



Administrative Instructions for In-training Assessment (ITA)

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(1) General Guidelines

1.1 The In-training assessment (ITA) is an essential part of the HKCA training process. It is a summative assessment and appraisal exercise to:

- Assess the training progress and competence
- Provide feedback to trainees
- Develop any remedial activities if required

1.2 ITAs should be completed for training rotations in Clinical Anaesthesia, Intensive Care, and Elective periods. There is no need for ITAs for prospective training experience other than those listed above, or for previous training experience retrospectively recognized by the HKCA. Trainees should complete one ITA for

- every 6 months for each rotation of 6 months or longer, and
- at the end of each rotation if the rotation is less than 6 months

1.3 Trainees shall be responsible for initiating and ensuring that their ITAs (as well as their vocational training record, volume of practice and work based assessments) are completed and sent to the HKCA office.

1.4 Supervisors of Training (SOT) or their assistants shall facilitate trainees to complete the ITAs.

- The Anaesthesia SOT shall be responsible for completing the ITA for Clinical Anaesthesia and Elective rotations.
- The ICU SOT shall be responsible for completing the ITA for ICU rotations.
- The SOT shall gather independent feedback on the performance of the trainee from other supervisors* of the training unit as the basis of the SOT feedback. Examples of source of information are: survey, personal communications, department meetings.
- The SOT shall provide feedback to the trainee on their clinical and behavioural performance, and give an overall assessment.
- The SOT shall complete the ITA together with the trainee.

1.5 The college shall facilitate the process with up-to-date information on the trainee's vocational training records, volume of practice and work based assessments, as well as other mandatory courses, examinations and the formal project.



(2) Outstanding ITAs

- 2.1 Definition: ITAs not received by the HKCA Office more than 3 months after the expected date of submission.
- 2.2 Upon any outstanding ITA, the HKCA will send the first reminder
 - by mail to trainee's latest contactable address, and
 - by e-mail to the trainee's registered e-mail address AND the SOT
- 2.3 Upon outstanding ITA after 6 months, the HKCA will send final reminder
 - by registered post to the trainee's latest contactable address. An administrative fee** will be borne by the trainee. Trainee who have not paid the administrative fee will not be allowed to attend the Exit Assessment.
- 2.4 Trainees with any outstanding ITAs are not allowed to sit for the Final Fellowship Examination or the Exit assessment.
- 2.5 All reminders will be documented in the training portfolio of that trainee.

(3) Unsatisfactory ITA

- 3.1 Outcome for individual feedback items and the overall assessment are graded into
 - 1 - consistently exceeds expectation
 - 2 - occasionally exceeds expectation
 - 3 - usually meets expectation
 - 4 - unsatisfactory
 - X - unable to assess
- 3.2 The overall assessment is unsatisfactory if, but not limited to, having 4 (or more) unsatisfactory feedback items by the SOT ***.
- 3.3 For any un-preceded unsatisfactory overall assessment:
 - The SOT shall work out a remedial plan with the trainee. Examples of remedial action include: study plans, training courses, WBAs, upscaling of supervision, training rotations, counselling, psychology / psychiatry referral.
 - Any concerns on patient or trainee safety shall be reported to the department / hospital administration, or the police (upon evidence of criminal behaviour)
 - The plan shall include a re-assessment, as agreed by both the SOT and the trainee, and shall be submitted to the college.



3.3 For any subsequent unsatisfactory overall assessment in the entire training period:

- The trainee FAILED the ITA.
- The Training Officer shall inform the Board of Education (or the Education committee of the relevant Board). The Chairman of the board or committee shall call for a meeting, with the assistance of the Chairman of the Board of Education, for the appropriate course of action(s), and forward the recommendations to the Council for approval.
- The potential course of action includes, and is not limited to:
 1. Repeating or extending the training period until a satisfactory ITA is obtained
 2. Compulsory course(s) addressing the trainee's deficit(s)
 3. Termination of training with the College

* supervisors are specialists with FHKCA (or equivalent) qualification of the training unit, SOT included. For training units with 6 or less supervisors, 50% or more shall be consulted; and for units with 7 or more supervisors, a minimum of 3 shall be consulted.

** Administrative cost will be determined by the Council and reviewed from time to time.

*** A workgroup is formed for the definition and validation of the feedback item list. The items are chosen, triaged and defined with reference to contemporary ITA items of related professional bodies (including HKCA fellowships, ANZCA, RCoA, etc.). An modified Angoff method was applied to determine the cutoff, and endorsed by the Education committee of the college.