

THE HONG KONG COLLEGE OF FAMILY PHYSICIANS

VOCATIONAL TRAINING

IN

FAMILY MEDICINE

TRAINING LOGBOOK

HIGHER TRAINING

2011

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.
 - 6.4 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.
- 7 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.
- 8 Application for Exit Examination:
 - 8.1 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.
 - 8.2 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)

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

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

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

10 Upon the **completion of training**, trainees are required to submit 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 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:

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

Tel: 2871 8899 (4 lines)

Fax: 2866 0616

Email: bvts@hkcfp.org.hk

Address: Rm 803-4, 8/F

Hong Kong College of Family Physicians
HKAM Jockey Club Bldg.
99 Wong Chuk Hang Rd.,
Aberdeen, Hong Kong



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

Room 803-4, 8/F, HKAM Jockey Club Building, 99 Wong Chuk Hang Road, Aberdeen, Hong Kong.

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E-mail: hkcfp@hkcfp.org.hk Website: www.hkcfp.org.hk

香港仔黃竹坑道99號香港醫學專科學院賽馬會大樓8樓803-4室



Summarized Requirement for Higher Training

Structured Educational Program

Pre-approved by the BVTs

Minimum 80 hours per year & minimum 40 sessions per year

Minimum 15 hours in total per module within the 2-year higher training period

Self-Directed Education & Critical Appraisal Exercises

Minimum 40 hours per 6 months

At least 50% for Critical Appraisal Exercises

Record of Sit in / Videotaped Sessions

6 monthly

Submit videotaped consultation at least once every 6 months

Learning Plans / Record of Supervisor Feedback

6 monthly

Learning portfolio kept

6 monthly

2 weekly patient profiles

Completed before the end of higher training

Attendance of Hong Kong Primary Care Conference

Once (A copy of attendance certificate is needed to be attached for verification)

Assessments by Clinical Supervisor

Practice assessment

6 monthly (The first visit should be done within 3 months from enrolment)

Consultation Skill Review (LAP score sheet)

6 monthly

Supervisor Feedback / Assessment

Annually

Checking of training logbook

Annually

Recommendation for sitting the Exit Examination

After completion of 18 months training

Certify the content checklist

Before the end of higher training



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

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Checklist for Annual Assessment of the Training Logbook

(For Higher Training)

Trainee Doctor _____ Clinical Supervisor _____

Period from _____ to _____

Checking items and content	Tick when satisfactory completion of relevant parts
Practice Visits (6 months intervals)	
Consultation Skill Review (LAP score sheet) (6 months intervals)	
Supervisor Feedback /Assessment (Annually)	
Self-Directed Education	hours
Critical Appraisal Exercises	hours
(> 40 hours / 6 months)	
At least 50% for Critical Appraisal Exercises	hours
Total:	hours
Pre-Approved Structured educational program	
(> 80 hours / year & > 40 sessions / year)	
(> 15 hours per module within the 2-year higher training period)	
1.Principles and Concepts of Working with Families	hours
2.Family Interview and Counseling	hours
3.Difficult Consultations and Ethical Dilemmas	hours
4.Clinical Audit and Research in Family Medicine	hours
5.Critical Appraisal	hours
6.Preventive Care and Patients with Special Needs	hours
7.Health Economics and Advanced Practice Management	hours
8.Teaching and Training	hours
	Total hours
Record of Sit in / Videotaped Sessions (6 monthly)	
Submit at least 3 videotaped consultations to BVTs*	
Learning Plans / Record of Supervisor Feedback (6 monthly)	
Learning portfolio kept (6 monthly)	
Content checklist completed and signed*	
2 weekly patient profile completed*	
Attendance of Hong Kong Primary Care Conference*	

* Need to be completed before the end of training

Other comments

Signature of clinical supervisor _____ Date _____

Contact Tel. No. _____



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Total	hours
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Learning portfolio kept (6 monthly)	
Content checklist completed and signed*	
2 weekly patient profile completed*	
Attendance of Hong Kong Primary Care Conference*	

* Need to be completed before the end of training

Other comments

Signature of clinical supervisor _____ Date _____

Contact Tel. No. _____

HIGHER TRAINING IN FAMILY MEDICINE

Dates	Name of Training Supervisor	Name and Address of Practice
<p>Brief Description of the Practice:</p>		
<p>Acquired Experience and Skills in:</p>		

HIGHER TRAINING IN FAMILY MEDICINE

Dates	Name of Training Supervisor	Name and Address of Practice
<p>Brief Description of the Practice:</p>		
<p>Acquired Experience and Skills in:</p>		

RECORD OF OTHER FAMILY PRACTICE EXPERIENCE

Dates	Names of Training Supervisor	Name and Address of Practice
Brief Description of the Practice:		
Acquired Experience and Skills in:		
Dates	Names of Training Supervisor	Name and Address of Practice
Brief Description of the Practice:		
Acquired Experience and Skills in:		

CONTENT CHECK LISTS FOR HIGHER TRAINING

WORKING WITH FAMILIES

The trainee has acquired the following knowledge and skills:

A. Knowledge:

- Different stages of the family life cycle
- Tasks and problems associated with leaving home
- Tasks and problems associated with getting married
- Tasks and problems of a couple living together
- Tasks and problems of parenting the first child
- Tasks and problems of living with the adolescent
- Tasks and problems of the empty nest phase
- Tasks and problems of retirement
- Tasks and problems of old age
- The family system theory
- The characteristics of a healthy family
- Causes of family dysfunction
- Patterns in families

B. Skills:

- Defining the patient's stage in the life cycle
- Drawing genograms
- Identifying family patterns
- Anticipatory counselling on the different stages of the life cycle
- Family interview
- Family assessment
- Marital counselling
- Counselling the family of a patient with a major illness
- Bereavement counselling
- Counselling dysfunctional families
- Appropriate use of other counsellors and community resources
- Family therapy (optional)

Certification by clinical supervisor:

Signature

Name in Block Letter

Date

INDIVIDUAL PATIENT CARE

- A. The trainee demonstrates a high standard of skills in his/her daily practice in:-
- A patient centred clinical interview
 - Effective problem solving
 - Cost-effective use of resources including time, investigation, specialist services, and community resources
 - Sharing of the understanding of the problem with the patient
 - Identification with the patient on the most appropriate management plan
 - Involvement of the patient in the management
 - Setting a long-term plan of management
 - Measuring outcome of management
 - Evaluation of other significant problems
 - Non-directive counselling
 - Rational prescribing
 - Setting a long-term plan of management
 - Effective communication with other medical colleagues
 - Effective communication with others involved in the care of patients
 - Effective co-ordination of care
 - Maintaining a trustful doctor-patient relationship
- B. The trainee is able to handle the following difficult consultation situations:
- The angry patient
 - The non-compliant patient
 - The passive aggressive patient
 - The manipulative patient
 - Disagreement on the diagnosis
 - Disagreement on the management
 - Complaints from patients
 - Transference reactions
 - The real patient in the family
 - Conflicts of interests between an individual patient and the profession, or society
- C. The trainee should be aware of:
- Emotional reactions to patients
 - Counter transference reaction
 - Limitations in his/her own knowledge and skills
 - Importance of maintenance of good health in his/herself

