

Hong Kong College of Paediatricians**Accreditation Committee****Checklist on Supervision of Training- for COS/Training supervisor (For reference only)**

Action	Date
Submit list of new trainees to College Secretariat (including nil submission)	Feb/Aug each year
Submit trainee/trainer rotational schedule to Accreditation Committee	Feb/Aug each year
Submit rotational schedule to Accreditation Committee for approval prospectively	When MO rotated to other hospital for training
Apply for reaccreditation of trainer	every 2 year
Apply for reaccreditation of institution	at least once every 5 year
<i>Special note:</i>	
<i>Ensure not more than 3 trainees (2 basic & 1 higher or 1 basic & 2 higher) are under 1 trainer</i>	
Basic training:	
Remind new trainees to join the College as Associate and obtain "Associate Package"	When new MO join the department
Remind trainees to fill up the Log Book	Every 6 monthly
Ensure trainers complete assessment record	Every 6 monthly
<i>Special note:</i>	
<i>Ensure each trainee is not under one trainer for more than 12 months</i>	
<i>Ensure each trainee is not under neonatology training for more than 12 months (core & flexible programme)</i>	
Higher training:	
Remind trainees to fill up the Log Sheet	Every 6 monthly
Ensure trainers complete assessment record	Every 6 monthly
Submit names of new trainers to Accreditation Committee for approval	When appropriate
<i>Special note:</i>	
<i>Ensure each trainee is not under one subspecialty training for more than 12 months</i>	
<i>Ensure each trainee has 6 month rotational training in another local or overseas institution(s)</i>	
<i>Remind trainee who wish to have local or overseas rotational training to apply to Accreditation Committee prospectively, at least 3 months in advance</i>	
<i>Remind trainee to submit within 3 months upon return from local or overseas rotational training the training report, evaluation and recommendations from training supervisor and other necessary documents to Accreditation Committee</i>	