



香港家庭醫學學院

The Hong Kong College of Family Physicians

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CHECKLIST FOR ANNUAL CHECKING OF TRAINING LOGBOOK

(For Basic Training)

Name of trainee: _____ Status of basic training: _____ H1 / H2 / C1 / C2 / Part Time

Cluster _____ HKE / HKW / KE / KC / KW / NTE / NTW / DH / Private Centre

Name(s) of Supervisor(s) for the year (please print): _____

Training Period: from (dd/mm/yy) _____ to _____

Checking items and content	Yes	No	N/A
Hospital based training: -			
1. Submission of up-to-date clinical supervisor feedback form to College			
2. Update and verify the checklist on logbook			
3. Update and verify the training rotation on logbook			
Community based training: -			
1. Submission of up-to-date clinical supervisor feedback form to College			
2. Update and verify the checklist on logbook			
3. Update and verify the training rotation on logbook			
4. Update and verify the trainee log diary (mandatory)			
5. Review of sit-in consultation by clinical supervisor (mandatory)			
6. Review of video-taped consultation by clinical supervisor (mandatory)			
7. Listing of 300 patients seen (for trainees completing 4 th year)			
8. List of Training Centre(s):	1) _____		
	2) _____		
	3) _____		
Structured Educational Programme: -			
1. Pre-approved by B/TS			
2. Update the schedule and list the topics in each 14 modules			
3. Regular attendance and verified by course organizer or moderator			
Record of clinical supervisor(s)'s feedback			
Learning portfolio fulfilled			
Completion of following attachments/ rotations during basic training: -			
Psychiatry			
Emergency Medicine (A&E)			
Ophthalmology			
Otorhinolaryngology (ENT)			
Dermatology			
Orthopedics (O&T)			
Future Training Plan (Coming Year): -			
Training Centre	Specialty	Period (mm/yy – mm/yy)	

Check by authorized person: _____
 (BLOCK LETTER PLEASE)

Signature: _____

Contact Telephone No: _____

Date: _____