

# THE HONG KONG COLLEGE OF ANAESTHESIOLOGISTS

## ADMINISTRATIVE INSTRUCTIONS: TRAINING AND EXAMINATION

### 1. REGISTRATION AND MEMBERSHIP SUBSCRIPTION

To be awarded Fellowship of the Hong Kong College of Anaesthesiologists (Intensive Care), a registered medical practitioner must be a trainee of the College, pass or be exempted from the Intermediate Examination, pass the Fellowship Examination, satisfactorily complete an approved Formal Project, complete other training requirements of the College and successfully complete the Exit Assessment.

- 1.1. To be registered as a trainee, a medical practitioner must have completed postgraduate training acceptable to the College, which necessitates having held general hospital internship appointments for 12 months.
- 1.2. Trainees must register with the College and must pay the Membership fee before being eligible to present for a College examination.
- 1.3. For training to be recognised in an approved post in Hong Kong, trainees must comply with requests from the College for information relating to their training including the annual approved vocational training forms and surveys of training.

### 2. TRAINING PROGRAMME IN INTENSIVE CARE

See also section 6

#### 2.1. Basic Vocational Training

- 2.1.1. The first three years of training shall be basic training in Anaesthesiology and other specialties of acute medicine such as Intensive Care Medicine, Internal Medicine, Paediatrics, Surgery and Emergency Medicine, and other disciplines related to Intensive Care Medicine as approved by the College.
- 2.1.2. Trainees have to pass the Intermediate examination of the Hong Kong College of Anaesthesiologists, or equivalent by the end of their Basic Vocational Training before they are eligible for Higher Vocational Training.
- 2.1.3. During Basic Vocational Training, a minimum of **6** months of Anaesthesia in an approved Anaesthesia training post is required.
- 2.1.4. Trainees registering for Higher Vocational Training in Intensive Care who have completed partial training in other programs acceptable to the College may, at the discretion of the College, be deemed to have completed Basic Vocational Training. A detailed program for such a trainee must be submitted for approval.

#### 2.2. Higher Vocational Training

The next three years of training shall be Higher Vocational Training which shall consist of:

- 2.2.1. Two years of training in an accredited Intensive Care Training post.
- 2.2.2. One optional year as specified in section 6.3.2.
- 2.3. At least 6 months of accredited training in either Internal Medicine or Paediatrics must be completed during either Basic or Higher Vocational Training.
- 2.4. The total duration of Anaesthesia training, in a recognised anaesthesia training post, during Basic or Higher Vocational Training must be a minimum of **12** months.

- 2.5. An approved Formal Project must be satisfactorily completed in accordance with IC-13, before presenting for the Exit Assessment.
- 2.6. The duration of vocational training shall be a total of six years to comply with the requirements of the Hong Kong Academy of Medicine.
- 2.7. All training must be assessed and approved by the Board of Censors.

### **3. SPECIAL SITUATIONS**

#### **3.1. FELLOWS OF HONG KONG COLLEGE OF ANAESTHESIOLOGISTS**

- 3.1.1. The Fellowship of the Hong Kong College of Anaesthesiologists (Intensive Care) cannot be obtained within twelve months of having completed the requirements for the Fellowship of the Hong Kong College of Anaesthesiologists (Anaesthesiology).
- 3.1.2. At least twenty-four months of accredited training in Intensive Care must be completed after the first 3 years of Basic Vocational Training to satisfy the requirements for the Fellowship of the Hong Kong College of Anaesthesiologists (Intensive Care).
  - a. A minimum of twelve months of accredited training in Intensive Care must be completed after satisfying the requirements for the Fellowship of the Hong Kong College of Anaesthesiologists (Anaesthesiology).
- 3.1.3. At least 6 months of accredited training in either Internal Medicine or Paediatrics must be completed during training.

