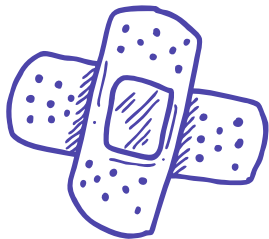


Sharing On
Basic Surgical Training Curriculum
And
Conjoint Selection Exercise For
Admission To Higher Surgical Training

Contents



1

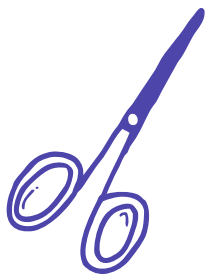
Basic Surgical Training Curriculum

- Training & Curriculum Committee
CSHK / HKICBSC

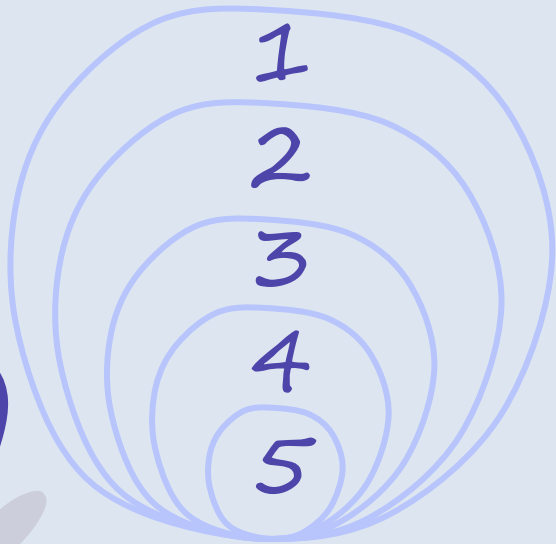
2

Conjoint Selection Exercise (CSE) for Admission to Higher Surgical Training (HST)

- Medical Grade Department
HAHO



Basic Surgical Training



1 Rotation

2 Competency assessment
in Workplace

3 Mandatory
courses

4 CME/training
points

5 HKICBSC
Assessment Form

1. Rotation

- HKICBSC requirement for BST training
 - 1 year Core Training in General Surgery & Emergency Surgery
 - ◆ General Surgery 6 months &
 - ◆ Emergency Surgery 6 months
 - 1 year of Surgical Specialties or Subspecialties
 - No specialty more than 1 year
 - At least 3 specialties



**NO SINGLE SPECIALTY > 1 YEAR
AT LEAST 3 SPECIALTIES**

Term 1	Term 2	Term 3	Term 4	Revised
GS	GS	ANY 1	ANY 2	✓
GS	OT	OT	ANY	✓
GS	OT	NS	URO	✓
GS	URO	URO	ENT	✓
GS	PS ICU	URO	NS CTS	✓
GS	PS AED	AED URO	CTS ENT	✓
GS	PS ENT	URO	NS CTS	✗
GS	PS ICU	Pl S Uro	NS CTS	✗

Counted as emergency surgery training (at least 6 months)

2. + Competency Assessment in Workplace

BST admitted between July 2016 to December 2018	BST admitted in and after January 2019
<ul style="list-style-type: none">• 2 clinical evaluation exercise [mini-CEX]• 6 Surgical direct observation procedural skill [DOPS_Surg]• 2 Endoscopic direct observation procedural skill [DOPS_Endo]• At least 1 DOPS every 3 months & at least 1 mini-CEX every 12 months	<ul style="list-style-type: none">• 4 mini-CEX• 6 DOPS_Surg, 2 DOPS_Endo• 4 Case based discussion [CBD]• At least 1 mini-CEX, 2 DOPS, 1 CBD every 6 months

- Submit every 6 months *with College assessment form*
- *New forms after January 2019*
- Assessed by Trainers or above (AC or above before January 2019)
- Can submit more than minimal requirement

2. Competency Assessment in Workplace

- **MUST COMPLETE BY**
 - 30 June (for July intake)
 - 31 December (for January intake)
- Preferably before date of conjoint selection exercise
- Otherwise cannot fulfill the training requirement of last 6 months



