

# HKCA Examinership 2022

Board of Examinations

Hong Kong College of Anaesthesiologists

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# Eligibility of a HKCA examiner

Professional Requirements	Application and Selection	Examinership
<b>Essential</b>		
Fellow by examination, Fellow ad eundem or Fellow by election	√	√
In good standing with the College	√	√
Holds full registration with the MCHK	√	√
In active clinical practice in Hong Kong	√	√
Able to commit to at least one component of one examination per academic year	√	√
Has the expectation of completing no less than 4 years and no more than 12 years as an examiner	√	
<b>Desirable</b>		
Able to demonstrate a special interest relevant to the balance of expertise required	√	
Professional/Technical and Occupational Training	Application and Selection	Examinership
<b>Essential</b>		
Demonstrates commitment to ongoing assessment, training and development as an examiner/trainer	√	√
Participates in revalidation, including annual appraisal and adherence to CME/CPD requirements	√	√
<b>Desirable</b>		
Able to demonstrate the involvement in written and electronic publications that are of particular relevance to training/education/assessment and basic sciences of anaesthesia	√	

Experience	Application and Selection	Examinership
<b>Essential</b>		
At least 2.5 years of experience post-fellowship	√	
Active involvement and commitment to the education and training of anaesthetic trainees	√	√
<b>Desirable</b>		
Has held or holds an official anaesthetic trainer position such as SOT, deputy SOT, member of Board of Education or involvement in organization or delivery of exam courses	√	
Skills and knowledge	Application and selection	Examinership
<b>Essential</b>		
Excellent written and verbal communication skills	√	√
IT literate (must be able to use MS Word, Excel, google drive)	√	√
Proven team player who sets and achieves high standards	√	√
Demonstrates high professional standards as a trainer and/or examiner	√	√
Fully up to date with the requirements and practices of anaesthesia	√	√
Demonstrates courtesy, fairness and non-discrimination towards all trainees/candidates and fellows doctors/examiners	√	√
Demonstrates an understanding of the level of knowledge, skills and attitudes required of a candidates to pass HKCA examination components	√	√
Demonstrate in-depth knowledge and understanding of the HKCA curriculum (both pre and post 2018)	√	√

Personal Attributes	Application and selection	Examinership
<b>Essential</b>		
Highly self-motivated	√	√
Meticulous attention to detail	√	√
Ability to form excellent working relationships at all levels	√	√
Able to handle challenging people and situations with discretion, tact and diplomacy	√	√
Collegiate and positive attitude	√	√
Willingness to contribute to wider aims of training and assessment	√	√
Willingness to provide and receive feedback for maintaining continuous development of high standards for HKCA examinations	√	√

# Redefining Post-fellowship Eligibility



PRIMARY EXAMINERSHIP  
FINAL OSCE EXAMINERSHIP



FINAL EXAMINERSHIP  
(WRITTEN & VIVA)

# How will we know if an applicant meets the criteria?

- Application Form
- Letter of support from COS/department head
- Nomination form (by COS/department head/current or past examiner)
- Curriculum Vitae
- 3 referees



# Application form

- Demographics
- Teaching, Education and Assessment Involvement
- CME/CPD up-to-date
- Referees
- Statement on why they wish to be HKCA examiner



