Functional Module – Training Plan

Platform	Website		
Description	**HSTs** are required to submit training plans (Annex 1) with half-yearly assessment form during their training. Requirements varied with different specialties.		

Specialty	Submission Requirement	Other Requirements
Cardiothoracic Surgery	One for each **6-month** rotation	The training plan as agreed by the trainee and the training unit supervisor should be made at the beginning of each rotation.
General Surgery	One for each **6-month** rotation	
Neurosurgery	One for each **12 months**	
Paediatric Surgery	One for each **6-month** rotation	
Plastic Surgery	One for each **6-month** rotation	
Urology	One for each training unit rotation (6 or 12 months)	Progress will be reviewed through an interim review in mid of the rotation and a final review at the end of the rotation. Both trainer and trainee will need to give overall comments and sign off.

	Workflow	HST	Trainer	College Admin
1.	**Beginning of rotation**	• Objective setting (Joint planning between trainee & trainer (assigned Educational Supervisor) at the <u>start of training</u>) • Submission is not allowed if there is any blank column.		• College admin will set a deadline for submission • The system will automatically notify Trainee & Trainer to complete the objective setting
2.	**Mid of the rotation (Applicable to some**	• Intermediate review (Progress of objective achievement) • Submission is not allowed if there is any blank column.		• College admin will set a deadline for submission • The system will automatically notify Trainee & Trainer to complete the

	specialties)		intermediate review
3.	**1 month before the end of rotation (6-month / 12-month)**	● Final review (Completion of objectives set) ● Submission is not allowed if there is any blank column.	● College admin will set a deadline of submission *(should be submitted with the half-yearly assessment)* ● The system will automatically notify and email Trainee and Trainer to complete the final review