

Procedures of Vetting Application for Accreditation from Subspecialty Groups

(Interim Guidelines as at 6 Feb 2015, subject to further modifications when necessary)

(1) Subspecialty Group submits an application of programme, duly endorsed by 2 external referees



(2) Vetting Committee of Committee for Subspecialty Board (CSB) vets the application and make recommendation to Council on its feasibility

- *Open consultation to all College Fellows for support/objection/alternative proposal*



(3) Council approves the commencement of accreditation procedure



(4A) Call for applications of First Fellows - Assessment Committee to prepare a list of potential First Fellows for interview assessment

(4B) Appointment of External Assessor by College Council (*cost to be borne by College*)

(4C) Invite subspecialist representative from College of Physicians

(4D) Invite Chief of Service to approve their units as Training Centres



(5) Formation of Provisional Subspecialty Board, by election from potential First Fellows

- *The Board should consist of 6-7 members: 5 Fellows to be nominated by Subspecialty Group from the list of Provisional First Fellows, preferably including representatives from HA, DH, Universities and private sectors; plus 1 College Fellow not from that subspecialty to be appointed by Council, preferably from the CSB; plus where appropriate 1 counterpart from related subspecialty of Sister Colleges; plus 1 External Assessor)*
- *The proposed membership will be announced to all provisional First Fellows for comment before Council's approval*
- *The Provisional Subspecialty Board should be approved by College Council*

(Functions of Provisional Subspecialty Board: to coordinate with the External Assessor to finalise the training programme and to conduct accreditation visits to training centers)



(6) External Assessor visits Hong Kong:

(6A) *to assess the training programme, perform field visits to accredit potential training centers (assisted by Provisional Subspecialty Board);*

(6B) *to interview potential First Fellows and recommend their admission/rejection (assisted by Assessment Committee of CSB);*

(6C) *to submit to the College a final report on the approval of the Subspecialty, the training centres, and First Fellows, if appropriate*



(7) Submission of the training programme and list of 1st Fellows to College Council for approval



(8) Submission of Programme to the HKAM Education Committee and Council for approval



(9) Application to the Medical Council of HK for listing in the Specialty Register



(10) Formal admission of First Fellows and approval of Training Centres by College Council



(11) Formation of Subspecialty Board in accordance to the governance and rulings as stipulated in the College's "Guidelines and Criteria for Accreditation of a Paediatric Subspecialty Training Programme"



(12) Subspecialty Board will appoint programme director and trainers



(13) Announcement of the date of starting of formal training programmes (cut-off date)

- *This should be within 24 months after establishment of the Subspecialty.*
- *College should cease to admit First Fellows after that date (except remedial programme).*
- *Remedial programme is available for candidates who failed to achieve requirements of First Fellows at cut-off date*