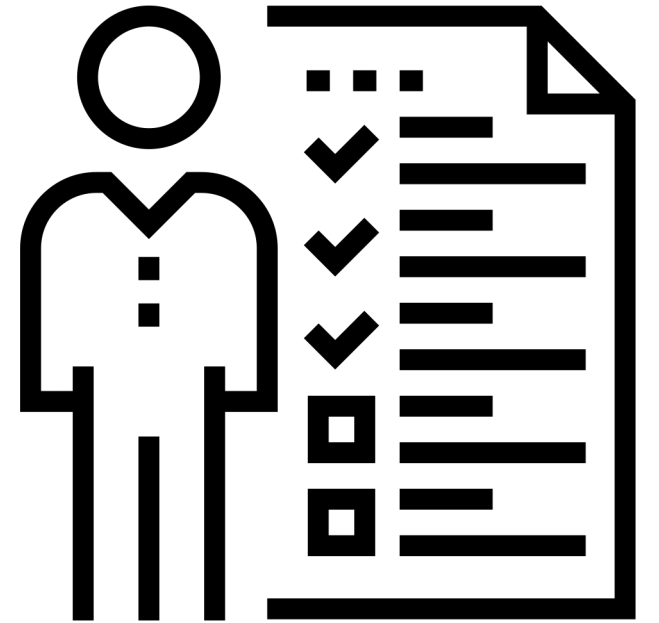
# Nomination form

- Completed by COS/Department Head or Current/Past Examiner
- Verify and provide evidence of the integrity, the professionalism and commitment of the applicant
  - with reference to the Person Specification document



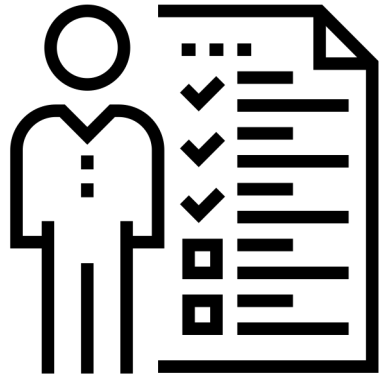
# Vetting of application

- Board of Examination assess eligibility based on:
  - Number of Vacancies
  - Qualifications of the applicant and special interests/qualifications directly relevant to the HKCA examinations
  - Commitment to the examinership
  - Dedication to education and assessment
  - Skills, knowledge and personal attributes
  - Hospital/cluster
- Recommend to council for appointment as “Provisional Examiner”



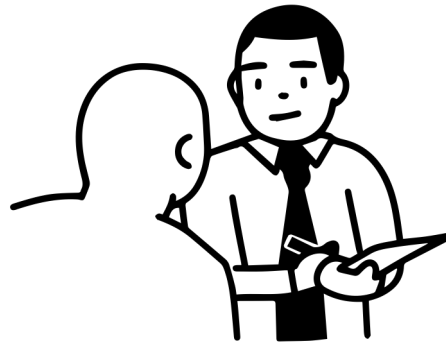


# Categories of Examiners



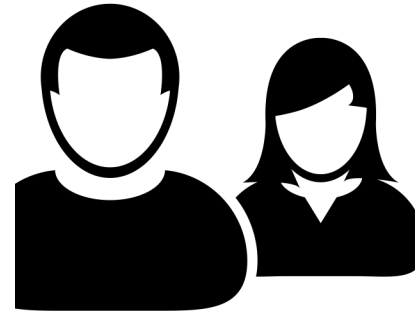
## PROVISIONAL EXAMINER

- Met eligibility criteria
- Not yet completed Examiner's Training



## FULL EXAMINER

- Met eligibility criteria
- Completed Examiner's Training OR
- Met grandfathering criteria



