



User Manual for CSHK E-Portfolio System

For Trainee



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Introduction

E-Portfolio System is a platform designed to streamline the submission of assessments, tracking of completion of various training requirements, and digitize existing procedures like examination application and registration.

This user manual is crafted to provide you with step-by-step guidance on navigating and using the platform. It is highly recommended that you read this manual before proceeding to ensure optimal and efficient utilization of the system.


Within this user manual, you will discover detailed instructions on how to effectively utilize the various modules of the e-Portfolio System. If you have any other questions after reviewing this manual, please contact Mr. Fever Wan via email at feverwan@cshk.org or phone at 2871 8796 for additional support.

Overview of User Interface and System Functions

(Default page is Dashboard)

After logging in, you will be directed to the following page:

The screenshot displays the user interface for The College of Surgeons of Hong Kong. The header includes the college's name in English and Chinese, a user role dropdown menu (Trainee 1), and a Logout button. The left sidebar contains a menu with icons for Dashboard, Profile, Rotation, Training, Registration, Examination, CME Attendance (App Only), Course, CME Application, Annual Subscription, Notification, News, FAQ, Change Password, and Logout. The main dashboard area is divided into several sections: a 'Tasks' table with columns for 'Completed Assignment' and 'Deadline'; a 'Notification' list with three unread messages; 'Current Rotation Details' showing 'Trainee Type' and 'Specialty'; 'Requirement' listing '6-months General Surgery', '6-months A&E', and 'At least 1 year of remaining training'; 'Course Requirement' with 'Completed Course' including 'MQCC', 'Clinical Core Competency...', and 'Basic Surgical Skills Course...'; and a 'CME Record' table with columns for 'Period', 'Category 1', and 'Category 2'. Numbered callouts (1-7) highlight the user role dropdown, the side menu, the 'Completed Assignment' column, the notification list, the 'Trainee Type' field, the 'Completed Course' list, and the 'Category 2' column, respectively.

- 1 Select your user role (such as trainee, trainer, fellows) in the pull-down menu, each role will display different available functions in the side menu.
- 2 **Side Menu:** Menu to navigate the system, you may click on “” to show or hide the side menu.
- 3 **Tasks:** Indicate the status and deadline of your required assignment.
- 4 **Notification:** Display your latest three unread messages.
- 5 **Current Rotation Details:** Your current rotation details.
- 6 **Requirement:** Indicate your rotation requirements (BST) and mandatory courses to be attended.
- 7 **CME Record:** A brief summary of your CME record

Submission of Competency Assessments

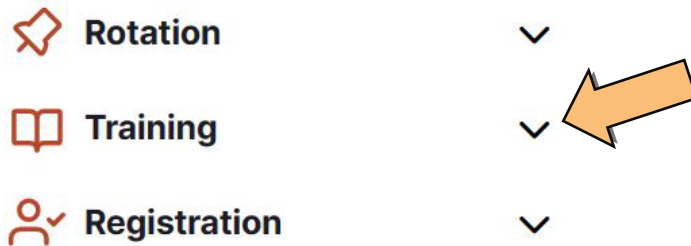
(CBD, CEX, PBA, Surgical DOPS, Endoscopic DOPS)

Overview

Step 1)

Press "Training" in the side menu to expand this module.

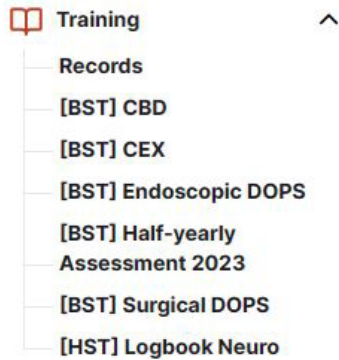
[Fig. 1]



Step 2)

Choose an assessment you wish to submit. (CBD will be used as an example)

[Fig. 2]



Upon selection, you will be routed to a page (refer to **Fig. 3**) listing various stages of this module.

[Fig. 3]

Training

[BST] CBD

Trainees are required to submit at least 1 CBD per rotation period

1 **Start** 2 3 4 5 6

Stage	Deadline	On-going	Action	Completed
Start of Assessment	Tue, 31 Dec 2024 18:00	-	-	10
Select Rotation	Tue, 31 Dec 2024 18:00	-	-	10
Submit CBD Form	Tue, 31 Dec 2024 12:00	-	-	10
Review feedbacks and ratings	Tue, 31 Dec 2024 12:00	1	Continue	6

- 1 Start:** Click the "Start" button to initiate a new assignment (submission) for the CBD module.
- 2 Stage:** Outline the steps you need to follow to successfully complete the assignment.
- 3 Deadline:** Specific date or time by which a stage must be completed or submitted
- 4 On-going:** Indicates the remaining assignments in each stage. A number will appear in this section if you have any pending tasks in the assignment.
- 5 Action:** Click the "Continue" button to proceed to any uncompleted tasks.
- 6 Completed:** The number of assignments completed in each stage.

Submission of Assessment

Step 1)

Click the “Start” button to start the process of assessment.

[Fig. 4]

Training

[BST] CBD

Trainees are required to submit at least 1 CBD per rotation period

Start

Stage	Deadline	On-going	Action	Completed
Start of Assessment	Tue, 31 Dec 2024 18:00	-	-	11
Select Rotation	Tue, 31 Dec 2024 18:00	-	-	11
Submit CBD Form	Tue, 31 Dec 2024 12:00	-	-	11
Review feedbacks and ratings	Tue, 31 Dec 2024 12:00	-	-	7

Step 2)

Select the rotation period in the pull-down menu, during which the CBD you intended to submit was done and click the “Submit” button to proceed to the next step.

[Fig. 5]

Select Rotation Period

1 Select Rotation Record

Select Rotation Record

Please select the applicable rotation period *

Accident & Emergency 01/2024-12/2024

Submit **Save** **Back**

❖ **Save:** You can save your current work for subsequent editing before final submission.

Step 3)

Complete the assessment form, including all **mandatory fields with (*)** and click the “Submit” button to proceed to the next step.

[Fig. 7]

The screenshot shows a web-based assessment form. On the left is a sidebar with two items: '1 Basic Information' and '2 Trainee's Reflection'. The main form area contains several sections of mandatory fields, each with a red asterisk: 'Trainee level' (Year 1, Year 2, Other), 'Term' (0-6th month, 7th-12th month, 13th-18th month, 19th-24th month, 24th month or above), 'Case setting' (Inpatient, Outpatient), and 'Clinical Problem' (Surgical emergency / Trauma, End of Life Care, General). Below these are text input fields for 'Hospital Number / Outpatient Number' and 'Trainer's name'. A red circle with the number '1' highlights the 'Trainer's name' field. At the bottom right, there is a navigation box containing '1 / 2' and a right-pointing arrow.

- ❖ *Page details can be found on the left, you may use the arrow key at the bottom to move to next or previous page. **You will not be able to submit the form if one of the mandatory fields is missing, the system shall display a message on which answer is required.***

1 **Trainer's name:** Select the trainer who shall access your CBD form. Type your trainers' full name, no “Dr/Prof.” is required, a drop-down menu shall appear with suggestions.

The screenshot shows a text input field containing the text 'trainer'. Below the input field, a dropdown menu is open, displaying a list of suggestions: 'Trainer1 Trainer1'.

[Fig. 8]

Case-Based Discussion (CBD) Form

1 Basic Information

2 Trainee's Reflection

Trainee's Reflection

What did I learn from this experience? *

What did I do well? *

What do I need to improve or change? How will I achieve it? *

General guidelines on CBD *

Trainees admitted from 1 January 2019 onwards must complete at least 1 of this form in every 6 months of surgical training;
AND at least 4 of this form during the first 2 years of basic training;
AND submit the forms to the College Secretariat together with the half-yearly assessment during January and July.
@ For the last rotation of BST training, Trainees are strongly advised to complete their competency assessments before they sit for Conjoint Selection Exercise.
^ Copy of this form should be made and retained by the trainee for his / her personal record of curriculum.

< 2 / 2

Submit Save Back

- ❖ **Save:** You can save your current work for subsequent editing before final submission.

After submitting the form, your trainer shall receive a notification to provide feedbacks and comments on your assessment. Once your trainer has rated and commented on your assessment, you shall receive a notification as describe in the next step.

