



Hong Kong College of Paediatricians
香港兒科醫學院

Hong Kong College of Paediatricians
Accreditation Committee Guidelines and Procedures

29 July 2025

PREFACE

The guidelines are modified from the last version dated 7 May 2024

The latest Council resolutions on training accreditation and the procedures of the Accreditation Committee had been added. It has been endorsed by the College Council and by the Academy Education Committee on 27 July 2021 and 5 October 2021 respectively.

CONTENT OF GUIDELINES

Section I Guideline on Paediatric Specialty Training

Section II Guideline on Appointment or reappointment of training supervisor
and trainer in the General Paediatric accredited training institutions

Section I

Guideline on Paediatric Specialty Training

Guideline on Paediatric Specialty Training

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**Hong Kong College of Paediatricians
Accreditation Committee
Guidelines and Procedures - May 2024**

	CONTENT
1.	Scope of Duty (Terms of reference)
1.1	The Accreditation Committee is responsible for the accreditation and supervision of Basic and Higher Paediatric Training in Hong Kong. Its functions shall be that of assessing the suitability of the various units for training purpose and to advise the Council on the training in paediatrics and the development of paediatric subspecialties. The duty of the Accreditation Committee includes policy advisory role to the College Council and, at the instruction of the College Council, the accreditation of training institutions, training programmes, trainers, trainees and the evaluation of training experience of overseas doctors applying for Specialist Registration in Paediatrics of the Medical Council of Hong Kong.
2.	Terminology
2.1.	A TRAINING INSTITUTION refers to a single establishment in training (e.g. a paediatric department within a hospital) or a group of establishments that provide a coherent training programme out of their special work arrangement or liaison (e.g. Child Assessment Service, Department of Health). An institution may be accredited for training in general paediatrics and/or one or more of the paediatric subspecialties. Institutions would be assessed individually or in cluster for suitability for basic and higher training and the duration of each level of training recognized will depend on the outcome of the assessment by an accreditation team of fellows appointed by the College.
2.2.	A TRAINING TEAM is the fundamental unit within an institution that provides training to trainees. It should be staffed with one or more full time College accredited trainers.
2.3.	A MODULE or TRAINING PERIOD is a defined period, usually of 3 to 6 months duration, as designated by the College to achieve a specified training goal.
3.	Training and Membership of the College
3.1.	All Basic Trainees must be Associate Members of the College who have duly paid their subscriptions to the College.
3.2.	A trainee should apply with College for Associate Membership to start the basic training within 6 months in Hong Kong through the recommendation of the Chief of

	Service or Department Head of the training institution. The College will only recognize basic paediatric training undertaken in local institutions up to 6 months before commencement of Associate Membership. If a trainee fails to apply for Associate Membership in time, any training undertaken more than 6 months before will not be accepted unless being accredited retrospectively according to the procedure specified in section 11 (“Application for Retrospective Accreditation of Training in Paediatrics”).
3.3.	All Higher Trainees must be Members of the College who have duly paid their subscriptions to the College.
3.4.	A trainee should apply with the College for Membership to start the higher training within 6 months of the completion of Basic training through the recommendation of the Chief of Service or Department Head of the training institution. The College will only recognize higher paediatric training undertaken in local institutions up to 6 months before commencement of Membership. If a trainee fails to apply for elevation to Membership in time, any training undertaken more than 6 months before will not be accepted unless being accredited retrospectively according to the procedure specified in section 11 (“Application for Retrospective Accreditation of Training in Paediatrics”).
3.5.	A trainee has to pass the intermediate examination of the College or its equivalent (see Appendix) in addition to completing Basic Training requirements before starting Higher Training.
3.6.	Basic trainees sitting for the intermediate examination and Higher trainees sitting for the Exit Assessment must continue to remain in the training programme and be paid up Associate Member/Members of our College.
4.	Structure of Paediatric Training Programme
4.1.	A trainee has to complete at least three years of full-time Basic Training and equivalent of at least three years full-time Higher Training (see section 4.3 for part-time training in Higher training) before becoming eligible for the fellowship of the College. In compliance with the regulations of the College, the Accreditation Committee will be responsible for the accreditation of these two levels of training.
4.2.	There should be no interruption within or between the Basic and Higher training periods unless approval has been granted by the Accreditation Committee (see “Training Interruption”)
4.3.	<u>Part-time training</u> is permissible only during Higher Training for trainees who are under part-time employment at a Training Institution. A trainee is eligible to apply for recognition of part-time training after completing the 1-year compulsory full time training in acute General Paediatrics at an institution with emergency hospital

	admissions across different age ranges and disease categories. The trainee should be employed at a Training Institution at least 50% of a full-time employment. The trainee should have at least one out-patient clinic session per week and 2 overnight calls per month and or having a shift work arrangement if the part-time training takes place at a hospital-based training institution. Training of a part-time trainee is counted at 50% of the duration of part-time training even if a trainee is employed to work for more than 50% of a full-time employment. The trainee has to fulfil the equivalent of three-year higher training requirement before sitting for the Exit Assessment.
5.	Basic Training
5.1.	Basic Training constitutes the first three years of Paediatric Training. The training programme includes:
5.1.1.	A 2-year core programme (see section 5.2)
5.1.2.	A 6-months training in Community Paediatrics at Maternal and Child Health Centres and Child Assessment Service. (see section 5.3)
5.1.3.	A 6-month flexible programme (see section 5.4)
5.2.	The 2-year core programme is made up of two parts, namely:
5.2.1.	18 months of General Paediatrics Training, of which at least one year should be in acute General Paediatrics with emergency hospital admissions of children not restricted to any age group or subspecialty.
5.2.2.	6 months of Neonatology training. Specialised neonatal units designated by the College will not be counted towards the mandatory 6-month general neonatology training, but will count towards the 12-month neonatology limit for Basic Training.
5.2.3.	In Institutions with wards segregated by age, a trainee should go through training at these wards in an even manner.
5.3.	The 6-month Community Paediatric Training
5.3.1.	This should include 3 months of training at a Maternal and Child Health Centre and 3 months at a Child Assessment Centre.
5.3.2.	When Community Paediatric Training cannot be arranged during Basic Training in exceptional situations, the training can be deferred to the Higher Training period. In this case the Community Paediatric Training will be counted as General Paediatric Training in Higher Training. It will not be regarded as elective training stipulated in sections 6.3.2 and 6.3.3.