## SENIOR EXAMINER

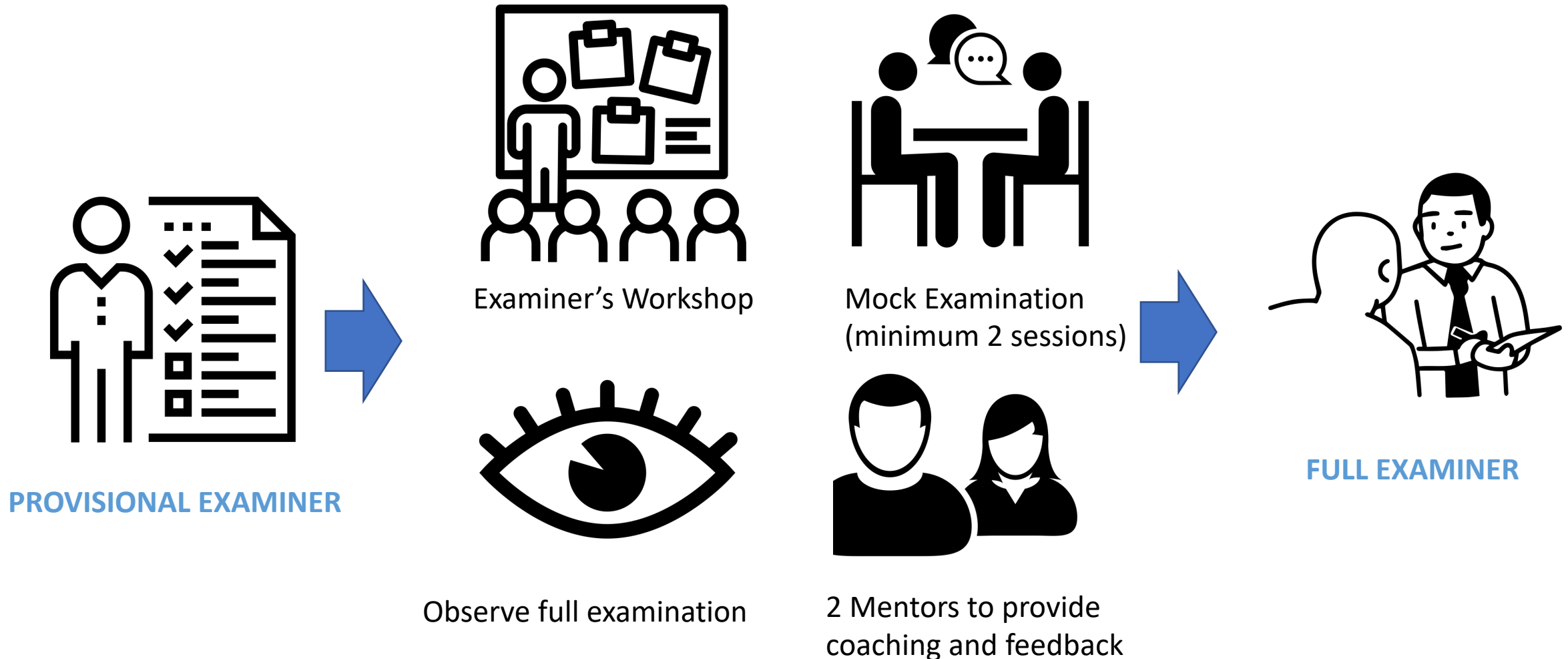
- FULL examiner > 5 years
- Responsible for QA, feedback and peer coaching of examiners