Certification by clinical supervisor: _____

Signature

Name in Block Letter

Date

PREVENTIVE CARE AND CARE FOR PATIENTS WITH SPECIAL NEEDS

The trainee has shown knowledge and skills in:

A. Preventive care

- Setting up an age-sex register of the practice
- Providing on-going anticipatory and preventive care that are appropriate to the patient
- Assessing the health risks of each patient according to the patient's demographic and family characteristics
- Organizing the practice to ensure appropriate preventive care is given to patients
- Advising his/her patients on life style changes
- Providing health education to the community

B. Care of the Elderly

- Understanding the normal aging process
- The concept of function as an outcome measure
- Prevention, early diagnosis and management of common functional impairment in hearing, vision and mobility
- Prevention, early diagnosis and continuing management of common chronic diseases like hypertension, diabetes mellitus, and stroke
- Diagnosis and management of psychological problems in the elderly especially depression
- Diagnosis and management of dementia
- Use of community resources for the elderly
- Providing care to the elderly in old age homes
- Appropriate use of specialist help

C. Women's health

- Cost-effective health screening for women
- Screening for cervical neoplasia
- Screening for breast carcinoma by examination, breast self-examination and/or mammography for the high risk group
- Special well women health screening clinic
- Family planning counselling
- Premenstrual symptoms
- Common menstrual problems
- Common problems related to menopause
- Hormone replacement therapy
- Osteoporosis
- Domestic violence

D. Patients with Terminal Illness

- Breaking bad news
- Co-ordination of care with other specialists
- Counsel patient on the choice of treatment including alternative medicine

- Effective use of hospice services
- Palliative treatment especially pain control
- Provision of home care
- Appropriate use of specialist help
- Counselling the family

E. Psychological Problems

- Somatization
- Assessment and management of insomnia
- Detection and management of depressive disorders
- Detection and management of anxiety disorders
- Counselling patients on psychological stresses associated with illnesses
- Rational prescribing of psychotropic drugs
- Prevention of suicide

F. Behavioural Problems of Children and Adolescents

- Separation anxiety
- Enuresis
- Eating problems including over-eating, unbalanced diet, and unnecessary dieting
- Academic stress
- Sex education and counselling
- Counselling on smoking, drinking and substance abuse
- Counselling on family relation
- Child abuse

Certification by clinical supervisor:

Signature

Name in Block Letter

Date

PROFESSIONAL DEVELOPMENT AND ETHICS

The trainee has acquired the knowledge and skills in:

A. Professional Development:

- Identifying his/her own competence and deficiencies
- Making realistic learning plans
- Carrying out learning plans
- A well-balanced self-directed learning portfolio
- Critically appraisal of information on therapeutics
- Critically appraisal of information on diagnostic tests
- Critically appraisal of information on disease prognosis
- Critically appraisal of information on disease aetiologies
- Constructive challenge of old and new information
- Applying new knowledge and skills in patient care in the appropriate context
- Receiving formative assessment and constructive feedback
- Sharing knowledge and skills with others
- Participating in quality assurance activities

B. Professional Ethics:

- The responsibility of the doctor to the individual patient
- The responsibility of the doctor to society
- The responsibility of the doctor to the medical profession
- Professional codes of ethics
- The balance between the four main ethical issues of beneficence, justice, do no harm and confidentiality
- Patient's rights and autonomy
- Helping patient's to make informed consents and choices
- Handling patient's complaints
- Attitudes towards abortions
- Contraception for minors
- Assisted human reproduction
- Euthanasia
- Clinical trials and research
- Sponsorship from pharmaceutical companies

Certification by clinical supervisor: _____

Signature

Name in Block Letter

Date

QUALITY ASSURANCE / PRACTICE AUDIT / RESEARCH

The trainee will need to complete either an audit cycle on an important clinical aspect of his/her work or a research project. A report of the clinical audit or research has to be submitted to the Board of Vocational Training and Standards for assessment at the end of Higher training.

For audit segment, you should demonstrate the ability in:

- Identifying an important issue in his/her work that needs to be assessed
- Literature search
- Setting audit criteria and standards
- Reviewing his/her own performance against set criteria
- Comparing performance to standards
- Identifying areas for improvement
- Developing strategies to improve practice up to the standards
- Implementing changes
- Reassessment of performance
- Evaluating improvement
- Planning for further improvement
- Medical writing

For research segment, you should demonstrate your ability in:

- Generate and define a research question
- Carry out a research using appropriate methodology and analyze the results
- Discuss the significance of the findings

Details could be obtained from guideline on Exit Examination of Vocational Training in Family Medicine, The Hong Kong College of Family Physicians.

Certification by clinical supervisor: _____

Signature

Name in Block Letter

Date

HEALTH CARE SERVICE MANAGEMENT

The trainee is able to:

- Identify the need of the practice population
- Understand the role of family medicine in different health care delivery systems
- Understand the different health care payment systems
- Set priorities in the allocation of limited resources
- Assess the need of the community
- Respond to the need of the community
- Balance supply, need and demand
- Use medical information systems appropriately

Certification by clinical supervisor:

Signature

Name in Block Letter

Date

Record of Structured Educational Programme

(Mandatory attachment: BVTs approved structured programme)

Date	Course Attended, Organizing Body	Topic	Time Spent	Approval Code	Confirmation by Course Organizer
Module 1: The Principles and Concepts of Working with Families					
The first 12 months of higher training					
Total number of hours in first 12 months					
The second 12 months of higher training					
Total number of hours in second 12 months					
Total number of hours over 24 months					

Date	Course Attended, Organizing Body	Topic	Time Spent	Approval Code	Confirmation by Course Organizer
Module 2: Family Interview and Counselling					
The first 12 months of higher training					
Total number of hours in first 12 months					
The second 12 months of higher training					
Total number of hours in second 12 months					
Total number of hours over 24 months					

Date	Course Attended, Organizing Body	Topic	Time Spent	Approval Code	Confirmation by Course Organizer
Module 3: Difficult Consultations and Ethical Dilemmas					
The first 12 months of higher training					
Total number of hours in first 12 months					
The second 12 months of higher training					
Total number of hours in second 12 months					
Total number of hours over 24 months					

Date	Course Attended, Organizing Body	Topic	Time Spent	Approval Code	Confirmation by Course Organizer
Module 4: Clinical Audit & Research in Family Medicine					
The first 12 months of higher training					
Total number of hours in first 12 months					
The second 12 months of higher training					
Total number of hours in second 12 months					
Total number of hours over 24 months					

