



香港家庭醫學學院
The Hong Kong College of Family Physicians

Annual checking

Go green from 2025

19/12/2025

(for trainee)



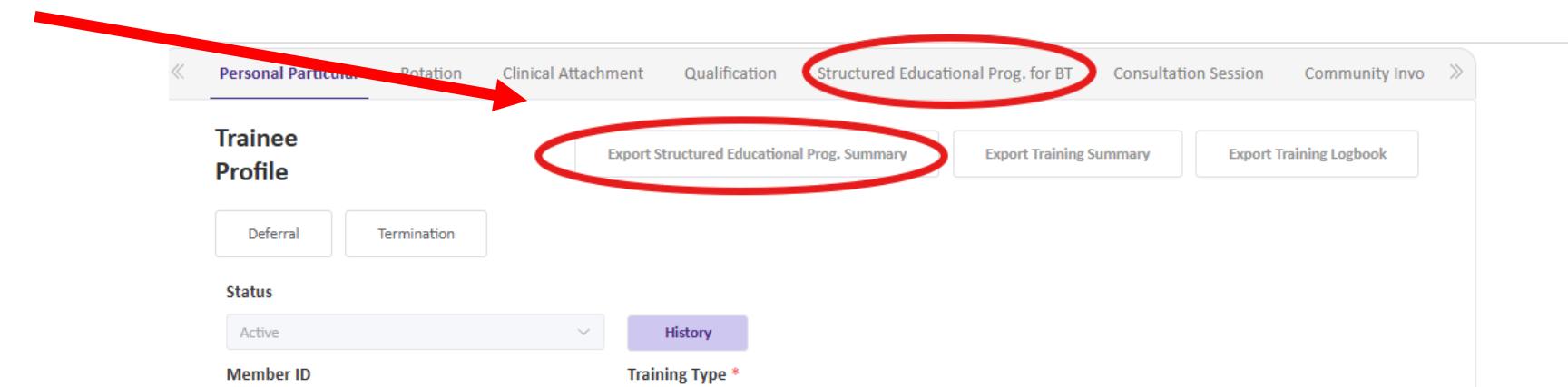
	as of Dec 2025	Basic Trainee			
	enrolled Year: Involved BT:	2025 (year 1)	2024 (year 2)	2023 (year 3)	2022 (year 4)
Elogbook function:	Annual checklist 2025	Yes	Yes	Yes	Yes
	SEP record (2022 onwards)	Yes	Yes	Yes	Yes
	Hospital rotation (by upload paper forms)	Yes	No	No	No
	Clinical attachment	No	No	No	No
	Community rotation from 7/2025 onwards*	Yes	Yes	Yes	Yes
		Year 1: must use e-logbook for completion	Year 2 to year 4: keep using physical logbook for completion, they can print out the e-form from training platform		

As of Dec 2025, the use of eLogbook function will be gradually announced, please stay tuned.



	as of Dec 2025	Basic Trainee				
	enrolled Year: Involved BT:	2025 (year 1)	2024 (year 2)	2023 (year 3)	2022 (year 4)	
Elogbook function:	Annual checklist 2025	Yes	Yes	Yes	Yes	
SEP record (2022 onwards)		Yes	Yes	Yes	Yes	
Hospital rotation (by upload paper forms)		Yes	No	No	No	
Clinical attachment		No	No	No	No	
Community rotation from 7/2025 onwards*		Yes	Yes	Yes	Yes	
		Year 1: must use e-logbook for completion	Year 2 to year 4: keep using physical logbook for completion, they can print out the e-form from training platform			

For SEP record, no need to write in paper form and signed by supervisor, please wait for the College update and can download the record, thank you!



The screenshot shows the 'Trainee Profile' page with several tabs at the top: Personal Particulars, Rotation, Clinical Attachment, Qualification, Structured Educational Prog. for BT (which is circled in red), Consultation Session, and Community Inv. The 'Structured Educational Prog. for BT' tab is active. Below the tabs, there is a 'Trainee Profile' section with 'Deferral' and 'Termination' buttons. At the bottom of the page, there are buttons for 'Export Structured Educational Prog. Summary' (which is circled in red), 'Export Training Summary', and 'Export Training Logbook'.



