

# HONG KONG ACADEMY OF MEDICINE

## Certification for Specialist Registration (CSR) Guidance Notes (for Non-Academy Fellow)

### General

- 1 According to the Medical Registration Ordinance (MRO) and Dentists Registration Ordinance (DRO), a registered medical practitioner or dentist who wishes to have his/her name included in the Specialist Register of Medical Council of Hong Kong (MCHK) or Dental Council of Hong Kong (DCHK) must be either a Fellow of the Academy, or certified by the Academy to have training and qualification *comparable* [or *equivalent* in the case of an application under DRO] to that required of an Academy Fellow in the relevant specialty.
- 2 As being a **registered** medical practitioner/dentist is a prerequisite for Specialist Registration, the Academy will accept CSR applications only from those who are already on the General Register of MCHK or DCHK at the time of application.
- 3 The following broad principles were approved by the Education Committee (EC) and endorsed by the Council for vetting CSR applications from non-Academy Fellows.
  - (a) **In assessing a CSR application, the postgraduate training and examinations, which the applicant has undergone, should first be assessed by reference to the requirements of at least 6 years of supervised post-registration training and of passing Intermediate and Exit examination laid down in Bylaw 2.4 of the Academy.**
  - (b) **All other relevant aspects, which show the professional standard and postgraduate training the applicant has achieved, should also be assessed and, in this regard, assistance may be obtained from the Academy Colleges.**
  - (c) **Through (a) and (b), an overall assessment is reached as to whether or not the applicant has achieved a professional standard *comparable* [or *equivalent* in the case for a CSR application under DRO] to that recognized by the Academy for the award of its fellowship.**
- 4 While being on the relevant specialist register in the applicant's country of training or practice can be regarded as an indication of comparability in professional standard, the applicant will be assessed on all aspects of his/her postgraduate training and experience. And in this regard, the applicant will be required to submit information including, but not limited to, academic, clinical, operative and administrative aspects of the applicant's experience and training. A log book of training and/or surgical

procedures, or equivalent document, certified by the respective training institutions should be provided for inspection, if available. The applicant may be invited to attend an interview to facilitate the assessment, when necessary.

- 5 The MRO and DRO stipulate that an applicant for SR shall have satisfied the CME/continuing education requirements comparable to those determined by the Academy for the relevant specialty. In this regard, a CSR applicant would be required to submit evidence of his/her CME/continuing education activities.
- 6 CSR applications must be submitted directly to the Academy. The CSR vetting will be assisted by the relevant Academy College. Colleges will normally finish the vetting and make their recommendation to EC no later than 6 months from the date of application, provided that the applicant has submitted all necessary materials required for the vetting.

### **Information required for application**

- 7 An applicants will have to provide the necessary information to enable the Academy to assess his/her application.

### ***Postgraduate Training***

- 8 The Academy shall require proof of the applicant's training. The usual format shall be a letter or a certificate from the institution or training unit, confirming the starting and ending date of employment, and the institution and qualification for which the training was recognised. The certificate should also state clearly whether the employment was on a full time basis, or how the period of training was calculated.
- 9 Certification shall be required for each separate period of training. Amongst other requirements, special attention should be paid to the following details (10-13).
- 10 The nature and size of the training/employer institutions, and the availability of postgraduate educational facilities are required information. Detailed descriptions of the available supportive services and other facilities may also be required.
- 11 The nature of the training unit. A description of its workload, the type of cases, and evidence of the standard of care may be required. The trainer trainee ratio, whether the unit is recognised for postgraduate training, and the institution that recognises and supervises the training units, are also important. Adequate evidence to support the claims will be required.
- 12 The qualifications of the trainers, their qualifications, the manner in which trainers are selected, the institution that recognises and supervises the trainers, are required information. Certification from the appropriate institution is required.
- 13 The nature of the training, the nature of supervision, and some accounting of

workload are required. Authenticated logs of experience are necessary.

### ***Qualifications***

- 14 The Academy shall require proof of the applicant's qualifications. The Academy staff cannot certify proof for applicants.
- 15 Proof as stipulated in (14) should be certified by a barrister, a solicitor, a notary public, a Fellow of the Academy, or a commissioner for oaths (if the applicant is resident of Hong Kong).
- 16 Evidence for the following should be produced, whenever possible: -
  - (a) The pre-requisite requirements for examination;
  - (b) The nature of the examination, and how the questions are set and validated;
  - (c) The institution that supervises the examination, and how this was done;
  - (d) The qualification and selection of examiners;
  - (e) The way the examinations are marked, and the pass rate for the examinations.
- 17 An appropriate certificate from institutions which supervise the examinations, detailing these and any other required information should be produced. Separate certification is required for each qualification.

### ***Continuing Medical Education***

- 18 The applicant shall submit evidence of his/her: -
  - (a) being CME/CPD compliant in the country/countries of their current practice; or
  - (b) in the case that CME/CPD is not mandatory in the country/countries of their practice, participation in CME/CPD activities comparable to the requirements of the relevant specialty of the Academy for a period of up to 3 years prior to the CSR application.

### **Certification Procedures**

- 19 The role of the Academy is to evaluate evidences that are available to it. The Academy Secretariat will do its best to advise those that seek its help, but the Academy has no role in pursuing or securing the required evidence.
- 20 The applicant shall present the necessary data to the Academy Secretariat,

accompanied by a signed statement that the applicant will be willing to join the appropriate CME/CPD accredited programme (if the application is successful), and pay the appropriate fees charged by the Academy and the College.

- 21 The Academy Secretariat shall initially ensure all the required evidence is available, put them in order, check non-controversial items against a checklist, and produce a summary. The data and summary shall then be presented to the appropriate College that assists in the vetting.
- 22 The College shall be asked to assess that the postgraduate training, qualifications and CME/CPD of the applicant are comparable to that required of an Academy Fellow, and that the applicant will be eligible for admission to the CME/CPD programme of the College.
- 23 If additional data is required, the applicant shall be so informed, and the reasons given. Evaluation will then proceed on production of the necessary data.
- 24 The data and the recommendation of the College shall be presented to the EC.
- 25 EC will submit successful CSR applications to the Academy's Council for endorsement. A certification letter will be issued upon the payment of the fee required.
- 26 EC will inform the applicant if his/her CSR application is unsuccessful, with reasons. The unsuccessful applicant can appeal to the Academy's Appeal Committee in 30 days from the date of the notification letter.

### **Fees**

- 27 The Academy shall charge a non-refundable processing/vetting fee before it undertakes to evaluate any application. This charge shall be determined by Council and may be changed without notice. In any case the amount of the fee shall not be less than the fees required for Fellowship admission of the Academy.
- 28 Registered specialists shall be charged an annual CME/CPD supervision fee, the amount of which shall be determined by Council and may be changed without notice, but it shall not be less than the yearly subscription fee of an Academy Fellow. The appropriate Academy College will levy further fees for the administration and monitoring of the CME/CPD records.
- 29 Registered specialists must pay the required fees to the Academy and College at the beginning of each year before the Academy would begin supervision for that year.
- 30 In summary, the following fees will be charged: -

- (a) a non-refundable processing/vetting fee upon submission of a CSR application;
- (b) annual CME/CPD supervision fee. The Academy College will also charge separate CME/CPD joining and annual administrative fees, which are to be determined by the College from time to time.

*[Note: (b) is applicable to successful applications only]*

Approved by EC on 8 July 2008  
Endorsed by Council on 18 September 2008  
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