

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 Please read CAREFULLY and comply with the latest regulations for Higher Training SEP at [College website > Downloads > Vocational Training > Higher Training](#)
- 6 Trainees fail to comply with the regulations may have grave consequence.
- 7 Please note the following guidelines for the total duration of training:
 - 7.1 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
 - 7.2 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.
 - 7.3 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.
 - 7.4 All **Higher trainees** enrolled in 2007 or after, are required to attend at least **ONE** annual conference organized by the Hong Kong College of Family Physicians in the two-year training programme.
- 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 Application for Exit Examination:
 - 9.1 Trainees with cumulative 18 months of higher training could apply to sit for Exit Examination. Trainees must provide the checklist for Recommendation for Exit Examination with signature of clinical supervisor **before the end of September** in order to apply the recommendation letter. Late application would not be accepted.
 - 9.2 The Specialty Board releases the 5-year time limitation of attempting the Exit Exam after the completion of higher training provided that the candidate:
 - Fulfills the CME requirement set by QA&A regulations in the preceding year

- Valid Practice Management Package (PMP) reports to fulfill requirements of sitting PA exam
- The Research/ CA project must be started within 2/3 years before attempting Exit Exam (whether 2 or 3 years pending further discussion)

10 Arrangement of annual checking of training Logbook and completion of checklist: (The checklist can be downloaded from the College website.)

10.1 1 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.

10.2 **Higher Training:** Please return the **original copy** of checklist to our Board **before the end of February 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.

11 Annual Training Fee should be paid within 30 days of the due day; otherwise your training will not be accredited.

12 Upon the **completion of training**, trainees are required to submit the **original copy** of training logbook to BVTs and apply for certificate for completion of training within 3 months upon completion of training; otherwise training fee of next year will be charged.

13 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.

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 in the future

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 accreditation of previous training
- 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:

- The completion of Application Form for dormant from training
 - 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 For critical incidents, please submit the form '*Report of critical events of HKCFP*' to the Board immediately.

17 HKCFP and the Hong Kong Academy of Medicine (HKAM) are committed to promoting positive educational outcomes and meeting the objective of equal opportunities of specialist trainees with Disability and Special Educational Needs ("SEN"), while maintaining professional standards required for training of medical specialists in Hong Kong. The set of Guidelines can be accessed here: *College website > Downloads > Vocational Training > Others*

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

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