



21 January 2016

Dear Colleagues,

Fourth intake of CMS Visiting Scholar Programme

The Hong Kong Jockey Club Innovative Learning Centre for Medicine (HKJC ILCM) invites applications for the CMS Visiting Scholar Programme. Please refer to the attached document for details, and note the following:

- 1) Applicants need to have attended the IMS instructor courses (i.e. the IMS Simulation as a Teaching Tool: Instructor Course or IMS Advanced Debriefing Course) before they start their training in Boston.
- 2) Successful candidates may be provided with sponsorship in terms of partial or full reimbursement of economy return airfare (HK to Boston) and a modest sum of monthly subsistence allowance. If they are Hospital Authority (HA) staff, they may be granted study leave at the discretion of the HA. HA may also provide extra funding for the selected staff's parent department to facilitate their manpower relief arrangement when the staff is away for the Fellowship.
- 3) Short-listed candidates will be invited for interview by HKJC ILCM in March 2016.
- 4) The CMS Visiting Scholar Programme lasts for five years (2014-2018), and there will be regular invitations for the application for the Programme in the said five year period.
- 5) Applicants who have received CMS Visiting Scholarship are expected to be actively engaged in the Simulation-based education activities of HKJC ILCM.
- 6) In the supporting letters of reference, specific comments about the candidate's potentials to become a successful faculty member for simulation-based education should be included.

Applications should be submitted **by 19 February 2016**.

Should you have any queries and require further information, please do not hesitate to contact our colleagues of HKJC ILCM at 2871 8880 or email: hkjcilcm@hkam.org.hk.

Regards,

Dr. PP Chen
Honorary Director
Hong Kong Jockey Club Innovative Learning Centre for Medicine

Encl.

Background

1. Hong Kong Academy of Medicine (HKAM) is an independent institution with statutory power to organize, monitor, assess and accredit all medical and dental specialist training in Hong Kong. With funding from The Hong Kong Jockey Club Charities Trust, HKAM's simulation centre (formally known as Hong Kong Jockey Club Innovative Learning Centre for Medicine "HKJC ILCM") was established and opened in December 2013.
2. The Center for Medical Simulation (CMS), established in 1993, is one of the world's leading providers of medical simulation education and consulting services located in Boston, Massachusetts, United States of America.
3. CMS and HKAM have a formal affiliation to promote patient safety, medical education and research using simulation in Hong Kong and eventually throughout the People's Republic of China. Besides, it is hoped that a "community of practice" around topics of simulation and debriefing will be established in Hong Kong. An agreement was signed between CMS and HKAM for this collaboration project. The maintenance and further development of Simulation-based Education (SBE) depends on HKJC ILCM having its own expert faculty in SBE. As such, the Simulation Visiting Scholar Programme at CMS in Boston is a vital component of the project. Members of HKAM and other healthcare professionals who have graduated from the IMS instructor courses (i.e. IMS Simulation as a Teaching Tool: Instructor Course or IMS Advanced Debriefing Course) are invited by HKAM to apply for this Programme. But applications would be considered only if candidates would undertake to assist HKJC ILCM in teaching courses after they have completed the Programme.

Learning Objectives

4. The learning objectives of the CMS Visiting Scholar Programme are:
 - a) Understand and demonstrate concordance of CMS values regarding helpfulness, quality, scholarship and teamwork.
 - b) Improve debriefing skills to the level of 4 or above on the Debriefing Assessment for Simulation in Healthcare.
 - c) Experience and appreciate different uses and manifestations of simulation-based education throughout the health education curricula.
 - d) Plan an approved simulation-based education project that can be completed at CMS or in Hong Kong.
 - e) Experience, learn the structure and processes of and contribute to the running of an independent non-profit simulation-based education center in terms of research, teaching and leadership.

How to apply

5. Application for the Visiting Scholar Programme is by self-nomination. The candidate should provide the following:
 - a) A complete CV with an emphasis relating to the education of clinicians.
 - b) Information on qualification and experience relating to simulation-based education, if any.
 - c) An essay of not more than 1,000 words on a proposed project (see appendix A) about simulation-based education that can benefit HKAM's mission of post-graduate training. The document should be organized and include details of the following:
 - i) Personal goals for spending programme time at CMS.
 - ii) Problem or need that the candidate intends to solve.
 - iii) Beneficiaries and expected accomplishments.
 - iv) Necessary resources and barriers to implementation.
 - v) Description of how candidate will evaluate whether the project has created an improvement.
 - vi) What portions of the project will be completed upon return to Hong Kong, with an approximate schedule.
 - d) Three letters of reference attesting to the candidate's teaching ability - at least one must be from his/her supervisor and one from his or her peer.
 - e) As a part of the application, applicants will submit a request for the estimated amount of support from CMS faculty subsequent to their on-site Boston Visiting Scholar Programme, i.e., for when the candidate returns to Hong Kong. The estimated amount of CMS support will later be adjusted in light of what is accomplished during the Visiting Scholar Programme and submitted in writing to CMS and HKAM.

