

College coordinated intra-specialty rotation for higher Emergency Medicine Trainees

Mandatory for trainees registered on or after 1 July 2015

Optional for trainees registered before 1 July 2015

Purpose

1. To broaden the exposure of a trainee by working in another emergency medicine department that may have different spectrum of disease and sub-specialty strength
2. To appreciate and learn the good practice of another department; in turn may facilitate cross department enrichment by sharing good practice

Principles

- 6 months, one to one rotation between departments
- during higher training period
- centrally coordinated by College

Logistics

- Higher trainees should discuss with training supervisors/COS concerning their training profile and training aspiration to decide suitable training period and target receiving departments
- Trainee to submit **application form** with training supervisor and COS endorsement
- Enrollment opens every 6 months: **1-15 Apr** & **1-15 Oct** each year
- **Preference up to 3** in descending order is allowed; preferably with justification and underlying reasons for the request
- EC training and examination subcommittee chairperson or delegate is responsible for the coordination exercise
- All arrangement is expected to be confirmed and announced before **1 Jun** & **1 Dec** each year
- Respective COS and HR department have to follow up with the logistic issues of trainee rotation
- In general, the trainee's payroll will stay at the parent department

Mutual agreement

- Self-arrangement of higher trainee rotation between two departments is not recommended. A preference list is available to entertain expression of interest of applicants already
- Swapping by mutual agreement after result announcement has to be reviewed and endorsed by EC

Withdrawal

- Withdrawal after result confirmation is in general not allowed as many stakeholders will be affected
- Such request has to be dealt with by negotiation between EC and involved training centres

Leave and Training Plan

- Leave and training plan (including attendance of local and overseas conference) should be planned and included in the application for the consideration of the receiving centre
- In general, a trainee **can and should** take a total duration of annual leave that he/she entitles during the 6 months
- Granting of study leaves should follow the prevailing system of the receiving centre
- For study and examination leaves more than 1 day granted by the receiving centre, with acknowledgment by the parent centre, a trainee should take a less number of days of annual leave, on a pro rata basis. In principle, study leave during elective rotation should be absorbed by the parent department.

Proposed time for 1st rotation: 1 July 2016