5.4.	The 6-month flexible programme (introduced since 1 July 2003)
5.4.1.	The flexible programme can be carried out in General Paediatrics or in a number of subspecialties (including Neonatology), but not at the Maternal and Child Health Centres or the Child Assessment Service
5.4.2.	Upon the recommendation of the Department Training Supervisor, a Basic Trainee can spend no more than 6 months in one or more of the child-health related non-paediatric specialties (e.g. Paediatric Surgery, Emergency Medicine, Child Psychiatry etc.). This is subject to the approval by the College Council. Prospective application for prior approval should be submitted to the Accreditation Committee.
5.5.	A Basic Trainee should not spend more than 12 months in Neonatology.
5.6.	A Basic Trainee should only spend preferably 3 months and definitely not more than 6 months in subspecialties other than Neonatology.
5.7.	All Basic Trainees should also complete the following training before they can apply for Membership of the College.
5.7.1.	Paediatric Advanced Life Support (PALS) Course or its equivalent (Effective from 1 July 2005). (Please see http://www.paediatrician.org.hk/index.php?option=com_content&view=article&id=42&Itemid=42)
5.7.2.	Neonatal Resuscitation Programme organized by the College or its equivalent (Effective from 1 July 2013). (Please see http://www.paediatrician.org.hk/index.php?option=com_content&view=article&id=135&Itemid=114)
5.7.3.	Enhancing Sedation Safety in Children having Diagnostic and Therapeutic Procedures jointly organized by the Hospital Authority and the Hong Kong College of Anaesthesiologists or its equivalent (Effective from 1 July 2015). (Please see http://www.paediatrician.org.hk/index.php?option=com_content&view=article&id=349&Itemid=128)
5.8.	All trainees should complete the following training before they can apply for fellowship. This training is preferably completed during Basic Training period:
5.8.1.	Child Protection Course organized by the College (Effective from 1 July 2009). (Please see http://www.paediatrician.org.hk/index.php?option=com_content&view=article&id=41&Itemid=41)

5.9.	Supervision by trainer
5.9.1.	During Basic Training a trainee should be continuously under the supervision of trainers.
5.9.2.	Throughout the three years of basic training (including the 6-month flexible programme) a basic trainee is not allowed to be supervised by the same trainer for more than 12 months.
5.10.	Basic Training in Overseas Institution
5.10.1.	A trainee who wishes to undertake part of the basic training overseas should comply with the requirements listed in Section 8 (“Training at Overseas Institutions”)
6.	Higher Training
6.1.	A trainee can commence Higher training after he has passed the Intermediate Examination of the College or its equivalent and also completed three years of Basic Training with satisfactory performance
6.2.	The duration of Higher Training should be a minimum of three years. General Paediatrics would be the foundation for the training. The time spent in any subspecialty training (including neonatology) should be limited to a maximum of 12 months within the three-year period. One year of overlap between Higher and Subspecialty training is allowed (the Overlap Year).
6.3.	Higher Trainees are required to complete the following training programme (effective from 1 July 2001):
6.3.1.	At least 2 years of hospital-based Paediatrics Training, of which at least one year should be in acute General Paediatrics with emergency hospital admissions of children not restricted to any age group or subspecialty. During this period of training a trainee should have at least 4 night-call duties per month and at least 2 out-patient clinics per week, except if the trainee is trained under a shift system.
6.3.2.	At least 6 months of clinical training at another local or overseas training institution (hospital-based or otherwise). A trainee may elect to receive these six months of training at a child health related specialty (e.g. child psychiatry, emergency medicine). Prospective approval by the Accreditation Committee is required.
6.3.3.	Paediatric Palliative Care Course conducted by College or its equivalent (for trainees starting training on or after 1 July 2020)
6.3.4.	A trainee may elect to conduct full time medical research training leading to a child health related master or doctorate degree or other defined outcomes of equivalent

	level. It can be accredited up to a period of 6 months toward the 12-month paediatric subspecialty training in the 3 – year higher training programme. Prior approval from the College is required.
6.4.	After the implementation of mandatory Community Paediatric Training in Basic Training after 1 July 2003 (section 5.3), any further training at Maternal and Child Health Centres or Child Assessment Service during Higher Training is subject to the prior approval of the Accreditation Committee.
6.5.	During Higher Training an institution must provide the Higher Trainee with sufficient experience and increasing responsibility in the following areas: <ul style="list-style-type: none"> i. Clinical service ii. Supervision of junior doctors iii. Teaching iv. Administration v. Academic and scientific activities vi. Research
6.6.	Supervision by trainer
6.6.1.	During Higher Training a trainee should be continuously under the supervision of trainers.
6.6.2.	Throughout the three years of Higher training a Higher Trainee is not allowed to be supervised by the same trainer for more than 12 months.
6.7.	Higher Training in Overseas Institution
6.7.1.	A trainee who wishes to undertake part of the Higher training overseas should comply with the requirements listed in Section 8 (“Training at Overseas Institutions”)
7.	Accreditation of Local Paediatrics Training Institutions
7.1.	Local Paediatrics Training Institutions can be categorized as follows:
7.1.1.	Hospitals providing hospital-based training
7.1.2.	Maternal and Child Health Centres of Department of Health providing Community Paediatrics Training
7.1.3.	Child Assessment Centres of Department of Health and Hospital Authority providing Community Paediatrics Training
7.1.4.	Department of Clinical Genetics at Hong Kong Children’s Hospital providing elective training.

