**HONG KONG COLLEGE OF PATHOLOGISTS**

**CLINICAL MICROBIOLOGY AND INFECTION TRAINING LOG BOOK**

Name:

Trainee number:

Training code:

**CONTENTS**

**Part 1: INTRODUCTION**

**Part 2: TRAINING RECORD & EXPERIENCE**

**Appendix 1: ANNUAL RETURN AND SUMMARY OF TRAINING**

**YOUR TRAINING LOG BOOK SHOULD BE KEPT SAFE AND UP TO DATE**

**Part 1: INTRODUCTION**

The purpose of this Training Log Book is to keep a record of your cumulative experience in Clinical Microbiology and Infection as you progress through your training programme. It is a record of the milestones you achieve as you progress through the training programme and also functions as a diary of your training activities.

There are areas for entries by your educational supervisor(s) / trainer(s) and you will be required to produce the record for the relevant year for your annual review. This record, together with results of examinations, will constitute your training record folder and personal development indicator.

**How to use this Training Log Book**

1. Regard your Training Log Book as a diary of activity and milestones. Entries should be made whenever you complete an activity.

2. For **Appendix 1**, a separate training record should be completed at the end of each calendar year. **The entire section should be returned to the Secretary of the Training and Examinations Committee before March 31st of the next year.**

**Part 2: TRAINING RECORD & EXPERIENCE**

1. **Infectious diseases**
2. Personally attending to a minimum of 100 cases of infectious diseases, comprising at least 10 cases from each of at least three of the following disciplines: Internal Medicine, Paediatrics, Surgery, Orthopaedic Surgery, Obstetrics and Gynaecology, and/or other clinical disciplines.
3. Documenting salient information (including clinical, epidemiological and laboratory) of the above cases in a casebook.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Case no.** | **Date when first attended** | **Specialty** | **Brief description of case** | |
|  |  |  |  | |
|  |  |  |  | |
| **Education supervisor’s signature to verify completion** | | | | **Date** |
|  | | | |  |

1. **Hospital infection control**
2. Personally managing hospital outbreaks or handling infection control-related activities.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Topics** | **Comments & Signature of Educational Supervisor** | **Date** |
| 1.1 | Organization of infection control unit |  |  |
| 1.2 | Running of infection control team |  |  |
| 1.3 | Surveillance |  |  |
| 1.4 | Investigation of outbreaks |  |  |
| 1.5 | Antibiotic stewardship |  |  |
| 1.6 | Environmental surveillance |  |  |
| 1.7 | Prevention and control of nosocomial infections |  |  |
| 1.8 | Co-operate with health authority in the community for the prevention of infections |  |  |

1. Documenting at least one detailed report on the above in a casebook.

|  |  |  |  |
| --- | --- | --- | --- |
| **Report no.** | **Title and date of report** | **Education supervisor’s signature** | **Date** |
|  |  |  |  |

1. **Public health**
2. Personally investigating managing community outbreaks or handling surveillance-related activities.
3. Documenting at least one detailed report on the above in a casebook.

|  |  |  |  |
| --- | --- | --- | --- |
| **Report no.** | **Title and date of report** | **Education supervisor’s signature** | **Date** |
|  |  |  |  |

1. **Laboratory experience**
2. Bacteriology, Mycology and Parasitology

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Topics** | **Comments & Signature of Educational Supervisor** | **Date** |
| 1.1 | Microscopy with use of special staining |  |  |
| 1.2 | Culture, identification and antimicrobial susceptibility testing of a comprehensive range of organisms with potential clinical significance, using appropriate and advanced methods (including conventional and alternatives) |  |  |
|  | * + 1. Antimicrobial susceptibility testing * Set up susceptibility tests * Interpreting test results * Bactericidal activity of antibiotics * Synergy between combinations of antibiotics |  |  |
| 1.3 | Antibody and antigen detection and quantitation by different techniques |  |  |
| 1.4 | Quantification and quality control of media |  |  |

1. Virology

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Topics** | **Comments & Signature of Educational Supervisor** | **Date** |
| 2.1 | Direct detection by electron microscopy and antigen detection |  |  |
| 2.2 | Virus isolation by conventional and rapid cell culture systems with detection by cytopathic effects and other virus identification methods |  |  |
| 2.3 | Serology including antibody detection and quantitation by different techniques |  |  |
| 2.4 | Antiviral susceptibility test by genotypic and phenotypic techniques |  |  |

