

# HONG KONG COLLEGE OF RADIOLOGISTS

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## Guidance Notes for Examination Candidates Completion of Palliative Medicine Board Examination Application Form

In order that examination applications may be efficiently processed, it is important that the form is completed correctly and all required enclosures included. Incomplete applications cannot be processed and will be returned to candidates. Candidates are asked to take the time to read these notes and to comply with them. Candidates with any further questions concerning the application or examination process should not hesitate to contact the College Secretariat Office: (852) 2871 8788.

### EXAMINATION FORMAT

The Palliative Medicine Subspecialty Board Examination consists of

- A) Dissertation Appraisal Examination (20% of the full marks), and
- B) Oral Examination (80% of full marks), at which the candidates will be examined by a pair of examiners and have to attend two sessions during the Oral Examination:
  - The first session is composed of the Dissertation Oral Examination (15 minutes), at which each candidate has to make a brief presentation (with no more than 5 slides) to summarize the dissertation and then answer the questions from the examiners (20% of the full mark), and the Viva Examination Station 1 (15 minutes) which will focus on the palliative oncological treatments and symptom control. (20% of the full mark)
  - The second session is composed of the Viva Examination Station 2 (15 minutes) which will focus on the psychosocial aspects of palliative care. (20% of the full mark) and the Viva Examination Station 3 (15 minutes) which will focus on the ethical aspect of palliative care. (20% of the full mark)

### EXAMINATION CLOSING DATES

The examination calendars detail the last date by which applications should reach the Examinations Office. No application that arrives after 6.00 pm on the advertised closing date will be accepted.

### EXAMINATION FEES

The examination calendars detail the fees for each examination. These should be paid in Hong Kong dollars by cheque or bank draft (made payable to "Hong Kong College of Radiologists"). Examination fees may not be paid by credit card or in foreign currency. Candidates should ensure that the correct fee for the examination is submitted. Applications submitted without the correct examination fee cannot be accepted and will be returned to the applicant.

### RECEIPT OF APPLICATION FORMS

A small white slip is attached to each application form. Candidates who wish to know that the College has received their application form should complete this slip, place it in a stamped self-addressed envelope and include it with their completed application form. The slip and envelope will be returned to the candidate as soon as the form is received. Return of this slip indicates receipt of the application form only and does not infer that it has been accepted. Alternatively, candidates may record an email address on the slip and confirmation of receipt of their application form will be sent by email. Candidates are encouraged to use one of these methods of establishing safe receipt of their application rather than telephoning, faxing or emailing the College Office.

### ACCEPTANCE OF APPLICATIONS

Processing of application forms usually begins no earlier 2-4 weeks before the closing date. The Palliative Medicine Subspecialty Board of Hong Kong College of Radiologists will assess the completeness of palliative medicine training of the candidate and the eligibility to attend the Palliative Medicine Board Examination should be endorsed by the Subspecialty Board. Candidates whose applications are accepted will then be sent a confirmatory letter and some guidance notes about the examination. Candidate timetables, giving full details of examination dates, times and venues and candidate identification numbers, are sent as soon as possible after the examination closing date. The latter document cannot be sent prior to the closing date.

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**TRAINING**

Exact dates (day, month and year) must be given for the period of training. Without this information it may not be possible to ascertain a candidate's eligibility for the examination.

**CONFIRMATION OF TRAINING**

**IN THE FIRST ATTEMPT**, candidate should submit letter(s) from his/her training supervisor(s) to confirm the periods of Palliative Medicine Subspecialty Training and Higher Specialist Training in Clinical Oncology and to comment on his/her performance during clinical training in palliative medicine. This must be an original letter on hospital headed paper. It should be recently dated and carry the signature, full name and job title of the training supervisor.

**PORTFOLIO CASE LEARNING AND/OR AUDIT REPORT**

**IN THE FIRST ATTEMPT**, candidate should submit his/her Portfolio Case Learning and Audit project report unless these are exempted. These would be assessed and graded by the Palliative Medicine Subspecialty Board. "Inadequate" result of the Portfolio Case Learning and/or Audit project report would make the candidate ineligible to sit for the examination. Candidates who would like to apply for exemption of Portfolio and/or Audit project report must apply in support with relevant documents to the Palliative Medicine Subspecialty Board at least six months before the Palliative Medicine Board Examination.

**DISSERTATION**

Candidates must submit three copies and an electronic copy of the dissertation to the College for the Dissertation Appraisal and Dissertation Oral Examination. The dissertation should be of at least 5,000 words and not more than 20,000 words.

**CANDIDATE PHOTOGRAPHS**

Candidates should send two recent passport sized photographs with their application form. The candidate's name should be written on the reverse of the photographs.

**RESITTING EXAMINATIONS**

A separate application form must be submitted for each attempt at an examination. The form should be fully completed and all supporting documentation enclosed. It is not satisfactory to enter "see previous application" in any section of the application form. Training supervisor letters are not required when resitting an examination. If the candidate has passed one part of the Examination (Dissertation Examination or Viva Examination) in previous attempts, he/she could only sit for the other part of the Examination.

**WITHDRAWAL FROM AN EXAMINATION**

Candidates who wish to withdraw from an examination should notify the College as early as possible and confirm this in writing. If a candidate withdraws prior to the closing date the full fee will be refunded. Withdrawal after the closing date will result in forfeit of the fee unless the Hong Kong College of Radiologists is satisfied that exceptional circumstances prevailed. A written request and explanation must be submitted to the College if refund of fees is requested, supported by formal documentation. Once the Palliative Medicine Subspecialty Board has started the evaluation process of the eligibility of the candidate to attend the Palliative Medicine Board Examination, the examination fee is not refundable.

**LIMIT ON NUMBER OF ATTEMPTS**

There is no limit on the number of times a candidate may attempt the Examination.