



Royal College of Paediatrics and Child Health Hong Kong College of Paediatricians

Joint Diploma in Child Health (International) / Diploma in Child Health (Hong Kong) Notes to the Clinical Examination Entry Application Form

Please read carefully the DCH Examination Handbook and these notes **before** completing the Examination Entry Application Forms.

<i>Notes for All Applicants (FormB2)</i>	
1	<p>Code Number</p> <p><u>New entrants</u> will be issued with a unique Code Number upon application. Please leave blank.</p> <p><u>The Royal College of Paediatrics and Child Health, or the Royal College of Physicians</u> will already have issued re-entrants with a Code Number. Please quote your Code number(s).</p> <p><u>All applicants</u> should quote their Code Number in all correspondence with the College.</p>
2	<p>Last Name and Forename(s)</p> <p>Applicants must state their full name exactly as it appears on the diploma of their primary medical qualification, unless they have since changed their name by marriage or Deed Poll. Any initials, abbreviations, change in the order, number and spelling of names requires explanation. Applicants are advised to refer to Examination Regulation 3(a), 3(b) and 3(c) and Examination Rule 3 and ensure that the correct documentation is submitted.</p>
3	<p>Full Postal Address</p> <p>The address provided by applicants will be used for all correspondence including the address to which their Admission Document will be sent. If applicants wish to use a hospital address, please state the relevant Department.</p> <p>The College should be informed in writing of any change of address.</p>
4	<p>Examination Entry Fees</p> <p>Fees are published on the Fee Schedule and may be revised at any time. Cheques must be made payable to the Hong Kong College of Paediatricians. If candidates do not gain sufficient marks in Written Paper I, their clinical cheque will be returned.</p>
5	<p>Declaration</p> <p>Applicants must sign and date the examination entry application form to confirm that they agree to abide by the Examination Regulations.</p>
6	<p>Special Needs</p> <p>Applicants who have a disability, which may affect their performance in the examination, are advised to inform the College in order that they may be assisted where possible. A letter detailing the applicant's needs is required in support of such claims. Please state 'enclosed' on the application form. A medical certificate or consultant's report is required in support of such claims.</p>
7	<p>Examination Entry Requirements</p> <p>Registered medical practitioner in Hong Kong with 6 months of training in paediatrics with acute admissions in recognised hospitals (including internship).</p>
8	<p>Previous Applications</p> <p>If applicants have previously taken either the RCPI DCH or RCPCH DCH Examination, they must complete this section.</p>
9	<p>Previous Appointments</p> <p>All entrants are requested to start with their most recent post first and state their appointments in reverse chronological date order, specifying locum posts but without including clinical attachments.</p>

The Clinical Section will be held in a hospital allocated by the College on the date specified in the Calendar. Candidates cannot indicate a choice of hospital nor can they choose on which day the Clinical section will be taken.

Applicants may deliver their applications by hand to the College but may not expect to have their application checked while they wait.

All applications must be received by 5.00pm on the closing date shown on the Examinations Calendar. Applications received after the closing date will not be accepted and allowance cannot be made for postal delays.

Original documents e.g. diplomas/certificates will be returned by Recorded or Registered Delivery. Please enclose a self-addressed self-adhesive label (not an envelope) for their return.

If applicants wish to guarantee that the College has received their application, they are advised to submit their application using a postal service, which may be tracked, e.g. Recorded Delivery. Applicants may then verify with the Mail provider receipt of their application at the College.

Please ensure that you have correctly completed the Examination Entry Application Form and have enclosed all the required documentation, as incomplete applications cannot be accepted under any circumstances.

Dated May 2011