# HONG KONG COLLEGE OF PATHOLOGISTS

# ANATOMICAL PATHOLOGY TRAINING LOG BOOK

# Name:

Trainee number:

Training code:

# HONG KONG COLLEGE OF PATHOLOGISTS

# ANATOMICAL PATHOLOGY TRAINING LOG BOOK

**Table of contents Page**

**Part 1: Introduction 2**

**Part 2: Aims and objectives 4**

**Part 3: Major milestones 5**

**Part 4: Training record and experience 7**

**Appendix 1: Annual return and summary of training 12**

**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 anatomical pathology as you progress through your training program. It is a record of the milestones you achieve as you progress through the training program and also functions as a diary of your training activities.

There are areas for entries by your educational supervisors and you will be required to produce a copy of the relevant year for your annual review. It also records your level of competence achieved, as attested by your educational supervisor / trainers and together with their reports, results of formal tests / examinations etc. will constitute your training record folder and personal development indicator.

**How to use this Training Log**

1. Complete all details of the milestones, record of training in the training log commencing at the start of your career in anatomical pathology.

2. Regard your Training Log Book as a diary of activity. Entries should be made whenever you complete an activity and a careful summary should be made at least every 6 months*.*

1. The Training Log Book should encourage you to assess your own progress and decide if you have had enough experience, or put enough effort, into any one activity or learning objective. Complete the remarks box briefly whenever you make an entry and indicate whether you need to return to this topic or you have reached the required standard. If you return to the topic or activity, make a fresh entry below the original one. The Training Record is an extensive documentbecause it summarises a range of training activities - theoretical knowledge, practical laboratory experience, and clinical training. You primarily know how thoroughly these have been undertaken and hence you are responsible for completing the entries accurately.
2. Your educational supervisor will review your Training Log Book at regular intervals to ensure that you are keeping the record up-to-date. If you have completed a section of training, or at the 6-monthly review, the educational supervisor will comment on your progress, particularly in terms of areas of strength or weakness, and indicating areas which might benefit from further study or activity. **The appendix 1** of the Log Book would be used as an annual return and this part should be sent to the Secretary of the Training and Examination Committee as a continuous assessment of your training. This training record should be completed each year with an entry of the frequency and/or duration and date of a particular activity, and this should be counter-signed by your trainer(s). **The entire section should be returned to the Secretary of the Training and Examination Committee before March 31st of each year.**

**Part 2: AIMS AND OBJECTIVES**

**Aims**

The aims of the College in instituting a training log book are to ensure that all trainees:

1. Receive adequate training in all aspects of anatomical pathology, including the basis of disease, and the appropriate use of techniques in providing tissue and cytological diagnosis for management of patients.
2. Receive an approved amount of training in major sub-specialties of Anatomical Pathology such as cytopathology.
3. Have adequate knowledge of current laboratory techniques and new technologies including molecular pathology.
4. Receive adequate training in information technology and data analysis.
5. Receive adequate training in research methods, statistics, ethics etc., and to pursue own research projects which should lead to publication.
6. Receive adequate training in laboratory management including quality assurance, budgetary control and personnel management.
7. Receive adequate training in critical appraisal of medical/technology/healthcare literature, health technology assessment and understanding of cost-effectiveness analysis.
8. Understand the importance of audit and clinical effectiveness and be able to audit their own and their department’s activities.

**Objectives**

The objectives of the training record are to ensure that a trainee has adequately covered all the general and specialist areas of anatomical pathology in their preparation for obtaining the Fellowship of the Hong Kong College of Pathologists.

1. The trainee will have a personal record of his/her study of anatomical pathology in health and disease.
2. The trainee will have a record of clinical experience gained in out-patient clinics or other clinical meetings.
3. The trainee and training committee will be able to identify deficiencies in his/her training and arrange for these to be met as appropriate.
4. The training record will serve as part of the assessment processes during and on completion of the training program. The training record, however, is not a component or part of any of the College's examinations.