Date	Course Attended, Organizing Body	Topic	Time Spent	Approval Code	Confirmation by Course Organizer
Module 5: Critical Appraisal					
The first 12 months of higher training					
Total number of hours in first 12 months					
The second 12 months of higher training					
Total number of hours in second 12 months					
Total number of hours over 24 months					

Date	Course Attended, Organizing Body	Topic	Time Spent	Approval Code	Confirmation by Course Organizer
Module 6: Preventive Care and Patients with Special Needs					
The first 12 months of higher training					
Total number of hours in first 12 months					
The second 12 months of higher training					
Total number of hours in second 12 months					
Total number of hours over 24 months					

Date	Course Attended, Organizing Body	Topic	Time Spent	Approval Code	Confirmation by Course Organizer
Module 7: Health Economics and Advanced Practice Management					
The first 12 months of higher training					
Total number of hours in first 12 months					
The second 12 months of higher training					
Total number of hours in second 12 months					
Total number of hours over 24 months					

Date	Course Attended, Organizing Body	Topic	Time Spent	Approval Code	Confirmation by Course Organizer
Module 8: Teaching and Training					
The first 12 months of higher training					
Total number of hours in first 12 months					
The second 12 months of higher training					
Total number of hours in second 12 months					
Total number of hours over 24 months					

SELF-DIRECTED EDUCATION & CRITICAL APPRAISAL EXERCISES

Mandatory for Higher Training (40 hours/6 months)

Date and number of hours: _____

Details of Educational Activity: _____

Critical Appraisal

1. What is the relevance of the topic to your practice?

2. What new information have you learned?

3. Is the new information applicable to your work?

4. What are you going to do with the new information?

5. Overall comments:

N.B. Please make copies of this form as needed.

ASSESSMENT/FEEDBACK BY CLINICAL SUPERVISORS

(HIGHER TRAINING)

PRACTICE VISITS AND COMMENTS (Trainees need to submit the report every 6 months)

Trainee Doctor: _____ (Block letter please)

Supervisor: _____ (Block letter please)

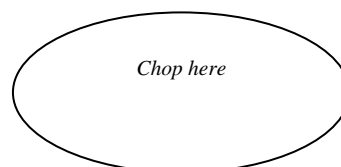
Practicing address: _____ Period from _____ to _____

	Rating (0=very poor, 5=very excellent)	Supervisor comments
1. Practice Organization Accessibility <ul style="list-style-type: none"> - transportation - stairs / lift - car park - handicapped/ elderly facilities 		
Availability <ul style="list-style-type: none"> - practice hours - name card - follow up card - home visits 		
Visibility <ul style="list-style-type: none"> - signs - notices 		
General clinic design		
Reception <ul style="list-style-type: none"> - staff presentation - staff attitude - telephone calls handling - security - registration and insurance documents displayed - fee schedule displayed - prolonged waiting protocol - name(s) of doctor(s) on duty displayed - emergency case handling protocol 		
Waiting Room <ul style="list-style-type: none"> - cleanliness and tidiness - reading materials - notice board - telephone - seating arrangement - ventilation - toilet facilities - health education materials 		

	Rating (0=very poor, 5=very excellent)	Supervisor comments
Consultation Room <ul style="list-style-type: none"> - seats for patient and accompanying person - examination bed - change area/screen - lighting - visual and auditory privacy - education leaflets - hand washing facilities - communication with clinic staff 		
Diagnostic Equipment <ul style="list-style-type: none"> - basic diagnostic set - thermometer - weight scales (adult and baby) - height measurement (adult and baby) - urine dipsticks - Snellen Chart - developmental screening / tools - peak flow meter - glucometer - proctoscope - vaginal speculum - E.C.G. - Others 		
Treatment Facilities <ul style="list-style-type: none"> - dressings - suturing facilities - minor operations - cautery - Others 		
Emergency Care <ul style="list-style-type: none"> - equipment - drugs - expiry date checked and recorded - resuscitation charts displayed 		
2. Practice Management Registration <ul style="list-style-type: none"> - manual/computerized system - age/sex register - disease register - recall system 		
Test Result <ul style="list-style-type: none"> - order and received register - checked and signed - action recorded 		
Appointment <ul style="list-style-type: none"> - routine protocol - urgent protocol 		

	Rating (0=very poor, 5=very excellent)	Supervisor comments
Medical Record <ul style="list-style-type: none"> - filing system - retrieval efficiency - security/confidentiality of records 		
Sick Leave <ul style="list-style-type: none"> - date recorded - security of sick leave certificate 		
Accounting <ul style="list-style-type: none"> - receipts - daily account 		
Referrals <ul style="list-style-type: none"> - laboratory - radiology - specialist - physiotherapy - social services - community nurse - others 		
Disinfection <ul style="list-style-type: none"> - equipment - processes - protocol for staff 		
Sterilization <ul style="list-style-type: none"> - equipment (if autoclave, licence available) - processes - maintenance - protocol for staff 		
Safety <ul style="list-style-type: none"> - venipuncture procedure - needle stick injury protocol - sharp-box - disposal of medical waste 		
Staffing <ul style="list-style-type: none"> - job description - staff training - staff appraisal - staff meetings - occupational health awareness 		
Medical Education <ul style="list-style-type: none"> - references - journals - internet - others 		

	Rating (0=very poor, 5=very excellent)	Supervisor comments
3. Pharmacy and Drug Labeling Dangerous Drugs <ul style="list-style-type: none"> - security - register - expiry date checked 		
Stock <ul style="list-style-type: none"> - labels - stock control - expiry date checked - storage 		
Drug Labels <ul style="list-style-type: none"> - hand written / preprinted / computerized - Chinese or English version - legibility - name of patient - name of drugs (generic/brand) - date - instructions - precautions - one drug per bag 		
Vaccines <ul style="list-style-type: none"> - appropriately stored - expiry date checked - types available 		
Refrigerator <ul style="list-style-type: none"> - max/min. thermometer - temperature stabilization - temperature checked and recorded daily - no contamination e.g. food 		
4. Medical record review Legibility/Clarity Basic background information Evidence of anticipatory care Last consultation record		



Signed and official chop: _____

Date of visit: _____

Once complete please return it to *H.K.C.F.P. at Room 803-4, 8/F, HKAM Jockey Club Building, 99 Wong Chuk Hang Road, Aberdeen, Hong Kong.*

* **Delete as appropriate*

ASSESSMENT/FEEDBACK BY CLINICAL SUPERVISORS

(HIGHER TRAINING)

PRACTICE VISITS AND COMMENTS (Trainees need to submit the report every 6 months)

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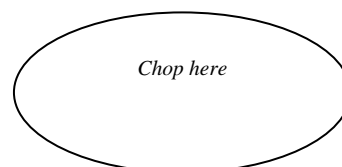
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6. Practice Management Registration <ul style="list-style-type: none"> - manual/computerized system - age/sex register - disease register - recall system 		
Test Result <ul style="list-style-type: none"> - order and received register - checked and signed - action recorded 		
Appointment <ul style="list-style-type: none"> - routine protocol - urgent protocol 		