7.2.	The facilities provided for training in an institution should follow the guidelines of the Hong Kong Academy of Medicine
7.3.	All institutions must provide a regular education programme for trainees in the form of teaching, case discussions, case conferences and journal clubs.
7.4.	All institutions must carry out regular audits of clinical activities.
7.5.	All institutions must provide the trainees with sufficient clinical experience and responsibility to impart knowledge and skills that are commensurate with the level of training of the trainee as laid down by the Education Committee
7.6.	Requirements of a hospital as a training institution
7.6.1.	The Training Institution should have a minimum of 4 trainers.
7.6.2.	An institution should keep proper documentation of the clinical and other relevant training activities of the trainee (e.g. on call duty list, out-patient clinic roster, records of supervisory or administrative work, teaching, academic and scientific activities and research).
7.6.3.	An institution providing subspecialty training for the purpose of General Paediatrics Training (e.g. PICU, Cardiology, Haematology – Oncology) should have sufficient expertise in these subspecialties recognized for training purpose. It should provide enough trainers, facilities and equipment, caseload, case mix and research opportunities.
7.6.4.	The Training Teams within a hospital can be separated into three categories with different accreditation requirements. They are listed in sections 7.6.5. to 7.6.7.
7.6.5.	<u>General Paediatrics Training Team</u> (including Subspecialty Teams for the purpose of General Training, and Training Teams in age-segregated wards)
7.6.5.1.	Each General Paediatrics Training Team should look after a minimum average of 10 patients per day and not more than 30 patients per day. There should be adequate ambulatory paediatric service within the training institution to provide additional exposure.
7.6.5.2.	Extended scope of Hospital Activities Accreditable for College Training in Paediatrics should include (a) care of patients referred for acute paediatric problem but not admitted into hospital. (b) follow up session as day patients, (c) conventional procedures which used to be carried out as inpatient but could now be performed in the day centre, and (d) others to be defined in the course of time.

7.6.6.	<u>Neonatology Training Team</u>
7.6.6.1.	A training institution providing neonatology training should have at least one full neonatology training team. For each Neonatology Training Team the Training Institution should have a minimum delivery rate of 1400 per annum within the obstetrical unit. An Institution can be accredited for one or more training teams in neonatology depending on the annual delivery statistics.
7.6.6.2.	If the annual delivery statistics falls short of the requirement of 1400 deliveries per additional accredited Neonatology Training Team, the deficiency of deliveries can be adjusted by adding an adjustment calculated by the average number of patients per day exceeding 90% of the scheduled NICU beds in that institution multiplied by 280. The number of trainees a team can accommodate will be reduced proportionally if the sum of the deliveries and adjustment figure does not reach 1400, rounded down to the next integer.
7.6.7.	<u>Paediatric Intensive Care Training Team</u>
7.6.7.1.	For each Paediatric Intensive Care Training Team for the purpose of Basic and Higher General Paediatric Training it should have at least 4 patients per day in the Hospital Authority designated PICU beds.
7.7.	Requirement of Maternal and Child Health Centres of Department of Health providing Community Paediatrics Training
7.7.1.	Maternal and Child health Centres providing Community Paediatrics Training (i.e. Family Health Service of Department of Health) should be accredited according to their ability to deliver the training targets set out by the College, supported by a sufficient workload to ensure adequate training opportunity.
7.8.	Requirement of Child Assessment Centres of Department of Health and Hospital Authority providing Community Paediatrics Training
7.8.1.	Child Assessment Centres providing Community Paediatrics Training (i.e. Child Assessment Service of Department of Health and Duchess of Kent Child Assessment Centre) should be accredited according to their ability to deliver the training targets set out by the College, supported by a sufficient workload to ensure adequate training opportunity. These centres should be accredited training centres in the subspecialty of Developmental – Behavioural Paediatrics.
7.9.	Requirements of the Department of Clinical Genetics at Hong Kong Children’s Hospital and other institutions providing elective training.

7.9.1.	The Department of Clinical Genetics at Hong Kong Children’s Hospital providing elective training should be accredited according to their ability to deliver the training targets set out by the College, supported by a sufficient workload to ensure adequate training opportunity. These centres should be accredited training centres in the subspecialty of Genetics and Genomics (Paediatrics).
7.10.	Training Team to Trainee Ratio
7.10.1.	Each Training Team, staffed by one trainer or more, shall supervise the training of not more than 2 basic and 1 higher trainee or 1 basic and 2 higher trainees at any one time.
7.10.2.	Family Medicine trainees or trainees from other specialties undergoing elective training in paediatrics will be counted in the training team -trainee ratio
7.10.3.	A trainee should not be supervised by the same trainer for more than 12 months within the same Basic or Higher training period.
7.10.4.	During the Overlap Year of Higher and Subspecialty training, an accredited subspecialty trainer should observe the limit imposed by the Committee for Subspecialty Boards on the number of trainees. A trainer providing subspecialty training cannot simultaneously supervise the training of a non-subspecialty trainee unless in exceptional situation (see section 7.10.5.)
7.10.5.	In the exceptional circumstance of trainer shortage, a Training Institution may prospectively apply for an expanded trainer status for its Subspecialty Trainers. The expanded status allows the Subspecialty Trainer to simultaneously supervise one General Trainee in Basic or Higher training and one Subspecialty Trainee. The application for each Subspecialty trainer should be submitted to the Committee for Subspecialty Boards for processing. Duration of up to one year of expanded status may be approved per application for each trainer. (see section 10.9)
7.11.	Procedure of Accreditation
7.11.1.	The Department Head or Chief of Service of a new institution or hospital cluster or an existing institution wishing to apply for addition of new training teams for the General Paediatrics training programme should apply to the College via the Accreditation Committee. The application shall be accompanied with the details of the Training Team structures, number of trainers, work statistics of in-patient and out-patient activities, bed designation, supporting service provision, postgraduate educational activities and other information that the Accreditation Committee may deem necessary.