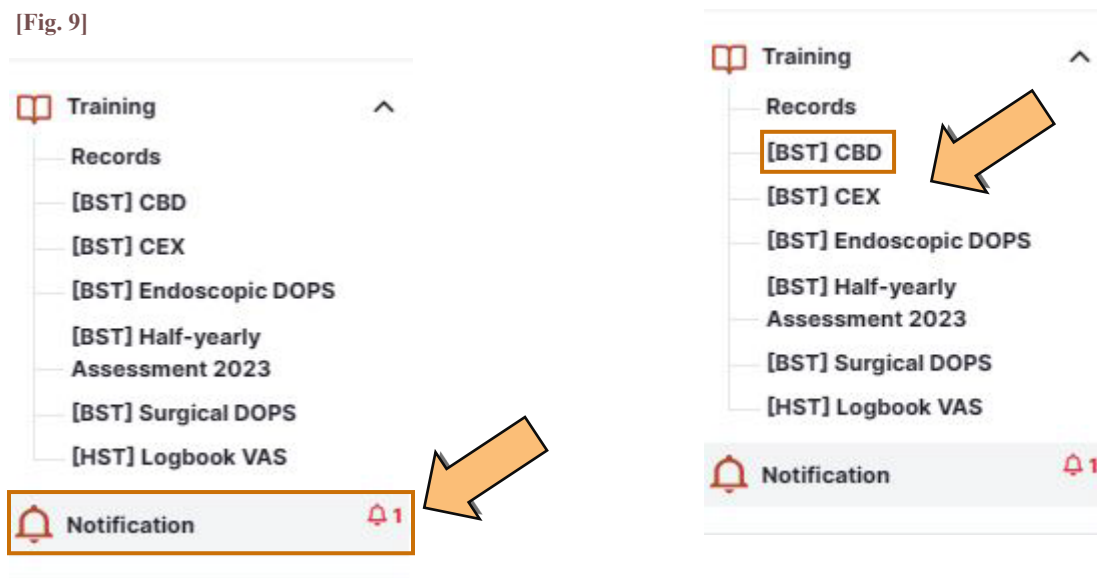
Review Feedbacks and Ratings (E.g. CBD)

Step 1)

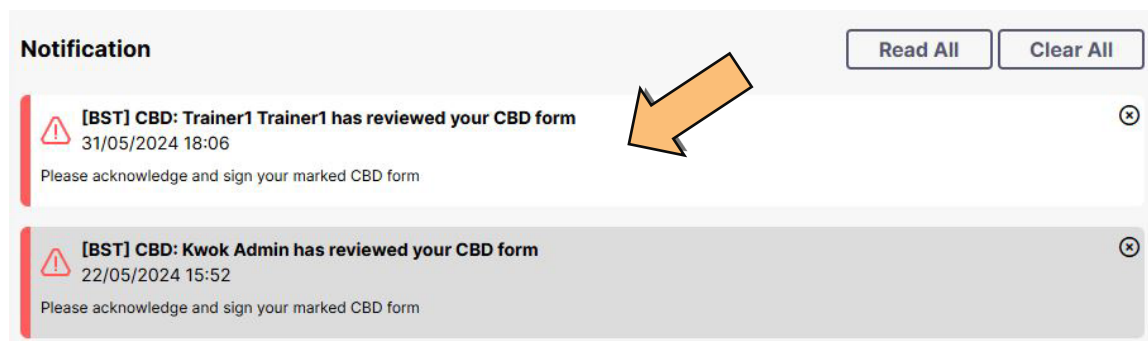
After your selected trainer has provided ratings and comments, you shall receive a notification.

You can click “Notification” to review the message and access assessment by clicking the message. You can also access your assessment with on-going tasks through the side menu.

[Fig. 9]



[Fig. 10]



Remarks: The background of the notification message will turn grey after you have click on it.

Step 2)

Click the “Continue” button to proceed to the next step.

[Fig. 11]


Training

[BST] CBD

Trainees are required to submit at least 1 CBD per rotation period

Start


Stage	Deadline	On-going	Action	Completed
Start of Assessment	Tue, 31 Dec 2024 18:00	-	-	12
Select Rotation	Tue, 31 Dec 2024 18:00	-	-	12
Submit CBD Form	Tue, 31 Dec 2024 12:00	-	-	12
Review feedbacks and ratings	Tue, 31 Dec 2024 12:00	1	Continue	7



[Fig. 12]

[BST] CBD / Review feedbacks and ratings

Submitted By	Created At	Action	Completed
Trainee 1	05/06/2024 12:36:28	Continue	-



Step 3)

Review the comments and feedbacks made by your selected trainer.

[Fig. 13]

[BST] Case-Based Discussion (CBD) Score Sheet		Rating*	Specific Comments
1	Assessor's Comment	Outstanding	
2	Assessor's Feedback		
		6. Communication and team working skills *	
		Rating*	Specific Comments
		Satisfactory	
		7. Leadership skills *	
		Rating*	Specific Comments
		Satisfactory	
		8. Reflective practice/writing *	
		Rating*	Specific Comments
		Outstanding	
		9. Professionalism *	
		Rating*	Specific Comments
		Satisfactory	
		GLOBAL SUMMARY *	
		The overall level at which the CBD was performed	
		Level 0: Undergraduate Level or below Level 1: Appropriate for 1st year BST training Level 2: Appropriate for 2nd year BST training Level 3: Appropriate for completed BST training Level 4: Level beyond BST training	
		<input type="checkbox"/>	Level 0
		<input type="checkbox"/>	Level 1
		<input type="checkbox"/>	Level 2
		<input checked="" type="checkbox"/>	Level 3
		<input type="checkbox"/>	Level 4

1 / 2 >

❖ Page details can be found on the left, you may use the arrow key at the bottom to move to next or previous page.

Step 4)

Check the box to sign the form and click the "Submit" button to complete the entire module. Upon submitting the form, you will be routed to the home page (refer to Fig. 15).

[Fig. 14]

[BST] Case-Based Discussion (CBD) Form (Sighted by Trainee)

1 Tick this box to digitally sign this form

Tick this box to digitally sign this form

Submit Save Back

❖ **Save:** You can save your current work for subsequent editing before final submission.

You will be able to see the no. of completed assessment (refer to Fig. 15)

[Fig. 15]

Training

[BST] CBD

Trainees are required to submit at least 1 CBD per rotation period

Start

Stage	Deadline	On-going	Action	Completed
Start of Assessment	Tue, 31 Dec 2024 18:00	-	-	12
Select Rotation	Tue, 31 Dec 2024 18:00	-	-	12
Submit CBD Form	Tue, 31 Dec 2024 12:00	-	-	12
Review feedbacks and ratings	Tue, 31 Dec 2024 12:00	-	-	8

Submission of Half-yearly Assessment

Submission of Assessment

Step 1)

Before you start the assessment, you are required to select your assigned trainer under "Rotation" (Please refer to P. 20-23 for instructions) and complete the assignments listed below.

(BST: CBD, CEX, Surgical DOPS, Endoscopic DOPS)

(HST Admitted after 2021: CBD, Logbook, Training Plan)

[Fig. 16]

Training

[BST] Half-yearly Assessment

Trainees are required to select Trainer under "Rotation" and complete the prerequisite tasks below before starting the assessment.
2 Half-yearly Assessment are required for each rotation period!
Trainees are required to counter sign the assessment after your Trainer has given you your mark, please follow the instructions below!