**Part 3: MAJOR MILESTONES**

1. Basic Medical Qualification and Year attained:
2. Other Professional Medical Qualification (if applicable):

Date of attainment

1. Registration as College trainee:

Date: College Trainee No:

Educational Supervisor’s Name:

Signature: Date:

Change in Educational Supervisor (if any):

|  |  |  |
| --- | --- | --- |
| Name of Educational Supervisor | Signature & Date | Effective Date |
|  |  |  |
|  |  |  |
|  |  |  |

Periodic Assessment by Educational Supervisor (ES):

|  |  |  |  |
| --- | --- | --- | --- |
| Period | Date | Signature of ES | Comments / Assessment by ES |
| 6 Month |  |  |  |
| 1 Year |  |  |  |
| 18 Month |  |  |  |
| 2 Year |  |  |  |
| 30 Month |  |  |  |
| 3 Year |  |  |  |
| 42 Month |  |  |  |
| 4 Year |  |  |  |
| 54 Month |  |  |  |
| 5 Year |  |  |  |
| 66 Month |  |  |  |
| 6 Year |  |  |  |

**Record of Hong Kong College of Pathologists Examination**

1. Membership Examination

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Registration Date / Exemption Date | Examination Date & Results | | | |
| Written Exam | Autopsy Exam | Practical Exam | Oral Exam |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Fellowship Examination

|  |  |  |  |
| --- | --- | --- | --- |
| Registration Date | Examination Date & Results | | |
| Written Exam | Practical Exam | Oral Exam |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Workplace-Based Assessments

|  |  |  |
| --- | --- | --- |
| Aspect of assessment | Date of satisfactory assessment | Educational Supervisor’s Signature |
| Surgical cutting: |  |  |
| Frozen sections (assessed at the basic training level) |  |  |
| Frozen sections (assessed at the higher training level) |  |  |
| Participation in Multidisciplinary Team Meeting or Clinicopathological Conference |  |  |

**Part 4: TRAINING RECORD OVER TOTAL TRAINING PERIOD**

Anatomical Pathology: General Training

**Laboratory Overview**

The trainee will develop an understanding of the following subject areas.

A. Health and Safety (Regulatory requirements and professional guidelines)

B. Premises, environment, layout, fitting and utilities of laboratories

C. Equipment, consumables and inventory management

D. Staffing (structure, supervision, training and competence, management)

##### **Professional Training** - Trainee checklist

##### Please note that this is not a syllabus and is not exhaustive.

* Please put the symbol “X” under the column “Comments” for all the checklists below to indicate that both the trainee and the trainer agree that the topic has been covered satisfactorily.

1. Histological Sections - Preparation, Interpretation and Reporting: theory and practical

|  |  |  |
| --- | --- | --- |
|  | Comments | Duration/dates |
| * System of specimen identification & laboratory accession * Principles & practice of tissue fixation * Processing * Embedding * Staining: routine * Common special stains: principles & application * Automated staining * Specimen Cutting * Specimen photography * Gross description * Block selection * Reporting & Interpretation * Microscopic description * Interpretation of special stains * Investigation of specimen identity issues * Identification of artifacts in tissue |  |  |

**2. Frozen Sections**

|  |  |  |
| --- | --- | --- |
|  | Comments | Duration/dates |
| * Technique: produce section and staining * Block selection * Intra-operative interpretation and report |  |  |

**3. Cytology**

|  |  |  |
| --- | --- | --- |
|  | Comments | Duration/dates |
| * Principles of exfoliative cytology and FNA * Standard techniques of specimen collection Methods of preparation and staining: Manual & automated * Knowledge of new methods and technology |  |  |

**4. Autopsies**

|  |  |  |
| --- | --- | --- |
|  | Comments | Duration/dates |
| * + Clinical autopsy: Autopsy procedure +/- special techniques; Autopsy pathology (theory); demonstration and display; Clinicopathological Correlation |  |  |

|  |  |  |
| --- | --- | --- |
|  | Comments | Duration/dates |
| * + Perinatal autopsy: Autopsy procedure; autopsy pathology (Theory); demonstration and display; Clinicopathological Correlation |  |  |

|  |  |  |
| --- | --- | --- |
|  | Comments | Duration/dates |
| * Coroner autopsy: Interview of relatives; autopsy procedure, including special techniques; Clinicopathological Correlation |  |  |

|  |  |  |
| --- | --- | --- |
|  | Comments | Duration/dates |
| * + Court attendance: As observer/participant; application and principles |  |  |