(endorsed in College Council & HAHO CCST)

3. Mandatory Courses

- Basic Surgical Skill Course
 - 2 full-day course
- Clinical Core Competency Course
 - 5 half-day course
 - ◆ General Surgery
 - ◆ Simulation on abdominal emergency conditions
 - ◆ Orthopaedics & Traumatology
 - ◆ Safe Sedation
 - ◆ Scenarios
 - Web-base learning on pre-course materials
 - **Absent, late > 30minutes & failure to sign out will have penalties**
 - ◆ **Marks deduction in Conjoint Selection Exercise due to absence & late for mandatory course attendance will take effect from the courses entry of 2017**
 - ◆ **Marks deduction in Conjoint Selection Exercise will also be caused by failing in signing in or out of the mandatory courses from the courses entry of 2020**
 - ◆ ***Dishonest claim can lead to more severe penalties***



4. CME/Training Points Requirement for Each College

CSHK 15 CME points per 6 months

HKCOS 30 Training points per 6 months

HKCORL 30 CME points per year

HKCEM

- 15 Training points per 6 months; at least 8 TP must be Cat A, the rest can be either Cat B or Cat A.
- Written assignment (Best Evidence Topic)

[This will be waived if the actual training period to be accredited is < 3 months.]

*For training less than 6 months, training points and categories required will be calculated on a pro-rata basis

5. HKICBSC Assessment: New form after Jan 2019

HONG KONG INTERCOLLEGIATE BOARD OF SURGICAL COLLEGES

ASSESSMENT FORM FOR BASIC SURGICAL TRAINING

Name of Trainee : _____ Training Period From : _____ To : _____

Date of commencement of Basic Surgical Training : _____

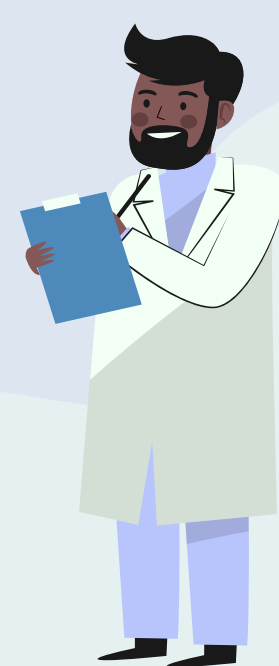
Hospital : _____ Specialty in Training : _____

No. of Days absent _____ Reason for absence (e.g. holiday / study leave / others) _____

Guidelines for Supervisor : Please enter your number (scored 1-5) in the column provided, which best reflects your assessment using the prompts as a guide. Each column must contain a number. Please note that **explanatory comments** would be required for a score of 1, 2 and 5 in "Overall Rating" of the performance.