You may check the current progress of the assessment at "Training" → "Records": [STATUS] - "Created: Assessment in Progress", you shall be able to find your assessment in Current Task of "Endorse trainee's assignment" if you have created your assessment

Prerequisite List	Start Date	End Date	Campaign	Quantity
	01/01/2024	31/07/2024	[BST] CBD	1
	01/01/2024	31/07/2024	[BST] CEX	1
	01/01/2024	31/07/2024	[BST] Endoscopic DOPS	1
	01/01/2024	31/07/2024	[BST] Surgical DOPS	1

Start

Stage	Deadline	On-going	Action	Completed
Start of Assessment	Tue, 31 Dec 2024 23:00	-	-	8
Select rotation	Tue, 31 Dec 2024 18:00	1	Continue	7
Submit assessment form	Tue, 31 Dec 2024 18:00	5	Continue	2
Review feedbacks and ratings by trainer	Tue, 31 Dec 2024 18:00	1	Continue	1

Start of Assessment / Detail

Prerequisite Campaign

- ✓ [BST] CBD
- ✓ [BST] CEX
- ✗ [BST] Endoscopic DOPS
- ✓ [BST] Surgical DOPS

1

Kick Start Form

1 Affected Account

2

Affected Account

Name of Trainee *

Trainee 1

Save **Back**

1 The system will show which assignments that you have or have not completed. You will not be able to proceed without completing all prerequisite assignments

2 You will not be able to proceed if you have not completed all prerequisite assignments. Status can be found as above

Select rotation / Detail

Prerequisite Campaign

- ✓ [BST] CBD
- ✓ [BST] CEX
- ✓ [BST] Endoscopic DOPS
- ✓ [BST] Surgical DOPS

3

Kick Start Form

1 Affected Account

Affected Account

Name of Trainee *

Trainee 1

Rotation Selection

1 Select Rotation Record

Select Rotation Record

Please select the applicable rotation period *

Submit **Save** **Back**

3 Once you have completed all the prerequisite assignments, you will be able to proceed to next step

Step 2)

Select the rotation period in the pull-down menu, during which the Half-yearly assessment you intended to submit was done and click the “Submit” button to proceed to the next step.

[Fig. 17]

Select rotation / Detail

Prerequisite Campaign

- ✓ [BST] Surgical DOPS
- ✓ [BST] Endoscopic DOPS
- ✓ [BST] CBD
- ✓ [BST] CEX
- ✓ Select Trainer

Kick Start Form

1 Affected Account

Affected Account

Name of Trainee *

Trainee 1

Rotation Selection

1 Select Rotation Record

Select Rotation Record

Please select the applicable rotation period *

Submit Save Back

❖ **Save:** You can save your current work for subsequent editing before final submission.

Step 3)

Complete the form, including all **mandatory fields with (*)** and click the “Submit” button to proceed to the next step.

[Fig. 18]

[BST] Half-yearly Assessment Form

- 1 Basic Information
- 2 RESEARCH ACTIVITIES DURING CURRENT TERM
- 3 COMPETENCY ASSESSMENT
- 4 REPORT ON CME PROGRAMME

Basic Information

Trainer * 1

Training Period From * 01/01/2024

Training Period To * 31/12/2024

Date of commencement of Basic Surgical Training * 01/01/2024

Hospital * Alice Ho Miu Ling Nethersole Hospital

Specialty in Training * Accident & Emergency

No. of Days absent *

Reason for absence
(e.g. holiday / study leave / others)

1 / 4 >

Submit Save Back

❖ Page details can be found on the left, you may use the arrow key at the bottom to move to next or previous page. **You will not be able to submit the form if one of the mandatory fields is missing, the system shall display a message on which answer is required.**



Trainer: Select the trainer who shall access your Half-yearly Assessment. Only trainers assigned by your COS or Training Supervisor will be available for your selection.

After submitting the form, your trainer shall receive a notification to provide feedbacks and comments on your assessment. Once your trainer has rated and commented on your assessment, you shall receive a notification as described in the next step.

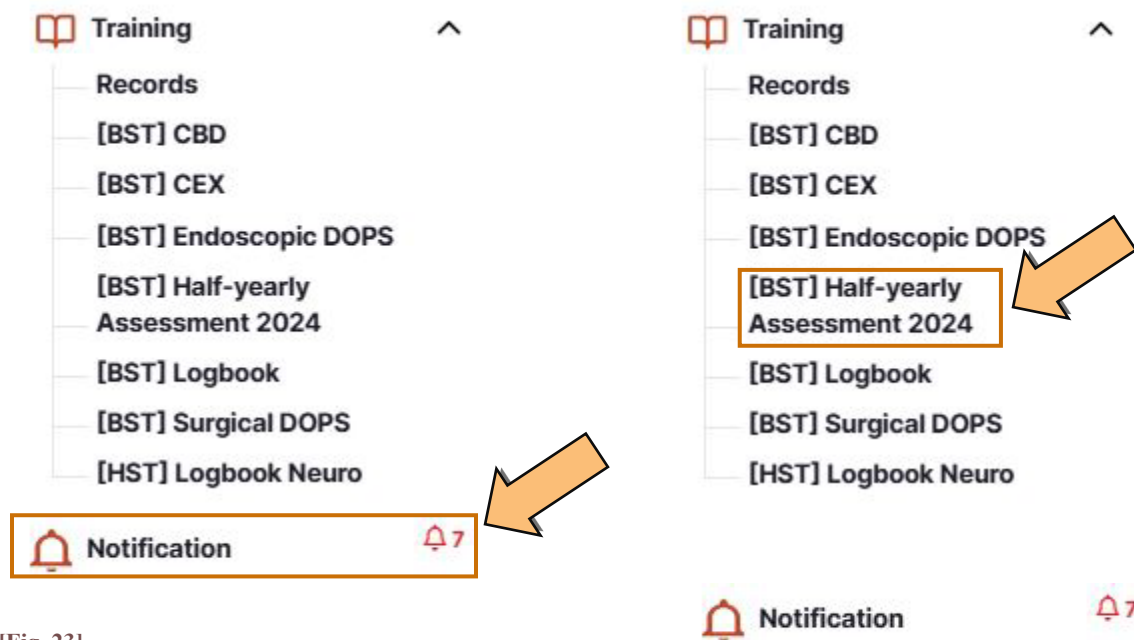
Review Feedbacks and Ratings

Step 1)

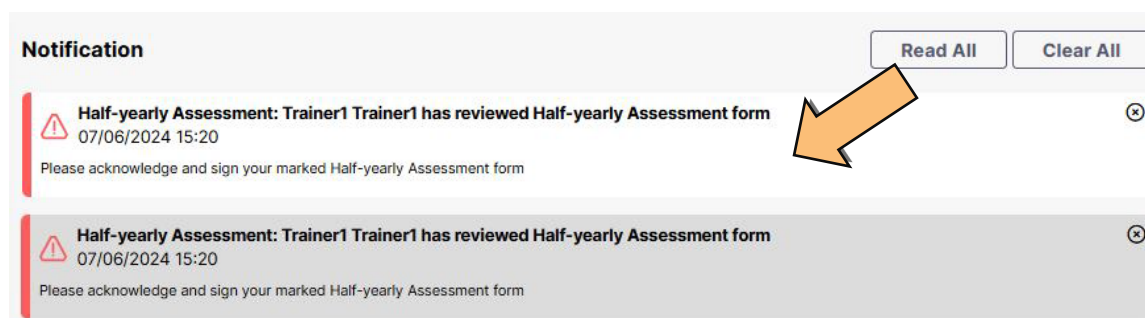
After your selected trainer has provided ratings and comments, you shall receive a notification.

You can click “Notification” to review the message and access assessment by clicking the message. You can also access your assessment with on-going tasks through the side menu.

[Fig. 22]



[Fig. 23]

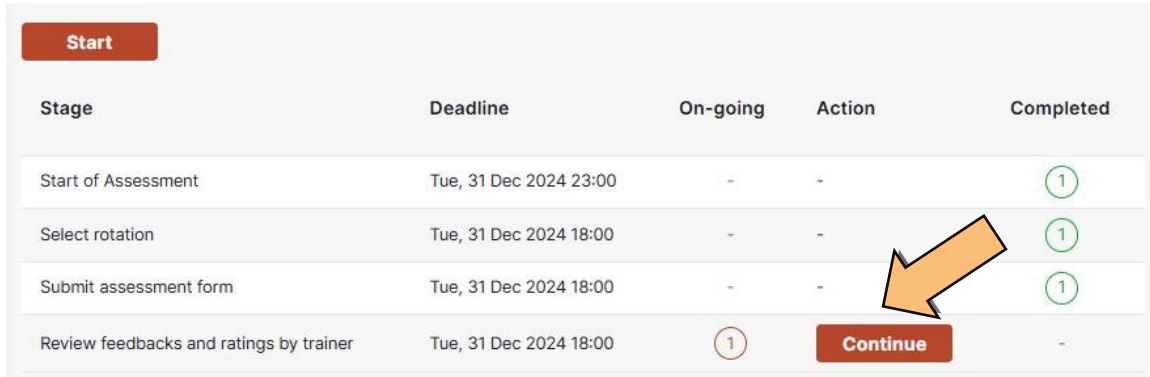


❖ *The background of the notification message will turn grey after you have click on it.*

Step 2)

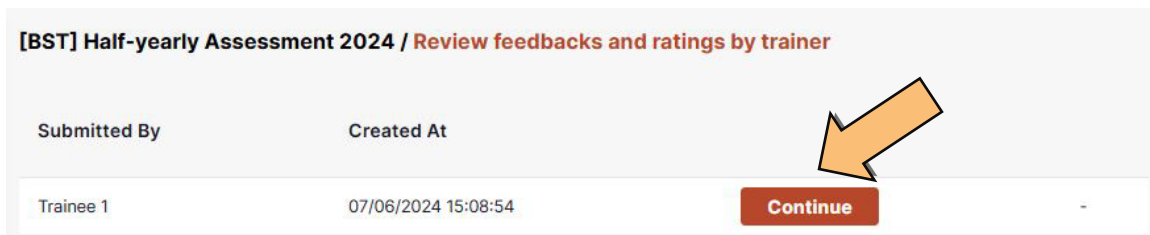
Click the “Continue” button to proceed to the next step.