#### **4. THE INTERMEDIATE EXAMINATION (ANAESTHESIA AND INTENSIVE CARE)**

- 4.1. Intermediate Examinations will be held at times that are determined by the College Council.
- 4.2. The subjects for the Intermediate Examination, which include written and oral sections, are:
  - a. Physiology and the principles of measurement.
  - b. Pharmacology and the principles of statistics.

#### **5. FELLOWSHIP EXAMINATION**

- 5.1. Fellowship Examinations will be held at times that are determined by the College Council.
- 5.2. The subjects for the Fellowship Examination will be the theory and practice of Intensive Care, including relevant aspects of the basic sciences, anaesthesia and clinical medicine.
- 5.3. The examination will comprise written, oral and clinical sections.
  - 5.3.1 The written examination will be taken at centers in Hong Kong at the discretion of the College Council.
  - 5.3.2 The oral/clinical examination will be held at centers in Hong Kong at the discretion of the College Council.
- 5.4. Candidates may apply for admission to the Fellowship Examination who comply with Administration Instruction 1.1 and who have:
  - a. passed the Intermediate Examination of the College; or
  - b. passed an Intermediate Examination recognised by the College Council as of comparable standard, or
  - c. been granted exemption from the Intermediate Examination by the College Council.

In addition, the trainee must comply with training requirements as follows:

- 5.4.1 Candidates may present for the Fellowship Examination in Intensive Care after having completed a minimum of one year of intensive care training as part of the Higher Vocational Training.

## **6. TRAINING PERIOD (INTENSIVE CARE)**

See also section 5.

- 6.1. All trainees will be required to be assessed by their training departments. These assessments will use the criteria and form laid down in Policy Document IC-11, U/In-training Assessment of Trainees in Intensive Care. The Censor must certify that in-training assessment is satisfactory according to this Policy Document before Fellowship of the College can be awarded.
- 6.2. Vocational training commences from the date that the trainee:
- a) occupies an approved training post in Anaesthesia or Intensive Care, or
  - b) occupies another post recognised towards training when it is part of a formally organised training programme.

Retrospective recognition may be given for other training which complies with the College Administrative Instructions: e.g. internal medicine, surgery, paediatrics, emergency medicine, research etc., but this retrospective recognition will not alter the official date of commencement of Approved Vocational Training.

- 6.3. The Higher Vocational Training period in intensive care specified in Administrative Instruction 2.2 **MUST** include:
- 6.3.1. Two years in an accredited Intensive Care. Twelve months must be continuous and undertaken in one unit.
  - 6.3.2. Twelve months may be spent in any combination of internal medicine, emergency medicine, surgery, research, anaesthesia, intensive care, paediatrics, or other disciplines related to intensive care as approved by the College Council.
- 6.4. Trainees should seek from the Intensive Care Board prior approval of terms in medicine, research or other discipline related to Intensive Care.
- 6.5. Prior approval of a research programme must be followed by documentation, which authenticates completion of the period for which approval was sought.
- 6.6. Holders of a higher qualification in anaesthesia for which there is a basic science examination equivalent to the Hong Kong College Intermediate Examination must produce evidence of training acceptable to the College Council before presenting for the Fellowship Examination.

### **6.7. Interrupted Training**

- 6.7.1. Higher Vocational Training must include two uninterrupted years.
- 6.7.2. Following an interruption of more than one year but less than three years a minimum of one uninterrupted year is required to complete training.
- 6.7.3. Following an interruption of more than three years a minimum of two uninterrupted years is required to complete training, one of which must be an uninterrupted year in Intensive Care.

Note1: An uninterrupted year is a year of training which is broken only by normal recreation and/or study leave.

Note2: Two uninterrupted years consist of two years each of which is spent in accordance with Note 1 and the interval between them is no more than three months.

