



To : All COSs and Training Supervisors, Department of Paediatrics  
Clinical Genetics Service  
Child Assessment Service  
Family Health Service

From : Dr SN Wong, Honorary Secretary

Date : 3 May 2004

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Dear Colleagues,

### **Re: Updated Guidelines on Accreditation of Training**

Please be informed that the Guidelines on Accreditation of Training of the Hong Kong College of Paediatricians have been updated and endorsed by the Hong Kong Academy of Medicine. We would like to attach the new version for your easy reference and study.

In particular, your attention is drawn to the following clarifications :

1. A training team is governed by the number of patients looked after per day (10 – 30 patients) and can have one or more trainers. However, a training team can have a maximum of 3 trainees – either 2 Basic and 1 Higher Trainees, or 1 Basic and 2 Higher Trainees (see Section 3.1.6). Family Medicine trainees or trainees in other training programmes working in the same training centre, will be counted in the trainer : trainee ratio. (see Section 5.2.1)
2. In training units with age-orientated wards, the rotation through all such wards within the 3-year Basic Training Programme should normally be evenly distributed. (see Section 7.4.a.iv)
3. In training units with established subspecialty teams, an accredited standardized rotation of trainees through different subspecialties for 18 months and for 6 months in neonatology will also be accepted as core programme of the Basic Training Programme. Subspecialty rotations during the 2-year core programme should preferably be not more than 3 months but definitely not more than 6 months for each subspecialty rotation. Trainees should not rotate through these subspecialties again in the 1-year flexible programme (the exception being neonatology and a trainee is allowed to have a further 6-month training during the flexible programme). (see Section 7.4.a.iii)

It was further discussed at the Accreditation Committee meeting on 27<sup>th</sup> April 2004 that before the establishment of Paediatric Subspecialty Boards, the accreditation of subspecialty teams or age-orientated teams for the purpose of Basic or Higher Paediatric Training will be based on the existing guidelines for a training team, i.e. 10-30 inpatients per day under a qualified trainer.

Each Training Centre will shortly receive invitation from the Accreditation Committee to submit : 1) the trainees list matched to accredited training teams (including trainees in other training programs in the same unit) and 2) a template of rotation that the trainees usually go through in their Basic Training including subspecialty teams or age-orientated wards. 3) In addition, you will be invited to provide detailed information about each subspecialty team (trainers, number of inpatient beds, bed-occupancy, bed-days

occupied, facilities, duly endorsed by the Chief-of-Service) for accreditation as a training team.

If you have any queries, please direct to the Honorary Secretary, or the Chairman of the Accreditation Committee.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Sik Nin Wong', written in a cursive style.

Dr Wong Sik Nin  
Honorary Secretary

Enclosed: Updated Guidelines on Accreditation of Training

c.c. Professor TF Fok, President  
Dr CW Chan, Chairman, Accreditation Committee

Letter to COS & TS-Accred Guidelines update-03May04