1. **Specialized techniques**

|  |  |  |
| --- | --- | --- |
|  | Comments | Duration/dates |
| * + Immunohistochemistry: Application and principles; handling of tissue; interpretation skill   + Electron microscopy: Application and principles; handling of tissue; interpretation skill   + Immunofluorescence: Application and principles; handling of tissue; interpretation skill   + Virtual microscopy/digital pathology: Applications and limitations |  |  |

1. **Genetics and Genomics**

|  |  |  |
| --- | --- | --- |
|  | Comments | Duration/dates |
| Knowledge and understanding of the basic principles of diagnostic pathology in genetics and genomics, experience in interpretation and in solving common diagnostic problems |  |  |

1. **Record keeping and disease indexing; data storage and retrieval**

|  |  |  |
| --- | --- | --- |
|  | Comments | Duration/dates |
| * Laboratory Information System: relevant applications * SNOMED coding * ICD-10 coding |  |  |

**8. Communication & presentation skills**

|  |  |  |
| --- | --- | --- |
|  | Comments | Duration/dates |
| * Case presentation at department meetings * Attendance at communication skill course * Producing reports for both professional and non-professional audiences * Dealing with visitors and extra laboratory enquiries * Chairing a meeting |  |  |

1. **Presentation at meetings**

* (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 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meeting name, venue and dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor and coauthors names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of presentation 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meeting name, venue and dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor and coauthors names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**10. Literature search and review**

|  |  |  |
| --- | --- | --- |
|  | Comments | Duration/dates |
| * Journals & periodicals * Internet medical web sites |  |  |

**11. Audit activities: understand importance & ability to audit**

# List items of clinical audits & indicate personal or departmental, including analysis and report where applicable:

# 12. Laboratory and mortuary safety

|  |  |  |
| --- | --- | --- |
|  | Comments | Date |
| Knowledge of precaution against infections e.g., TB, hepatitis, HIV, radiation, toxic chemicals, fire and other laboratory and mortuary hazards |  |  |

13. Laboratory and mortuary practice

|  |  |  |
| --- | --- | --- |
|  | Comments | Date |
| * Understand organization & structure of Anatomical Pathology laboratory and mortuary * Personnel management * Resource utilization * Cost benefit analysis of laboratory and mortuary procedures * Quality assurance: including all aspects of external and internal quality assurance; presentation and interpretation of resulting data * Concepts of good laboratory and mortuary practice * Leadership skill required for planning and implementation of department policies |  |  |

**14. Research and publications in peer-reviewed journals\***

# Case reports

* Abstract/posters

##### List of publications

\*Please attach a copy of each publication where applicable.

**15. Academic courses attended\***

\*List with dates attended and attach attendance certificates where applicable.

|  |  |  |
| --- | --- | --- |
|  | Course title | Date |
| * Professional * Management * Laboratory/mortuary safety * Medical informatics |  |  |

**16. Teaching experience**

|  |  |  |
| --- | --- | --- |
|  | Brief description\* | Date |
| * Undergraduate * Postgraduate |  |  |

**\*List institution**, course title/subject of teaching.

**17. Involvement in College activities**

**18. Other professional and training development activities**

**19 Training outside Anatomical Pathology**

* Clinical Training

Site Period Trainee’s comments Trainer

\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

* Laboratory Training

Site Period Trainee’s comments Trainer

\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

* Research

Site Period Trainee’s comments Supervisor

\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

**20 Professionalism and Ethics**

The references listed in **Appendix 2** are a minimum reading list. Trainees are required to complete the Continuous Medical Education exercise on Professionalism and Ethics on the web-based platform after reading.

|  |  |  |
| --- | --- | --- |
| **Category** | **Title** | **Signature of Educational Supervisor** |
| Confidentiality | Confidentiality |  |
| Confidentiality | Disclosing information for education and training purposes |  |
| Confidentiality | Disclosing information for employment, insurance and similar purposes |  |
| Confidentiality | Disclosing medical records after death |  |
| Confidentiality | Good practice in handling patient information |  |
| Confidentiality | Responding to criticism in the media |  |
| Ethics | Consent to research |  |
| Ethics | Raising concern |  |
| General | Code of professional conduct |  |
| General | Declaration of Geneva |  |
| General | Ethical guidelines on practice of telemedicine |  |
| General | Hong Kong doctors |  |
| General | Leadership and management for all doctors |  |
| General | Quality assurance of professionalism |  |
| General | Strategic Development of Genomic Medicine in Hong Kong |  |
| General | WMA international code of medical ethics |  |
| Professionalism | Doctors' use of social media |  |
| Professionalism | Ending your professional relationship with a patient |  |
| Professionalism | Financial and commercial arrangements and conflicts of interest |  |
| Professionalism | Maintaining a professional boundary between you and your patient |  |
| Professionalism | Personal beliefs and medical practice |  |
| Professionalism | Sexual behaviour and your duty to report colleagues |  |