CHECKLIST FOR ANNUAL CHECKING OF TRAINING LOGBOOK

(For Basic Training)

Name of trainee: _____ Status of basic training: _____ H1 / H2 / C1 / C2 / Part Time

Cluster: _____ HKE / HKW / KE / KC / KW / NTE / NTW / DH / Private Centre

Name(s) of Supervisor(s) for the year (please print): _____

Training Period: from (dd/mm/yy) _____ to _____

Checking Items and content	Yes	No	N/A
Hospital based training: -			
1. Submission of up-to-date clinical supervisor feedback form to College			
2. Update and verify the checklist on logbook			
3. Update and verify the training rotation on logbook			
Community based training: -			
1. Submission of up-to-date clinical supervisor feedback form to College			
2. Update and verify the checklist on logbook			
3. Update and verify the training rotation on logbook			
4. Update and verify the trainee log diary (mandatory)			
5. Review of sit-in consultation by clinical supervisor (mandatory)			
6. Review of video-taped consultation by clinical supervisor (mandatory)			
7. Listing of 300 patients seen (for trainees completing 4 th year)			
8. List of Training Centre(s): 1) 2) 3)			
Structured Educational Programme: -			
1. Pre-approved by BTTS			
2. Update the schedule and list the topics in each 14 modules			
3. Regular attendance and verified by course organizer or moderator			
Record of clinical supervisor(s)'s feedback			
Learning portfolio fulfilled			
Completion of following attachments/ rotations during basic training: -			
Psychiatry			
Emergency Medicine (A&E)			
Ophthalmology			
Otorhinolaryngology (ENT)			
Dermatology			
Orthopedics (O&T)			
Future Training Plan (Coming Year): -			
Training Centre	Specialty	Period (mm/yy – mm/yy)	

Check by authorized person: _____ Signature: _____

(BLOCK LETTER PLEASE)

Contact Telephone No: _____ Date: _____

No paper form from 2025, no longer necessary to submit the paper annual checklist by mailing the original to the College office





For before
7/2025 enrolled
BT
(2024,2023,2022)

- Use physical logbook checking
- Use eTraining platform to submit the e-Annual checklist

For 7/2025
enrolled BT

- use eTraining Platform to input record or upload standardized forms
- Use eTraining platform submit the e-Annual Checklist

Annual Checking

Training Type

MCHK No

English Name

Chinese Name

After login to the etraining platform,
please go to Basic Training Records >
Annual Checking

Annual Checking Record

Training Period	Status of Training	List of Training Centre(s)	Training Type	Endorsement	Status
 01/01/2025 - 31/12/2025			Basic Training		Saved
Total 1					

Please click this icon



[Dashboard](#) [Profile](#) [Basic Training Records](#) [Application](#)

← Annual Checking - [REDACTED]

Basic Training Annual Checking Form

Trainee [REDACTED]

Training Type Basic Training

Status of Training * [REDACTED] ←

H1 H2 C1 C2 Part Time

Training Period 01/01/2025 To 31/12/2025

List of Training Center(s) & Supervisor(s)

Training Center	Supervisor
No Data	

Noting no data in 2025, you can ignore it. ←

Hospital based training

Submission of up-to-date clinical supervisor feedback form to College: * ←

Yes No N/A

Update and verify the checklist on logbook: * ←

Yes No N/A

Update and verify the training rotation on logbook: * ←

Yes No N/A

Please answer all the questions with *

Community based training

Submission of up-to-date clinical supervisor feedback form to College: * ←

Yes No N/A

Qualification Structured Educational Prog. for BT Consultation Session Community Involvement Audit/Research Projects Teaching Experience College Activities/Responsibilities Community-based Training Patient List **Annual Checking**

Update and verify the training rotation on logbook: *

Yes No N/A

Community based training

Submission of up-to-date clinical supervisor feedback form to College: *

Yes No N/A

Update and verify the checklist on logbook: *

Yes No N/A

Update and verify the training rotation on logbook: *

Yes No N/A

Update and verify the trainee log diary (mandatory): *

Yes No N/A

Review of sit-in consultation by clinical supervisor (mandatory): *

Yes No N/A

Review of video-taped consultation by clinical supervisor (mandatory): *

Yes No N/A

Listing of 300 patients seen (for trainees completing 4th year): *

Yes No N/A

Please answer all the questions with *

Structured Educational Programme

Pre-approved by BVTs: *

Yes No N/A

Update the schedule and list the topics in each 14 modules: *

Review of video-taped consultation by clinical supervisor (mandatory): *

Yes No N/A

Listing of 300 patients seen (for trainees completing 4th year): *

Yes No N/A

Structured Educational Programme

Pre-approved by BVTs: *

Yes No N/A

Update the schedule and list the topics in each 14 modules: *

Yes No N/A

Regular attendance and verified by course organizer or moderator: *

Yes No N/A

Record of clinical supervisor(s)'s feedback: *

Yes No N/A

Learning portfolio fulfilled: *

Yes No N/A

Please answer all the questions with *

Completion of following attachments/ rotations during basic training

Psychiatry: *

Yes No N/A

Emergency Medicine (A&E): *

Yes No N/A

Qualification Structured Educational Prog. for BT Consultation Session Community Involvement Audit/Research Projects Teaching Experience College Activities/Responsibilities Community-based Training Patient List Annual Checking