[Fig. 24]



Start				
Stage	Deadline	On-going	Action	Completed
Start of Assessment	Tue, 31 Dec 2024 23:00	-	-	1
Select rotation	Tue, 31 Dec 2024 18:00	-	-	1
Submit assessment form	Tue, 31 Dec 2024 18:00	-	-	1
Review feedbacks and ratings by trainer	Tue, 31 Dec 2024 18:00	1	Continue	-

[Fig. 25]



[BST] Half-yearly Assessment 2024 / Review feedbacks and ratings by trainer

Submitted By	Created At	Action
Trainee 1	07/06/2024 15:08:54	Continue

Step 3)

Review the comments and feedbacks from the trainer.

[Fig. 26]

[BST] Half-yearly Assessment Score Sheet

1	GUIDELINES FOR SUPERVISOR
2	(A) KNOWLEDGE
3	(B) CLINICAL SKILLS
4	(C) TECHNICAL SKILLS
5	(D) PROFESSIONALISM
6	Overall Rating

GUIDELINES FOR SUPERVISOR

Guidelines for Supervisor *

Please enter your number (scored 1-5) in the column provided, which best reflects your assessment using the prompts as a guide. Each column must contain a number. Please note that explanatory comments would be required for a score of 1, 2 and 5 in "Overall Rating" of the performance.

1 / 6 >

❖ *Page details can be found on the left, you may use the arrow key at the bottom to move to next or previous page.*

Step 4)

Check the box to sign the form and click the "Submit" button to complete the entire module. After submitting the form, you will be routed to the home page (refer to **Fig. 33**).

[Fig. 32]

[BST] Half-yearly Assessment Form (Sighted by Trainee)

1 Tick this box to digitally sign this form

Tick this box to digitally sign this form

Tick this box to digitally sign this form

If you do not concur with the assessment, please contact your trainer or training supervisor directly

Submit **Save** **Back**

❖ **Save:** You can save your current work for subsequent editing before final submission.

[Fig. 33]

Training

[BST] Half-yearly Assessment 2024

Trainees are required to select Trainer under "Rotation" and complete the prerequisite tasks below before starting the assessment.

2 Half-yearly Assessment are required for each rotation period!

Trainees are required to counter sign the assessment after your Trainer has given you your mark, please follow the instructions below!

Prerequisite List	Start Date	End Date	Campaign	Quantity
	01/01/2023	31/12/2024	[BST] Surgical DOPS	1
	01/01/2023	31/12/2024	[BST] Endoscopic DOPS	1
	01/01/2023	31/12/2024	[BST] CBD	1
	01/01/2023	31/12/2024	[BST] CEX	1
	01/01/2023	31/12/2024	Select Trainer	1

Start

Stage	Deadline	On-going	Action	Completed
Start of Assessment	Tue, 31 Dec 2024 23:00	-	-	1
Select rotation	Tue, 31 Dec 2024 18:00	-	-	1
Submit assessment form	Tue, 31 Dec 2024 18:00	-	-	1
Review feedbacks and ratings by trainer	Tue, 31 Dec 2024 18:00	-	-	1

Training Plan

(Objective Setting, Midterm, Final)

Submission of Training Plan

Step 1)

Press "Training" in the side menu to expand this module.

[Fig. 40]



Step 2)

Select "Training Plan" to start the assessment (Objective Setting of Training Plan will be used as an example). Upon selection, you will then be routed to a home page (refer to Fig. 42).

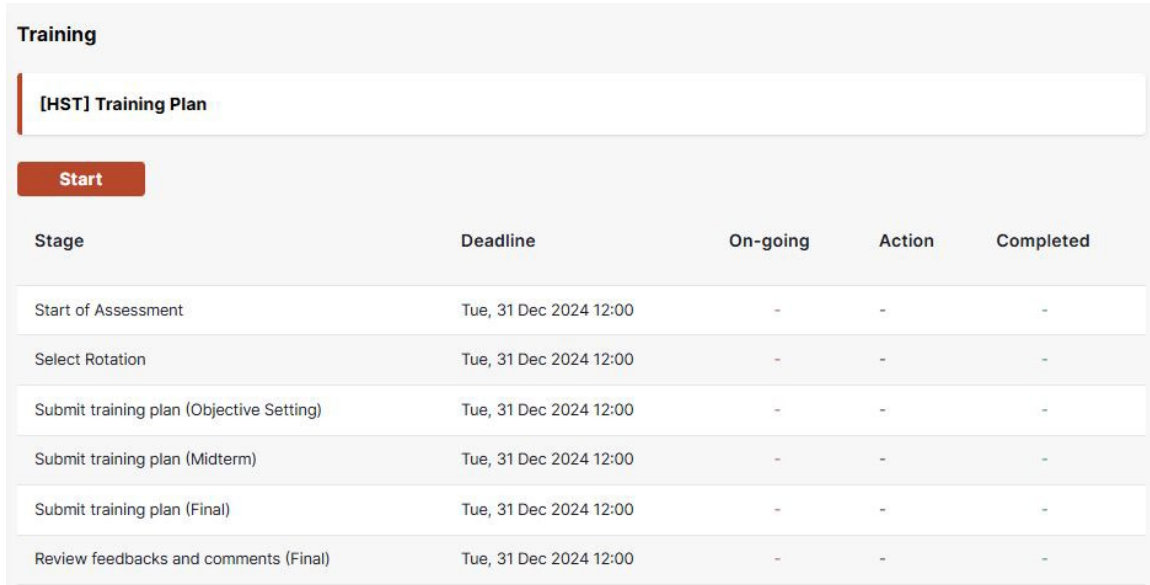
[Fig. 41]



Step 3)

Click the “Start” button to start the process of assessment.

[Fig. 42]



The screenshot shows a user interface for a training plan. At the top, there is a header 'Training' and a sub-header '[HST] Training Plan'. Below this is a prominent red 'Start' button. Underneath the button is a table with five columns: 'Stage', 'Deadline', 'On-going', 'Action', and 'Completed'. The table lists six stages, all with a deadline of 'Tue, 31 Dec 2024 12:00'. The 'On-going', 'Action', and 'Completed' columns for all stages contain a hyphen, indicating that no progress has been made.

Stage	Deadline	On-going	Action	Completed
Start of Assessment	Tue, 31 Dec 2024 12:00	-	-	-
Select Rotation	Tue, 31 Dec 2024 12:00	-	-	-
Submit training plan (Objective Setting)	Tue, 31 Dec 2024 12:00	-	-	-
Submit training plan (Midterm)	Tue, 31 Dec 2024 12:00	-	-	-
Submit training plan (Final)	Tue, 31 Dec 2024 12:00	-	-	-
Review feedbacks and comments (Final)	Tue, 31 Dec 2024 12:00	-	-	-

Step 4)

Select the rotation period in the drop-down menu, during which the Training Plan you intended to submit was done and click the “Submit” button to proceed to the next step.

[Fig. 43]

The screenshot shows a web form titled "Select Rotation / Detail". It is divided into four main sections:

- Kick Start Form:** Contains a field with the value "1" and the label "Affected Account".
- Affected Account:** Contains a field with the label "Name of Trainee" and the value "Trainee 1".
- Select Rotation Period:** Contains a field with the value "1" and the label "Select Rotation Record".
- Select Rotation Record:** Contains a label "Please select the applicable rotation period" and a dropdown menu. The dropdown menu is currently open, showing the selected option "General Surgery 04/2024-07/2024".

