

THE HONG KONG COLLEGE OF ANAESTHESIOLOGISTS

ADMINISTRATIVE INSTRUCTIONS: FORMAL PROJECT

1. Introduction

- 1.1. All vocational trainees in intensive care of the Hong Kong College of Anaesthesiologists who are preparing for the Fellowship in Intensive Care are required to submit evidence of satisfactory completion of a Formal Project. The submitted Formal Project can be carried out at any time during vocational training and must be done so before vocational training is considered complete.
- 1.2. The Formal Project is not a pre-requisite for presenting for the Fellowship in Intensive Care Final examination.
- 1.3. The objectives of the formal project are:
 - 1.3.1 To develop an understanding of evidence-based medicine, research methods, and be exposed to the rigour of scientific research
 - 1.3.2 To develop skills in self-directed continuing education, scientific enquiry and critically analyse scientific literature
 - 1.3.3 To develop an inquisitive attitude to clinical practice, including an understanding of systematic audit and review

2. The following are acceptable activities for the Formal Project:-

- 2.1. Clinical audit including practice review. The audit must be of significant magnitude and require the use of appropriate statistical analyses.
- 2.2. Case series of any relevant disease process defining exposures, treatments or outcomes followed over time.
- 2.3. Narrative review on a clearly defined question with asystematic review of the available medical literature. Where appropriate the review should contain no less than 50 references
- 2.4. Systematic review with meta-analysis and require the use of appropriate statistical analyses.
- 2.5. Prospective clinical trial (either single or multi-centered) conducted in Hong Kong or involvement with a multi-centered international trial. The trainee must be directly involved in the trial (i.e. either first or corresponding authorship in locally conducted trial or act as the local coordinator for Hong Kong in a multi-centered international trial with presentation of local data).
- 2.6. Epidemiologic studies (cross-sectional comparison, correlation, case-control, prospective or retrospective cohort)

- 2.7. Laboratory-based investigations of a question of clinical relevance to the practice of intensive care medicine
- 2.8. Surveys of practice or opinion conforming to the principles of research for survey design. The audit must be of significant magnitude and require the use of appropriate statistical analyses
- 2.9. Quality improvement project including clinical audit with demonstrated practice change processes. The audit must be of significant magnitude and the trainee must be the direct lead of the project.
- 2.10. Educational project with predefined objective(s) of significant magnitude relevant to the practice on intensive care medicine. The project must include a testable evaluation of effectiveness with the use of statistical analyses.
- 2.11. Advocacy projects relevant to intensive care medicine with a formal impact assessment

Where appropriate, approval by an institutional Ethics Committee or Review Board must be granted

A scientific paper (other than activities listed in section 3) related to the practice of intensive care medicine already accepted for publication in a journal, which peer-review all manuscripts will require no further modification before submission. Proof of acceptance or publication must be provided together with the accepted manuscript. Acceptance of the publication as Formal Project will be determined by the Board on Intensive Care based on the recommendation by the Project Officer.

3. The following are not acceptable activities for the Formal Project:-

- 3.1 individual case reports
- 3.2 letters to the editor
- 3.3 correspondence
- 3.4 book chapters
- 3.5 editorials

4. Formal Project Assessment

- 3.1. Project submitted by trainees will be vetted and assessed by a Project Officer who is nominated by the Board of Intensive Care. An initial term of three years is granted and renewable subject to the discretion of the Board with a maximum total period of twelve years.
- 3.2. The Project Officer shall ensure the fair vetting and assessment of projects submitted and recommends to the Board of Intensive Care whether the individual project have met the required standard. The Board of Intensive Care on the recommendation of the Project Officer shall appoint a panel of reviewers. All projects submitted shall be assessed by the “project assessment panel” nominated by the Project officer with at least two independent reviewers who will forward their recommendations to the Project Officer.

3.3. The Intensive Care Committee will advise the Education Committee when a trainee has completed the Formal Project requirement. Subject to other training requirements being fulfilled, the trainee will be eligible for the granting of the Fellowship in Intensive Care.

3.4. Any appeals shall be addressed to the Appeals Committee according to the Hong Kong College of Anaesthesiologists Administrative Instructions. The Appeals Committee will make recommendation to the Council and the Board of Intensive Care whose decision shall be final

5. Procedure for submission, vetting and approval of Formal Project

5.1 The trainee shall submit a formal project proposal on the prescribed form and format as stipulated by the college by e-mail to hkcaicm@hkca.edu.hk. The submission will then be forwarded to the Project Officer who will determine the suitability of the formal 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.

5.2 An acknowledgement will be issued to trainee within 2 working days or the following working day upon receipt of the submission and result will be announced within 6 months. The Project Officer shall arrange to have the formal project reviewed by the “project assessment panel” for suitability. On the favourable advise from the panel, the trainee will then be invited to present before the Project Officer and the project assessment panel. Such presentation meeting will be held 3 times a year

5.3 On the unfavourable advice of the “project assessment panel” and the Project Officer, trainee shall re-submit his / her proposed project. The trainee shall make the necessary amendments recommended and re-submit the project to the Project Officer for further consideration.

5.4 Approval of the formal project shall only be granted by the Project Officer, based on the favourable and unanimous decision as recommended by the “project assessment panel”.

5.5 The trainee shall submit the completed project paper to the Project Officer on completion of the project. The trainee is encouraged to present the completed project at the Hong Kong College of Anaesthesiologists Annual Scientific Meeting or other meetings such as the Hong Kong Society of Critical Care Medicine Annual Scientific Meeting, the College of Intensive Care Medicine, Australia and New Zealand Annual Scientific Meeting, or the European Society of Intensive Care Annual Congress. Acceptance of presentation must be forwarded to the Project Officer.

The new regulation will be applicable to trainees registered after 1st July, 2018.

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