



To : All COSs and Training Supervisors
College Members and Associates
From : Prof. Louis CK Low, Honorary Secretary
Date : 27th November 2003

Dear Colleagues,

Guidelines on Application of Prospective Accreditation of Higher Training Programme undertaken by Trainees in Overseas Institutions

At the last Council Meeting, it was resolved that all trainees of the College should adhere strictly to the guidelines governing the application of prospective accreditation of Higher Training Programme undertaken by trainees in overseas institutions.

The trainees who wish to undergo higher training in overseas institutions should apply prospectively to the Accreditation Committee at least 3 months before the commencement of overseas training.

Trainees must supply the following documents and information to the Accreditation Committee for prospective approval 3 months before commencement of overseas training:

- i) Application letter for prospective approval;
- ii) Period of overseas training and duration;
- iii) Subspecialty, Institution/ Training Centre, Country;
- iv) Name of supervisor;
- v) Institution information : background of the institution and institution accreditation status (whether it is a locally accredited training centre for the paediatric subspecialty);
- vi) Preliminary Training Programme (activities involved);
- vii) Undertaking by applicant on the status of the institution that it is a locally accredited training centre for the paediatric subspecialty;
- viii) Acceptance letter from overseas training center;
- ix) Recommendation letter by local training supervisor/ COS;

Applications will not be processed unless all required documents are submitted with preliminary approval by the COS/training supervisor. All overseas higher training applications will be acknowledged and outstanding information will be requested. The Accreditation Committee accepts that all the necessary information and documentation required may not be available before

commencement of overseas training. If the trainee responds by giving a valid reason why such documentation is not available and undertake to provide the outstanding information and documentation within three months upon return from training overseas, this would be acceptable to the Committee. A preliminary approval by the Honorary Secretary of the Accreditation Committee will be issued after the application has been approved by the Accreditation Committee.

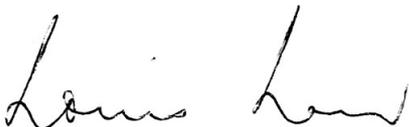
Unless a valid reason is provided for a trainee's inability to provide the necessary documentation prior to commencement of overseas training, submission of the necessary documentation upon completion of overseas training for accreditation will be treated as retrospective accreditation subjected to an administrative charge of HK\$2,000.00. This regulation will be strictly enforced with effect from the 1st January 2004.

The trainee should submit the following information within 3 months upon return from training to the Accreditation Committee for final approval of his higher training at the overseas institution:

- i) Application letter for final approval;
- ii) Training report by the applicant, including the finalized full training programme and duty roster
- iii) Training summary and log sheet, duly signed by the overseas supervisor;
- iv) Summary of project and/or publication achieved during the training period;
- v) Declaration by trainee that the information submitted is true and accurate;
- vi) Local supervisor's evaluation together with recommendations towards accreditation.

The Committee reserves the right to write to the supervisor abroad directly for additional information.

If all the criteria as required by the Accreditation Committee are satisfied, a letter of accreditation will be issued to the trainee as official approval of his higher training at the overseas institution.



Louis CK Low
Honorary Secretary

c.c. Dr. CW Chan, Chairman, Accreditation Committee
Dr. Maurice Leung, Honorary Secretary, Accreditation Committee