	Rating (0=very poor, 5=very excellent)	Supervisor comments
Medical Record <ul style="list-style-type: none"> - filing system - retrieval efficiency - security/confidentiality of records 		
Sick Leave <ul style="list-style-type: none"> - date recorded - security of sick leave certificate 		
Accounting <ul style="list-style-type: none"> - receipts - daily account 		
Referrals <ul style="list-style-type: none"> - laboratory - radiology - specialist - physiotherapy - social services - community nurse - others 		
Disinfection <ul style="list-style-type: none"> - equipment - processes - protocol for staff 		
Sterilization <ul style="list-style-type: none"> - equipment (if autoclave, licence available) - processes - maintenance - protocol for staff 		
Safety <ul style="list-style-type: none"> - venipuncture procedure - needle stick injury protocol - sharp-box - disposal of medical waste 		
Staffing <ul style="list-style-type: none"> - job description - staff training - staff appraisal - staff meetings - occupational health awareness 		
Medical Education <ul style="list-style-type: none"> - references - journals - internet - others 		

	Rating (0=very poor, 5=very excellent)	Supervisor comments
7. Pharmacy and Drug Labeling Dangerous Drugs <ul style="list-style-type: none"> - security - register - expiry date checked 		
Stock <ul style="list-style-type: none"> - labels - stock control - expiry date checked - storage 		
Drug Labels <ul style="list-style-type: none"> - hand written / preprinted / computerized - Chinese or English version - legibility - name of patient - name of drugs (generic/brand) - date - instructions - precautions - one drug per bag 		
Vaccines <ul style="list-style-type: none"> - appropriately stored - expiry date checked - types available 		
Refrigerator <ul style="list-style-type: none"> - max/min. thermometer - temperature stabilization - temperature checked and recorded daily - no contamination e.g. food 		
8. Medical record review Legibility/Clarity Basic background information Evidence of anticipatory care Last consultation record		



Signed and official chop: _____

Date of visit: _____

Once complete please return it to *H.K.C.F.P. at Room 803-4, 8/F, HKAM Jockey Club Building, 99 Wong Chuk Hang Road, Aberdeen, Hong Kong.*

* **Delete as appropriate*

ASSESSMENT/FEEDBACK BY CLINICAL SUPERVISORS

(HIGHER TRAINING)

PRACTICE VISITS AND COMMENTS (Trainees need to submit the report every 6 months)

Trainee Doctor: _____ (Block letter please)

Supervisor: _____ (Block letter please)

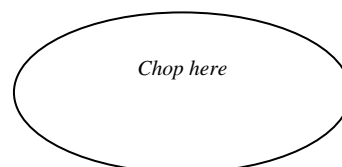
Practicing address: _____ Period from _____ to _____

	Rating (0=very poor, 5=very excellent)	Supervisor comments
9. Practice Organization Accessibility <ul style="list-style-type: none"> - transportation - stairs / lift - car park - handicapped/ elderly facilities 		
Availability <ul style="list-style-type: none"> - practice hours - name card - follow up card - home visits 		
Visibility <ul style="list-style-type: none"> - signs - notices 		
General clinic design		
Reception <ul style="list-style-type: none"> - staff presentation - staff attitude - telephone calls handling - security - registration and insurance documents displayed - fee schedule displayed - prolonged waiting protocol - name(s) of doctor(s) on duty displayed - emergency case handling protocol 		
Waiting Room <ul style="list-style-type: none"> - cleanliness and tidiness - reading materials - notice board - telephone - seating arrangement - ventilation - toilet facilities - health education materials 		

	Rating (0=very poor, 5=very excellent)	Supervisor comments
Consultation Room <ul style="list-style-type: none"> - seats for patient and accompanying person - examination bed - change area/screen - lighting - visual and auditory privacy - education leaflets - hand washing facilities - communication with clinic staff 		
Diagnostic Equipment <ul style="list-style-type: none"> - basic diagnostic set - thermometer - weight scales (adult and baby) - height measurement (adult and baby) - urine dipsticks - Snellen Chart - developmental screening / tools - peak flow meter - glucometer - proctoscope - vaginal speculum - E.C.G. - Others 		
Treatment Facilities <ul style="list-style-type: none"> - dressings - suturing facilities - minor operations - cautery - Others 		
Emergency Care <ul style="list-style-type: none"> - equipment - drugs - expiry date checked and recorded - resuscitation charts displayed 		
10. Practice Management Registration <ul style="list-style-type: none"> - manual/computerized system - age/sex register - disease register - recall system 		
Test Result <ul style="list-style-type: none"> - order and received register - checked and signed - action recorded 		
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Refrigerator <ul style="list-style-type: none"> - max/min. thermometer - temperature stabilization - temperature checked and recorded daily - no contamination e.g. food 		
12. Medical record review Legibility/Clarity Basic background information Evidence of anticipatory care Last consultation record		



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ASSESSMENT/FEEDBACK BY CLINICAL SUPERVISORS

(HIGHER TRAINING)

PRACTICE VISITS AND COMMENTS (Trainees need to submit the report every 6 months)

Trainee Doctor: _____ (Block letter please)

Supervisor: _____ (Block letter please)

Practicing address: _____ Period from _____ to _____

	Rating (0=very poor, 5=very excellent)	Supervisor comments
13. Practice Organization Accessibility <ul style="list-style-type: none"> - transportation - stairs / lift - car park - handicapped/ elderly facilities 		
Availability <ul style="list-style-type: none"> - practice hours - name card - follow up card - home visits 		
Visibility <ul style="list-style-type: none"> - signs - notices 		
General clinic design		
Reception <ul style="list-style-type: none"> - staff presentation - staff attitude - telephone calls handling - security - registration and insurance documents displayed - fee schedule displayed - prolonged waiting protocol - name(s) of doctor(s) on duty displayed - emergency case handling protocol 		
Waiting Room <ul style="list-style-type: none"> - cleanliness and tidiness - reading materials - notice board - telephone - seating arrangement - ventilation - toilet facilities - health education materials 		

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Treatment Facilities <ul style="list-style-type: none"> - dressings - suturing facilities - minor operations - cautery - Others 		
Emergency Care <ul style="list-style-type: none"> - equipment - drugs - expiry date checked and recorded - resuscitation charts displayed 		
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Test Result <ul style="list-style-type: none"> - order and received register - checked and signed - action recorded 		
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16. Medical record review Legibility/Clarity Basic background information Evidence of anticipatory care Last consultation record		