POOR = 1 DEFICIENT = 2 SATISFACTORY = 3 ABOVE AVERAGE = 4 EXCELLENT = 5

	NO.	POOR	SATISFACTORY	EXCELLENT
(A) KNOWLEDGE				
Knowledge of Subject		Poor knowledge base. Significant deficiencies.	Adequate fund of knowledge and relates it satisfactory to patient care.	Outstanding knowledge of the subject. Knows common areas in depth.
Learning attitude		Poor perspective. Needs direction to study.	Maximum currency of knowledge. Applies scientific knowledge to patient care. Reads appropriately.	Asks for information and follow-up. Aware of the unusual.
Application		Inadequate application of knowledge in real-life.	Recognises and solves real-life problems.	Excellent application of knowledge in clinical situation.
(B) CLINICAL SKILLS				
Assessment History / Examinations		Incomplete or inaccurate. Poorly recorded. Poor basic skills.	Usually complete, orderly and systematic.	Precise, thorough and perceptive.
Case presentations		Wardy or inaccurate on history, signs or diagnosis. Poor discussion.	Competent, concise and correct on clinical details. Good deductions.	Accurate and exact case presentation, good perspective in case discussions.
Use of Investigations		Inappropriate, poor ability to select / interpret.	Usually appropriate. Selective. Can read X-rays / understand results.	Almost always best choice of tests. Excellent at interpretations.
Judgement		Fails to grasp significance of findings or respond accordingly. Under or over-reacts to emergencies.	Reliable. Competent under pressure. Asks for advice appropriately.	Outstanding clinician, who is aware of his / her limits.
Perioperative Care		Disinterested. Fails to notice complications and act appropriately.	Conscientious. Good awareness of complications. Reliable follow-up.	Excellent care. Notices problems early. Outstanding in follow-up.
(C) TECHNICAL SKILLS				
Surgical Laparoscopy / Endoscopy		Too hasty or too slow. Slow learner. Poor hand / eye coordination.	Good hand / eye coordination. Sound skills for level of training.	Excellent and unusual ability at access procedures and endoscopic technique.
Open Surgery		Rough with tissues. "Near enough is good enough". Hesitant.	Mastered basic skills. Well ordered approach, careful with tissues.	Outstanding technician.
As surgical assistant		Fails to follow the operation.	Follows the operation with guidance from the operator.	Anticipates the needs of the operator.
(D) PROFESSIONALISM				
Communication with patients		Bad listener and communicator. Disturbed by patients. Increases patient anxiety.	Listens well, explains well. Treated by the patient.	Excellent rapport. Inspires confidence. Patients delighted to be looked after by him / her.
Cooperation with staff		Refuses to help out. Poor relationship with peers and may undermine.	Good rapport with nursing and other medical staff. Willing to help.	Always willing to help even if personally inconvenient. Diffuses any problems in the surgical team.
Self motivation Organization		Life, lacking in any work enthusiasm. Behind with letters or summaries.	Hard-working, keen to learn, self-organizes waiting list.	Full of energy. Performances go far beyond the "call of duty".



CSE for Admission to HST

- The conjoint selection exercise (CSE) for HST posts in surgical stream is a competitive programme. Not a pass/fail examination
- There is no guarantee that the trainees can get the HST posts
- The availability of HST posts are based on a number of factors, but not on the number of applicants



Interview

In order to get the post, the trainee should achieve highest standard in two interviews

1. The **Specialty Interview** of your chosen specialties from Colleges & Boards in CSHK, HKCOS & HKCORL
2. The **Conjoint Selection Exercise interviews** by HAHO & HKICBSC

Specialty-interview of Your Chosen Specialty

- Before conjoint selection exercise interview
- By the Colleges or Specialty Boards representatives
- A formal interview: not a rehearsal
- To assess whether you are suitable to be a HST of your chosen specialty
- Aptitude test in some specialties
- Be well prepare your selected specialty



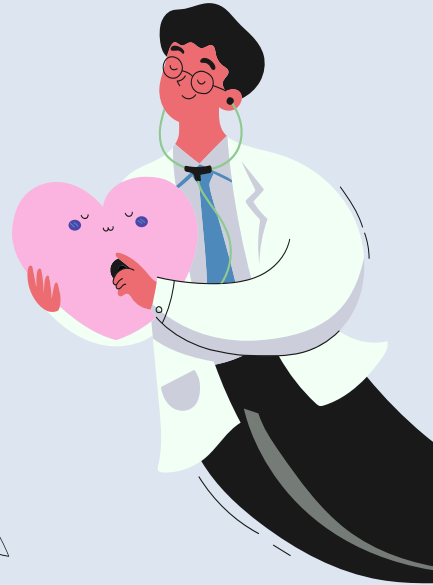
Logbook Vetting Exercise

- The Chairman of Training & Curriculum Committee & CSHK staff will check the candidates' compliance on
 - Module rotation
 - Competency Assessment
 - Mandatory courses
- We will send questionnaire to the candidates for feedback on
 - Marks for each rotation module
 - Operation & endoscopy exposure
 - Training opportunity



Questions and Enquiries

- Your Trainers / supervisors
- College secretariats [CSHK]
- Chairman of Training & Curriculum, HKICBSC



