



## FORMAL PROJECT

### A REQUIREMENT FOR THE AWARD OF THE FELLOWSHIP OF THE HONG KONG COLLEGE OF ANAESTHESIOLOGISTS

Guidelines for completion of the formal project

#### 1. Introduction

All trainees in anaesthesia of the Hong Kong College of Anaesthesiologists, will be required to submit evidence of satisfactory completion of a formal project which has been carried out at any time during the period of approved vocational training, before the fellowship of the Hong Kong College of Anaesthesiologists, will be awarded. This project is not requirement for presenting for either the primary or the final examinations.

#### 2. Project

The following are acceptable activities:

- 2.1 Acceptance of a scientific paper for publication in journal which referees all manuscripts. Evidence that the paper has been accepted should be submitted to the Project Officer before it should be accepted as the formal project. Subsequently a copy of the publication should be sent to the Project Officer as a record.
  - 2.1.1 The trainees must contribute significantly to the manuscript and be the first author or senior author (i.e. corresponding author).
  - 2.1.2 Publication that is not carried out at any time during the period of approved vocational training may be considered. However, it has to be anaesthesia, intensive care or pain related and meet the criteria of 2.1.1.
- 2.2 Presentation of a paper, on a protocol previously approved by the Project Officer at a scientific meeting at which abstracts are subject to review and selection, or at a scientific meeting approved by the Board of Education. A written manuscript on the presentation must be forwarded to the Project Officer and it will be assessed by the reviewer as other completed projects.
- 2.3 A case report with a review of the subject, or a critical review of the literature of other interesting clinical or research topics, which have been presented at a meeting approved by the Board of Education, published at a peer view journal, or presented to the Project Officer and has received his/her approval. If the case report or critical review accepted for presentation or publication does not review the subject as required by the Project Officer, then a separate review of the subject will be requested from the trainee.



- 2.4 Acceptance by the Project Officer of a paper based on a research project approved by the Project Officer.

Note: Protocol, manuscript or publication has to be submitted with the completed Formal Project Application for assessment.

### 3. ASSESSMENT OF PROJECTS

A Project officer will be nominated by the Board of Education and approved by the Hong Kong College of Anaesthesiologists. The Project Officer's term of office will be three years from the date of approval by the Hong Kong College of Anaesthesiologists and will be renewable. The Project Officer will be responsible for certifying to the Board of Education that each trainee has complied with the above requirements. The project officer may at his will refer projects to reviewers for assessment and certification of projects within the following guidelines.

That the project:

- 3.1 has been conducted in major part by the trainee
- 3.2 prior to conducting the project it has been submitted to assessor for approval
- 3.3 falls into one of the categories in Section 2 above
- 3.4 is of satisfactory standard

### 4. CERTIFICATION

Upon compliance with the above, the Project Officer will notify the Education Committee that the trainee has complied with the relevant regulation.

Formal Project Officer,  
The Hong Kong College of Anaesthesiologists (nominee of the Board of Education)  
*Email: hkcaproject@hkca.edu.hk*

The Hong Kong College of Anaesthesiologists – Board of Education  
Approved March 1999  
Revised and approved on 17 Feb 2014, Board of Education



**HONG KONG COLLEGE OF ANAESTHESIOLOGISTS**  
**APPENDIX to Guidelines on Project Requirement**

**Procedure for submission, vetting and approval of projects**

**Step 1**

The trainee shall make a project proposal on the prescribed form and in prescribed format, if any, to the Assessor who will determine the suitability of the 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.

**Step 2**

On favorable advice from the formal project officer, the trainee will carry out the project. If changes or amendment are necessary, the project proposal needs to be resubmitted.

**Step 3**

The trainee will submit the completed project paper to the Formal Project Officer on completion of the project.

**Step 4**

This Formal Officer will arrange to have the project reviewed and the review completed within two months of submission.

**Step 5**

On the advice of the reviewers of the project paper, the Formal Project Officer shall submit his / her recommendation to the Board of Education, if amendments are needed, the trainee shall make the necessary amendments and re-submit the paper to the Assessor and reviewers for re-assessment.

**Step 6**

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

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