**Appendix 1**

**TRAINEE ANNUAL RETURN AND ASSESSMENT BY EDUCATIONAL SUPERVISOR (Year \_\_of 6)**

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is a report on the period from \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ (please specify long leave, if any, that is more than 90 continuous calendar days: \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_)

The trainee has now finished \_\_\_\_\_ years of basic training / \_\_\_\_\_ years of higher training.

Training Locations, including electives details:

(1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

(1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For higher trainees in Anatomical Pathology (registered after 1 July 2007 or equivalent), please provide training information on the mortuary management.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the training programme was terminated before year end, please specify the date of termination and state the reason.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trainee’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Performance of trainee during the report period:**

(Please give assessment with a scale of 1-5: 1-poor, 2-below average, 3-average, 4-above average, 5-good)

a. competence commensurate with training received ( )

b. participation in education activities ( )

c. keeping up with literature ( )

d. participation in research activities ( )

e. proficiency in laboratory management ( )

f. proficiency in laboratory safety measures ( )

g. attitude ( )

h. ethics ( )

i. professionalism ( )

**Workplace-Based Assessment(s) during the report period:**

Please use the tab function to expand the table.

|  |  |
| --- | --- |
| **Aspect being assessed** | **Date of satisfactory assessment** |
|  |  |
|  |  |

**Aspects that need improvement (performance not commensurate with the duration of training received, including those revealed by the Workplace-Based Assessments)**

a. practical clinical skills (please specify)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. theoretical knowledge (please elaborate)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. suggestion for improvement

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Overall appraisal:**

( ) The performance during the period is satisfactory.

( ) The training programme for the period has been successfully completed but the performance is not satisfactory.

( ) The trainee has fulfilled the training requirements for admission to Membership Examination / Fellowship Assessment / Fellowship (delete where appropriate).

( ) Other comments, please specify:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The training acquired by the trainee has been reviewed by me, and is summarized in the attached table. The content has been thoroughly discussed and suggestions were made to the trainee for continuous improvement.**

Official use only

Vetted by Chief Examiner on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Educational Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SUMMARY OF TRAINING** | #If you change any of the numbers you’re adding, select the sum and press F9 to update the total. | | | | | | |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** | **#Grand Total** | |
| **Hospital** |  |  |  |  |  |  |  | |
| **Histopathology (total)** |  |  |  |  |  |  | **0** | |
| Independent:\* |  |  |  |  |  |  | **0** | |
| Biopsy: |  |  |  |  |  |  | **0** | |
| Frozen section: |  |  |  |  |  |  | **0** | |
| **Cytopathology (total)** |  |  |  |  |  |  | **0** | |
| Independent:\* |  |  |  |  |  |  | **0** | |
| FNA: |  |  |  |  |  |  | **0** | |
| Image-guided FNA: |  |  |  |  |  |  | **0** | |
| Gynaecological: |  |  |  |  |  |  | **0** | |
| Non-Gynaecological: |  |  |  |  |  |  | **0** | |
| **Autopsy (total)** |  |  |  |  |  |  | **0** | |
| Independent:\* |  |  |  |  |  |  | **0** | |
| Coroner’s: |  |  |  |  |  |  | **0** | |
| Clinical: |  |  |  |  |  |  | **0** | |
| Perinatal: |  |  |  |  |  |  | **0** | |
| Waived: |  |  |  |  |  |  | **0** | |
| **Genetics and Genomics^** |  |  |  |  |  |  |  | |
| **Other Specialty Experience (specify)^** |  |  |  |  |  |  |  | |
| **Management skills^** |  |  |  |  |  |  |  | |
| **Research Activities^** |  |  |  |  |  |  |  | |
| **Clinicopath Sessions^**  **(including Autopsy Conferences)** |  |  |  |  |  |  |  | |
| \*Number of independently reported cases for this category, e.g., all independently reported histopathology cases. ^Enter months spent and/or frequency of activity | | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *For record and reference for rotation planning only, no need to submit to HKCPath* | | | | | | | |
| **SUBSPECIALTY SPECIMENS REPORTED** | | | | | | | |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** | **#Grand Total** |
| **Gastrointestinal resection** |  |  |  |  |  |  | **0** |
| **Breast resection** |  |  |  |  |  |  | **0** |
| **Genitourinary resection** |  |  |  |  |  |  | **0** |
| **Gynaecological resection** |  |  |  |  |  |  | **0** |
| **Soft Tissue and Orthopaedic resection** |  |  |  |  |  |  | **0** |
| **Cardiac and Pulmonary resection** |  |  |  |  |  |  | **0** |
| **Liver pathology** |  |  |  |  |  |  | **0** |
| **Neuropathology** |  |  |  |  |  |  | **0** |
| **Paediatric pathology** |  |  |  |  |  |  | **0** |
| **Dermatopathology** |  |  |  |  |  |  | **0** |
| **Haematolymphoid pathology** |  |  |  |  |  |  | **0** |
| **Endocrine pathology** |  |  |  |  |  |  | **0** |
| **Renal pathology** |  |  |  |  |  |  | **0** |
| **Oral pathology** |  |  |  |  |  |  | **0** |
| **Eye pathology** |  |  |  |  |  |  | **0** |
| **Head & Neck pathology** |  |  |  |  |  |  | **0** |