At the bottom of the form, there are three buttons: "Submit", "Save", and "Back". The "Save" button is highlighted with an orange border. Three orange arrows point to the "Submit" button, the "Save" button, and the dropdown menu in the "Select Rotation Record" section.

❖ **Save:** You can save your current work for subsequent editing before final submission.

Step 5)

Complete the form, including all **mandatory fields with (*)** and click the “Submit” button to proceed to the next step.

[Fig. 44]

Training Plan (Objective_Trainee)

1 BASIC INFORMATION

2 OBJECTIVE SETTING (Joint planning between trainee & supervisor at start of...

3 COMMENTS & AGREEMENT (TRAINEE)

BASIC INFORMATION

Placement *

Period of Placement From *

Period of Placement To *

Year of Training *

Assigned Educational Supervisor *

1 / 3 >

Submit Save Back

- ❖ Page details can be found on the left, you may use the arrow key at the bottom to move to next or previous page. **You will not be able to submit the form if one of the mandatory fields is missing, the system shall display a message on which answer is required.**

1

Assigned Education Supervisor: Select the educational supervisor who will review your Training Plan. Type your trainers’ full name, no “Dr/Prof.” is required, a drop-down menu shall appear with suggestions.

trainer

Trainer1 Trainer1

Step 6)

Check the box to sign the form and click the "Submit" button to complete the "Objective Setting of Training Plan". After submitting the form, you will be routed to the home page (refer to Fig. 46).

[Fig. 45]

Training Plan (Objective_Trainee)

1 BASIC INFORMATION

2 OBJECTIVE SETTING (Joint planning between trainee & supervisor at start of...)

3 COMMENTS & AGREEMENT (TRAINEE)

COMMENTS & AGREEMENT (TRAINEE)

Comments *

Tick this box to digitally sign this form *

Date *

Submit Save Back

[Fig. 46]

Training

[HST] Training Plan

Start

Stage	Deadline	On-going	Action	Completed
Start of Assessment	Tue, 31 Dec 2024 12:00	-	-	1
Select Rotation	Tue, 31 Dec 2024 12:00	-	-	1
Submit training plan (Objective Setting)	Tue, 31 Dec 2024 12:00	-	-	1
Submit training plan (Midterm)	Tue, 31 Dec 2024 12:00	-	-	-
Submit training plan (Final)	Tue, 31 Dec 2024 12:00	-	-	-
Review feedbacks and comments (Final)	Tue, 31 Dec 2024 12:00	-	-	-

After submitting the form, your educational supervisor shall receive a notification to provide feedbacks and comments on your assessment.

After your educational supervisor has commented on your assessment, you shall receive a notification as described below. You can only proceed to "Midterm" and "Final" of Training Plan" if your educational supervisor has commented on your prior assessment.

Review Feedbacks and Ratings

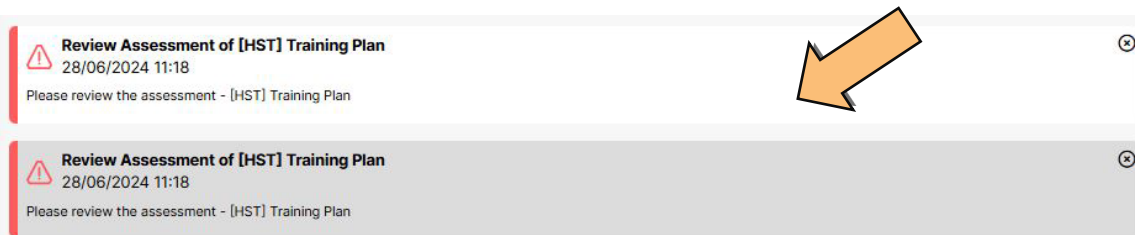
Step 1)

After your selected educational supervisor has made comments, you shall receive a notification. You can click “Notification” to review the message and access assessment by clicking the message.

[Fig. 47]



[Fig. 48]



❖ *The background of the notification message will turn grey after you have click on it.*

Step 2)

Click the “Continue” button to proceed to the next step and review the comments and feedbacks from the trainer.


[Fig. 49]

Training

[HST] Training Plan

Start

Stage	Deadline	On-going	Action	Completed
Start of Assessment	Tue, 31 Dec 2024 12:00	-	-	1
Select Rotation	Tue, 31 Dec 2024 12:00	-	-	1
Submit training plan (Objective Setting)	Tue, 31 Dec 2024 12:00	-	-	1
Submit training plan (Midterm)	Tue, 31 Dec 2024 12:00	-	-	1
Submit training plan (Final)	Tue, 31 Dec 2024 12:00	-	-	1
Review feedbacks and comments (Final)	Tue, 31 Dec 2024 12:00	1	Continue	-



Step 3)

Review the comments and feedbacks from the trainer and click the "Submit" button to complete the entire module. After submitting the form, you will be routed to the home page (refer to Fig. 51).

[Fig. 50]

The screenshot shows a web form titled "Training Plan (Final_Supervisor)". On the left, there is a sidebar with two items: "1 Educational Supervisor Comments" and "2 Education Supervisor Overall Summary Statement". The "1" is highlighted with an orange box. The main content area is divided into two sections. The top section is titled "Educational Supervisor Comments" and contains three questions, each with a "Yes" and "No" radio button and a "Reason" text input field. The first question is "The trainee's reflective practice was satisfactory. *", with "Yes" selected. The second is "The trainee followed an agreed timetable. *", with "Yes" selected. The third is "There were no unresolved issues. *", with "Yes" selected. At the bottom right of this section, there is a pagination control showing "1 / 2" and a right-pointing arrow, which is highlighted with an orange box. The bottom section is titled "Approval Form" and contains a single question "Approved By *" with a text input field containing "Trainee 1" and a close button "x". At the bottom of the form, there are three buttons: "Submit", "Save", and "Back".

❖ Page details can be found on the left, you may use the arrow key at the bottom to move to next or previous page.

[Fig. 51]

Training

[HST] Training Plan

Start

Stage	Deadline	On-going	Action	Completed
Start of Assessment	Tue, 31 Dec 2024 12:00	-	-	1
Select Rotation	Tue, 31 Dec 2024 12:00	-	-	1
Submit training plan (Objective Setting)	Tue, 31 Dec 2024 12:00	-	-	1
Submit training plan (Midterm)	Tue, 31 Dec 2024 12:00	-	-	1
Submit training plan (Final)	Tue, 31 Dec 2024 12:00	-	-	1
Review feedbacks and comments (Final)	Tue, 31 Dec 2024 12:00	-	-	1

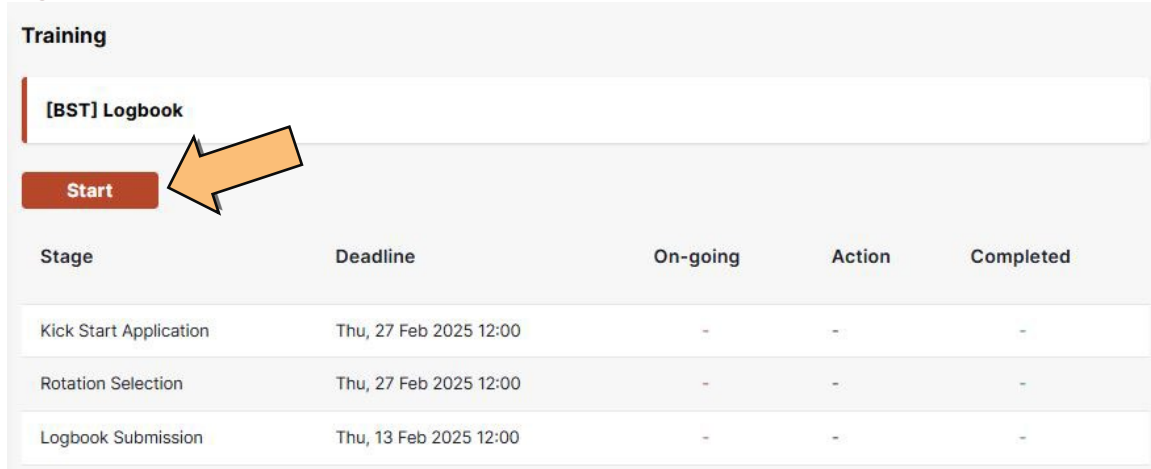
Submission of Logbook Document (BST)

Submission of Document

Step 1)

Click the “Start” button to start the process of Logbook application.

