

**Checklist for Documents to be submitted for Overseas Training – For Trainee:**

**Documents & information to be submitted to the Accreditation Committee for prospective approval 3 MONTHS BEFORE overseas training**

1. Application letter specifying:
  - a) Period of overseas training and duration
  - b) Subspecialty
  - c) Institution/Training Centre
  - d) Country
  - e) Name of supervisor
2. Institution information and accreditation status in their respective countries (they should be accredited centres recognized for paediatric training approved by the authorized training body in their countries)
3. Preliminary Training Programme
4. Duty roster/Duty during training (advisable)
5. Recommendation letter from local supervisor
6. Acceptance letter from overseas training centre
7. Undertaking by applicant on the status of the institution (that it is a locally accredited training centre for the paediatric training)

**Documents & information to be submitted to the Accreditation Committee for accreditation WITHIN 3 MONTHS after return from overseas training**

1. Application letter
2. Training report by applicant, including the finalized full training programme
3. Training summary & Log sheet assessment signed by overseas supervisor (with official chop)
4. Summary of publication or project
5. Declaration by trainee (that the training centre is accredited for training in paediatrics approved by the training authority in that country)
6. Endorsement & recommendation by local supervisor

**Standard application letter and undertaking for prospective approval of overseas training (to be submitted before training)**

Dr CW Chan  
Chairman  
Accreditation Committee  
Hong Kong College of Paediatricians  
Room 808  
Hong Kong Academy of Medicine Jockey Club Building  
99 Wong Chuk Hang Road  
Hong Kong

Dear Dr Chan

Re: Application for prospective approval of training in an overseas institution

I would like to apply for prospective approval of my overseas training. Details of the training are listed as follows:

- i) Period of overseas training and duration
- ii) Subspecialty
- iii) Institution/Training Centre
- iv) Country
- v) Name of supervisor

Attached please find:

1. Institution information and accreditation status in their respective countries (they should be accredited centres recognized for paediatric training approved by the authorized training body in their countries)
2. Preliminary training programme (activities involved)
3. Duty roster/duty during training (advisable)
4. Recommendation letter from local supervisor
5. Acceptance letter from overseas training centre

I understand that this is my own responsibility to ensure the overseas training centre is accredited for training in paediatrics by ..... (Board/College) in .....(Country). I will undertake all the consequence if the above information is proved to be incorrect.

I hereby give my consent to the College the right to check the validity of my submitted information.

Yours sincerely

Dr .....(applicant)  
.....Hospital

**Standard recommendation letter by local supervisor for prospective approval of overseas training of the trainee (to be submitted before training)**

Dr CW Chan  
Chairman  
Accreditation Committee  
Hong Kong College of Paediatricians  
Room 808  
Hong Kong Academy of Medicine Jockey Club Building  
99 Wong Chuk Hang Road  
Hong Kong

Dear Dr Chan

Re: Application for overseas training

Trainee: Dr ...

- i) Period of overseas training and duration
- ii) Subspecialty
- iii) Institution/Training Centre
- iv) Country
- v) Name of Supervisor

On behalf of Dr ... (trainee), I wish to apply for approval of his/her overseas training. I have discussed with Dr ... (trainee) about his/her proposed training programme. The programme is suitable for the local service needs. I would recommend his/her overseas training for prospective approval.

Yours sincerely

Dr .....  
Training supervisor  
....Hospital

**Standard application letter for accreditation of overseas training and the Declaration (to be submitted after return)**

Dr CW Chan  
Chairman  
Accreditation Committee  
Hong Kong College of Paediatricians  
Room 808  
Hong Kong Academy of Medicine Jockey Club Building  
99 Wong Chuk Hang Road  
Hong Kong

Dear Dr Chan

Re: Application for accreditation of training in an overseas institution

I would like to apply for accreditation of my overseas training. Details of the training are listed as follows:

- i) Period of overseas training and duration
- ii) Subspecialty
- iii) Institution/Training Centre
- iv) Country
- v) Name of supervisor

Attached please find:

1. Report on overseas higher training
2. Training summary/reference letter by overseas supervisor
3. Log sheet assessment by overseas supervisor
4. Summary of publication or project
5. Endorsement & recommendation by local supervisor

I declare that my overseas training centre is accredited for training in paediatrics by .....  
(Board/College) in ... (Country) and the submitted information is true and accurate.

I hereby give my consent to the College the right to check the validity of my submitted information.

Yours sincerely

Dr .....(applicant)  
.....Hospital

**Standard letter for endorsement and recommendation by local supervisor for overseas training (to be submitted after return)**

Dr CW Chan  
Chairman  
Accreditation Committee  
Hong Kong College of Paediatricians  
Room 808  
Hong Kong Academy of Medicine Jockey Club Building  
99 Wong Chuk Hang Road  
Hong Kong

Dear Dr Chan

Re: Overseas training report  
Trainee: Dr ...

- i) Period of overseas training and duration
- ii) Subspecialty
- iii) Institution/Training Centre
- iv) Country
- v) Name of Supervisor

I confirmed the above details of Dr ... (trainee)'s overseas training. I have discussed with Dr ... (trainee) about his/her exposure and training activities. I have also read Dr .. (trainee)'s training report and Dr ... (overseas supervisor)'s report. I am satisfied that he/she has fulfilled his/her training objectives and would recommend his/her overseas training to be accredited.

Yours sincerely

Dr .....  
Training supervisor  
....Hospital