*Conjoint Selection Exercise
for
Higher Surgical Training*



Objective

- To match basic surgical trainees, who registered with the Hong Kong Intercollegiate Board of Surgical Colleges and respective colleges, with the appropriate potential and aptitude to different specialties for higher training
- For upcoming exercise, target candidates who:
 - **Will have completed 2 years of BST** and fulfilled all the training requirements set out by the HKICBSC and the respective Colleges by **30 June** (for July intake) / **31 December** (for January intake); **and**
 - Have passed the HKICBSC Membership Examinations Part 3 or **will have passed the HKICBSC Membership Examinations Part 3 by 30 June** (for July intake) / **31 December** (for January intake)

Application Procedures

1. Application **Deadline** :
- To submit the **e-application form and upload the required documents** to the e-recruitment system
 - Names of 3 referees
- Acknowledgement receipt will be issued to you
- For enquiry about submission of e-application and acknowledgement email, please contact HO IT&HI eRecruit Support: haitseresupp@ha.org.hk or HA Recruitment Office: recruitment@ha.org.hk

2. Referee assessments **Deadline** :
- **Applicants to forward the Referee Assessment Form (excel format) to their referees** and communicate with the referees to ensure their return of the completed Referee Assessment Forms to HACSE Secretariat by the deadline as stated in the form
 - The Referee Assessment Form should be **emailed to HACSE Secretariat directly by the referees**, instead of routing through the applicants (email address: hacse@ha.org.hk)
 - **Referees should be** :
 - AC or above, or College Trainer
 - Working with you within last 36 months of training
 - Not more than one from same rotation
 - Exclude assessors or supervisors writing your 3 most recent SDRs, i.e. “Manager”, “Second Manager” and “Countersigning Manager” shown in SDR

Application Procedures

3.	<ul style="list-style-type: none">Applicants attend College arranged specialty-based interview (subject to the schedule and arrangement of the respective colleges)
4.	<p>Withdrawal Deadline :</p> <ul style="list-style-type: none">Applicants who wish to withdraw should submit formal notification by email to CSE Secretariat on or before the deadline as stated in information sent to applicants and posted on MG websiteFor candidates who did not withdraw yet no show for interview, the application would be processed with 0 mark for interview except for medical reasons
5.	Selection Interview
6.	Candidates receive notification of selection result

Documents Required to be Uploaded to the E-recruitment System

Please study the Notes for Applicants

		Remarks
1.	Application and Structured CV Form (pdf format) with: <ul style="list-style-type: none">• Passport photo within the last 6 months• Supporting documents if appropriate• Accurate information of 3 referees	<ul style="list-style-type: none">• All fields should be duly completed (type with Times New Roman pt 12)• Signed by applicant (Item 18) and COS of applicant's parent department (Item 19)
2.	Information Sheet on HKICBSC Assessment Scores (excel format) and Information Sheet on SDR Rating (excel format) <ul style="list-style-type: none">• To input HKICBSC Assessment Scores, except the scores for the last 6-month rotation, i.e. from January to June for application for July intake / from July to December for application for January intake, in chronological order starting from the earliest rotation• To input rating in SDR reports – up to the 3 most recent SDR reports	<ul style="list-style-type: none">• To study the “Points to note” in the front page before completing these files and submitting the relevant documents for your application• To input all required information about HKICBSC Assessment scores and SDR rating in the Information Sheets• You may wish to obtain relevant SDR reports from the Human Resources Department of your Cluster/Hospital if necessary

Documents Required to be Uploaded to the E-recruitment System

Please study the Notes for Applicants

		Remarks
3.	HKICBSC Assessment Forms (non-editable pdf format) - covering whole BST training in chronological order	<ul style="list-style-type: none">• Assessments for the last 6-month rotation i.e. from January to June for application for July intake / from July to December for application for January intake from is not required to be submitted• To upload full set of HKICBSC Assessment Forms (in chronological order) to the e-recruitment system as non-editable PDF file(s)
4.	Staff Development Review Report (non-editable pdf format)	
	For HA BST: Ensure completed SDR reports should reach hospital/ cluster HR on or before the application deadline	<ul style="list-style-type: none">• Up to 3 most recent SDR reports will be counted• To upload all SDR reports to the e-recruitment system as non-editable PDF file(s)
	For Non-HA BST: individual submission of at least 1 completed SDR form (SDR format for HA staff) on or before the application deadline	<ul style="list-style-type: none">• To upload the SDR report to the e-recruitment system as a non-editable PDF file

