

IMPORTANT NOTICE

- 1 Please read the Handbook on Vocational Training in Family Medicine CAREFULLY.
- 2 Important messages or changes on training will be sent to trainees by letters, memos or College monthly Family Physicians Links.
- 3 Please inform the Board as soon as possible if you have change mailing address or other contact number.
- 4 Please read ALL letters from the Board of Vocational Training and Standards (BVTS). Some of these letters must be replied before the deadline.
- 5 Trainees fail to comply with the regulations may have grave consequence.
- 6 Please note the following guidelines for the total duration of training:
 - 6.1 All trainees are advised to finish their Basic Training (4 years in total) or **Higher Training** (2 years in total) at their earliest possibility, and
 - 6.2 The trainee **with** clinical practice must NOT be dormant for more than 3 years or The trainee **without** clinical practice must NOT be dormant for more than 1 year.
 - 6.3 All **Basic trainees** enrolled in 2006 or after, are required to attend at least **TWO** annual conference (i.e. HKPCC) organized by the Hong Kong College of Family Physicians in the four-year training programme.
- 7 Enrolment into Higher Training:
 - 7.1 Trainees are required to fulfill the following criteria:
 - A Proof of Completion of Basic Training in Family Medicine, AND
 - Possession of a higher qualification in Family Medicine equivalent to FHKCFP / ICFRACGP, AND
 - Applicant should fulfill the CME/CPD requirement set by QA&A regulations in the 3 consecutive years prior to the application.
 - Application Form for Higher Training
 - Appropriate application fee (non-refundable regardless of the result of application)
- 8 All **Basic** and **Higher Trainees** are required to fulfill the CME requirement set by HKCFP

QA & A regulations each year. For those who fail to fulfill this requirement, their training experience of that particular year will NOT be recognized.

9 Logbook requirements:

9.1 Basic trainees must submit the following forms regularly by fax AND mail within 1 month of completion of each rotation and keep one copy in the logbook:

Hospital-based Training:

- *Trainee Log Diary (Page 23)*
- *Extent of checklist completion by Clinical Supervisors (Page 24)*
- *Assessment/Feedback Form By Clinical Supervisors (Page 25)*

(Remarks: For clinical attachment, please submit only Extent of checklist completion by Clinical Supervisor on Page 24)

Community-based training:

- *Trainee Log Diary (Page 44)*
- *Extent of checklist completion by Clinical Supervisors (Page 45)*
- *Assessment/Feedback Form By Clinical Supervisors (Page 46)*

9.2 Basic trainees must submit the feedback on vocational training at the end of each rotation or annually for community based training by email, fax or e-form: (please don't keep copy in the logbook for confidentiality)

Feedback form for Hospital-based Training (Page 27) or e-form:

<https://forms.gle/TzKYYPAtuc6sdwSFA>

Feedback form for Community-based Training (Page 28) or e-form:

<https://forms.gle/X2pPX1aNQdqH8won6>

9.3 Arrangement of annual checking of training Logbook and completion of checklist:

- All trainees are **REQUIRED** to seek an authorized person to check the logbook and complete the checklist for annual checking of logbook. The Board will randomly select trainees to hand in their logbook for checking.
- Please find the checklist from Page 1 or download from the College website, and return the **original copy** of checklist to the Board **before the end of January each year.**

IMPORTANT: The Training experience in a particular year will **NOT** be counted if you fail to submit the checklist on or before the deadline.

- 10 Upon the **completion of training**, trainees are required to submit the application form on Page 80 and the **original copy** of training logbook to BVTS for certification of completion of training.
- 11 Please formally inform the Board by notice in writing for request of any changes in relation to your training, such as change of supervisor or deferral of training.
- 12 Annual Training Fee should be paid within 30 days of the due day; otherwise your training will not be accredited.
- 13 Trainees should submit logbook and apply for certificate for completion of training within 3 months upon completion of training; otherwise training fee of next year will be charged.
- 14 Formal applications for '**termination of training**', '**re-enrolment of training**', and '**dormancy of training**' are necessary, and subjected to prior approval by the Board and administration fee individually
 - 14.1 For those who request for **termination of training**:
 - Formal application to the Board is necessary, otherwise trainees will be treated as continuing their training, and yearly training fee would be charged
 - The Board and the College have no obligation to keep the training record of those trainees who terminated their training, and they are advised to keep their own training records for proof of prior training
 - 14.2 For those who request for **re-enrolment of training**, the formal application to the Board is necessary, with the following documents required:
 - The completion of Application Form for re-enrolment
 - Applicant should fulfill the CME requirement set by QA&A regulations in the years prior to the application
 - The proof of previous training record for consideration of accreditation of previous training if applicable
 - The proof of active medical practice in the years prior to the application
 - The appropriate administration fee (non-refundable regardless of the result of application)

14.3 For those who apply for **dormancy of training**, the formal application to the Board is necessary, with the following documents required:

- i. The completion of Application Form for dormant from training
- ii. The appropriate administration fee (non-refundable)

- Trainees are required to subscribe annual dormancy fee during the dormancy of training.
- Formal written notice to the Board is required when trainees are ready to resume training from the dormant status
- The approval of the application is subject to the final decision of the Board.

15 All trainees must inform the Board by email preferably prior to the commencement of any form of prolonged leave for 8 week or more. Whether related training jeopardized will be counted is subjected to consideration and approval by the Board individually.

16 Trainee must fulfil the requirement of '*Emergency Skill Competencies*' (Page 6) before or during training period.

17 For critical incidents, please submit the form '*report of critical events to HKCFP*' (Page 79) to the Board immediately.

18 For any queries regarding the Vocational Training Programme, please contact the college secretariat.

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