

## Functional Module - BST Registration

<b>Platform</b>	Website
<b>Description</b>	In Phase 2, newly admitted BSTs could do the registration through the system. Unlike HSTs that are only registered under our College, BST Programme is under HKICBSC which is constituted by four Colleges including CSHK (our College), HKCEM, HKCORL and HKCOS. Registration Form (Annex 1)

	<b>Workflow</b>	<b>Potential BST</b>	<b>COS</b>	<b>College Admin</b>
1.	<b>Open Application</b>	<ul style="list-style-type: none"> <li>Eligible BSTs will receive notification from COS to register online thru a URL.</li> </ul>	<ul style="list-style-type: none"> <li>Ask eligible BSTs to register online thru a URL</li> <li>Can delegate permissions to the department secretary</li> </ul>	<ul style="list-style-type: none"> <li>Set application period: Start &amp; End date &amp; time for application</li> <li>System to inform COS and TS of the start of application via email with a URL of the application page (15 June/15 Dec)</li> <li>Disable the URL after the deadline (31 Jul/31 Jan)</li> </ul>
2.	<b>Application Procedures</b>	<ul style="list-style-type: none"> <li>Read the Notes to Applicants regarding application flow and important info</li> <li>Click "Continue" to proceed to Registration from</li> <li>Fill in personal information (double-entry of the email address is required)</li> <li>Fill in current employment information</li> <li>Fill in qualification information</li> <li>Upload certified true copy of the following documents:  <u>Compulsory</u> <ul style="list-style-type: none"> <li>University Certificate (Medical)</li> <li>Letter certifying registrable qualification with the Medical Council</li> </ul> </li> </ul>		(notes to applicants, declaration, and disclaimer will be drafted by CSHK)

		<p>of Hong Kong / Medical Registration Ordinance - Annual Practising Certificate</p> <p><u>Optional</u></p> <ul style="list-style-type: none"> <li>- MHKICBSC Examination Result Slip</li> <li>- Other relevant exams/qualifications</li> </ul> <ul style="list-style-type: none"> <li>● Declaration and disclaimer</li> <li>● Click “Continue” or “Back” to proceed to the preview page</li> <li>● Pop-up message: confirm if all information input is correct on the preview page</li> <li>● Click “Submit” or “Back” on the Preview page to process for Online Payment.</li> <li>● Shows a result page. Allow saving a copy or print page.</li> <li>● An <b>Application ID</b> will be generated and displayed in a pop-up message; the applicant can quote this ID for future enquiry</li> </ul>		
<p>3.</p>	<p><b>Once Application is Submitted</b></p>	<p><u><b>Acknowledgment of receipt</b></u></p> <ul style="list-style-type: none"> <li>● Receive acknowledgment of receipt by email via the system to confirm the <b>application (1<sup>st</sup> email: received an application for vetting)</b> have been received</li> <li>● The <b>Application ID</b> will be shown in both emails</li> </ul>	<p><u><b>Vetting of Application</b></u></p> <ul style="list-style-type: none"> <li>● Notification from the system will be received after the applicants have applied (pop-up message of task reminders and a summary page of to-do tasks as the default page of COS/TS).</li> <li>● To verify or reject the application form and supporting documents</li> </ul>	<p><u><b>Vetting of Application</b></u></p> <ul style="list-style-type: none"> <li>● Notification on the number of applications received daily would be shown on the interface for the admin</li> <li>● Alert to admin for outstanding tasks via system (pre-set deadline)</li> </ul>

