



GUIDANCE NOTES

FOR RESEARCH REQUIREMENTS

RESEARCH REQUIREMENTS FOR HIGHER SURGICAL TRAINEES

- The primary objective is to assist higher trainees to acquire the basic knowledge and skill in research.
- Higher Trainees are required to have at least two completed research projects approved by the Research Committee **before they are eligible for examination enrolment**.
- The Committee would only conduct the meeting in May and November; all research projects will only be approved by the Committee during the meeting.
- Progress Reports are NOT regarded as a completed one even though the Progress Reports are approved by the Research Committee.
- Higher Trainees MUST be the Principal Investigator (PI) of at least one submitted project.
- A Research Project of which the Higher Trainee is the Co-investigator (Co-I) will only be accepted provided that the PI of that project is a hospital staff / non-trainee.
- Each project should be submitted with only ONE trainee nominated as the Principal Investigator.
- A research project should be completed within two-year. Trainees may apply to the Research Committee for an extension up to three years if necessary.
- The Research Committee appreciates that the nature and standard of the trainees' research projects may vary widely. The minimum requirements are set to ensure that the trainee takes an active and meaningful role in the research activities.
- Retrospective case review is normally acceptable. Submission of case reports is not encouraged. A trainee may submit ONE case report only provided the case report has substantial value and can reflect the trainee's contribution to surgical science. In such cases, the case report should reach the standard for publication in a journal. Higher Trainees are required to submit full article as evidence proof and MUST be the First Author.

DOCUMENTATION REQUIRED

- Higher Trainees must complete and forward the research report form to the College Secretariat together with the assessment forms for Higher Surgical Training through the supervisor concerned and the respective Specialty Board in January and July. The report form can be downloaded from the College website www.cshk.org.

SUBMISSION DEADLINE

- Surgical trainees are encouraged to seek for assistance from the Research Committee if they encounter any difficulties in their research activities.
- Basic Surgical Trainees may submit their on-going research reports to the Research Committee for advice during their basic training. However, research reports will not be regarded as completed ones. Only those completed research reports which are approved by the Research Committee during higher surgical training can be counted.

- Higher Surgical Trainees may submit their research reports together with the half-yearly assessment documentation at the end of 6-month training period. Deadline for research reports submission is normally at **the end of March or September every year**. Announcement for submission deadline will be sent to higher surgical trainees via email. **The College will not take any responsibility of the consequence if any message delivering to the email address, which were provided to the College by trainees, cannot reach them or they fail to check their email regularly.**

LOGISTICS

- The research reports will be reviewed by members of the Research Committee and the assessment will be reported in a standard form.
- To ensure fairness, a research report should be assessed by a reviewer who is not working in the same institute of the trainee.
- Trainees may be invited at random to present their projects to the Research Committee.

Approved Reports

- A certificate of completion of research requirements will be issued to the trainees who have completed two research projects.
- An invitation will be sent to the trainee, who has completed a project, to submit a full paper to the College's journal – *Surgical Practice*.

Reports Not Acceptable

- If a report is not approved by the first reviewer, it would be forwarded to a second reviewer, who is of the same specialty as the trainee.
- Comments from the two reviewers would be sent to the trainee. The trainee is encouraged to seek the advice of the reviewers. The matter would be brought to the attention of the supervisors concerned.
- The trainee is expected to re-submit a revised report to the Secretariat no more than 3 weeks from the date of the result letter.
- The revised report would be forwarded to the same reviewers for assessment.
- If the decisions from two reviewers differ, the report would be put up to the Research Committee for discussion.
- Resolution of the Research Committee would be forwarded to the supervisor and the Specialty Board concerned for consideration for the necessary action.
- Trainees who have not completed two projects must continue submitting their progress reports to the Research Committee until they have fulfilled the requirements.