7.11.2.	The Accreditation Committee will conduct regular Reaccreditation Visits to all accredited Training Institutions every 5 years. Before the visit the institution will be required to submit the details of the Training Team structures, number of trainers, work statistics of in-patient and out-patient activities, bed designation, supporting service provision, postgraduate educational activities and other information that the Accreditation Committee may deem necessary. Any changes in clinical and supporting service provided at that Institution which may affect the training programme should be documented and highlighted in the application.
7.11.3.	Accreditation and Reaccreditation Visits will be conducted by a team of three members appointed by the Accreditation Committee. The team shall be responsible for reviewing the information provided by the Institution, arranging a site visit to meet the trainers and trainees at the Institution and inspect the facilities. The Visiting team shall report its findings and recommendation to the Accreditation Committee for deliberation. Any significant changes to the Accreditation status of the institution should be emphatically stated in the Visiting Team's report. A final recommendation on the Accreditation status of the training institution will be made to the College Council.
7.11.4.	Certificates of Accreditation, valid for 5 years, would be awarded to the accredited institutions.
7.11.5.	For new Training Institutions the date of the approval of accreditation shall be the date of the accreditation visit.
7.11.6.	For accredited Training Institutions, the date of approval of additional training teams shall be the date when the application information had been completely vetted and approved by the Accreditation Committee or a date designated by the Accreditation Committee
7.12.	All accredited Training Institutions should submit to the Accreditation Committee the following information yearly:
7.12.1.	A list of Accredited Trainers for Basic and Higher training and their respective subspecialty, if applicable.
7.12.2.	A trainer – trainee matching, including trainees who are on elective training at another institution or from another institution.
7.12.3.	The Training Team Allocation of all trainees.

7.12.4.	Workload Statistics of each training team, the total number of in-hospital baby deliveries and the average occupancy rate of the NICU (if applicable).
7.13.	For a training team which has more trainees than the designated training posts, the accredited period of training for each trainee in that team will be adjusted by a factor of the number of available training posts to the actual number of trainees in the team during that period. This will apply to all trainees in the team except trainees from another specialty (e.g. family medicine).
7.14.	Training Teams at Other Local non-Paediatrics Institutions not administered by the HK College of Paediatricians
7.14.1.	Details are set out in section 9.
8.	Training at Overseas Institutions
8.1.	Training at overseas institutions obtained before a trainee becomes an Associate Member (for Basic Training) or Member (for Higher Training) should be retrospectively accredited before it can be counted toward the trainee's training experience. Application has to be made with the Accreditation Committee (see section 11 "Retrospective Accreditation").
8.2.	Trainees who wish to undergo Basic or Higher Training at overseas institutions should apply prospectively to the Accreditation Committee at least 3 months before the commencement of the overseas training.
8.3.	Application should be submitted with the following documents
8.3.1..	An Application letter by the trainee stating the period of overseas training, the name and the country of the overseas institution, the training area (General Paediatrics, Neonatology or other subspecialties) and the name of the Training Supervisor or Trainer at that institution. The trainee should also provide background information of the institution and whether the institution is an accredited training facility at its country.
8.3.2.	A training programme listing the training activities.
8.3.3.	The Acceptance letter from the overseas institution.
8.3.4.	A recommendation letter from the Training Supervisor or the Department Head / Chief of Service of the trainee's own institution in Hong Kong to support the application.

8.4.	Application will usually be considered only when the necessary information in section 8.3 is provided. However, in the exceptional situation when some of the information cannot be provided (e.g. a definitive list of training activities), the Accreditation Committee may, at its own discretion, allow the missing information to be provided after the training has commenced. The trainee will have to explain why the information is not available beforehand, and the information should be submitted no later than 3 months after the training is completed. Absence of a valid reason for incomplete information or failure to provide the required information before the deadline will result in the overseas training to be subjected to the retrospective accreditation procedure and will incur an administrative fee, currently set at HKD 2000 (effective 1 January 2004).
8.5.	Overseas training should be uninterrupted. Any interruption should be vetted by the Accreditation Committee and approved by the College (see section on “Training Interruption”).
8.6.	The maximum duration of overseas clinical training that does not involve direct patient care or on-call duties is limited to 3 months (effective from January 2015).
8.7.	Full time medical research training at an overseas institution leading to a child health related master or doctorate degree or other defined outcomes of equivalent level can be accredited up to a period of 6 months toward the 12-month paediatric specialty training in the 3 – year higher training programme (see section 6.3.3)
8.8.	The Accreditation Committee will grant a Preliminary Approval of the overseas training application if it considers the proposal to be appropriate and is satisfied with the information provided. The preliminary approval should be obtained before a trainee embarks on overseas training or else the trainee may risk the whole period of overseas training not being recognized for specialist training. The letter of Preliminary Approval will be issued by the Honorary Secretary of the Accreditation Committee.
8.9.	After the overseas training is completed, a trainee should submit the following information within 3 months to the Accreditation Committee to obtain final approval by the College.
8.9.1.	An Application letter for final approval.
8.9.2.	A Training Report written by the applicant, including the final training programme in full and the duty roster.
8.9.3.	Training summary and log sheet signed and certified by the overseas trainer or training supervisor.
8.9.4.	Summary of projects and publications during the training period.