Chop here

Signed and official chop: _____

Date of visit: _____

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* **Delete as appropriate*

CONSULTATION SKILLS REVIEW

WITH REFERENCE TO LAP PACKAGE

ASSESSMENT OF CONSULTATION SKILLS –CONSULTATION SKILLS REVIEW

NAME OF TRAINEE: _____

CLINICAL SUPERVISOR: _____

DATE: _____

		Marks allocated								
Category of competence	Possible Mark	Consultation 1	Consultation 2	Consultation 3	Consultation 4	Consultation 5	Consultation 6	Consultation 7	Consultation 8	Overall Mark
Interviewing and history taking	20%									
Physical Examination	10%									
Patient Management	20%									
Problem solving	20%									
Behaviour and relationship with patients	10%									
Anticipatory Care	10%									
Record Keeping	10%									
Total mark	100%									

OVERALL COMMENTS ON CONSULTATION SKILLS:

Strengths:

Prioritised strategies for improvement in identified areas of weakness:

ANY OTHER COMMENTS:

Signature of Clinical Supervisor: _____

Name of Clinical Supervisor in Block Letters: _____

ASSESSMENT OF CONSULTATION SKILLS –CONSULTATION SKILLS REVIEW

NAME OF TRAINEE: _____

CLINICAL SUPERVISOR: _____

DATE: _____

		Marks allocated								
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Behaviour and relationship with patients	10%									
Anticipatory Care	10%									
Record Keeping	10%									
Total mark	100%									

OVERALL COMMENTS ON CONSULTATION SKILLS:

Strengths:

Prioritised strategies for improvement in identified areas of weakness:

ANY OTHER COMMENTS:

Signature of Clinical Supervisor: _____

Name of Clinical Supervisor in Block Letters: _____

ASSESSMENT OF CONSULTATION SKILLS –CONSULTATION SKILLS REVIEW

NAME OF TRAINEE: _____

CLINICAL SUPERVISOR: _____

DATE: _____

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Strengths:

Prioritised strategies for improvement in identified areas of weakness:

ANY OTHER COMMENTS:

Signature of Clinical Supervisor: _____

Name of Clinical Supervisor in Block Letters: _____

ASSESSMENT OF CONSULTATION SKILLS –CONSULTATION SKILLS REVIEW

NAME OF TRAINEE: _____

CLINICAL SUPERVISOR: _____

DATE: _____

		Marks allocated								
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OVERALL COMMENTS ON CONSULTATION SKILLS:

Strengths:

Prioritised strategies for improvement in identified areas of weakness:

ANY OTHER COMMENTS:

Signature of Clinical Supervisor: _____

Name of Clinical Supervisor in Block Letters: _____

ASSESSMENT OF GRADUATE CONSULTATION PERFORMANCE

LAP CODING SHEETS

Category H INTERVIEWING / HISTORY TAKING

COMPETENCE	Code	RECOMMENDED STRATEGY	Code
Introduces self to patients	HA1	Always ensure the patient knows who you are and why you are there	HAR1
Puts patients at ease	HB1	Welcome the patient, e.g. mention the patient's name, establish eye contact, give indication where to sit	HBR1
Allows patients to elaborate presenting problem fully	HC1	Start with open questions, e.g. "What can I do for you?" "How can I help?" "Tell me in your own words about"	HCR1
		Use prompts as appropriate	HCR2
		At this stage, resist the temptation to interrupt	HCR3
Listens attentively	HD1	Demonstrate to the patient that you are listening e.g. by eye contact, nodding etc.	HDR1
		Try to understand the message that the patient is trying to convey	HDR2
		Don't displace the listening task by formulating the next question	HDR3
Seeks clarification of words used by patients as appropriate	HE1	If you don't understand what the patient means, ask them to explain	HER1
		Don't assume the patient's use and understanding of medical or technical terms always correlates with your understanding of such terms	HER2
Phrases questions simply and clearly	HF1	Don't use jargon	HFR1
		Avoid using leading and / or double questions	HFR2
		Tailor questions to level of patient's understanding	HFR3
		Ensure the patient can hear you e.g. speak louder to patients with reduced hearing	HFR4
Uses silence appropriately	HG1	Try to tolerate the discomfort of appropriate silences, e.g. if the patient is having difficulty telling his story and / or is distressed, allow him time to compose himself	HGR1
Recognises patients' verbal cues	HH1	Be aware of, and sensitive to, apparently incongruous or mismatched language or behaviour by patients, e.g. patients may say one thing but their body language might indicate another; the infrequent attender with an apparently trivial presentation	HHR1
Recognises patients' non-verbal cues	HH2	Always consider the patient's demeanour and mood, e.g. happy or sad, tense or relaxed, angry or embarrassed	HHR2
Identifies patients' reasons for consultation	HK1	In every consultation you must be satisfied that you have established the patient's reason for the consultation. The answers to the following three questions need to be elicited: Why have you come? What do you think is wrong with you? What do you want me to do about it? Sometimes, you may have to ask these questions explicitly	HKR1
		Elicit the patient's ideas, concerns and expectations in every consultation: this may require gentle but persistent probing / questioning	HKR2
Considers physical social and psychological factors as appropriate	HM1	Always bear in mind the triple diagnosis	HMR1
		When satisfied that physical disease is present always consider its impact on the social and psychological well being of the patient	HMR2
		Consider the impact on the patient of other social and psychological factors in their family, job, etc.	HMR3
Elicits relevant and specific information from patients' records to help distinguish between working diagnoses.	HP1	Prior to the consultation always scrutinize the patient's record to elicit previous patterns of illness behaviour, individual and family circumstances, significant previous medical history, including current medication, and date and reason for most recent consultation.	HPR1

Elicits relevant and specific information from patients to help distinguish between working diagnoses.	HP2	Always clarify the presenting complaint(s) first, then seek relevant associated features	HPR2
		Consciously identify in your mind the key, i.e. diagnostic symptoms of each of your working diagnoses	HPR3
		Use focused questions to fill gaps in the information you are attempting to gather.	HPR4
Exhibits well-organised approach to information gathering	HQ1	Use the hypothetico-deductive model in a systematic way	HQR1

Category E PHYSICAL EXAMINATION

COMPETENCE	Code	RECOMMENDED STRATEGY	Code
Performs examination and elicits physical signs correctly Performs examination sensitively	EA1	Improve technique to elicit physical signs (<i>specify which</i>) e.g. by reading about it, asking a tutor to demonstrate it and then practise it under supervision	EAR1
	EA2	Ask patient's permission to carry out the examination, especially 'intimate' examinations	EAR2
		Appropriately expose the part(s) to be examined with due sensitivity to the patient	EAR3
		Give an explanation of what you are doing to the patient	EAR4
Uses the instruments commonly used in a competent and sensitive manner	EB1	Familiarise yourself with instruments (<i>specify which</i>) and practise their use under supervision	EBR1

