



香港麻醉科醫學院
THE HONG KONG COLLEGE OF ANAESTHESIOLOGISTS

(Incorporated as a Charitable Organisation with Limited Liability in Hong Kong since 1989)



Verification of accuracy of HKCA Trainee e-log book entries

- Objective** To verify that an anaesthesia trainee had anaesthetized those cases he / she recorded in the HKCA e-log book.
- Scope** All currently registered HKCA trainees at or beyond the third year of vocational training.
- Frequency** To be conducted yearly at least.
The Board of Education shall review the need for more frequent verifications.
- Method**
1. For each exercise, the College Office will randomly select approximately 10-15% of all currently registered HKCA trainees at or beyond the third year of training.
 2. For each selected trainee, the College Office will randomly select a set of 20 cases, done within the previous year of training, from the SOT-approved list. Cases of Acute pain service and Chronic pain consultation will be excluded.
 3. For each selected case, **the trainee** will need to submit affirmative evidence that he / she had anaesthetized the case under supervision. **This means a copy of the anaesthesia record with the trainee's name recorded as (one of) the attending anaesthetist(s).**
 4. Should the trainee fail to provide the above, explanation must be given by the trainee to prove beyond reasonable doubt that he / she had anaesthetized the case. Supportive evidence may include, but not limited to
 - A printed elective list with the name of the trainee as one of the duty anaesthetists,
 - A duty roster indicating that the trainee was rostered to anaesthetize the case,
 - A certification letter stating the attendance of the trainee during the case, signed by the specialist anaesthetist in charge of the case, or the Supervisor of Training (or his/her Deputy) of the hospital where the case was anaesthetized.
 5. The selected trainee must submit **printed hard copies** of the above evidence for all selected cases **within 2 months of notice**. For cases



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done in hospitals other than the current hospital where the trainee is working, assistance from the Supervisor of Training may be sought.

With the exception of the hospital number as the case identifier, other patient identifiers (HKID and Name of patient) should be deleted before submission to the College.

6. Failure to provide affirmative evidence for **3 or more cases** within the set of 20 cases would be considered unsatisfactory verification. The trainee will be required to repeat the audit using a second set of 20 randomly selected cases on the SOT-approved list. Failure to provide affirmative evidence for **3 or more cases** within the second set of 20 cases would be considered unsatisfactory verification.

Actions

If a trainee failed two sets of verifications, the Board of Education and/or the HKCA Council will decide on subsequent actions. These may include one or more of , but not limited to, the following action(s):

1. Requiring the trainee to submit affirmative evidences for all cases that has been logged in;
2. Formal warning to the trainee;
3. Extension of training period;
4. Termination of training;
5. Exclusion from exit assessment;
6. Reporting to the Medical Council of Hong Kong.

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Revised August 2012 after SOT meeting 1-8-2012

Revised after HKCA Council meeting on 8-8-2012