Selection committee

6. An interview shall be conducted by a selection committee consisting of 2 members from the Management Committee of the HKJC ILCM, 1 member from the HKAM Council, and 1 member nominated by Hospital Authority. The following factors shall be taken into account for selecting the suitable candidate:
 - a) The aspiration and suitability of the candidate to become a leader in simulation-based education as reflected by his/her CV, simulation-based education experience and qualification, and the essay about his/her project.
 - b) Support (and priority) set by his/her College and the Hospital Authority, if any.
 - c) A fair balance of suitable candidates among interested HKAM specialties to move simulation-based education ahead and to contribute to Hong Kong's simulation community of practice.
 - d) Perceived ability as an educator and teacher.
 - e) An undertaking of becoming an instructor on an international stage to teach Institute for Medical Simulation instructor courses in Hong Kong and Mainland China is a must for the candidate to be selected.



Role of HKAM Colleges and Hospital Authority

7. Self-nominations, if from College Fellows and Hospital Authority staff, will be sent to the HKAM Colleges and the Hospital Authority. The Colleges and Hospital Authority can:
 - a) Confirm or deny support for the individual candidate.
 - b) Set the priority if they see fit; or just leave the list alone.

Duration of the Visiting Scholar Programme and pre-requisite

8. The duration of the Visiting Scholar Programme shall be a minimum of two months. Longer duration is encouraged. Candidates who can spend longer periods in Boston will have a slight selection advantage. The candidate should have taken the IMS instructor course prior to the start of the Visiting Scholar Programme. The candidate is recommended to take the CMS advanced course (in Boston or Hong Kong) as well, but that can be accomplished after completion of the Visiting Scholar Programme.

What the learner should prepare and expect during the 2-month stay in Boston

9. During the 2-month stay in Boston, the learner should prepare and expect the following:
 - a) The learner must be a self-starter and able to work with minimal supervision.
 - b) The learner must have very good command of spoken and written English.
 - c) The learner will be asked to read several articles and books prior to arriving in Boston.
 - d) Work hours are occasionally unusual. Some days are 8-5; many days are longer due to CMS courses and meetings.
 - e) The learner is encouraged to bring their own computer equipment. CMS will provide internet access and, depending how many learners are in the CMS programme those months, may be able to provide a desktop PC, if needed.
 - f) The learner will be responsible for all living expenses and transportation (HKAM may consider granting sponsorship on this, subject to prevailing policy and resource availability).
 - g) Because of workload flow at CMS, programmes during July and August are discouraged unless those months are in addition to the minimal two-month Visiting Scholar commitment.
 - h) The learner should try to arrange their schedule so that they can attend and help to run IMS courses while at CMS in Boston and/or HKAM in Hong Kong.

Follow-up work the candidate needs to do upon return to HK after the Visiting Scholars stay in Boston

10. Applicants for the Visiting Scholar Programme will submit a plan to complete and to evaluate their project along with their initial application. This plan will be adjusted in light of what is accomplished during the Visiting Scholar Programme. A written report will be due (date negotiated with CMS faculty) to HKAM and CMS on the execution of the project and the results. This final report will be outlined prior to the end of the Boston portion of the Visiting Scholar Programme.



CMS requirements

11. The following outlines the criteria and mechanism for granting the CMS Visiting Scholar and action for candidates failing to meet the necessary requirements:
 - a) CMS will only accept candidates with HKAM endorsement.
 - b) Other CMS considerations:
 - i) Alignment of interests with CMS expertise and available faculty.
 - ii) Alignment of interests with CMS philosophy.
 - iii) Proposed Visiting Scholar months and their alignment with CMS activities.
 - c) Applicants who have become known to CMS through previous contact, e.g., an IMS course, will likely be more favorably evaluated.
 - d) Applicants will be more favorably evaluated if they have previously taught simulation courses or participated in advanced education or simulation studies.
 - e) Applicants will be interviewed via Skype prior to final acceptance.

12. When an application is not accepted by CMS, HKAM will be contacted to discuss remedial action, re-scheduling or to agree on non-acceptance.

Applications should be sent to:

***Chief Executive Officer
Hong Kong Academy of Medicine
10/F, HKAM Jockey Club Building
99 Wong Chuk Hang Road
Aberdeen, Hong Kong***

Please mark “Application for CMS Visiting Scholar Programme” on envelope

Enquiry: hkjcilcm@hkam.org.hk

Application Deadline: 19 February 2016



Appendix A

Previous examples of the simulation projects:

1. Develop and try-out a one-day simulation course that simulates an entire ICU patient experience, from admission through discharge.
2. Develop the ability to run a simulation center (this was for a to-be Director)
3. Develop and begin implementation of a faculty development plan for simulation faculty.