Category M PATIENT MANAGEMENT

COMPETENCE	Code	RECOMMENDED STRATEGY	Code
Formulates management plans appropriate to findings and circumstances	MA1	Remember to apply RAPRIOP	MAR1
		Remember to provide preventive advice relating to the presenting problem	MAR2
Formulates management plans in collaboration with patients	MB1	Try to reach a shared understanding of the nature of the problem and what can be done about it	MBR1
		Focus on areas of the patient's responsibility and what they can and / or should do	MBR2
Demonstrates understanding of the importance of reassurance and explanation Uses clear and understandable language	MC1	Provide every patient with a basic explanation of your thoughts then try to reach a shared understanding of the nature of the problem and what can be done about it. Whenever possible, link back to the patient's reasons for Consultation	MCR1
	MC2	Don't use jargon	MCR2
		Tailor explanation to the level of the patient's understanding	MCR3
		Provide information in 'small packages' particularly if it is distressing / complex	MCR4
Makes discriminating use of drug therapy	MD1	Be consciously aware of the reasons for anything you prescribe	MDR1
		Always consider the major side effects and / or interactions	MDR2
		If in doubt, don't guess, consult the BNF	MDR3
		Provide adequate explanation to patients how prescribed items should be taken and expected impact; include principal side effects to be expected	MDR4
Makes discriminating use of referral	ME1	Remember to consider need for referral and consciously be aware of the reasons for and against any potential referral whether to hospital, other members of the Primary Health Care Team etc.	MER1
Makes discriminating use of investigations	MF1	Remember to consider the need for investigation and consciously be aware of the reasons for and against any potential investigation	MFR1
Is prepared to use time appropriately	MG1	When the clinical picture is uncertain, it is sometimes appropriate to choose to defer decision making until the	MGR1

		clinical picture clarifies. (Sometimes the correct thing to do is to apparently do nothing)	
Checks patients' level of understanding	MH2	Sometimes it may be appropriate to ask the patient to tell you their understanding of the management plan and what they are to do. You may have to ask the patient "Have you understood what I said?" or "Is there anything else you would like to ask about what I have said?"	MHR1
Arranges appropriate follow-up	MJ1	Make clear if and when the patient should return, indicating the likely course of the illness	MJR1
		Remember the application of open follow-up	MJR2
Attempts to modify help-seeking behaviour of patients as appropriate	MK1		MKR1

Category A ANTICIPATORY CARE

COMPETENCE	Code	RECOMMENDED STRATEGY	Code
Acts on appropriate opportunities for health promotion and disease prevention	AA1	Consider specific preventive interventions that could be made in any patient of the particular age and sex of the consulting patient	AAR1
		Always scrutinize the patient record to seek potential opportunities for preventive interventions in an individual patient	AAR2
		During consultations be alert for preventive cues, either verbal or non-verbal, e.g. nicotine-stained fingers/smell of alcohol	AAR3
		Remember there may be circumstances in the consultation or about a particular patient that might make a preventive intervention harmful even though otherwise indicated	AAR4
		Having identified legitimate preventive opportunities, be selective; normally restrict yourself to only one preventive action per consultation	AAR5
		Always establish the patient's motivation, i.e. readiness to change	AAR6
Provides sufficient explanation to patients for preventive initiatives taken	AB1	In initiating your choice of preventive action, always provide the patient with an opening explanatory statement	ABR1
		Elicit patient's response (including their level of awareness) and react accordingly	ABR2
		Be prepared then or later to provide evidence-based information on the reasons for the interventions	ABR3
		There is no point in continuing to try to alter the view of an informed patient who rejects the intervention	ABR4
Sensitively attempts to enlist the co-operation of patients to promote change to healthier life-styles	AC1	Try to agree a specific behaviour modification plan with the patient which may include planned follow-up	ACR1
		Identify agreed targets: this may involve a series of interim targets	ACR2
		Throughout any preventive initiatives undertaken be positive about benefits: be prepared to be supportive and to provide reinforcement	ACR3
		Offer continuing support and review of progress through follow-up	ACR4

Category R RECORD KEEPING

COMPETENCE	Code	RECOMMENDED STRATEGY	Code
Made accurate record of doctor-patient contact	RA1	Make accurate record of doctor-patient contact	RAR1
Made legible record of doctor-patient contact	RA2	Make legible record of doctor-patient contact	RAR2
Made appropriate record of doctor-patient contact	RA3	Make appropriate record of doctor-patient contact	RAR3

Made accurate record of referral	RA4	Make accurate record of referral	RAR4
Made legible record of referral	RA5	Make legible record of referral	RAR5
Made appropriate record of referral	RA6	Make appropriate record of referral	RAR6
Minimum information recorded included date of consultation	RB1	When recording information include date of consultation	RBR1
Minimum information recorded included relevant history	RB2	When recording information include relevant history	RBR2
Minimum information recorded included examination findings	RB3	When recording information include examination findings	RBR3
Minimum information recorded included any measurement carried out (e.g. BP, peak flow, weight, etc.)	RB4	When recording information include any any measurement carried out (e.g. BP, peak flow, weight, etc.)	RBR4
Minimum information recorded included diagnosis/problem	RB5	When recording information include diagnosis/problem	RBR5
Minimum information recorded included diagnosis/problem ('boxed')	RB6	When recording information include diagnosis/problem ('boxed')	RBR6
Minimum information recorded included outline of management plan	RB7	When recording information include outline of management plan	RBR7
Minimum information recorded included investigations ordered	RB8	When recording information include investigations ordered	RBR8
When a prescription was issued, it included name(s) of drug(s)	RC1	When a prescription is issued, include the name(s) of drug(s)	RCR1
When a prescription was issued, it included the dose	RC2	When a prescription is issued, include the dose	RCR2
When a prescription was issued, it included the quantity	RC3	When a prescription is issued, include the quantity	RCR3
When a prescription was issued, it included special precautions intimated to the patient	RC4	When a prescription is issued, include special precautions intimated to the patient	RCR4

Category P PROBLEM SOLVING

COMPETENCE	Code	RECOMMENDED STRATEGY	Code
Generates appropriate working diagnoses or identifies problem(s) depending on circumstances	PA1	Where possible try to erect specific pathological, physiological and/or psychosocial diagnoses. If this is not possible, try to identify specific problem. Consider whether the pre-diagnostic interpretation and sieves could assist in generating appropriate hypotheses	PAR1
		Ensure diagnostic hypotheses match your pre-diagnostic interpretation	PAR2
		In erecting any single hypothesis consciously test it with information for and against, then try to identify and fill any gaps	PAR3
		Generate a justifiable list under headings of 'Most likely' and 'Less likely but important to consider': actively consider whether every diagnosis should be present	PAR4
		Be prepared to reject diagnoses for which there is little or no support	PAR5
		Do not 'close' too early, i.e. jump to premature diagnostic conclusion	PAR6
Seeks relevant and discriminating physical signs to help confirm or refute working diagnoses	PB1	Always assess whether the patient looks well or ill, particularly I children, and consider how this might influence your working diagnoses	PBR1
		Consciously ask yourself what are the diagnostic physical signs for each of your working diagnoses and focus your physical examination on them	PBR2
Correctly interprets and applies information obtained from patient records, history, examination and investigation	PC1	Take sufficient time to consider what the information you have gathered means and how you can apply it. Do not be afraid to indicate to the patient that this is what you are doing	PCR1
		Think about the use of (interim) summarizing	PCR2

