



## **Administrative instructions for submission of Vocational Training Records (VTRs)**

### **(1) Registration of Training with HKCA**

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

### **(2) Retrospective recognition of training experience**

Trainees who wish to apply for retrospective recognition for training experience obtained before joining HKCA must submit, as a minimum, a certified letter from the unit where the trainee was working in, indicating that the unit is a recognized training unit of the respective professional or academic body. The trainee must also produce other relevant documents upon request by HKCA, such as log book of cases done, results of previous in-training assessments, attendance certificates of courses attended, certificates of anaesthesia fellowship examinations passed, and any other documents indicating the training experience of the trainee. Such training experience will be considered and accredited, on an individual basis, as equivalents of HKCA vocational training requirements.

Trainees who had already obtained one of the fellowships of the College and would like to train for an additional fellowship must send his/her previous training experience to the Board of Education or respective Education committee for accreditation of the new fellowship training.

### **(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, elective or non-anaesthesia rotation, the VTR should be verified by the anaesthesia SOT (or assistant SOT) of either the training hospital or the parent hospital.
2. For trainees undergoing ICU rotation, the VTR should be verified by the ICU SOT of the training hospital, or the anaesthesia SOT (or assistant SOT) of the parent hospital.



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

#### **(4) Outstanding VTRs**

##### **Definition:**

VTRs (hardcopy or e-Training Portfolio) 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.

Chairman

Board of Education

April 2013

Endorsed by the Board of Education in April 2013  
Endorsed by the HKCA Council on 22 April 2013