

THE HONG KONG COLLEGE OF ANÆSTHESIOLOGISTS
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.

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

- 2.1 A scientific paper accepted for publication in a journal, which peer-reviews all manuscripts. Evidence that the paper has been accepted should be submitted to the Project Officer before it could be accepted as the formal project. Subsequently a copy of the publication should be sent to the Project Officer as a record.
- 2.2 A paper presented at a scientific meeting which subjects all manuscripts to review and selection or at a scientific meeting approved by the Intensive Care Committee. The Project Officer should have previously approved the protocol and a written manuscript of the presentation should be forwarded to the Project Officer.
- 2.3 A case report, clinical or research topic with comprehensive review of the subject matter presented at a meeting or published in a journal or presented to the Project Officer.
- 2.4 A research project with prior approval of the Project Officer.
- 2.5 The subject matter of the Formal Project should be related to the practice of intensive care medicine.
- 2.6 Formal projects carried out as part of the training requirements for anaesthesia, which are submitted as part of the intensive care training requirements will be approved at the discretion of the Intensive Care Committee.

Note: Trainees must submit three copies of protocols or manuscripts for approval. One should be accompanied by a Formal Project Application Form and the others without the names of the investigators.

3. Project Assessment

- 3.1 Projects submitted by trainees will be vetted and assessed by an officer who is nominated by the Intensive Care Committee and appointed by the Council. Council from time to time, but subject to an initial term of three years and a maximum total period of twelve years shall determine the term of office of the Project Officer.
- 3.2 The Project Officer shall ensure the fair vetting and assessment of projects submitted and recommends to the Intensive Care Committee whether individual projects meet the required standards. The Intensive Care Committee on the recommendation of the Project Officer shall appoint a panel of reviewers. All projects submitted will be assessed by at least two 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 whose decision will be final.