#If you change any of the numbers you’re adding, select the sum and press F9 to update the total.

**Appendix 2**

**REFERENCES ON PROFESSIONALISM AND ETHICS**

**Please complete the Continuous Medical Education exercise on Professionalism and Ethics on the web-based platform after reading.**

Confidentiality

<https://www.gmc-uk.org/ethical-guidance/learning-materials/confidentiality-decision-tool>

Disclosing information for education and training purposes

<https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/confidentiality---disclosing-for-education-and-training-purposes>

Disclosing information for employment, insurance and similar purposes

<https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/confidentiality---disclosing-information-for-employment-insurance-and-similar-purposes>

Disclosing medical records after death

<https://www.gmc-uk.org/ethical-guidance/learning-materials/disclosing-medical-records-after-death>

Good practice in handling patient information

<https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/confidentiality>

Responding to criticism in the media

<https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/confidentiality---responding-to-criticism-in-the-media>

Consent to research

<https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/consent-to-research>

Raising concern

<https://www.gmc-uk.org/ethical-guidance/learning-materials/raising-concerns---a-colleagues-behaviour>

Code of professional conduct

<https://www.mchk.org.hk/english/code/files/Code_of_Professional_Conduct_(English_Version)_(Revised_in_October_2022).pdf>

Declaration of Geneva

<https://www.mchk.org.hk/english/code/files/Declaration_of_Geneva_2018.pdf>

Ethical guidelines on practice of telemedicine

<https://www.mchk.org.hk/files/PDF_File_Ethical_Guidelines_on_Telemedicine.pdf>

Hong Kong doctors

<https://www.mchk.org.hk/english/publications/files/HKDoctors.pdf>

Leadership and management for all doctors

<https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/leadership-and-management-for-all-doctors>

Quality assurance of professionalism

<https://bimhse.med.hku.hk/fme/2010/(Prof%20Grace%20Tang)%20Quality%20Assurance%20in%20Professionalism%20Frontiers%20in%20Med%20&%20Health%20Education%20Dec%202010.pdf>

Strategic Development of Genomic Medicine in Hong Kong

<https://www.fhb.gov.hk/en/press_and_publications/otherinfo/200300_genomic/index.html>

WMA international code of medical ethics

<https://www.wma.net/policies-post/wma-international-code-of-medical-ethics/>

Using social media as a medical professional

<https://www.gmc-uk.org/professional-standards/professional-standards-for-doctors/using-social-media-as-a-medical-professional>

Ending your professional relationship with a patient

<https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/ending-your-professional-relationship-with-a-patient>

Identifying and managing conflicts of interest

<https://www.gmc-uk.org/professional-standards/professional-standards-for-doctors/identifying-and-managing-conflicts-of-interest>

Maintaining personal and professional boundaries

<https://www.gmc-uk.org/professional-standards/professional-standards-for-doctors/maintaining-personal-and-professional-boundaries>

Personal beliefs and medical practice

<https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/personal-beliefs-and-medical-practice>

Identifying and tackling sexual misconduct

<https://www.gmc-uk.org/professional-standards/ethical-hub/identifying-and-tackling-sexual-misconduct#Overview>

**Appendix 3**

**Guidelines for Workplace-Based Assessment (WBA**)

1. **Trainee:**

All WBAs are trainee-initiated.

