



Administrative Instructions for Submission of Vocational Training Records (VTRs)

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(1) Registration of Training with HKCA

- Trainees need to register with the College within 6 months of the start of their vocational training.

(2) Vetting and recording of previous training experience

- Trainees with previous training experience in any clinical specialties, either local or overseas, at the time of joining HKCA anaesthesia training program should apply to the Board of Education for retrospective recognition of such training experience.
- The approved training experience will be entered into the VTR on the electronic training portfolio by the Training Officer.

(3) Submission of Vocational Training Records (VTRs)

During the period of vocational training, trainees shall be responsible for regularly reporting to the College their training status by submitting the Vocational Training Records

1. every 12 months for hospital rotations 12 months or longer
2. at the end of each hospital rotation if the rotation is less than 12 months

Supervisors of Training (SOTs) shall facilitate and monitor the above process.

1. For trainees undergoing clinical anaesthesia rotations, the VTR should be verified by the anaesthesia SOT (or assistant SOT) of the training hospital.
2. For trainees undergoing ICU rotations, the VTR should be verified by the ICU SOT (or assistant SOT) of the training hospital.
3. For trainees undergoing elective, non-anaesthesia/ICU rotations, the VTR should be verified by the anaesthesia SOT (or assistant SOT) of the parent hospital.

All VTRs should be submitted on-line via the electronic training portfolio system.

Trainees shall be responsible for ensuring that their VTRs are completed accurately and in a timely manner.

(4) Outstanding VTRs

Definition:

VTRs not received by HKCA Office more than 3 months after completion of a hospital rotation or a



training year.

Action:

1. HKCA Office will send reminder notice to the trainee
 - a. by registered post to the trainee's latest contactable address. An administrative fee* of HK\$200 will be borne by the trainee.
 - b. by e-mail to the trainee's e-mail address, with a copy to the SOT of the trainee
2. If a trainee fails to submit the VTR within one month after the reminder notice without reasonable explanation, the concerned period of training will not be recognized by HKCA.

* Administrative cost will be determined by the Council and reviewed from time to time. If the administrative fee was not paid, the trainee will not be allowed to attend the Exit Assessment.