

## Procedures of Vetting Application for Accreditation from Subspecialty Groups

(Interim Guidelines as at 24 August 2011, subject to further modifications when necessary)

- (1) Subspecialty Group to submit application of programme duly endorsed by 2 external referees  
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- (2) Vetting Committee of Working Group to vet the application and make recommendation to Council on its feasibility
  - *Announce to College Fellows for alternative proposal/objection*
  - *Invite listing of provisional First Fellow applications*↓
- (3) Council to approve the commencement of accreditation procedure  
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- (4a) Assessment Committee to vet and produce the list of provisional First Fellows
- (4b) Formation of Provisional Subspecialty Board
- (4c) Appointment of External Assessor by College Council (*cost to be borne by College*)
  - *The Board should consist of 7-8 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 Working Group; 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 vet the programme and the list of First Fellows; to conduct accreditation visits to training centers and to recommend and report to the College Council)↓
- (5) External Assessor with Provisional Subspecialty Board to assess the programme, field visit to potential training centers, **assessment/interview of provisional First Fellows**, and to recommend to the College for approval of the programme (should be completed within one visit to HK)  
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- (6) Submission of the training programme and list of 1<sup>st</sup> Fellows to College Council for approval  
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- (7) Submission of Programme to the HKAM Education Committee and Council for approval  
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- (8) Application to the Medical Council of HK for listing as a Paediatric Subspecialty Register and for quotability of FHKCPaed (subspecialty)  
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- (9) 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"  
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- (10) Subspecialty Board, in coordination with the External Assessor, to accredit training programmes, including programme director, training centers and trainers  
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- (11) Announcement of the date of starting of formal training programmes
  - *This should be within 24 months after establishment of the Subspecialty.*
  - *College should cease to admit First Fellows after that date.*
  - *Remedial training programme is available for Fellows having substantial subspecialty experience but not meeting admission criteria at the cut-off date*