

## Structured Educational Programme for Higher Trainees

The format of the educational activity can vary but should mostly be problem based and in the form of small group seminar or discussion.

- the group size: **3 - 15 higher trainees**
- Minimum 40 hours per year & minimum 20 sessions per year
- Minimum 6 hours per 2-month & maximum 1 session per day
- Minimum 8 hours in total per module within the 2-year higher training period
- As the Board will randomly select the recorded video files for checking per month.

### **Before the seminar,**

The detailed programme should be designed by clinical supervisors in consultation with trainees in group in order to meet their learning needs.

Organizer must submit the SEP pre-approval application to [BVTS@hkcfp.org.hk](mailto:BVTS@hkcfp.org.hk) not less than 2 weeks before seminar starts.

It is recommended that each trainee will take turn to be the group leader of the topic his/her choice. The group leader is responsible for getting in touch with a tutor to plan the content and format of the session. The tutor is preferably a Family Physician with special interest and knowledge in the topic under discussion. He/she is responsible for guiding the group discussion and to act as a resource person. Other specialists may also act as tutors if appropriate.

Reading material and references may be prepared for the session by the group leader and tutor. They should not be excessive and should be distributed at least one week before the session.

Remarks: (with reference to the application form of SEP)

Speaker: group leader

***Moderator(s): Tutor or delegates from Tutor who will ensure quality of the SEP (Pls state in remark column tutor's name if delegates attend SEP on his/her behalf***

If there's any change on date/topic/venue/speaker(s)/moderator(s), please be reminded to inform BVTS not less than 2 weeks before the seminar starts.

If the SEP seminar is not suitable for video-recording, you are required to grant BVTS pre-approval 7 days before the seminar starts.

### **During the seminar,**

Organizer must take place the SEP seminar with video-recording.

- Please make sure your video-recording equipment is functional.
- Please ensure the videos submitted are in good sound and image quality. The video should show the faces of all SEP members.
- The actual time duration of the SEP should be in par to the time duration of the applied SEP
- The members should have active discussion during the SEP activities.
- The members should attend **at least 75% of duration, late attendance or early leave** would not be counted. For example, at least 90 mins of duration attendance for a 2-hour session. Moreover, if the session run less than 90 mins, the entire group would be disqualified.
- **Video start:** each member must face the camera and voice out their names at the beginning
- **Video end:** the speaker/moderator must hold the signed attendance sheet to camera around 5 sec. at the end
- **The video file(s):** no more than 2 GB and it is of continuing video recording.

### **After the seminar,**

Please retain the recorded video files on your own up to 6 months. The Board will randomly select the recorded video files for submission for checking. Organizer must submit the designated attendance form set by BVTS together with Synopsis within 1 month as usual.

Record SEP according to the approval code in the modular sheet from your higher training logbook and to be confirmed by course organizer.

**The related 6-month (e.g. Feb to Jul or Aug to Jan) period SEPs would be disqualified if fail to comply with the regulations.**