8.9.5.	A declaration by the trainee that all information submitted is true and accurate.
8.9.6.	A letter from the Training Supervisor of the trainee's parent institution evaluating and recommending the overseas training for accreditation.
8.10.	The Accreditation Committee may correspond directly with the overseas Trainer / Training Supervisor / Institution for confirmation of the information provided by the trainee or to obtain additional information.
8.11.	The College will issue a Letter of Accreditation, upon endorsing the recommendation of the Accreditation Committee, to the trainee as the final approval of the training at the overseas institution if it considers the overseas training to be appropriate and is satisfied with the information provided. The letter is issued by the Honorary Secretary of the College.
9.	Training in Child-Health related specialties at a local non-paediatric training institution.
9.1.	Training in Child-Health related specialties at local non-paediatric training institutions is permissible for a maximum of 6 months during Basic Training (see section 5.4.2.). Another training period of 6 months is also allowed during Higher Training (section 6.3.2.). Approval from the Accreditation Committee is required before a trainee embarks on such training.
9.2.	Trainees who wish to undergo Basic or Higher training in child-health related specialties at a local non-paediatric training institution should apply prospectively to the Accreditation Committee at least 3 months before the commencement of the elective training.
9.3.	In the case of training undertaken at a non-paediatric institution that provide service and training in adult specialties, the trainer and the trainee should ensure as much as possible that not less than 20% of the workload is on children under the age of 18 years. Justification should be made if this could not be achieved.
9.4.	Application and supporting documents should be submitted via e-portfolio system (eps) instead of in paper form or through email. (Please see " <i>Prospective & final application Retrospective application Guidelines Version 30012024</i> ")
9.4.1.	An Application Letter by the trainee stating the period of elective training, the name of the institution, the specialty training area and the name of the Trainer / Training Supervisor at that institution. The trainee should also provide the background information of the institution and whether the institution is an accredited training facility of that specialty in Hong Kong.

9.4.2.	A training programme.
9.4.3.	The Acceptance Letter from the local institution.
9.4.4.	The curriculum vitae of the trainer (or training supervisor) at the training institution under application
9.4.5.	A Recommendation Letter from the Training Supervisor or the Department Head / Chief of Service of the trainee's own institution supporting the application.
9.5.	An application will usually be considered only when all the necessary information is provided.
9.6.	The Accreditation Committee will grant a Preliminary Approval of the training if it considers the training proposal to be appropriate and is satisfied with the information provided. The preliminary approval should be obtained before a trainee embarks on this child-health related training or else the trainee may risk the whole period of training not being recognized for training.
9.7.	After the training has been completed, a trainee should submit the following information within 3 months to the Accreditation Committee to obtain a final approval from the College.
9.7.1.	An Application Letter for final approval.
9.7.2.	A Training report written by the applicant, including the final training programme in full and the duty roster.
9.7.3.	Training summary and log sheet signed and certified by the trainer or the training supervisor at the non-paediatric institution of the period.
9.7.4.	Summary of projects and publications during the training period.
9.7.5.	A declaration by the trainee that all information submitted is true and accurate.
9.7.6.	A letter from the Training Supervisor of the trainee's parent institution evaluating and recommending the child-health related training toward accreditation.
9.7.7	A designated Training Supervisor or trainer of that training centre is accountable for uploading the non-paediatric trainer's assessment record to e-portfolio system (eps) stating a remark of "for and on behalf of" that specific College's trainer. (Please see " Prospective retrospective applications - input by non paed non local trainers ")
9.7.8	Upon completing the elective training, the trainee must apply for definitive accreditation of the training and submit all the required training documents. (Please see " Retrospective Accreditation Application Modes of accessing the retrospective application ")

