



# **Administrative Instructions for In-training Assessment (ITA)**

Document No.	HKCA-E06
Prepared by	Board of Education
Endorsed by	HKCA Council
Version	1
Effective Date	April 2013
Next Review Date	



## **(1) General Guidelines**

Trainees should complete one ITA

1. every 6 months for hospital rotations 6 months or longer
2. at the end of the hospital rotation if the rotation is less than 6 months

ITAs should be completed for training rotations in Clinical Anaesthesia, Intensive Care, and Anaesthesia / Pain Medicine / Intensive Care rotations claimed under the Elective and Non-anaesthesia Category.

There is no need for ITAs for

1. prospective training experience other than those listed above
2. previous training experience retrospectively recognized by the HKCA

Trainees shall be responsible for ensuring that their ITAs are completed and sent to HKCA office. An acknowledgement by e-mail will be sent to the trainee upon receiving the ITA. The trainee should contact the College secretariat if the acknowledgement is not received.

Supervisors of Training (SOTs) shall facilitate trainees to complete the ITAs.

1. The Anaesthesia SOT or assistant SOT of the training hospital shall be responsible for completing the ITA for Anaesthesia and Pain rotations, claimed under clinical anaesthesia, elective, or non-anaesthesia training (for pain rotations).
2. The ICU SOT of the training hospital shall be responsible for completing the ITA for ICU rotations, claimed under ICU, elective, or non-anaesthesia training.

## **(2) Outstanding ITAs**

### **Definition**

ITAs not received by the HKCA Office more than 3 months after the expected date of submission.

### **Actions**

#### **After 3 months:**

HKCA will send first reminder

1. by mail to trainee's latest contactable address, and
2. by e-mail to (1) the trainee's registered e-mail address, and (2) the SOT of the trainee



After 6 months:

1. HKCA will send final reminder by registered post to the trainee's latest contactable address. An administrative fee\* of HK\$200 will be borne by the trainee.
2. Trainees with outstanding ITAs are not allowed to sit for the Final Fellowship Examination or the Exit assessment (Refer to Vocational Training Guide 1.22).

All reminders will be documented in the training portfolio of that trainee.

**(3) Unsatisfactory ITA**

Definition: A FAIL in the overall assessment result.

With one unsatisfactory ITA, the Education committee of the relevant board or the Board of Education can start the discussion and recommend remedial action(s) to be taken by the trainee. The committee or board can also choose to continue further observation.

With two unsatisfactory ITAs, remedial action(s) are mandatory. The Training Officer shall inform the Education committee of the relevant Board or the Board of Education. The Chairman of the Board Education Committee or Board of Education shall call for a meeting with its members to determine the appropriate course of action(s). At this meeting, the chairman of the Board of Education shall be present to facilitate the discussion. The Committee or Board shall forward the recommendations to the Council for approval.

The potential course of action includes, but is not limited to:

1. Repeating or extending the training period until a satisfactory ITA is obtained
2. Compulsory attendance for course(s) targeting the trainee's deficit(s)
3. Termination of training with the College

\* 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.