[Fig. 52]



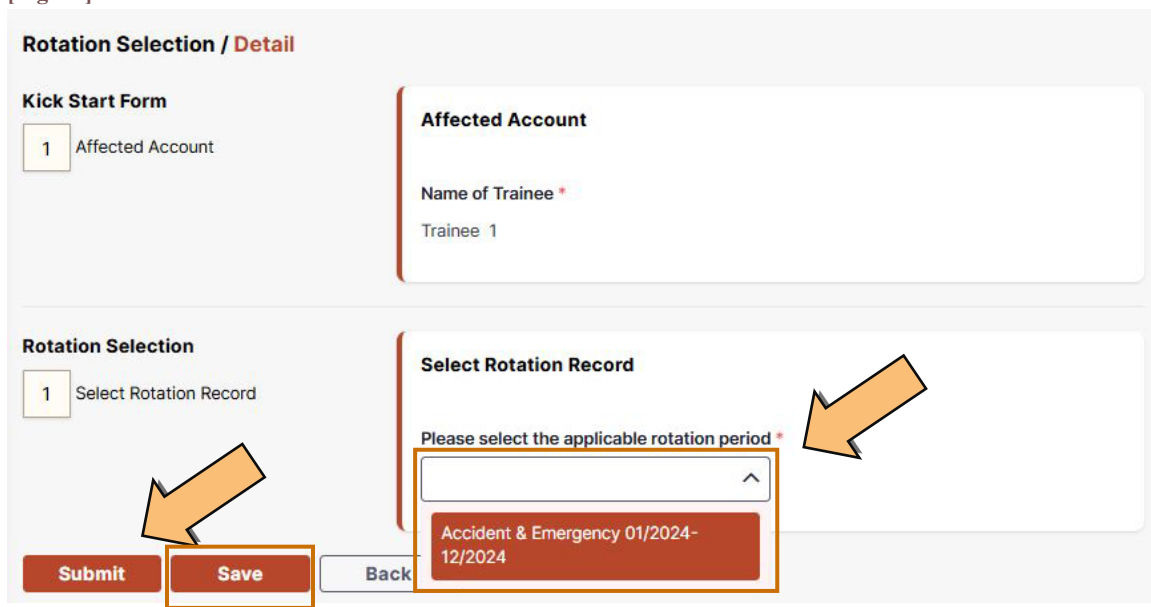
The screenshot shows a web interface for training management. At the top, there is a section titled "Training" with a sub-section "[BST] Logbook". Below this, there is a red "Start" button, which is highlighted by a large orange arrow. Underneath the button is a table with the following columns: Stage, Deadline, On-going, Action, and Completed. The table contains three rows of data:

Stage	Deadline	On-going	Action	Completed
Kick Start Application	Thu, 27 Feb 2025 12:00	-	-	-
Rotation Selection	Thu, 27 Feb 2025 12:00	-	-	-
Logbook Submission	Thu, 13 Feb 2025 12:00	-	-	-

Step 2)

Select the rotation period in the pull-down menu, which the operation record during your training period you intend to submit and click the “Submit” button to proceed to the next step.

[Fig. 53]



The screenshot shows a web interface for "Rotation Selection / Detail". It is divided into two main sections: "Kick Start Form" and "Rotation Selection".

Kick Start Form: Contains a field "1 Affected Account" and a section "Affected Account" with "Name of Trainee *" and "Trainee 1".

Rotation Selection: Contains a field "1 Select Rotation Record" and a section "Select Rotation Record" with the instruction "Please select the applicable rotation period *". A pull-down menu is shown with "Accident & Emergency 01/2024-12/2024" selected. An orange arrow points to this menu. Below the menu are three buttons: "Submit", "Save", and "Back". The "Submit" button is highlighted by a large orange arrow.

Step 3)

Complete the form and click the “Submit” button to complete the entire module. You can add or delete a record of your nature of cases by clicking the “Add+ & Delete” button and select the procedure in the pull-down menu. After submitting the form, you will be routed to the home page (refer to Fig. 55).

[Fig. 54]

The screenshot shows the [BST] Logbook interface. On the left, a sidebar lists six categories: 1. Record Nature of Cases – Major Procedures, 2. Record Nature of Cases – Major Procedures (II), 3. Record Nature of Cases – Minor and Intermediate Procedures, 4. Colonoscopy, 5. GI Endoscopy, and 6. NON-OPERATIVE (Number of Cases). The main area contains a table with columns for Procedure, Mentor Scrubbed, Mentor In Theatre, Mentor Available, Consultant Surgeon, and Senior Registrar. The table is divided into sections: HEAD AND NECK, HEPATOBIILIARY, LAPAROSCOPY/THORASCOPIY, and LY. A dropdown menu for procedure selection is highlighted with a red circle '1'. A red circle '2' highlights the Mentor Available field. A red circle '3' highlights the 'Add +' button. At the bottom, there is a 'Summary' table with columns for Gastric Total, Skin Total, Biliary Total, Colonic Total, Pancreas Total, and All Total, all showing 0. A navigation bar at the bottom includes 'Submit', 'Save', and 'Back' buttons, and a page indicator '1 / 6' with a right arrow.

❖ Page details can be found on the left, you may use the arrow key at the bottom to move to next or previous page.

- 1 Select the procedure in the pull-down menu.
- 2 It indicates your role in OT
- 3 You can add or delete a record of your nature of cases by clicking the “Add+ & Delete” button

[Fig. 55]

Training

[BST] Logbook

Start

Stage	Deadline	On-going	Action	Completed
Kick Start Application	Thu, 27 Feb 2025 12:00	-	-	1
Rotation Selection	Thu, 27 Feb 2025 12:00	-	-	1
Logbook Submission	Thu, 13 Feb 2025 12:00	-	-	1

Submission of Logbook Document (HST) (E.g. General Surgery)

Submission of Document

Step 1)

Click the “Start” button to start the process of application.

[Fig. 56]

Training

[HST] Logbook GS Jan-Jun 2024

Start

Stage	Deadline	On-going	Action	Completed
Account input	Wed, 31 Jul 2024 23:59	-	-	1
Rotation	Wed, 31 Jul 2024 23:59	-	-	1

Step 2)

Complete the form and click the “Submit” button to complete the entire module. You can add or delete a record of your nature of cases by clicking the “Add+ & Delete” button and select the procedure in the pull-down menu.

[Fig. 57]

The screenshot displays the 'HST Logbook GS' interface. On the left, a vertical list of procedure categories is shown, with the first five items highlighted in a box: 1 Record Nature of Cases – Major Procedures, 2 Record Nature of Cases – Major Procedures (II), 3 Record Nature of Cases – Minor and Intermediate Procedures, 4 Colonoscopy, and 5 GI Endoscopy. An orange arrow points from the bottom of this list towards the 'Submit' button. The main area contains a grid of input fields for each category. Each category has a 'Procedure' dropdown menu (circled with a '1'), 'Surgical access if applicable: Open' and 'Minimal access' checkboxes, a 'TOTAL' field, and three input fields for 'Surgeon Mentor Scrubbed', 'Surgeon Mentor Available', and 'Assistant'. The 'Add +' button is located at the bottom right of each category's input fields (circled with a '3'). The categories are: Head and Neck, Hepatobiliary, Laparoscopy/Thoracoscopy, and Lymphatic/Spleen. A '1 / 5 >' navigation box is at the bottom center. At the bottom of the form are three buttons: 'Submit', 'Save', and 'Back'. The 'Save' button is highlighted with an orange box.

- ❖ Page details can be found on the left, you may use the arrow key at the bottom to move to next or previous page.
- ❖ Save: You can save your current work for subsequent editing before final submission.

- 1 Select the procedure in the drop-down menu.
- 2 It indicates your role in OT
- 3 You can add or delete a record of your nature of cases by clicking the “Add+ & Delete” button

Step 3)

Select the rotation period in the pull-down menu and click the “Submit” button to submit the form. After submitting the form, you will be routed to the home page (refer to Fig. 59).

[Fig. 58]

Rotation Selection

1 Select Rotation Record

Select Rotation Record

Please select the applicable rotation period *

Accident & Emergency 01/2024-12/2024

Submit Save Back

❖ **Save:** You can save your current work for subsequent editing before final submission.