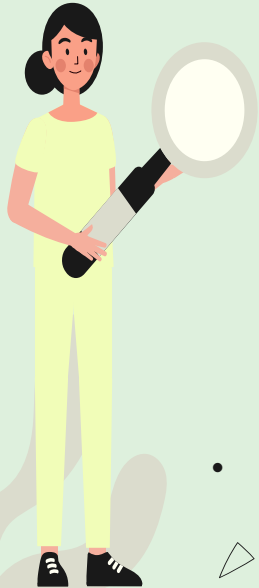
Second Choice in Application

- Please leave 2nd priority blank if you would not consider other specialties
- Please note that some Colleges may require applicants to attend Specialty-based interview
- No change of choices after application deadline



HKICBSC Assessment Forms

- The panel will normally not incorporate HKICBSC assessments made in :-
 - 1) those periods preceding a clear break of service and employment from the HA (for HA-employees);
 - 2) those periods preceding non-HKICBSC-approved interrupted training unless the periods are assessed by the HKICBSC as being fully contributory to the current basic surgical training or
 - 3) those discrete assessment periods with major parts containing prolonged absence from training workplace or mainstream duties due to reasons such as maternity leave or long overseas training.
- Other training records or forms, e.g. DOPS, should be arranged as supporting documents



Supporting Documents

- Must be organized and arranged according to the sequence of the related items listed in the Application and Structured CV Form, e.g.
 - Information of published articles (Item 12)
 - Information of research projects (Item 14)
 - Information of training activities (Item 15)



HST Posts Available

Specialties	Available Accredited HST posts
Cardiothoracic Surgery	Please refer to HA website for the latest update: http://www.ha.org.hk/ho/resident.htm
General Surgery	
Neurosurgery	
Orthopaedic Surgery	
Otorhinolaryngology	
Paediatric Surgery	
Plastic Surgery	
Urology	
Vascular Surgery	
<i>Total</i>	



Selection Panel

- HST Program Directors of respective surgical specialties
- Representative from the Hong Kong Intercollegiate Board of Surgical Colleges (HKICBSC)
- Representative from HAHO



Assessment Criteria

Assessor	Method	Interval/timing	Weighting
Trainers	HKICBSC assessment form	Half-yearly	25%
Supervisors	SDR	Half-yearly	10%
Referees	Referee assessment form	Deadline of assessment form	20%
Panel members	Structured CV Interview	Application deadline Interview day	15% 20%
Program Director	Independent assessment	NA	10%

Scoring of SDR

- 11 items under Part 3 “Competency Evaluation” will be counted (excl. Overall Rating)

		Original Rating Scale:	Converted to :
(I) Functional Competency	1. Patient-centered Care	1 - <u>Consistently exceeds</u> the competency requirements. 2 - <u>Occasionally exceeds</u> the competency requirements. 3 - <u>Usually meets</u> the competency requirements. 4 - <u>Sometimes meets</u> the competency requirements and <u>needs improvement.</u>	4 3 2 1
	2. Application of Medical Knowledge		
	3. Clinical Decision Making		
	4. Procedural / Operative Skills		
(II) Personal Competency	5. Personal Effectiveness		
	6. Integrity		
(III) People & Team Competency	7. People Development		
	8. Teamwork		
	9. Leadership		
(IV) Organizational Effectiveness	10. Service / Organization Development		
	11. Service Improvement		

Important:

Completion of Part 2 “Achievement of Objectives” in your SDR report is **necessary**

Assessment by Panel Members

Application & Structure CV Form : Training Progress (15%)