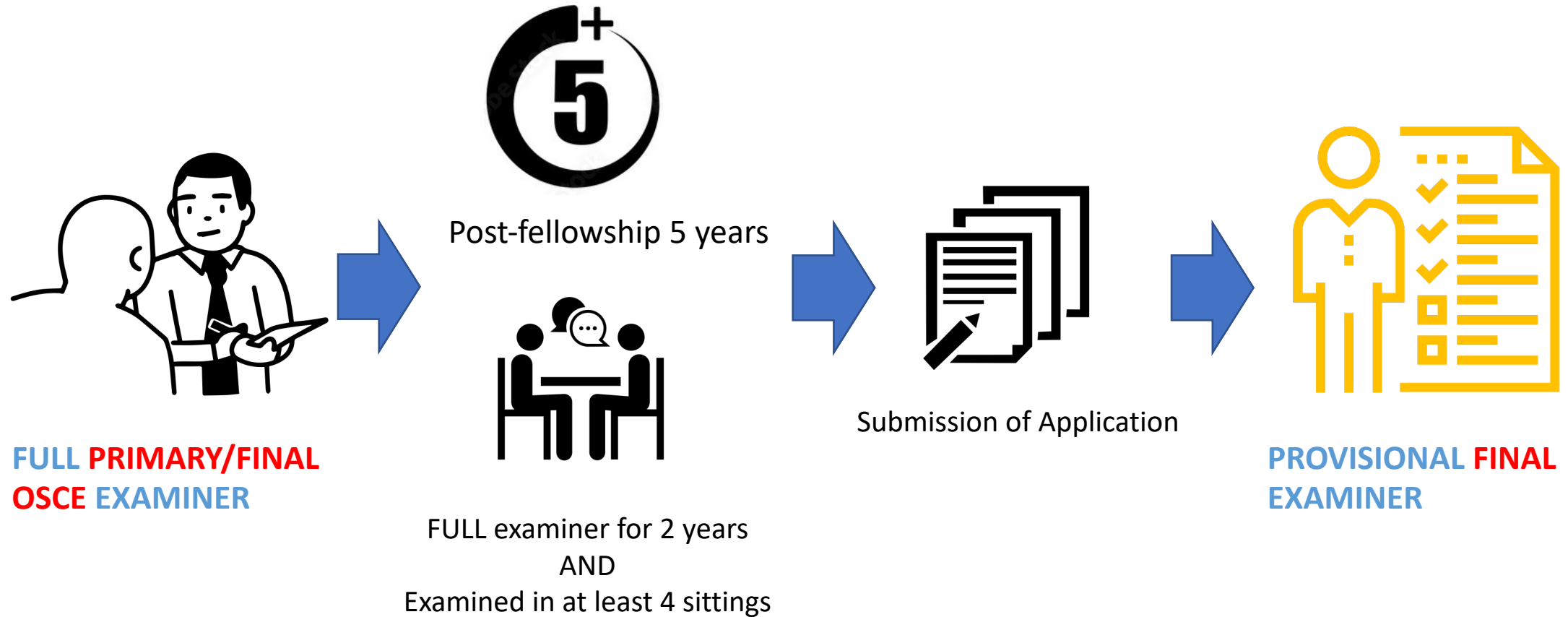
## RETIRED EXAMINER

- Completed maximum 12 year term as an examiner
- Responsible for QA, feedback and peer coaching of examiners

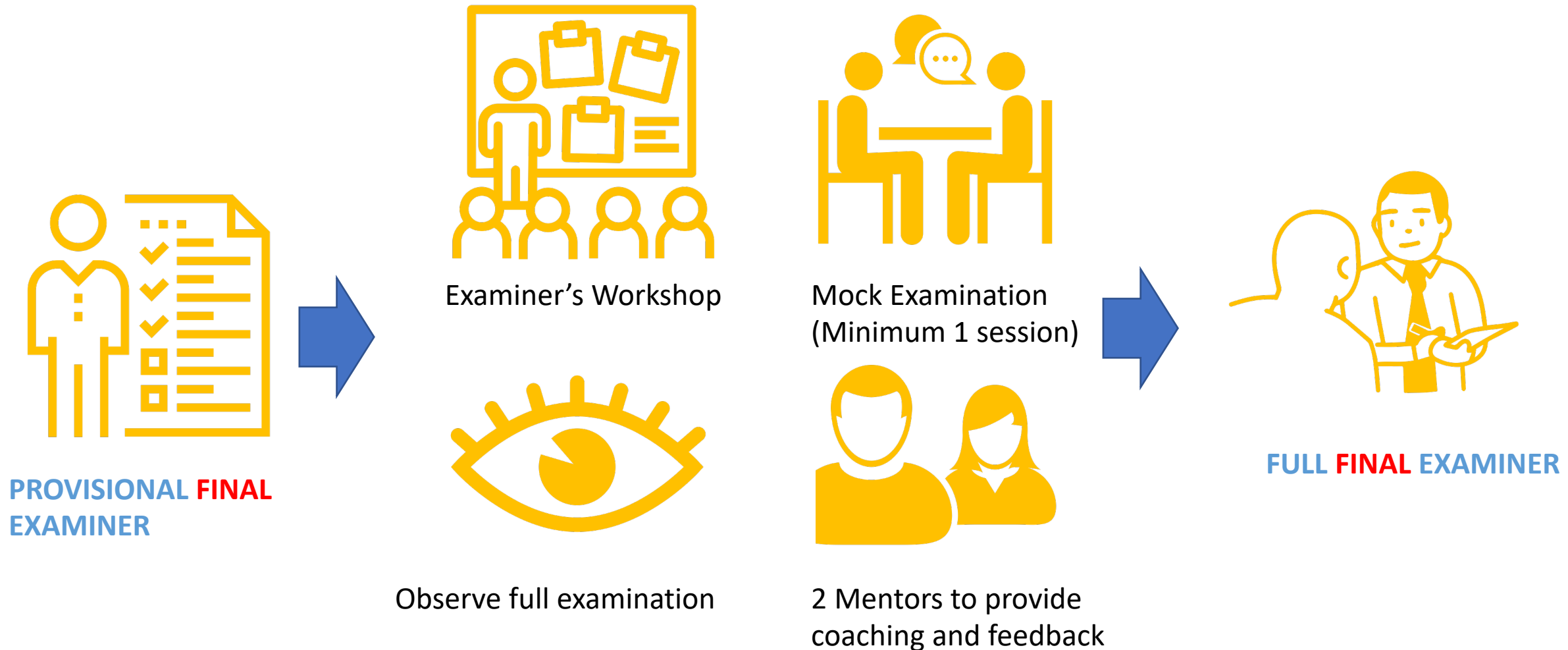
# Process of becoming a HKCA examiner: Primary Examination and Final Examination OSCE