Yes No N/A

Learning portfolio fulfilled: *

Yes No N/A

Completion of following attachments/ rotations during basic training

Psychiatry: * 

Yes No N/A

Emergency Medicine (A&E): * 

Yes No N/A

Ophthalmology: * 

Yes No N/A

Otorhinolaryngology (ENT): * 

Yes No N/A

Dermatology: * 

Yes No N/A

Orthopedics (O&T): * 

Yes No N/A

Please answer all the questions with *

Future Training Plan (coming year)

Add

Training Center	Specialty	Training Period (month/year)
-----------------	-----------	------------------------------

No Data

Qualification Structured Educational Prog. for BT Consultation Session Community Involvement Audit/Research Projects Teaching Experience College Activities/Responsibilities Community-based Training Patient List Annual Checking

Yes No N/A

Otorhinolaryngology (ENT): *

Yes No N/A

Dermatology: *

Yes No N/A

Orthopedics (O&T): *

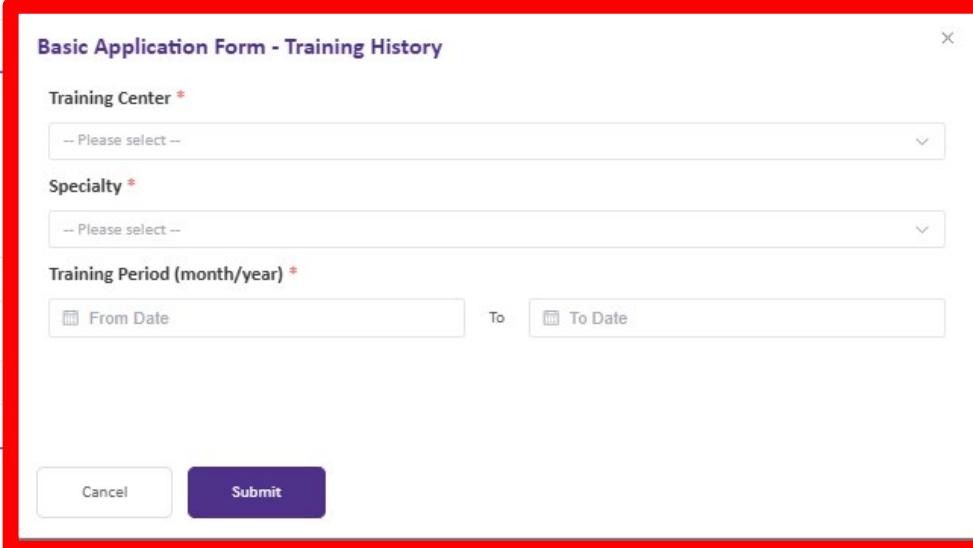
Yes No N/A

Future Training Plan (coming year)

Training Center	Specialty	Training Period (month/year)	Add
-----------------	-----------	------------------------------	-----

No Data		
Basic Application Form - Training History		

Endorsement *	<input checked="" type="radio"/> COS/Training Coordinator <input type="radio"/> Supervisor
Nature *	<input type="text" value="Others-Undefined"/>
Status	<input type="text" value="Saved"/>

<input type="button" value="Cancel"/>	<input type="button" value="Save"/>	<input type="button" value="Submit"/>
		

Yes No N/A

Otorhinolaryngology (ENT): *

Yes No N/A

Dermatology: *

Yes No N/A

Orthopedics (O&T): *

Yes No N/A

Future Training Plan (coming year)

Add

Training Center	Specialty	Training Period (month/year)
	No Data	For endorsement

Endorsement *

COS/Training Coordinator

Supervisor

Nature *

COS/Training Coordinator *

Status

Saved

Please select your training coordinator
Under Public - HA – Community – “Cluster”
Or
any FM supervisor on list

Click “submit”

Cancel

Save

Submit

DO NOT select your COS

After submit, no further edit on your selection, please carefully
check the logbook with your supervisor before submit.



Warning!

- After submit, no further edit on your selection. Please carefully check the logbook with your supervisor before submit.

Should you have any inquiries, please contact Hannah or Kathy:

Email: BVTS@hkcfp.org.hk

Tel: 2871 8899