

## 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 Subcommittee of the Committee for Subspecialty Boards (CSB) vets the application and makes a recommendation to the College Council on its feasibility
  - *Open consultation to all College Fellows for support/objection/alternative proposal*
- (3) Council approves the formal commencement of the accreditation process
- (4A) Call for First Fellows applications - Assessment Subcommittee 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 Hong Kong College of Physicians
- (4D) Invite Chiefs of Service with interest in establishing subspecialty training centres to apply
- (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 public institutions (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 the Assessment Subcommittee of the CSB);*
  - (6C) *to submit to the College a final report on the accreditation recommendations for the Subspecialty, the training centres, and First Fellows, if appropriate*
- (7) Submission of the training programme, list of training centres and list of 1<sup>st</sup> 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 the College Council
- (11) Formation of Subspecialty Board in accordance with 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 a programme director and subspecialty trainers
- (13) Announcement of the date of commencement of the formal training programme (which becomes the "cut-off date")
  - *This should be within 24 months after the approval of the Subspecialty by Council of the Hong Kong Academy of Medicine (HKAM)*
  - *College should cease to admit First Fellows after the cut-off date.*
  - *A remedial programme is available for candidates who failed to achieve requirements of First Fellows by a predetermined margin at the cut-off date*