### **6.8. Part Time Training**

- 6.8.1. May be accepted for training in Hong Kong subject to prior approval of the College Council.
- 6.8.2. Cannot commence until two years of Basic Vocational Training as delineated under Administrative Instruction 2.1 has been completed in a full time capacity and the Intermediate Examination has been passed
- 6.8.3. Must be in approved training posts.
- 6.8.4. Must have the same content of training and total training time as for full time trainees. Vocational Training must be completed within ten years.
- 6.8.5. Must have a commitment within any block of training which is at least 50% of that of a full time trainee and including pro rata involvement in out of hours work.
- 6.8.6. Must involve participation in Hospital Intensive Care teaching programmes.
- 6.8.7. Requires registration with the College and payment of the annual training fee each year.
- 6.8.8. Requires that applications to the College Council must be accompanied by supporting documentation from the Hospital administration and Head of the Intensive Care Department.

### **7. APPROVED POSTS FOR TRAINING**

- 7.1. The College Council will approve Intensive Care Units for training in Intensive Care. A limitation may be imposed on the number of posts and/or the duration of training recognised.
- 7.2. Posts for the anaesthesia component of Intensive Care training must be in hospitals approved for training by the Hong Kong College of Anaesthesiologists.
- 7.3. Posts in medicine related to Intensive Care must be in hospitals with training posts approved for training by the Hong Kong College of Physicians.
- 7.4. Posts in Paediatrics must be in hospitals with training posts approved for training by the Hong Kong College of Paediatricians.
- 7.5. Posts in surgery related to Intensive Care must be in hospitals with training posts approved for training by the Hong Kong College of Surgeons.
- 7.6. Posts in emergency medicine must be in hospitals with training posts approved for training by the Hong Kong College for Emergency Medicine.
- 7.7. Posts in other disciplines related to Intensive Care must have the approval of College Council.
- 7.8. Research programmes must have the approval of the College Council.
- 7.9. Candidates should seek from the Censor prior approval of such programmes. Prior approval of a research programme must be followed by documentation which authenticates completion of the period for which approval was sought.

### **8. EXAMINATION APPLICATIONS**

- 8.1. The form of application to present for examination must be accompanied by a certificate of training from the candidate PIs Supervisor(s) of Training, or Director of the Department.
- 8.2. Where the training required to sit the examination has not been completed by the closing date for application, but will be completed by the date of the written section of the examination, a written statement will be required from the candidate PIs Supervisor of Training or Director of the Department certifying that training will continue up until the examination date.

### **9. NOTIFICATION OF RESULTS**

The Chairman of the Committee of Examiners or Deputy shall, at the conclusion of the Examiners Meeting, sign letters to each candidate indicating acceptance or rejection by the Committee. These letters will be handed directly to the candidates by the Invigilator at a specified time and place. In the event that a candidate does not appear to receive this notification, the letter will be posted to the candidate by the first available mail.

## **10. CERTIFICATE OF EXAMINATION**

Upon successful completion of the College Examination candidates will be issued with the following certificate:

*This is to certify that ..... has satisfied all the examination requirements of the Hong Kong College of Anaesthesiologists.*

*Award of Fellowship of the College is dependent on candidates fulfilling both examination and training requirements.*

*Eligibility for Admission to the Fellowship of the Hong Kong College of Anaesthesiologists is dependent upon successful completion of the prescribed period of training.*

## **11. THE MEDAL**

*The Medal will be awarded by the Hong Kong College of Anaesthesiologists.*

- 11.1. All candidates who present for the Fellowship Examination will be considered for this Award.
- 11.2. The Medal is awarded by the College Council on the recommendation of the Chairman of the Fellowship Examination Committee.
- 11.3. The Medal may be awarded to the candidate who achieves the highest mark in the Fellowship Examination in that calendar year provided that the candidate's performance is of outstanding merit.
- 11.4. If two or more candidates are found to have reached the required standard and to have achieved the same number of marks, the Chairman of the Fellowship Examination Committee will adjudicate. Special note will be taken of the performance of the candidates in the Clinical Section of the Examination.
- 11.5. The winner of the Medal is advised of the Award by the President following a College Council Meeting. The Medal is presented at the subsequent Congregation of the College.