-time training must be assigned on a pro rata basis and must comprise a minimum of 50% of the commitment of a full-time trainee. In general, one year of Full Time Equivalent Clinical Anaesthesia training can be converted to a maximum of two years of Part Time Clinical Anaesthesia training. Normally, the part-time trainee needs to occupy half a FTE training post, and two half-time trainees can share one FTE training post accordingly.
- 7.8 The minimum duration of part-time training applied for accreditation is 6 months.
- 7.9 Part-time training must involve participation in cluster or hospital teaching activities.
- 7.10 Part-time trainees must maintain an appropriate training record so that the workload and training experience can be evaluated accurately.
- 7.11 Part-time training requires registration with the College and normal payment of the full Annual Membership Fee as determined by the Council.

## **8. Application for Anaesthesia Training after Completion of HKCA Intensive Care Training Program**

- 8.1 Trainees who have completed the HKCA Intensive Care Training Program may apply to the Board of Education for training in anaesthesia.
- 8.2 If the date of commencement of Anaesthesia or Intensive Care Medicine training is on or after 1<sup>st</sup> July 2018, the trainee will need to undertake the new anaesthesia curriculum.
- 8.3 The trainee will need to complete all training requirements as stipulated in the new curriculum, with the following exemptions:
  - 8.3.1 The period of Basic Anaesthesia Training, and its associated WBA, VOP and ITA requirements.
  - 8.3.2 EASE course.
- 8.4 The trainee will have to do additional accredited clinical anaesthesia as Higher Anaesthesia Training so that:
  - 8.4.1 The trainee receives at least 48 months of accredited clinical anaesthesia training.
  - 8.4.2 The trainee receives at least 24 months of accredited clinical anaesthesia training after the Intermediate Fellowship Examination in Anaesthesiology.
- 8.5 The trainee will have to do 1 year of Provisional Fellowship Year (PFY) after the success in Final Fellowship Examination in Anaesthesiology.
- 8.6 For such trainees, the maximum duration of training (from the date of commencement of



anaesthesia training) is 9 years.

## **9. Fellowship Application**

- 9.1 Members of the College, who fulfil all requirements for training and examinations as required under the applicable College Curriculum, Regulations, Administrative Instructions & Bye-laws, are eligible to apply for Fellowship of the College subject to its Memoranda and Articles of Association.
- 9.2 The application by an eligible Member for Fellowship must be supported by two current Fellows of the College. The application shall be considered by the Board of Censors and the Council of the College in accordance with the Memoranda and Articles of Association and the Regulations & Bye-laws of the College then in force. The decision of the Council to elect such a Member to Fellowship or otherwise shall be final.
- 9.3 Fellows of the College are considered trained and qualified specialists in the specialty.