[Fig. 59]

Training

[HST] Logbook GS Jan-Jun 2024

Start

Stage	Deadline	On-going	Action	Completed
Account input	Wed, 31 Jul 2024 23:59	-	-	2
Rotation	Wed, 31 Jul 2024 23:59	-	-	2

Research Report

Submission of Research Report

Step 1)

Press "Training" in the side menu to expand this module.

[Fig. 60]



Step 2)

Select "Research Report" to start the assessment. Upon selection, you will then be routed to a home page (refer to Fig. 61).

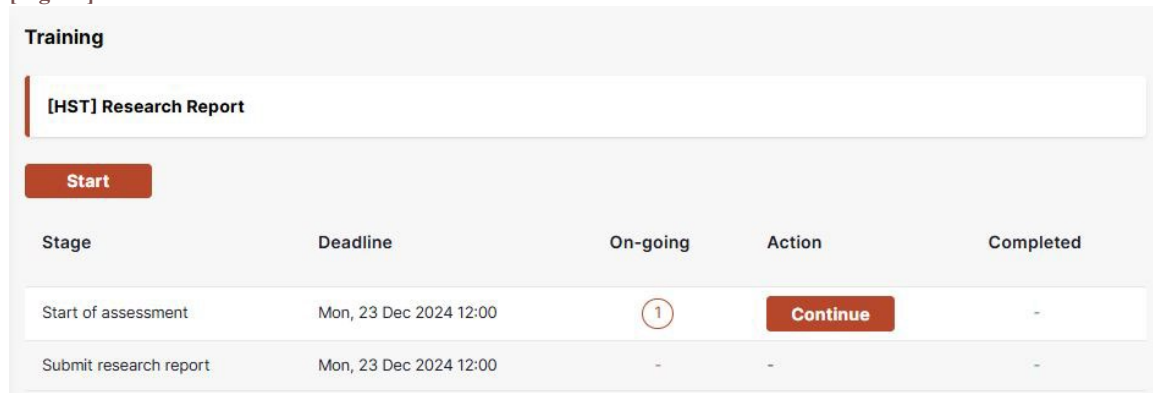
[Fig. 61]



Step 3)

Click the “Start” button to start the process of assessment.

[Fig. 62]



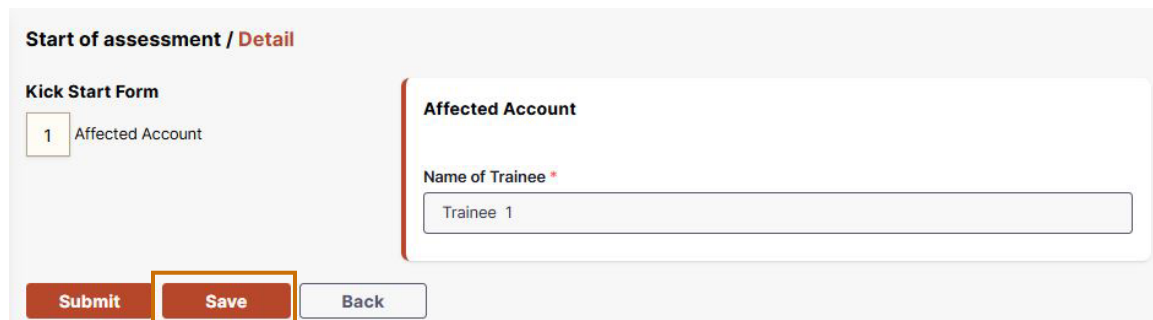
The screenshot shows a 'Training' interface. At the top, there is a header 'Training' and a search bar containing '[HST] Research Report'. Below the search bar is a red 'Start' button. Underneath is a table with the following columns: Stage, Deadline, On-going, Action, and Completed.

Stage	Deadline	On-going	Action	Completed
Start of assessment	Mon, 23 Dec 2024 12:00	1	Continue	-
Submit research report	Mon, 23 Dec 2024 12:00	-	-	-

Step 4)

Click the “Submit” button to proceed to the next step.

[Fig. 63]



The screenshot shows the 'Start of assessment / Detail' form. It has a 'Kick Start Form' section with a list of 'Affected Account' containing one item. To the right is an 'Affected Account' section with a 'Name of Trainee *' field containing 'Trainee 1'. At the bottom, there are three buttons: 'Submit', 'Save', and 'Back'. The 'Save' button is highlighted with a red border.

❖ **Save:** You can save your current work for subsequent editing before final submission.

Step 5)

Complete the form, including all **mandatory fields with (*)** and click the “Submit” button to complete the entire module. You are required to upload the abstract before submitting the application form After submitting the form, you will be routed to the home page (refer to **Fig. 64**).

[Fig. 64]

Submit research report / Detail

Research Report

- SECTION A: PERSONAL PARTICULARS
- SECTION B: RESEARCH PROJECT
- SECTION B: RESEARCH PROJECT PART TWO
- SECTION C
- SECTION D
- SECTION E

SECTION B: RESEARCH PROJECT PART TWO

Current Status *

Ongoing
 Completed

Type of Research *

Case Report
 Literature Review
 Clinical Study
 Laboratory Study
 Other

Word count of abstract *

(limit: 250-400 words)

Have you ever submitted this research project (Ongoing) with the same title before? *

* If the submitted material is a Case Report / Literature Review, please submit a FULL paper.
* A trainee may submit ONE case report, literature review or meta-analysis report ONLY. They should reach the standard for publication in a peer-review journal. The Higher Trainee MUST be the first Author and is required to submit the proof of acceptance or publication.

Yes
 No

Abstract (Please ensure that your abstract contains Background, Aim of study, Method, Result and Conclusion.) *

Sample of outstanding abstracts are available on: <https://www.cshk.org/cshk.php?page=page&menupageid=9307>

*You are NOT required to include the result and conclusion in the abstract if your project is still ongoing.

1

< 3 / 6 >

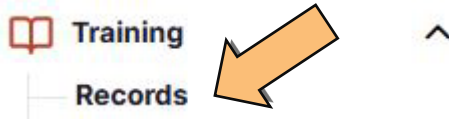
- ❖ Page details can be found on the left, you may use the arrow key at the bottom to move to next or previous page. **You will not be able to submit the form if one of the mandatory fields is missing, the system shall display a message on which answer is required.**
- ❖ **Save:** You can save your current work for subsequent editing before final submission.

1 **Upload:** You can submit your abstract by uploading a PDF document.

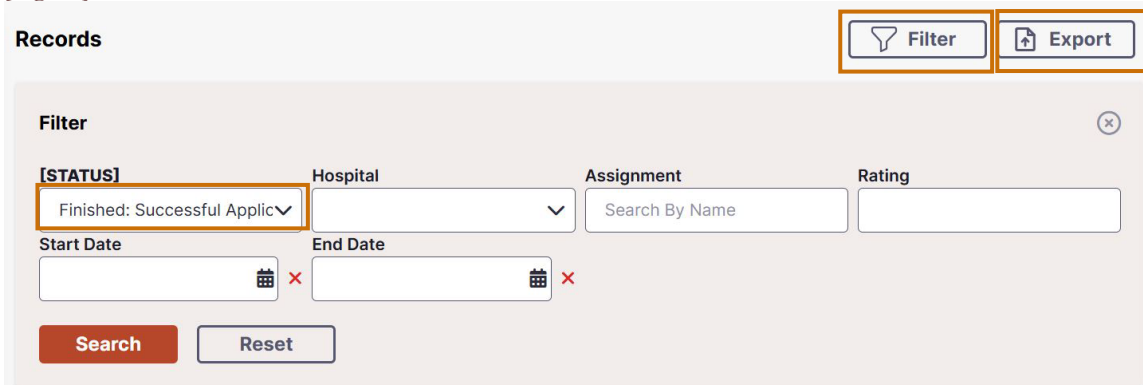
Records of Submission

You will be able to view your previous submission (completed or in progress) in “Training” → “Records”

[Fig. 65]




[Fig. 66]

A screenshot of a web interface titled 'Records'. At the top right, there are two buttons: 'Filter' (with a funnel icon) and 'Export' (with a document icon), both highlighted with orange boxes. Below these is a 'Filter' panel with a close button (x) in the top right corner. The panel contains several filter fields: '[STATUS]' with a dropdown menu showing 'Finished: Successful Applic' (highlighted with an orange box), 'Hospital' with a dropdown arrow, 'Assignment' with a text input field containing 'Search By Name', and 'Rating' with a text input field. Below these are 'Start Date' and 'End Date' fields, each with a calendar icon and a red 'x' icon. At the bottom of the filter panel are 'Search' and 'Reset' buttons.