When a trainee considers that he/she has attained the required skill level, he/she can arrange for an assessment with a College-recognized trainer (not necessarily the educational supervisor) from the training centre where the trainee is working in or rotating to at the time of assessment.

Depending on the outcome of the assessment, follow-up action may be required, which should be discussed and agreed between the trainee and the assessor.

The trainee may arrange a re-assessment (can be by another assessor) after the required follow-up action has been taken. There is no limit in the number of assessments.

Satisfactory assessments should be entered into the Annual Return.

1. **Assessor:**

An assessor should be a College-recognized trainer

The standard for the assessment should be set at a level that is required for routine practice.

WBA on Surgical Cutting should be focused on competent description and dissection of complex gross specimens, and selection of appropriate blocks for preparation of histological sections.

Frozen sections WBA at basic trainee level should be focused on appropriate handling, sampling and reporting of fresh specimens for frozen section examination.

Frozen sections WBA at higher trainee level should be focused on competent handling and sampling of fresh specimens for frozen section examination, and interpretation and reporting of findings, including intraoperative communication with clinical colleagues.

WBA for Multidisciplinary Team Meeting or Clinicopathological Conference should be focused on liaison with clinical colleagues by presentation and participation in discussion at Multidisciplinary Team Meeting or Clinicopathological Conference.

Apart from skill, laboratory safety should also be assessed.

The assessment result should be documented using the standardized Assessment Form (see below).

The emphasis of the assessment is for identification of strengths and areas for improvement of the trainee in the assessed area. Identification of deficiencies should be accompanied by recommendation of appropriate follow-up action.

The completed Assessment Form should be submitted to the educational supervisor.

1. **Educational Supervisor:**

The educational supervisor should take note of the trainee’s assessment results.

In case of unsatisfactory result, the supervisor should discuss with the trainee regarding possible issues / gaps in training and implement follow-up action.

1. **Assessment Form:**

The assessment form in Appendix 4 should be used for all areas of WBA.

### Appendix 4

# THE HONG KONG COLLEGE OF PATHOLOGISTS

## Workplace-Based Assessment Form for Anatomical Pathology



### Points to note:

* This form is to be completed by a College-approved Trainer
* Use a separate form for each assessment
* All completed forms must be retained by the trainers and trainee (regardless of result), and be discussed with the Educational Supervisor at the Annual Review
* Please see HKCPath Guidelines for Workplace-Based Assessment (WBA) on page 23 (Appendix 3)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Trainee Name** | | **Trainee Number** | **Stage of Training** | | | **Year of Training** |
|  | |  | □ Basic / □ Higher | | |  |
|  | | | | | | |
| **Skill Assessed** | | | | | | |
| Basic trainee | □ Surgical cutting | | | | | |
| □ Frozen section (basic handling) | | | | | |
| Higher trainee | □ Participation in Multidisciplinary Team Meeting / Clinicopathological Conference | | | | | |
| □ Frozen section (interpretation and communication with surgeon) | | | | | |
|  | | | | | | |
| **Performance up to expectation for the duration of training** | | | | □ Yes / □ No | | |
| **Feedback and areas for improvement (compulsory if assessment is unsatisfactory)** | | | | | | |
|  | | | | | | |
|  | | | | | | |
| **Trainer (Print name, signature and date)** | | | | | **Signature of Trainee** | |
|  | | | | |  | |
|  | | | | | | |
| **Training Centre where assessment took place** | | | | | **Date of Assessment** | |
|  | | | | |  | |
|  | | | | | | |
| **Acknowledgement by Educational Supervisor (Print name, signature and date)** | | | | | | |
|  | | | | | | |

□ Please “✔” where appropriate