- No. of attempts in exam
- Academic activities
 - Publications
 - Paper presentation
 - Research projects
- Training Activities
- BST are strongly advised to plan & participate in academic activities **at early stage**; otherwise, selection panel may cast serious doubt on BST's ability in research aspects

Interview Performance (20%)



Video Interview

- **Zoom interview** would be arranged for the selection panel
- **Confidentiality Notice** will be given to individual candidates via email when inviting them to the selection interview:
 - *The interview process should be kept in strict confidence and no recording or distribution of any content of the interview in any form is allowed. If candidates fail to meet the above-mentioned requirements, the selection panel reserve the right to take appropriate actions*



Video Interview

- **Trial run** will be arranged; applicants are encouraged to participate in the trial run
- **On the day of interview:**
 - Enter Zoom password as provided by CSE Secretariat
 - Enter the virtual waiting room 20 minutes before their scheduled interview time
 - Read out your name and display your HA Staff ID Card/ID card in front of the camera before the interview starts
 - Set the camera facing the room door(s)
 - Turn camera around to show the surrounding environment
 - Dress in an appropriate appearance
 - Do not pick up phone calls during the interview



Adverse Weather

- Interview will be **suspended** if Tropical Cyclone Warning Signal No.8 or above / Extreme Conditions / Black Rainstorm Signal is still in force:
 - *at 7:00 AM*, the AM interview will be suspended
 - *at 11:30 AM*, the PM interview will be suspended
- Interview will be **held as scheduled** if Tropical Cyclone Warning Signal No.8 or above / Extreme Conditions / Black Rainstorm Signal is cancelled:
 - *before 7:00 AM*, the AM interview will be held as scheduled
 - *before 11:30 AM*, the PM interview will be held as scheduled



CSE Results

- Selected for HST post:
 - Will start higher training from July/ January either in parent unit or cross unit with swap with a BST
- Not selected for HST post:
 - Can attempt again without the need to submit remedial plan and need to apply CSE in the future
- Below standard:
 - Need to submit remedial plan
 - Will only be allowed to join subsequent CSE 1 year later at earliest if the self-initiated target of **improvement items** are assessed as entirely achieved by 2 assessors
 - Applicants who have been considered to be below standard **twice** are not eligible for further CSE attempt

Appeal Mechanism

- Applicants assessed to be below standard in CSE can appeal to the Chairman of the Committee on Surgical Training (CCST) via Chief Manager (Medical Grade) by submitting application for appeal with support from COS and additional information for the appeal
- Appeal board will consider whether the assessment is conducted in a fair manner with additional information provided
- Appeal board will not consider whether the applicant is qualified as HST
- Appeal panel:
 - Chairman of CCST, or representative
 - Representative from respective College
 - Chairman of Coordinating Committee (COC) in Surgery, or representative (Chairman of other COC if the appellant applied for HST in General Surgery)
- Outcomes:
 - Successful appeal: can apply for the next CSE
 - Failed appeal: proceed with remedial plan

Contact List

Basic Surgical Training	Conjoint Selection Exercise
<ul style="list-style-type: none">• Your Trainers / supervisors• College secretariats [CSHK]• Chairman of Training & Curriculum, HKICBSC	<p>The Secretariat of Conjoint Selection Exercise (CSE)</p> <ul style="list-style-type: none">• Tel: 2300 7735;• Email: hacse@ha.org.hk• Website: http://www.ha.org.hk/ho/resident.htm
	<p>CSHK</p> <ul style="list-style-type: none">• Tel: 2871 8799;• Email: info@chsk.org• Website: http://chsk.org/chsk.php?page=index
	<p>HKCOS</p> <ul style="list-style-type: none">• Tel: 2871 8722;• Email: hkcoss@hkcoss.org.hk• Website: http://www.hkcoss.org.hk/
	<p>HKCORL</p> <ul style="list-style-type: none">• Tel: 2871 8733;• Email: info@hkcort.org.hk• Website: https://www.hkcort.org.hk/main.php

Thank you