1. Molecular Pathology

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Topics** | **Comments & Signature of Educational Supervisor** | **Date** |
| 3.1 | Application of molecular technology in clinical microbiology including, organism detection, identification and characterization by nucleic acid detection, amplification, quantification |  |  |
| 3.2 | Sanger and next generation sequencing |  |  |
| 3.3 | Application of bioinformatics |  |  |

1. Laboratory Safety

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Topics** | **Comments & Signature of Educational Supervisor** | **Date** |
| 4.1 | Practices and techniques required for safe handling of biohazardous material |  |  |
| 4.2 | Preparation of a detailed safety code including collection, transport, reception, handling, spillage management and disposal of specimens and cultures |  |  |
| 4.3 | Principles and uses of decontamination procedures, disinfectants and formulation of policy on their use in the laboratory, hospital and community |  |  |
| 4.4 | Methods of ventilation, their application and monitoring in the laboratory and clinical areas |  |  |
| 4.5 | International postal and packaging regulations governing microbiological specimens |  |  |

1. Specimens and Reporting

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Topics** | **Comments & Signature of Educational Supervisor** | **Date** |
| 5.1 | Advice to clinicians on the specimens required, their collection and transport |  |  |
| 5.2 | Ability to process all specimens from receipt of the specimen to issuing the final report |  |  |
| 5.3 | Interpretation of results of microbiological tests with compilation of laboratory reports of both clinical and epidemiological relevance |  |  |
| 5.4 | Ability to identify circumstances where urgent / preliminary reports are required and to direct their compilation |  |  |
| 5.5 | Initiation of investigations in light of clinical and epidemiological indications |  |  |
| 5.6 | Consultation with clinicians regarding management of patients and proper use of microbiological investigations |  |  |

1. Laboratory Management

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Topics** | **Comments & Signature of Educational Supervisor** | **Date** |
| 6.1 | Service development in line with emergence of infections, technological advances and international best practices |  |  |
| 6.2 | Executive management and advance planning |  |  |
| 6.3 | Personnel and resource management |  |  |
| 6.4 | Measurement of efficiency and establish quality management programmes in the laboratory |  |  |
| 6.5 | Cost analysis and budget control |  |  |
| 6.6 | Information systems management |  |  |
| 6.7 | Organisation of an in-service training programme |  |  |
| 6.8 | Laboratory instrumentation   * Basic principles * Using equipment * Maintenance of equipment * Standards including evaluation * Automation |  |  |

1. **Publications**

At least two full manuscripts on original studies (not reviews or case reports) undertaken during the training period in refereed published papers, with the trainee as first author, within the scope of clinical microbiology and infection, including: Laboratory diagnosis, disease mechanism, pathology and pathogenesis, epidemiology, surveillance, disease prevention and control, public health, infection control, and outbreak investigation and management.

|  |  |
| --- | --- |
| **Publication no.** | **Citation** |
|  |  |
|  |  |

1. **Presentation in scientific conferences**

(mandatory for trainees in all disciplines registered on or after 16 October 2008. Either on-stage or poster presentation, and at least one must be at the Trainee Presentation Sessions or conferences organized by the College)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Title of presentation** | **Meeting name, venue and dates** | **Education Supervisor’s signature** |
|  |  |  |  |
|  |  |  |  |

**Appendix 1**

**TRAINEE ANNUAL RETURN AND ASSESSMENT BY EDUCATIONAL SUPERVISOR**

Please ask your educational supervisor to complete this annual return at the end of each year of training. It is your responsibility to file in the return to the Secretary of the Training and Examination Committee. You should keep a duplicate of the return in your Log Book for reference.

|  |  |  |  |
| --- | --- | --- | --- |
| Trainee’s name: |  |  |  |
|  |  |  |  |
| Trainee number: |  | Position code: |  |

|  |  |
| --- | --- |
| Date of registration as College trainee: |  |

|  |  |
| --- | --- |
| Education Supervisor’s name: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year | Month(s) | Training location (include information of electives) | Trainee’s signature | Date of completion | Education Supervisor’s signature |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Please specify long leave, if any, that is more than 90 continuous calendar days:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (1) |  | to |  | . |
| (2) |  | to |  | . |

Professional qualifications (e.g. FRCPath, Ph D):

|  |  |  |  |
| --- | --- | --- | --- |
| (1) |  | Dates: |  |
|  |  |  |  |
| (2) | Dates: |

Please return the completed form to: Dr Wong Chi Kin Felix, Secretary, Training and Examinations Committee, c/o Division of Chemical Pathology, KLG239, Queen Mary Hospital, 102 Pokfulam Road, Pokfulam, Hong Kong.

Tel: (852) 2255 1293; Email: [wck457@ha.org.hk](mailto:wck457@ha.org.hk)