

**HONG KONG COLLEGE OF FAMILY PHYSICIANS
EXIT EXAMINATION OF
VOCATIONAL TRAINING IN FAMILY MEDICINE**

LIST OF ATTACHMENTS

- The attachments should be arranged numerically in a **DOUBLE-SIZED A4 format**.
- Please Keep It Short and Simple (KISS) including flow charts and diagrams except attachments 8, 12 and 13.

For 1st attempt candidate: submitted on or before 1/11/2017;

For re-attempt candidate: submitted on or before 1/12/2017

Part A Practice Organization:

- Attachment 1:** Name card - back and front (if applicable) plus information on :
Type of practice (group/solo/public/private), average no. of patients seen per week, average consultation time and average waiting time
- Attachment 2:** General clinic design illustrated with diagram
- Attachment 3:** Prolong waiting protocol
- Attachment 4:** Emergency case handling protocol
- Attachment 5:** List of education leaflets commonly used by the candidate
- Attachment 6:** Other diagnostic equipments and treatment facilities
- Attachment 7:** Emergency equipment and drugs

Part B Practice Management:

- Attachment 8:** Disinfection and sterilization protocol
- Attachment 9:** Routine and urgent appointment protocol
- Attachment 10:** Data access protocol
- Attachment 11:** Needle stick injury protocol

Part D Records:

- Attachment 12:** A list of 300 records
(refer to Introduction of Practice Assessment for requirements)

Part E Investigations:

- Attachment 13:** A list of 10 investigations
(refer to Examination Guidelines for requirements)