



Administrative Instructions for submission of WBAs and ITAs

(1) General

Work-based assessments (WBA, including MCEX and DOPS) and in-training assessments (ITA) are important milestones in pain training. They are feedback opportunities for both trainees and trainers, and remedial action could be taken early if needed.

Trainees should complete one ITA together with a minimum of one set of WBA for **every 6 months** of vocational training.

Trainees shall be responsible to ensure that their WBAs and ITAs are completed and sent to HKCA office on time. An acknowledgement by e-mail will be sent to the trainee upon receipt of the submitted documents. The trainee should contact the College Secretariat if the acknowledgement is not received.

(2) Outstanding WBAs & ITAs

1. Completed WBAs and ITAs must be submitted no later than **6 months after the expected date of submission**.
2. Failing to submit the WBAs and ITAs after the deadline would automatically lead to **suspension of training**, until these documents are received
3. HKCA Office will send out reminders to individual trainees and their SOT for late submissions before the deadline.

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Board of Pain Medicine, HKCA
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