

Functional Module – Higher Surgical Trainee (HST) and Examination Eligible Candidate (EEC) Registration

Platform	Website
Description	<p>BSTs who completed two years of Basic Surgical Training with satisfactory performance and proper rotations as prescribed in the Basic Surgical Training Curriculum, passed all parts of the Membership Examination of HKICBSC, completed satisfactorily all mandatory courses prescribed in the basic training programme, and passed the Conjoint Selection Exercise of Higher Surgical Trainees held by the Hospital Authority (HA) of Hong Kong and CSHK are eligible to apply for HSTs.</p> <p>HSTs who have fulfilled all the training requirements including the duration of training, operational requirements, and mandatory course requirements but have not yet passed the required examination are eligible to apply for EEC. Registration Form (Annex 1)</p>

	Workflow	HST/EEC	COS	College Admin
1.	Open Application	Notification to be sent for HST / EEC application		<ul style="list-style-type: none"> ● Set application period: Start & End date & time for application ● System to inform COS and TS of the start of application via email with a URL of the application page (15 June/15 Dec) ● Disable the URL after the deadline (31 Jul/31 Jan)
2.	Application Procedures with online payment	<ul style="list-style-type: none"> ● Read the Notes to Applicants regarding application flow and important info ● Click “Continue” to proceed to Registration form ● Personal information will be auto-filled in the application form ● Remark: allow applicants to edit and update personal information 		<p>(notes to applicants, declaration, and disclaimer will be drafted by CSHK)</p> <ul style="list-style-type: none"> ● An acknowledgment email will be sent to the applicant via the system ● Allow admin to change Payment status of an application (allow space for the remarks/reasons): <ol style="list-style-type: none"> 1. <u>Settled</u>: The payment is settled already. 2. <u>Outstanding</u>: The payment is still not settled. 3. <u>Refunded</u>: The payment is refunded

		<ul style="list-style-type: none"> ● Upload the following documents: <u>Compulsory</u> - CV ● Declaration and disclaimer ● Click “Continue” or “Back” to proceed to the preview page ● Pop-up message: confirm if all information input is correct on the preview page ● Click “Submit” or “Back” on the Preview page to process for Online Payment. ● Shows a result page. Allow saving a copy or print page. 		
3.	<p>Once Application is Submitted</p>	<p><u>Acknowledgment of receipt</u></p> <ul style="list-style-type: none"> ● Receive acknowledgment of receipt by email via the system to confirm the application have been received 	<p><u>Vetting of Application</u></p> <ul style="list-style-type: none"> ● 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). ● To verify or reject the application form and supporting documents 	<p><u>Vetting of Application</u></p> <ul style="list-style-type: none"> ● Notification on the number of applications received daily would be shown on the interface for the admin ● Alert to admin for outstanding tasks via system (pre-set deadline)
4.	<p>Once Application is Verified by COS</p>		<ul style="list-style-type: none"> ● If approved, click <u>Verified by COS</u> (status will change from <u>Submitted</u> to <u>Verified by COS</u> in the system automatically). 	<p><u>Vetting of Application</u></p> <ul style="list-style-type: none"> ● Applications would be vetted daily ● Allow admin to change application status of an application: <ol style="list-style-type: none"> 1. <u>Submitted</u>: The application is just submitted

				<p>by Potential HST. It has not been verified by COS yet.</p> <ol style="list-style-type: none"> 2. Verified by COS: The application is verified by COS/ department secretary with the delegation 3. Outstanding: The application with outstanding documents. 4. Endorsed: The application is endorsed by the Accreditation Committee. 5. Unsuccessful (with reasons) 6. Withdrawal (function for future use) <ul style="list-style-type: none"> ➤ Withdrawal within the application deadline: Refund would be made after deducting the admin charge ➤ Withdrawal after the application deadline: Refund would not be made
<p>5.</p>	<p>Within Application Deadline</p>	<p><u>Incomplete application</u></p> <ul style="list-style-type: none"> ● Required supporting document(s) is/are outstanding ● Receive an email reminder via the system (copied to department secretary) to submit the required document(s) within the application deadline. Applicant should re-upload a certified true copy of the outstanding document(s) through the web. 		<p><u>Incomplete application</u></p> <ul style="list-style-type: none"> ● Update application status to Outstanding (with a dialog box for stating which documents is/are outstanding) ● Send out an email reminder on outstanding items via the system (tick outstanding items or input remarks in the text area) ● If applicants fail to resubmit the outstanding documents by application the deadline, the application will be unsuccessful. ● Admin will verify the documents again and change the status of the application to Submitted or Verified by COS.

6.	2 Weeks before Application Deadline		<p><u>Final reminder to COS & TS</u></p> <ul style="list-style-type: none"> To receive a final reminder 2 weeks before the deadline To receive a list of submitted applications and status via system automatically 	<p><u>Preparation for the Committee meeting</u></p> <ul style="list-style-type: none"> Send out final reminders on outstanding documents to COS & TS via system Check the status of all applications and generate a list through the system for Training Subcommittee’s endorsement
7.	After Application Deadline	<p><u>Unsuccessful applications</u></p> <ul style="list-style-type: none"> Fail to submit required supporting documentation before the deadline Receive an email via the system to inform the unsuccessful application with reason (copy to COS) 	<p><u>Unsuccessful applications</u></p> <ul style="list-style-type: none"> To be copied in the email to unsuccessful applicants (from the system) 	<p><u>Unsuccessful applications</u></p> <ul style="list-style-type: none"> Change status to Unsuccessful in the system (space for the remarks/reasons) Email would be sent by the system to applicants for unsuccessful applications.
8.	Endorsement of Applications	<ul style="list-style-type: none"> Payment receipt can be downloaded from the activated account. Receive an email of the soft copy of the appointment letter via system (copy to COS); College training kit could be downloaded from the activated E-Portfolio account 	<ul style="list-style-type: none"> To be copied in the email of appointment letter to new HSTs (from the system) 	<ul style="list-style-type: none"> Double-check the applicants’ details After Committees has endorsed the list, the College admin can batch endorse the applications in the system. A soft copy of the appointment letter will be sent to HST/ EEC’s registered email via the system College training kit (the whole set of training programme and regulations) can be downloaded from the activated E-Portfolio account

Report Required:

- A report shows trainees’ information such as names, parent hospital, specialty, admission date, etc...

