



香港社會醫學學院
HONG KONG COLLEGE OF COMMUNITY MEDICINE
founder College of the Hong Kong Academy of Medicine
Incorporated with limited liability



Administrative Medicine Log Book

For

Trainees in Administrative Medicine

Name: _____

Training period: From _____ to _____

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Trainee Particulars

Basic Details

Name:

Surname

Given Name

(Other Name)

Name in Chinese (if applicable)

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Date of Commencing Training

/

/

(dd / mm / yr)

Correspondence Address:

Telephone No.:

Fax No.:

E mail:

Post:

Department:

Organisation:

Training Details

Status:

Basic

Higher

Specialist Trainee

Validity Duration of
Trainee Certificate

/

/

to

/

/

dd

mm

yr

dd

mm

yr

Name of Trainer:

Surname

Given Name

(Other Name)

Correspondence

Address of Trainer:

Telephone No.:

Fax No.:

E mail:

Review Meetings

Record of Attendance

Date	Details

Record of Presentations

Date	Presentation Topic

Record of Credit Points

Record of Presentation

To facilitate assessment of the quality of experience in the training period, trainees will have to accumulate **a minimum of 100 credit points** over a three-year period.

During these training activities, trainees should: -

- provide evidence of involvement/ participation;
- enter dates and details on the record form provided;
- enter points claimed (these points are awarded by the subspecialty board or the CME chairman prior to the meeting).
- ensure they sign the attendance record.

The credit points to be attributed to various activities are as follows :

	Credit Points
i) Postgraduate courses (Completion of courses approved by the College, to be appropriate for training) per 3 hours (a maximum of 10 points per year)	1
ii) Attendance at scientific meetings, conferences, seminars and workshops approved by the College per meeting (a minimum of 2 days) 10 per full day 5 per 1/2 day session 3 per hour 1	
iii) Presentations in approved scientific meetings, conferences and seminars Oral presentation 10 Poster presentation 5	
iv) Scientific publications Refereed paper in an approved journal 10 Non-referred paper acceptable to the College in an approved journal 5	
v) Presentation of work from mainstream duties of the trainee as certified satisfactorily completed by his/her trainer Per presentation 5	

Record of Credit Point

Record

Date	Activities	Credit Point

Date	Activities	Credit Point

Publications

Keep a list of all publications, including reports, peer reviews, articles, date and purpose of reports. Please include the date of completion for each piece of work and the date of publication and full citation for publications.

Peer Review Publications

Date	Title	Details

Other Publications

Date	Title	Details

Unpublished Reports

Date	Activities	Details

Educational Records

Record of Administrative Medicine Fellowship Examination

		Date	Grade
Fellowship Examination	Part I		
	Part II		
Exit Examination			

Record of Academic and Professional Qualification

Training Institute / Organizer	Programme	Qualification Attained	Year

Trainer's report

This form should be completed by the trainer in discussion with the trainee for the period preceding the annual training review.

Trainer's Report
Comments (add additional sheets if necessary)
GENERAL
STRENGTHS
AREAS FOR IMPROVEMENT

Recommendations (state where special attention should be given in future)

I have read the report of activity over the previous year and assessment of progress over the previous 12 months.

Trainers:	
Name:	Signature:
Date:	
Signature of trainee:	
Name:	Signature:
Date:	

Miscellaneous Training Records

Assistance in the training and supervision of junior trainees		
Name	Time period	Details

Comments from trainer / training institution

Other Information relevant to training