9.8.	The Accreditation Committee may correspond directly with the Trainer, Training Supervisor or the Training Institution for confirmation of the information provided by the trainee or for additional information.						
9.9.	The College will issue a Letter of Accreditation to the trainee as the final approval of the training at the non-paediatric training institution if it considers the training to be appropriate and is satisfied with the information provided. The letter is issued by the Honorary Secretary of the College.						
10.	Accreditation of Trainers in General Paediatrics at Local Training Institutions						
10.1.	Application for trainer status can be made to the Accreditation Committee upon the recommendation and endorsement by the Department Head / Chief of Service or Training Supervisors of a training institution. The curriculum vitae of trainer applicants together with their indicated subspecialty interest should be submitted for consideration.						
10.2.	A trainer must normally be a Fellow or have been granted Fellowship eligibility of the College, and should be practising in a College accredited training institution. Trainers who are not Fellows or Fellow-eligible should have approval from the College Council. Special recognition may be given on an individual basis.						
10.3.	For trainers in General Paediatrics more than 50% of their duties should be spent in General Paediatrics, except the following:						
10.3.1.	Trainers providing Community Paediatrics Training at MCH and CAC						
10.3.2.	Trainers of established subspecialties who provide training to a Higher trainee in the Overlap Year.						
10.3.3.	Accredited trainers in established subspecialties who provide training to Basic and Higher trainees under the Expanded trainer status (see section 10.9).						
10.3.4.	Trainers of subspecialty teams that are accredited for the purpose of General Paediatrics Training. (e.g. Cardiology, PICU, Nephrology, Haematology & Oncology)						
10.3.5.	Criteria of trainer applications from overseas expert in Paediatrics <table border="1" data-bbox="331 1525 1417 2011"> <thead> <tr> <th>HKCPaed Path</th> <th>Criteria for overseas paediatric expert (non-College Fellow)</th> </tr> </thead> <tbody> <tr> <td> Eligibility for basic trainer 1. College Fellow; 2. In full time paediatric practice </td> <td> Eligibility for basic trainer 1. CSR/ CSQ qualifications; 2. In full time paediatric practice </td> </tr> <tr> <td> Eligibility for higher trainer 1. College Fellow; 2. 3 years of experience in an accredited institution; 3. In full time paediatric practice. </td> <td> Eligibility for higher trainer 1. CSR/ CSQ qualifications; 2. 3 years equivalent experience in clinical supervision: <i>a) basic trainer experience in Hong Kong; or</i> <i>b) consultant level or above with clinical supervisory responsibilities; or</i> </td> </tr> </tbody> </table>	HKCPaed Path	Criteria for overseas paediatric expert (non-College Fellow)	Eligibility for basic trainer 1. College Fellow; 2. In full time paediatric practice	Eligibility for basic trainer 1. CSR/ CSQ qualifications; 2. In full time paediatric practice	Eligibility for higher trainer 1. College Fellow; 2. 3 years of experience in an accredited institution; 3. In full time paediatric practice.	Eligibility for higher trainer 1. CSR/ CSQ qualifications; 2. 3 years equivalent experience in clinical supervision: <i>a) basic trainer experience in Hong Kong; or</i> <i>b) consultant level or above with clinical supervisory responsibilities; or</i>
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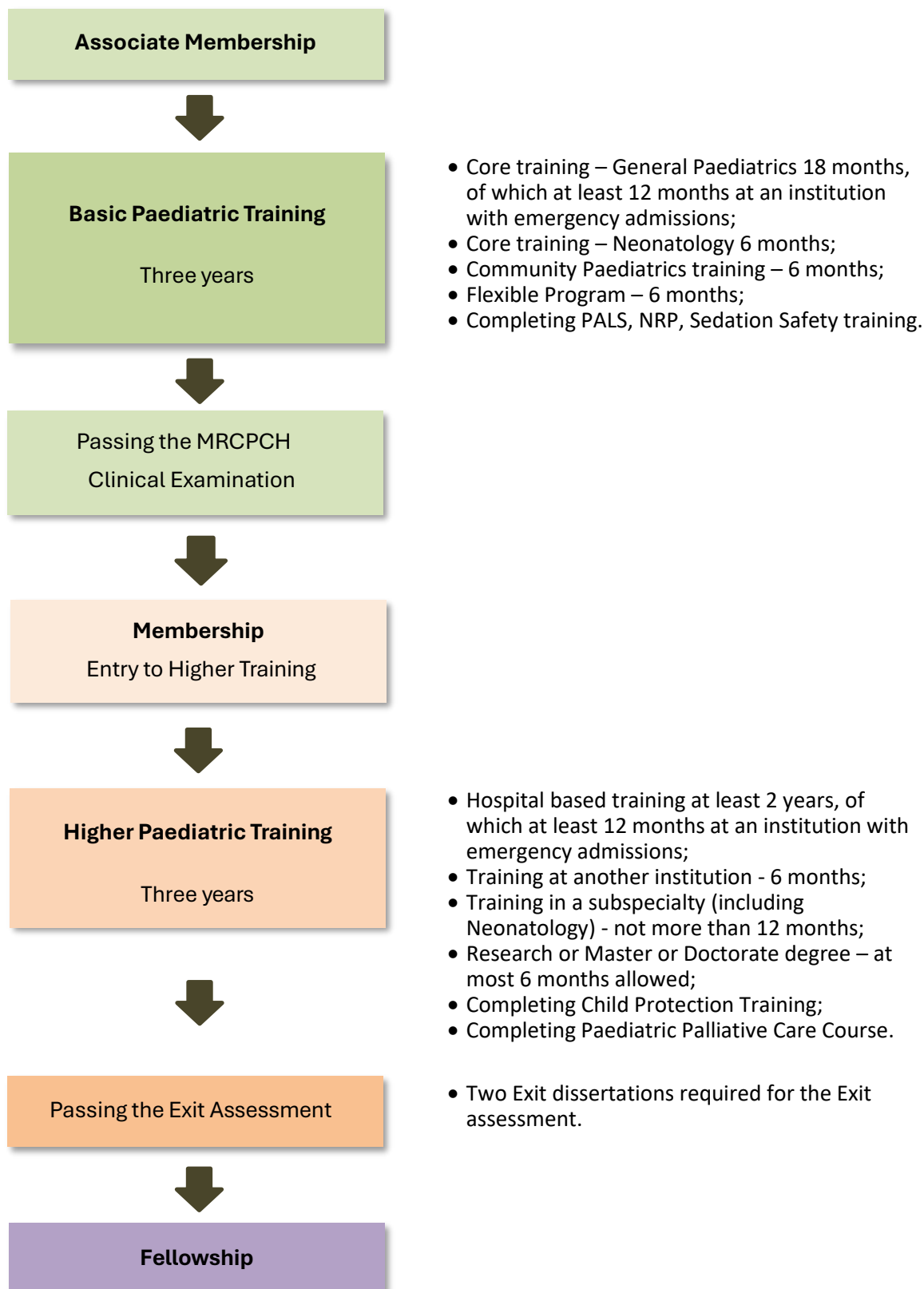
		<p>c) <i>clinical associate professor level or above with clinical supervisory responsibilities.</i></p> <p>3. In full time paediatric practice</p>
10.4.	Trainer Certificates will be issued to all approved trainers by the College every five years	
10.5.	From 16 March 2004 onwards any Fellow who has no more than 3 years of post-fellowship clinical experience in an accredited training institution can apply to be a Basic trainer. A Fellow who has more than 3 years of <i>full time</i> post-fellowship clinical experience in an accredited training institution can apply to be a Higher trainer.	
10.6.	As at 16 March 2004, all existing College appointed trainers are qualified as trainers in both the Basic and Higher training programme. (Grandfathering clause).	
10.7.	Fellows under part-time employment are only permitted to become a part-time trainer under special circumstances, e.g., for the transference of special skills. Part-time trainers can only sign the training record pertaining to the particular skill involved.	
10.8.	A Trainer under full-time employment but splits time between two Training Institutions is permitted to provide training to trainees at both institutions.	
10.9.	In the exceptional circumstance of trainer shortage, a Training Institution may prospectively apply for an expanded trainer status for its Subspecialty Trainers. The expanded status allows the Subspecialty Trainer to simultaneously supervise one General Trainee in Basic or Higher training and one Subspecialty Trainee. The application for each Subspecialty trainer should be submitted to the Committee for Subspecialty Boards for processing. Duration of up to one year of expanded status may be approved per application for each trainer. (see section 7.10.5)	
11.	Application for Retrospective Accreditation of Training in General Paediatrics	
11.1.	Retrospective accreditation can be applied for training experience obtained before a trainee becomes an Associate Member or Member of the College (see sections 3.2 and 3.4)	
11.2.	Application can only be submitted by an Associate Member or Member of the College who has paid all subscriptions.	
11.3.	The applicant should apply in writing to the College for retrospective accreditation of their previous training experience. The following documents and information should be provided in the application:	