# Process of becoming a HKCA examiner: Final Examination (Written + Oral)



# Process of becoming a HKCA examiner: Final Examination (Written + Oral)



# Quality Assurance and Feedback (Phase 2 implementation)



- Newly appointed **full examiners** will undergo **probationary year**
  - Assessed and provided feedback by mentors
  - At end of probationary year, review based on **Examiner's performance rubric**
  - Confirm appoint or recommend further probationary period
- **ALL examiners** will undergo yearly regular review according to **Examiner's performance rubric**
  - Feedback to be provided regularly by exam coordinator/senior examiner/retired examiner assigned to that exam sitting
  - Documentation

# Code of conduct for examiners (HKCA and HKAM) – please refer to the full document

## **Hong Kong College of Anaesthesiologists Examiner Role Description and Code of Conduct**

### **BACKGROUND**

There are two parts of the fellowship examination for HKCA – Primary and Final Fellowship Examinations respectively. The Primary Examination is conducted two times a year, with two components – Written and Oral examinations. The Final examination is conducted two times a year, with three components – Written, Oral and Objective Structured Clinical Examination (OSCEs).

Examiners are expected to commit to at least one component of one of the examinations that they have committed to each academic year. Applicants are expected to be able to fulfil the examiner commitments and requirements as set out in the Person Specification and Role Description for the role of HKCA examiner. Further details are available in *the Primary and Final HKCA Examinations (Selection and Appointments of Examiners) Regulations*.

### **THE ROLE**

An HKCA Examiner is one of a team of examiners responsible for assessing the performance of candidates taking part in HKCA examinations. Examiners are recruited twice a year

## **Appendix 1: Code of Conduct for Examiners (Extract from Administrative Instructions)**

### **10. CODE OF CONDUCT FOR EXAMINERS**

10.1. Examiners shall be, and seen to be, fair and just in their involvement with College Examinations.

10.2. Examiners shall not discuss examination materials with any persons not directly involved in the preparation of examination materials.

10.3. Examiners shall understand the necessity of avoiding even the appearance of impropriety.

10.4. Should examiners be involved in any situation which may be perceived by others as having a conflict of interest (e.g. candidate being a relative of or having close relationship with examiner), they should agree to remove themselves from service on the programme when necessary.