		Be prepared to check with books, colleagues, etc., particularly for single items of information	PCR3
Is capable of applying knowledge of basic, behavioural and clinical sciences to the identification, management & solution of patients' problems	PD1	Remember you have a very substantial knowledge reservoir covering many subject areas. Before giving up try to extrapolate from your knowledge of the principles of basic, behavioural and clinical sciences	PDR1
		Consider whether 'sieves' might help you to access your knowledge store	PDR2
Is capable of recognizing limits of personal competence Is capable of recognizing limits of personal competence and acting appropriately	PE1	Nobody knows everything. It is an excellent professional attribute to be able to recognize the limits of your competence	PER
	PE2	When you recognize you have reached the limits of your competence, do not guess – seek appropriate help, e.g. colleagues, books	PER2

Category B BEHAVIOUR / RELATIONSHIP WITH PATIENTS

COMPETENCE	Code	RECOMMENDED STRATEGY	Code
Maintains friendly but professional relationship with patients with due regard to the ethics of medical practice	BA	Adopt friendly, professional behaviour and demeanour relevant to the circumstances of the individual patient and consultation	BAR
Conveys sensitivity to the needs of patients	BB	Try to consider what it would be like to be in the patient's shoes and respond appropriately within professional boundaries. Appropriate responses can include verbal and non-verbal acknowledgement of the patient's state, e.g. "I can see you are angry"; "I can understand that", "I can see why you are distressed about it"	BBR
Demonstrates an awareness that the patient's attitude to the doctor (and vice versa) affects management and achievement of levels of co-operation and compliance	BC	A doctor has to be able to tolerate uncertainty. However, on occasion they may need to convey certainty to the patient, with due regard to ethics, although aware that such certainty may not be fully justifiable or guaranteed	BCR

Extracted from Leicester Assessment Package by Professor Robin C Fraser, United Kingdom
(with the permission from author)

ASSESSMENT/FEEDBACK BY CLINICAL SUPERVISORS

(HIGHER TRAINING)

(revised on 21 March 2011)

This form is designed to help vocational trainees identify their areas of clinical strengths and weaknesses so that specific further training areas can be explored. Frank and constructive feedback from you is essential for this aim. If you have insufficient information to answer a question, please indicate this.

***Please make a copy of the completed form for your records.**

***Please submit the report at least once a year (or at the end of training in each training center whichever is shorter)**

Trainee Doctor _____ Supervisor _____ (Block letter please)

Practicing address _____ Period from _____ to _____

PLEASE RATE THE TRAINEE'S PERFORMANCE (0=very poor, 5=excellent) in the following areas:-

1. Ability of full independent practice in family medicine

0 5

Comments : _____

2. Provision of cost-effective health services to the community

0 5

Comments : _____

3. Ability of handling difficult problems encountered in family medicine practice

0 5

Comments : _____

4. Knowledge and skills in working with families

0 5

Comments : _____

5. Knowledge and skills in handling the care of population with special needs e.g. the elderly, women and the chronically ill in the community

0 5

Comments : _____

6. Attitude of self-directed learning

0

--	--	--	--	--	--

 5

Comments : _____

7. Knowledge and skills of critical appraisal of new information

0

--	--	--	--	--	--

 5

Comments : _____

8. Knowledge, skills and interest in academic family medicine including education, training and research

0

--	--	--	--	--	--

 5

Comments : _____

9. Skills of conducting clinical audit / research

0

--	--	--	--	--	--

 5

Comments : _____

GENERAL COMMENTS:

Please comment on the doctor's progress during the term - the extent to which the doctor's training objectives have been fulfilled. Include any additional comments that might help this doctor become an independent family physician.

RECOMMENDATION:

I * ***recommend / do not recommend*** to the Board of Vocational Training and Standards certifying this trainee for completion of ***1year / 2year of Higher Training*** during the specified period.

Comments (Obligatory if not recommend) :

Signed and official chop _____



Date : _____

Once complete please return it to *H.K.C.F.P. at Room 803-4, 8/F, HKAM Jockey Club Building, 99 Wong Chuk Hang Road, Aberdeen, Hong Kong.*

** Delete as appropriate*

ASSESSMENT/FEEDBACK BY CLINICAL SUPERVISORS

(HIGHER TRAINING)

(revised on 21 March 2011)

This form is designed to help vocational trainees identify their areas of clinical strengths and weaknesses so that specific further training areas can be explored. Frank and constructive feedback from you is essential for this aim. If you have insufficient information to answer a question, please indicate this.

***Please make a copy of the completed form for your records.**

***Please submit the report at least once a year (or at the end of training in each training center whichever is shorter)**

Trainee Doctor _____ Supervisor _____ (Block letter please)

Practicing address _____ Period from _____ to _____

PLEASE RATE THE TRAINEE'S PERFORMANCE (0=very poor, 5=excellent) in the following areas:-

1. Ability of full independent practice in family medicine

0 5

Comments : _____

2. Provision of cost-effective health services to the community

0 5

Comments : _____

3. Ability of handling difficult problems encountered in family medicine practice

0 5

Comments : _____

4. Knowledge and skills in working with families

0 5

Comments : _____

5. Knowledge and skills in handling the care of population with special needs e.g. the elderly, women and the chronically ill in the community

0 5

Comments : _____

8. Attitude of self-directed learning

0

--	--	--	--	--	--

 5

Comments : _____

9. Knowledge and skills of critical appraisal of new information

0

--	--	--	--	--	--

 5

Comments : _____

10. Knowledge, skills and interest in academic family medicine including education, training and research

0

--	--	--	--	--	--

 5

Comments : _____

11. Skills of conducting clinical audit / research

0

--	--	--	--	--	--

 5

Comments : _____

GENERAL COMMENTS:

Please comment on the doctor's progress during the term - the extent to which the doctor's training objectives have been fulfilled. Include any additional comments that might help this doctor become an independent family physician.

RECOMMENDATION:

I * ***recommend / do not recommend*** to the Board of Vocational Training and Standards certifying this trainee for completion of ***1year / 2year of Higher Training*** during the specified period.

Comments (Obligatory if not recommend) :

Signed and official chop _____



Date : _____

Once complete please return it to *H.K.C.F.P. at Room 803-4, 8/F, HKAM Jockey Club Building, 99 Wong Chuk Hang Road, Aberdeen, Hong Kong.*

** Delete as appropriate*

BOARD OF VOCATIONAL TRAINING AND STANDARDS (Mandatory)

Listing of Patients Seen in a Two-Week Period in Higher Training

Page:_____

[illegible]

Please make copies of this form as needed.