11.3.1.	A completed Application Form (available at http://www.paediatrician.org.hk/index.php?option=com_docman&task=doc_view&gid=1675&Itemid=66) listing the training under application and stating the reason for applying for retrospective accreditation.
11.3.2.	A description of the training written by the trainee.
11.3.3.	Signed certification from the previous trainers (using the appendix of the application form as a reference)
11.3.4.	Certified true copies of all official training records (e.g. e-Portfolio, training appraisal forms)
11.3.5.	Copies of diplomas or certificates of any qualifications obtained or training completed during the period under application e.g. MRCPCH, PALS, NRP etc.
11.3.6.	Any other documents that will support the application
11.4.	The applicant should provide the names and correspondence addresses of two previous trainers as referees. The College will contact the referees for confirmation of the information provided by the applicant or for further information.
11.5.	The application should be endorsed by the Training Supervisor or Department Head / Chief of Service of the trainees present training institution. All copies of records and certificates should also be certified by the Training Supervisor or the Department Head/ Chief of Service.
11.6.	An administrative fee shall be paid by the applicant before the application will be processed. At present the fee is set at HKD 10,000.
12.	Application for Training Interruption
12.1.	Basic and Higher Paediatric Training should be continuous. Interruption of Basic or Higher Training should be justified with a valid and compelling reason (e.g. maternity leave, sick leave).
12.2.	Interruption during the 6 years of Basic and Higher Training should normally be less than two years in total, one year during Basic Training and one year during Higher Training.
12.3.	The trainee should clearly express the intention to resume training after the interruption.

12.4.	During the 3-year Basic Training or 3-year Higher Training a maximum interruption of 12 weeks (84 calendar days) will be allowed without the need to extend the training. All sick leaves taken during the 3-year period will also be counted into the total interruption. If the total duration of all sick leaves and approved interruptions exceeds 12 weeks (84 days), the training period of the trainee will be extended by the number of days exceeding the 84-day allowance.
12.5.	Vacation leaves and study leaves are not counted as interruptions.
12.6.	A trainee should fulfil all training requirements stipulated in section 5 (Basic Training) and section 6 (Higher Training) in this guideline regardless of any interruption.
12.7.	When a trainee applies for Membership or Exit Assessment, the application should be accompanied by a declaration regarding any training interruption during Basic and Higher Training.
12.8.	All regulations on training interruption laid down by the Academy (including the Grandfather clause by-law 16) should be observed.
12.9.	The final decision of any interruption in training is at the discretion of the College Council.
12.10.	A trainee wishing to apply for training interruption should submit a completed Application Form (available at http://www.paediatrician.org.hk/index.php?option=com_docman&task=doc_view&gid=1626&Itemid=66) together with all supporting documents to the Accreditation Committee. The application should be made prospectively if feasible or at the earliest opportunity possible.
13.	Appendix – Recognized overseas higher qualifications
13.1.1.	Diplomate of the American Board of Pediatrics – DAB Paed
13.1.2.	Fellow of the Royal Australasian College of Physicians – FRACP
13.1.3.	Fellow of the Royal College of Physicians (Canada) - FRCP (Canada)
13.1.4.	Fellow of the Royal College of Physicians (Edinburgh) – FRCP (Edin)
13.1.5.	Fellow of the Royal College of Physicians (Glasgow) – FRCP (Glas)
13.1.6.	Fellow of the Royal College of Physicians (Ireland) – FRCP (Ire)
13.1.7.	Fellow of the Royal College of Physicians (London) – FRCP (Lond)
13.1.8.	Member of the Royal College of Physicians (Edinburgh) – MRCP (Edin)
13.1.9.	Member of the Royal College of Physicians (Glasgow) – MRCP (Glas)

13.1.10.	Member of the Royal College of Physicians (Ireland) - MRCP (Ire)
13.1.11.	Member of the Royal College of Physicians (London) – MRCP (Lond)
13.1.12.	Master of Medicine (Paediatrics) (Singapore) – MMed(Paed)(Singapore)
13.1.13.	Fellow of the Royal College of Paediatrics and Child Health – FRCPCH
13.1.14.	Member of the Royal College of Paediatrics and Child Health – MRCPCH

14. Appendix - Paediatric Specialty Training Framework



Section II

Guideline on Appointment or Re-appointment of Training Supervisor and Trainer in the General Paediatric Accredited Training Institutions

Guideline on Appointment or Re-appointment of Training Supervisor and Trainer in the General Paediatric Accredited Training Institutions

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1. Purpose and Scope

Each accredited training institution has one **Training Supervisor** nominated by the institution to the Accreditation Committee (AC) and approved by the Council of the Hong Kong College of Paediatricians (HKCPaed). Deputy training supervisors assigned by the training institution are regarded as part of internal operational arrangements and not as official College appointees.

