

Hong Kong College of Paediatricians

Guidelines on the Formation and Operation of Subspecialty Boards

- 1 Subspecialty Boards shall be formed by election among the fellows of the respective subspecialty.
- 2 Upon the approval to establish a new subspecialty and the endorsement of its first fellows by the Hong Kong Academy of Medicine, Committee for Subspecialty Boards (CSB) shall conduct the election of the first Subspecialty Board (SB).
- 3 The SB shall conduct an election every three years to select its Board Members.

Term of Office

- 4 Elected SB Members shall have an office of three years. Board Members fulfill the eligibility criteria (clause 9) are eligible for re-election at the completion of their terms of office.

Composition of the Subspecialty Board (SB)

- 5 An SB shall comprise five elected subspecialty fellows (except for the special situations listed in clause 22). Depending on the nature of the subspecialty and its training programme, the five Board Members should be a variable combination of representatives from three sectors, namely the public sector (specifically the Hospital Authority and Department of Health), the university sector (fellows under employment of a university) and the private sector. There should be at least one Board Member from an accredited training unit of the subspecialty. If no trainers from training unit were elected, at least one should be co-opted to the Board.
- 6 The maximum number of elected SB members from the private sector is one. SB may co-opt a private fellow with specific skills or experience if necessary.
- 7 The SB can appoint no more than two fellows as co-opted members to serve in the SB with a specific purpose. The appointment shall be endorsed by the CSB and the College Council. Co-opted Board Members have a term of service of one year, and are eligible for reappointment afterwards.

8. The Council shall appoint one fellow not of that subspecialty into the first SB after the establishment of a new subspecialty. The term of office of the appointed fellow is three years.

Eligibility

9. A fellow shall be eligible to run for office in the SB if
 - 9.1 He / she is a fellow of the subspecialty, and
 - 9.2 He / she has an active practice of the subspecialty in Hong Kong, or
 - 9.3 He / she has retired from an active practice of the subspecialty in Hong Kong for less than two years at the time of nomination.

Election Method

10. All fellows of the subspecialty will be notified by e-mail of the opening of nomination at least three months before the term of the incumbent SB expires. The e-mail shall be accompanied by a nomination form and the complete list of fellows of the subspecialty.
11. The nomination period is three weeks.
12. A nominee shall declare the sector (public, university or private) that he / she wishes to represent at the time of nomination. This should be based on the sector of the nominee's predominant clinical practice. The Director or the Honorary Secretary shall verify all such declarations. They may consult the Council for a final decision if necessary.
13. The eligibility of a nominee shall be verified by the CSB before the nomination is regarded as valid.
14. If there is no nominee in a sector, the vacancy shall be open to all nominees of the other sectors. For the arrangement of private sector, shall follow clause 6.
15. If there is only one nominee in a sector, he / she will be elected *ipso facto*.
16. If the total number of nominees exceeds five or if there is more than one nominee in the private sector, a postal ballot will be conducted.

17. When a postal ballot is conducted, the College Secretariat will send out ballot papers to all fellows of the subspecialty, including overseas fellows. The ballot paper should be returned to the College Secretariat within three weeks after the ballot is open.
18. The ballot paper shall be counted by two members selected from College Office-bearers (President, Vice President, Honorary Secretary or Honorary Treasurer), the Director of the CSB or an appointed representative of the CSB Director.
19. The nominee with the highest number of votes in a sector will be elected for office.
20. For the places not filled by clauses 15 and 19, the remaining candidate(s) with the highest number of votes will be elected. Candidates with the same number of votes will be elected if there are adequate vacancies.
21. If there is a tie of votes for the two or more candidates competing for the last vacancy or the private sector vacancy, a second round of ballot to all fellows of the subspecialty will be conducted to select the final Board Member out of the candidates with equal votes.
22. If there is a tie of votes after the process stated in clause 21, the SB may add an additional seat for the candidates with equal votes (including private sector). This is subject to endorsement by the CSB and the Council.
23. Board Members shall select among themselves the Chairperson of the Board. The Honorary Secretary shall be appointed by the Board.

Subspecialty Programme Directors

24. Subspecialty Programme Directors shall be appointed by the SB. He / she has to fulfil the requirement stated in “Guidelines on the Criteria for the Accreditation of a Paediatric Subspecialty Training Programme” (College Website – Subspecialties – Application Procedures). A Subspecialty Programme Director may or may not be an elected SB Member.

Duties of Subspecialty Board to report to CSB

25. SB representatives shall report the progress of training in CSB meeting.
26. SB is responsible for the preparation of an annual report to the CSB.
27. SB must report to CSB any potential changes in accreditation status of training units, trainers, trainees or the training programme for review and endorsement by College and HKAM.