- ❖ **Filter:** Click the “Filter” button to expand the menu.
- ❖ **Export:** Click the “Export” button to export your submissions to an Excel document.
- ❖ **Status:** the status of the assignment which included:
 - **Created: Assignment in progress:** Assignments that have not been fully completed, some tasks are yet to finished (by you or other users such as trainers, COS, TS, or secretariat)
 - **Finished: Completed Assignment:** All tasks in the assignment are completed, and there is no more remaining tasks.

Filter ✕

[STATUS]  Hospital Specialty Assignment


Rating Start Date End Date

No. of Assignment: 21

Specialty	Assignment	Hospital	Rating	Status	Updated At	Current Task
General Surgery	[HST] Logbook GS Jan-Jun 2024	Alice Ho Miu Ling Nethersole Hospital	-	Finished: Completed Assignment	26/06/2024 16:21:16	-
General Surgery	[HST] Logbook GS Jan-Jun 2024	Alice Ho Miu Ling Nethersole Hospital	-	Finished: Completed Assignment	26/06/2024 16:09:46	-
General Surgery	[BST] Surgical DOPS	Alice Ho Miu Ling Nethersole Hospital	Level 1	Finished: Completed Assignment	19/06/2024 14:57:48	-
General Surgery	[BST] Endoscopic DOPS	Alice Ho Miu Ling Nethersole Hospital	Level 2	Finished: Completed Assignment	19/06/2024 14:55:27	-
General Surgery	[BST] CEX	Alice Ho Miu Ling Nethersole Hospital	Level 3	Finished: Completed Assignment	19/06/2024 14:54:19	-
General Surgery	[BST] CBD	Alice Ho Miu Ling Nethersole Hospital	Level 3	Finished: Completed Assignment	19/06/2024 14:41:27	-
General Surgery	[BST] Logbook	Alice Ho Miu Ling Nethersole Hospital	-	Finished: Completed Assignment	11/06/2024 11:04:09	-

[Fig. 67]

Filter ✕

[STATUS]  Hospital Specialty Assignment

Rating Start Date End Date

No. of Assignment: 16

Specialty	Assignment	Hospital	Rating	Status	Updated At	Current Task
-	[BST] Half-yearly Assessment 2024	-	-	Created: Assignment in Progress	27/06/2024 11:16:12	Start of Assessment
General Surgery	[BST] Logbook	Alice Ho Miu Ling Nethersole Hospital	-	Created: Assignment in Progress	26/06/2024 18:41:46	Logbook Submission
General Surgery	[BST] Logbook	-	-	Created: Assignment in Progress	26/06/2024 18:40:05	Rotation Selection
General Surgery	[BST] Half-yearly Assessment 2024	Alice Ho Miu Ling Nethersole Hospital	3=Satisfactory	Created: Assignment in Progress	19/06/2024 15:18:22	Review feedbacks and ratings by trainer
General Surgery	[BST] CBD	Alice Ho Miu Ling Nethersole Hospital	Level 3	Created: Assignment in Progress	25/06/2024 16:26:58	Review feedbacks and ratings
General Surgery	[BST] CBD	Alice Ho Miu Ling Nethersole Hospital	-	Created: Assignment in Progress	14/06/2024 16:08:48	Provide feedbacks and ratings

[Fig. 68]

❖ **Current Task:** You may find the current stage of your incompleted assignments. No result will be shown if you have completed the assignment as shown above

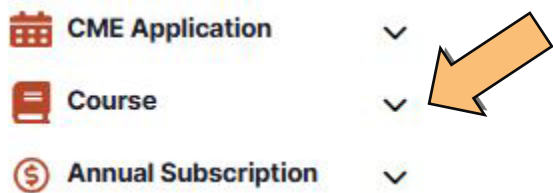
Course Record

Submission of Record

Step 1)

Press "Course" in the side menu to expand this module.

[Fig. 69]



Step 2)

Choose an application form you wish to submit. (BSSC will be used as an example)
Upon selection, you will then be routed to assignment's home page (refer to **Fig. 71**).

[Fig. 70]



Step 3)

Click the “Start” button to start the process of assessment.

[Fig. 71]

Course

Basic Surgical Skills Course (BSSC)

Basic Surgical Skills Course (BSSC)

Start

Stage	Deadline	On-going	Action	Completed
Certificate	Tue, 31 Dec 2030 12:00	1	Continue	-

Step 4)

Complete the form, including all **mandatory fields with (*)** and click the “Submit” button to complete the entire module. You are required to upload the certificate before submitting the application form. After submitting the form, you will be routed to the home page (refer to **Fig. 73**).

[Fig. 72]

Certificate / Detail

Course Application Form

1 Information

Information

Applicant *

Trainee 1

Certificate *

Upload

Add +

Date of Attendance *

Submit Save Back

- 1 Upload:** You can upload your certificate by uploading a PDF document.
- 2** You can add or delete a record of your certificate by clicking the “Add+ & Delete” button

[Fig. 73]

Course

Basic Surgical Skills Course (BSSC)

Basic Surgical Skills Course (BSSC)

Start

Stage	Deadline	On-going	Action	Completed
Certificate	Tue, 31 Dec 2030 12:00	-	-	2

Records of Submission

You will be able to view your previous submission (completed or in progress) in “Course” → “Records”

[Fig. 74]



[Fig. 75]



- ❖ **Filter:** Click the “Filter” button to expand the menu.
- ❖ **Export:** Click the “Export” button to export your submissions to an Excel document.
- ❖ **Status:** the status of the assignment which included:
 - **Created: Assignment in progress:** Assignments that have not been fully completed, some tasks are yet to finished (by you or other users such as trainers, COS, TS, or secretariat)
 - **Finished: Completed Assignment:** All tasks in the assignment are completed, and there is no more remaining tasks.

[Fig. 76]

Records Filter Export

Filter ×

[STATUS] Course

Finished: Completed Assignment ▼

Search Reset

No. of Assignment: 1

Course	Updated At	Current Task ↕
Basic Surgical Skills Course (BSSC)	27/06/2024 17:55:48	-

Records Filter Export

Filter ×

[STATUS] Course

Created: Assignment in Progress ▼

Search Reset

No. of Assignment: 3

Course	Updated At	Current Task ↕
Basic Surgical Skills Course (BSSC)	28/06/2024 14:30:28	Certificate
MQCC	27/06/2024 17:56:10	Course Application
Clinical Core Competency Course (CCCC)	27/06/2024 17:56:06	Certificate

- ❖ **Current Task:** You may find the current stage of your incompleted assignments. No result will be shown if you have completed the assignment as shown above

Examination Application

Submission of Application

Step 1)

Press "Examination" in the side menu to expand this module.

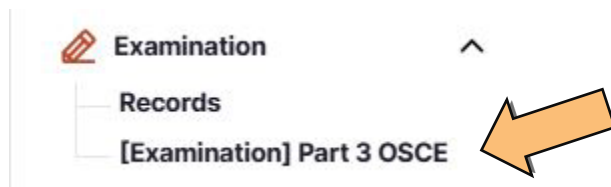
[Fig. 77]



Step 2)

Choose an examination you wish to apply. (Part 3 OSCE will be used as an example). Upon selection, you will then be routed to Part 3 Exam's homepage (refer to **Fig. 79**) listing various stages of this module.

[Fig. 78]



[Fig. 79]

Examination

[Examination] Part 3 OSCE

Part 3 Examination will be held on 26 - 27 October 2024.
Applicants must pass both Part 1 and 2 before applying for the Part 3 Exam.
The application for the 2024 Oct diet will be opened between [date] to [date]
After clicking "Start", please read all the important notices before submitting your application.

Please be reminded that your application is required to be reviewed by your Chief of Service or Training Supervisor. Application status can be viewed under [Examination]→[Records]→[Created: Application in progress].

Start

Stage	Deadline	On-going	Action	Completed
Start of application	Wed, 31 Jul 2024 23:59	-	-	1
Submit application form	Wed, 31 Jul 2024 12:00	1	Continue	-
Examination fee payment	Wed, 31 Jul 2024 12:00	-	-	-

Step 3)

The subsequent steps resemble submitting a training assessment. If you have any questions, please refer to the " Submission of Competency Assessments Guidelines" for additional details.