BOARD OF VOCATIONAL TRAINING AND STANDARDS (Mandatory)

Listing of Patients Seen in a Two-Week Period in Higher Training

Page:_____

[illegible]

Please make copies of this form as needed.

BOARD OF VOCATIONAL TRAINING AND STANDARDS (Mandatory)

Listing of Patients Seen in a Two-Week Period in Higher Training

Page:_____

[illegible]

Please make copies of this form as needed.

BOARD OF VOCATIONAL TRAINING AND STANDARDS (Mandatory)

Listing of Patients Seen in a Two-Week Period in Higher Training

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[illegible]

Please make copies of this form as needed.

BOARD OF VOCATIONAL TRAINING AND STANDARDS (Mandatory)

Listing of Patients Seen in a Two-Week Period in Higher Training

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[illegible]

Please make copies of this form as needed.

BOARD OF VOCATIONAL TRAINING AND STANDARDS (Mandatory)

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[illegible]

Please make copies of this form as needed.

BOARD OF VOCATIONAL TRAINING AND STANDARDS (Mandatory)

Listing of Patients Seen in a Two-Week Period in Higher Training

Page:_____

[illegible]

Please make copies of this form as needed.

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Please make copies of this form as needed.

BOARD OF VOCATIONAL TRAINING AND STANDARDS (Mandatory)

Listing of Patients Seen in a Two-Week Period in Higher Training

Page:_____

[illegible]

Please make copies of this form as needed.

BOARD OF VOCATIONAL TRAINING AND STANDARDS (Mandatory)

Listing of Patients Seen in a Two-Week Period in Higher Training

Page:_____

[illegible]

Please make copies of this form as needed.

RECORD OF CLINICAL SUPERVISOR'S FEEDBACK

The trainee should record the feedback comments from the clinical supervisor regarding whether the trainee's training program is meeting the goals set by the trainee, and any recommendations for future adjustment. **Higher trainees should make learning plans every 6 monthly.**

Date & Name of Supervisor	Comments by Clinical Supervisor		
	Strengths	Weaknesses	Learning Plan (Please elaborate in the learning portfolio)

Learning Portfolio

The trainee should record the six-monthly learning plans and learning activities.

Learning Needs (Prioritized)	Learning Methods	Learning activities	Target Commencement date	Target End Date

Learning Needs (Prioritized)	Learning Methods	Learning activities	Target Commencement date	Target End Date

Learning Needs (Prioritized)	Learning Methods	Learning activities	Target Commencement date	Target End Date

Learning Needs (Prioritized)	Learning Methods	Learning activities	Target Commencement date	Target End Date

CLINIC SIT-IN CONSULTATION SESSIONS (Mandatory)

Date	Name of Supervisor	Comments by Supervisor

CLINIC SIT-IN CONSULTATION SESSIONS (Mandatory)

Date	Name of Supervisor	Comments by Supervisor

REVIEW OF CONSULTATION VIDEO-RECORDING (Mandatory)

Date	Name of Supervisor	Comments by Supervisor

REVIEW OF CONSULTATION VIDEO-RECORDING (Mandatory)

Date	Name of Supervisor	Comments by Supervisor



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

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香港仔黃竹坑道99號香港醫學專科學院賽馬會大樓8樓803-4室



Trainee Name: _____

Checklist for Recommendation for Exit Examination

Checking items and content	
Completed 18 months of training before 31 August	Yes /No
Practice Visits (6 months intervals)	Yes /No
Consultation Skill Review LAP (6 months intervals)	Yes /No
Supervisor Feedback /Assessment (annually)	Yes /No
Self-Directed Education & Critical Appraisal Exercises (at least 40 hours per 6 months) At least 50% for Critical Appraisal Exercises	Yes /No
Balanced pre-approved Structured Educational Program (Confirmation by course organizer) (>80 hours per year & >40 sessions per year)	Yes /No
Record of Sit in / Videotaped Sessions (6 monthly)	Yes /No
Learning Plans / Record of Supervisor Feedback (6 monthly)	Yes /No
Learning portfolio kept (6 monthly)	Yes /No

Other comments / Recommendation: _____

The trainee **is / is not** recommended for sitting the Exit Examination

Signature of Clinical Supervisor

Dr. _____
Name in block letters

Date: _____



香港家庭醫學學院
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Tel: (852) 2528 6618 Fax: (852) 2866 0616

E-mail: hkcfp@hkcfp.org.hk Website: www.hkcfp.org.hk

香港仔黃竹坑道99號香港醫學專科學院賽馬會大樓8樓803-4室



Application Form for Certification of Completion of Higher Training in Family Medicine

Name of trainee: Dr. _____

Starting date of training: _____ (dd/mm/yy)

Completion date of training: _____ (dd/mm/yy)

I would like to apply for completion of Two-year higher training.

My training rotation:

<u>Period (mm/yy- mm/yy)</u>	<u>Name of training unit</u>	<u>Clinical supervisor</u>

Enclosed are the original copy of my training logbook and the checklist for completion of higher training for your reference

Signature: _____

Date _____

To: **Chairman of Higher Training Subcommittee, BVTS of HKCFP**

Checklist for Completion of Higher Training

Trainee: Dr. _____

Clinical Supervisor: Dr. _____

Checking items and content (Tick as appropriate)	Trainee Section	Verification by BVTS
Records of Practice Visits w/ Feedback (6 months intervals)		
Date of 1 st visit:		
Date of 2 nd visit:		
Date of 3 rd visit:		
Date of 4 th visit:		
Consultation Skill Review LAP (6 months intervals)		
Supervisor Feedback /Assessment (annually)		
Self-Directed Education & Critical Appraisal Exercises (> 40 hrs / 6 months)	Total: _____ hours	
Pre-Approved Structured Educational Program (Confirmation by course organizer) (>160 hours, >80 sessions, >15 hours per module)		
1. Principles and Concepts of Working with Families	_____ hours	
2. Family Interview and Counseling	_____ hours	
3. Difficult Consultations and Ethical Dilemmas	_____ hours	
4. Clinical Audit and Research in Family Medicine	_____ hours	
5. Critical Appraisal	_____ hours	
6. Preventive Care and Patients with Special Needs	_____ hours	
7. Health Economics and Advanced Practice Management	_____ hours	
8. Teaching and Training	_____ hours	
<i>Total :</i>	_____ hours	
Record of Sit in / Videotaped Sessions (6 monthly) Submit at least 3 videotaped consultations to BVTS		
Learning plans / Record of Supervisor Feedback (6 monthly)		
Learning portfolio kept (6 monthly)		
Content checklist completed and signed		
2 weekly patient profile completed		
Attendance of Hong Kong Primary Care Conference (once)		

*all requirements above need to be completed before the end of training

Signature of trainee _____ Date _____

For official use only

Other comments / Recommendation

The trainee is / is not recommended for completion of two years of higher training

The report is completed by Dr. _____ (Block letter)

Signature: _____ Date _____