<p>4.</p>	<p><b>Once Application is Verified by COS</b></p>		<ul style="list-style-type: none"> <li>● If approved, click <b>Verified by COS</b> (status will change from <b>Submitted</b> to <b>Verified by COS</b> in the system automatically).</li> </ul>	<p><b><u>Vetting of Application</u></b></p> <ul style="list-style-type: none"> <li>● Applications would be vetted daily</li> <li>● Allow admin to <b>change application status</b> of an application:             <ol style="list-style-type: none"> <li>1. <b>Submitted</b>: The application is just submitted by BST. It has not been verified by COS yet.</li> <li>2. <b>Verified by COS</b>: The application is verified by COS/department secretary with the delegation</li> <li>3. <b>Outstanding</b>: The application with outstanding documents.</li> <li>4. <b>Endorsed</b>: The application is endorsed by the Accreditation Committee.</li> <li>5. <b>Unsuccessful</b> (with reasons)</li> <li>6. <b>Withdrawal</b> (function for future use)                 <ul style="list-style-type: none"> <li>➤ Withdrawal within the application deadline: Refund would be made after deducting the admin charge</li> <li>➤ Withdrawal after the application deadline: Refund would not be made</li> </ul> </li> </ol> </li> </ul>
<p>5.</p>	<p><b>Within Application Deadline</b></p>	<p><b><u>Incomplete application</u></b></p> <ul style="list-style-type: none"> <li>● Required supporting document(s) is/are outstanding</li> <li>● Receive an email reminder via the system (copied to department secretary) to submit the required document(s) within the application deadline.</li> </ul>		<p><b><u>Incomplete application</u></b></p> <ul style="list-style-type: none"> <li>● Update application status to <b>Outstanding</b> (with a dialog box for stating which documents is/are outstanding)</li> <li>● Send out an email reminder on outstanding items via the system (tick</li> </ul>

		<p>Applicant should re-upload a certified true copy of the outstanding document(s) through the web.</p> <ul style="list-style-type: none"> <li>● To <b>request a passcode</b> on the web using Application ID or email address</li> <li>● The passcode will be sent to the applicant’s registered email for login purposes; the applicant must upload the outstanding document(s) within a time limit (e.g. 30 minutes)</li> </ul>		<p>outstanding items or input remarks in the text area)</p> <ul style="list-style-type: none"> <li>● If applicants fail to resubmit the outstanding documents by application the deadline, the application will be unsuccessful.</li> <li>● Admin will verify the documents again and change the status of the application to <u>Submitted</u> or <u>Verified by COS</u>.</li> </ul>
6.	<b>2 Weeks before Application Deadline</b>		<p><b>Final reminder to COS &amp; TS</b></p> <ul style="list-style-type: none"> <li>● To receive a final reminder 2 weeks before the deadline</li> <li>● To receive a <b>list of submitted applications</b> and <b>status</b> via system automatically</li> </ul>	<p><b><u>Preparation for Accreditation Committee meeting</u></b></p> <ul style="list-style-type: none"> <li>● Send out final reminders on outstanding documents to <b>COS &amp; TS</b> via system</li> <li>● Check the status of all applications and generate a list through the system for Accreditation Committee’s endorsement</li> </ul>
7.	<b>After Application Deadline</b>	<p><b><u>Unsuccessful applications</u></b></p> <ul style="list-style-type: none"> <li>● Fail to submit required supporting documentation before the deadline</li> <li>● Receive an email via the system to inform the unsuccessful application with reason (copy to COS)</li> </ul>	<p><b><u>Unsuccessful applications</u></b></p> <ul style="list-style-type: none"> <li>● To be copied in the email to unsuccessful applicants (from the system)</li> </ul>	<p><b><u>Unsuccessful applications</u></b></p> <ul style="list-style-type: none"> <li>● Change status to <u>Unsuccessful</u> in the system (space for the remarks/reasons)</li> <li>● Email would be sent by the system to the applicants for unsuccessful applications.</li> </ul>
8.	<b>Endorsement of Applications</b>	<ul style="list-style-type: none"> <li>● After the application is endorsed, the new BST account with personal code will be created.</li> <li>● The new BST will receive an email via the system to activate the E-Portfolio account (<b>3rd email</b>).</li> </ul>	<ul style="list-style-type: none"> <li>● To be copied in the email of appointment letter to new BSTs (from the system)</li> </ul>	<ul style="list-style-type: none"> <li>● Double-check the applicants’ details</li> <li>● After Accreditation Committee has endorsed the list, the College admin can batch endorse the applications in the system.</li> <li>● The system will send out a link for</li> </ul>

		<ul style="list-style-type: none"> <li>● <b>Payment receipt</b> can be downloaded from the activated account.</li> <li>● Receive an email of the <b>soft copy of the appointment letter</b> via system (copy to COS); <b>College training kit</b> could be downloaded from the activated E-Portfolio account</li> </ul>		<ul style="list-style-type: none"> <li>● <b>account activation</b> to the new BST's registered email.</li> <li>● <b>A soft copy of the appointment letter</b> will be sent to BST's registered email via the system</li> <li>● <b>College training kit</b> (the whole set of training programmes and regulations) can be downloaded from the activated E-Portfolio account</li> </ul>
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**Report Required:**

- A report shows trainees' information such as names, parent hospital, specialty, College, etc...