Trainers are also accredited posts and nominated by the training institution to the AC for vetting process and approval.

2. Training Supervisor

2.1 Responsibilities of a Training Supervisor

- 2.1.1. Coordinate and be responsible for the management, education, training and assessment of Trainees rotating through their designated accredited training positions.
- 2.1.2. Understand, apply and communicate the College's policies relevant to General Paediatric education and training.
- 2.1.3. Ensure that General Paediatric training is delivered according to the standards determined by the College.
- 2.1.4. With the help of Trainers in the institution, monitor the Trainee's training experience and regularly review the operative logbook summaries.
- 2.1.5. Conduct performance assessment meetings and complete assessment reports as required via the College's e-portfolio system.
- 2.1.6. Identify, support, document and remediate Trainees facing difficulties or with unsatisfactory performance and advise the Trainees and the College at the earliest possible opportunity.
- 2.1.7. Notify the AC which shall report to the College Council of any change in circumstances which may impact on the accreditation status of the designated training positions.
- 2.1.8. Make recommendations to the Examination Committee which shall report to the College Council where required involving the eligibility of Trainees to take the College Examinations
- 2.1.9. Participate in the training institution accreditation process as required by the College.
- 2.1.10. Undertake appropriate training as recommended by the College (e.g. WBA, BMEC)

2.2 Appointment or Reappointment of Training Supervisors

- 2.2.1. A Training Supervisor should be a College Fellow with at least 3 years of Higher Trainer experience and is in the position of Associate Consultant or Consultant, or equivalent, with relevant administrative experience.
- 2.2.2. Training Supervisor nominations should be made by the training institutions to the AC. The AC will vet the eligibility of the candidate and make recommendations to the College Council for the appointment.
- 2.2.3. Nominations must be submitted to the AC as soon as possible upon expiry of the term of an existing Training Supervisor or upon their resignation.
- 2.2.4. In reviewing a nomination, the AC and the College will consider compliance with the eligibility requirements, general performance and participation in College education and training activities where applicable. Feedback may also be sought from Trainees.
- 2.2.5. The appointment or reappointment of the Training Supervisor shall be confirmed in writing.
- 2.2.6. The College reserves the right to review the appointment or reappointment of a Training Supervisor at any time and put forward a revised recommendation to the training institutions.

2.3 Terms of Appointment

- 2.3.1. The service term of the Training Supervisors shall be aligned with the re-accreditation period of the respective training institution. The AC and the College Council may determine a modified period of appointment taking into account specific considerations.
- 2.3.2. Towards the end of a Training Supervisor's term of appointment, the AC shall contact the institution and the Chief-of-Service regarding the need for appointment/reappointment of a new/existing Training Supervisor.

2.4 Governance and Reporting

- 2.4.1. Training Supervisors report to and are governed by the College, where applicable, in accordance with this Guideline.
- 2.4.2. All recommendations made by a Training Supervisor relating to Trainees or training posts must be made directly to the AC which shall report to the College Council. Training Supervisors do not have the authority to modify a Trainee's training programme or training status.
- 2.4.3. The Training Supervisor is the main point of contact between the training institution and the AC and other College Committees. As such the Training Supervisor is expected to relay relevant information from the AC and other College Committees to the institution.

- 2.4.4. While the AC will correspond directly with the Trainee, the Training Supervisor will receive a copy of the correspondence to assist in the training and development of the Trainee.

2.5 Acknowledgement of Training Supervisors

- 2.5.1. A reference letter issued by the College shall be provided in acknowledgement of appointment as a Training Supervisor.

3. Trainer

3.1 Responsibilities of a Trainer

Trainers are paediatric specialists whose positions should be accredited by the AC as specialists who interact with Trainees in the workplace and during educational activities. A Trainer's term of appointment is also aligned with the re-accreditation period of the respective training institution.

Non-College Fellows may also serve as Trainers should they fulfil eligibility criteria approved by the College Council. Their trainer roles are the same as College Fellow Trainers' although terms of appointment may vary.

Trainer should:

- 3.1.1. closely supervise the Trainee's daily work and help the Trainee to acquire the knowledge and skills and to attain the competencies required for the training programme through completing the appropriate checklists in the Training electronic portfolio system (ePS).
- 3.1.2. ensure that the Trainee is effectively participating in an approved structural educational programme and assess the Trainee's performance regularly.
- 3.1.3. verify the formative assessment reports of the trainee at the end of each hospital-based rotation or community-based training rotation.
- 3.1.4. be prepared to participate in Trainer Training activities and be expected to attend training information sessions throughout his/her appointment.

3.2 Criteria of trainer applications

HKCPaed Path	Criteria for overseas paediatric expert (non-College Fellow)
<p>Eligibility for basic trainer</p> <p>3. College Fellow; 4. In full time paediatric practice</p>	<p>Eligibility for basic trainer</p> <p>3. CSR/ CSQ qualifications; 4. In full time paediatric practice</p>
<p>Eligibility for higher trainer</p> <p>4. College Fellow; 5. 3 years of experience in an accredited institution; 6. In full time paediatric practice.</p>	<p>Eligibility for higher trainer</p> <p>4. CSR/ CSQ qualifications; 5. 3 years equivalent experience in clinical supervision: <i>d) basic trainer experience in Hong Kong; or</i> <i>e) consultant level or above with clinical supervisory responsibilities; or</i> <i>f) clinical associate professor level or above with clinical supervisory responsibilities.</i> 6. In full time paediatric practice</p>