



Clinical Anaesthesiology Informative Course 2019

APPLICATION FORM

Name: _____
(Surname) (Given Names)

Current department & hospital: _____

Parent hospital: _____

Contact no.: _____ E-mail address: _____

Medical qualifications (with year): _____

Years of training in anaesthesia: _____

Are you an HKCA member: YES / NO

Previous attendance of the Clinical Anaesthesiology Course: YES / NO

Date

Signature

Please email the **completed application form** plus **payment receipt**

(College's HSBC A/C: 558-069381-001; members HK\$2,000 / non-members HK\$4,000)
on or before 30th September, 2019 to hkcaeducation@hkca.edu.hk

Notes:

1. Information for the Clinical Anaesthesiology Informative Course in Anaesthesiology can be found on the HKCA website (<http://www.hkca.edu.hk>).
2. Full refund if withdrawal made 7 days or more before the course starts. No refund otherwise.
3. Acknowledgment letter and Course schedule will be emailed to successful applicants.
4. Please contact College secretaries at 28718833 or Dr. Angela Ho/ Dr. Jason Lai/ Dr. Wesley Leung at 35066176 for any query.



Regulations for Courses organized by The Hong Kong College of Anaesthesiologists

1. Applicants must apply for the course in writing and paid the course fee before the deadline date.
2. Applications received after the deadline date will be required to extra costs which will be revised from time to time. Currently set at extra 20 % of the course fee.
3. The College has to right to accept or reject any application.
4. Trainee who has not paid and/or unsuccessful applicant is not allowed to sit in at any time during the course. The College reserves the right to charge the unauthorized attendee all or part of the course fee or other appropriate actions.
5. A letter of acceptance will be sent to the successful applicants.
6. Participants must observe the rules and regulations of the course venue.
7. If the applicant withdrew from the course after it started, he/she should inform the course coordinator in writing. His/her vacancy may be given to another unsuccessful applicant. The course fee will not be reimbursed.

For the Revision Tutorial Course

1. The maximum number of participants is 30.
2. Only applicants whose application form and course fee received before the deadline of application will be considered for selection.
3. If received more than 30 applications, applicants will be selected by the course organizer according to the selection criteria laid down by the HKCA. The selection criteria may be revised from time to time by the Council. The decision of the College is final.

Attendance

1. Participants must sign his/her name on the attendance sheet provided during each attendance. For revision tutorial course, the participant has to sign his/her attendance for each session which may be more than once daily.
2. Participant must sign for himself or herself only.
3. Participants with the attendance of 70% or above will be eligible to receive the certificate of attendance. The College will inform the participants' COS and SOT if their attendance is less than 50%.

Certificate of Attendance

1. A Certificate of Attendance will be issued to the participant on satisfactory attendance of the course.
2. Participant who has unsatisfactory attendance or has violated the regulations will not be issued the Certificate of Attendance.

January 2009

Revised May 2015