

Functional Module – Application for Ordinary Membership and Fellowship

Platform	Website
Description	BSTs who completed BST training and passed the membership examination are eligible to apply for Ordinary Membership. HSTs who completed HST training and passed the fellowship examination are eligible to apply for Fellowship. Application Form (Annex 1)

	Workflow	Trainee	Fellows	College Admin
1.	Open Application	Notification to be sent to eligible trainee for Membership/ Fellowship application		<ul style="list-style-type: none"> ● Set application period: Start & End date & time for application ● Disable the URL after the deadline (31 Jul/31 Jan)
2.	Application Procedures with online payment	<ul style="list-style-type: none"> ● Read the Notes to Applicants regarding application flow and important info ● Click “Continue” to proceed to Registration from ● Personal information will be auto-filled in the application form ● Remark: allow applicants to edit and update personal information ● Select 2 paid-up Fellows of CSHK to support for application* ● Upload the following documents: <u>Membership - Compulsory</u> <ul style="list-style-type: none"> - Certified True Copy of Medical Registration Ordinance – Annual Practising Certificate - Certified True Copy of Membership of the Hong Kong Intercollegiate Board of Surgical Colleges(MHKICBSC) Examination - Part 3 Result Slip - Certified True Copy of Basic Surgical Skills 		<p>(notes to applicants, declaration, and disclaimer will be drafted by CSHK)</p> <ul style="list-style-type: none"> ● An acknowledgment email will be sent to the applicant via the system ● Allow admin to change Payment status of an application (allow space for the remarks/ reasons): <ol style="list-style-type: none"> 1. <u>Settled</u>: The payment is settled already. 2. <u>Outstanding</u>: The payment is still not settled. 3. <u>Refunded</u>: The payment is refunded <p>A report/list of payment status can be generated</p>

		<p>Course (Certificate of Attendance)</p> <ul style="list-style-type: none"> - Certified True Copy of Clinical Core Competency Course (Certificate of Attendance) - Letter of choosing the Ordinary Membership of the College of Surgeons of Hong Kong(MCSHK) <p><u>Fellowship - Compulsory</u></p> <ul style="list-style-type: none"> - Certified True Copy of Medical registration ordinance - Annual Practising Certificate - Certified True Copy of Joint Specialty Fellowship Examination Result Slip - Certified True Copy of Certificate of Attendance of all mandatory courses required by the respective specialty board - Certified True Copy of Certificate for Clinical Proctorship Programme for Laparoscopic Surgery (applicable to Higher Surgical Trainees in General Surgery / Urology) - Index Operation Record Form (only applicable to Higher Surgical Trainees in General Surgery) <ul style="list-style-type: none"> ● Declaration and disclaimer ● Click “Continue” or “Back” to proceed to the preview page ● Pop-up message: confirm if all information input is correct on the preview page 		
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3.	<p>Once Application is Submitted</p>	<p><u>Acknowledgment of receipt</u></p> <ul style="list-style-type: none"> ● Receive acknowledgment of receipt by email via the system to confirm the application have been received 	<p><u>Support of Application</u></p> <ul style="list-style-type: none"> ● Notification from the system will be received after the applicants have applied (pop-up message of task reminders and a summary page of to-do tasks as the default page of Fellow). ● Sign for supporting the application form 	<p><u>Vetting of Application</u></p> <ul style="list-style-type: none"> ● Notification on the number of applications received daily would be shown on the interface for the admin ● Alert to admin for outstanding tasks via system (pre-set deadline)
4.	<p>Once the Application is Supported by Paid-up fellows</p>			<p><u>Vetting of Application</u></p> <ul style="list-style-type: none"> ● Applications would be vetted daily ● Allow admin to change application status of an application: <ol style="list-style-type: none"> 1. <u>Submitted</u>: The application is just submitted by Applicant. It has not been supported by Paid-up Fellow yet. 2. <u>Supported by Fellow</u>: The application is supported by 2 paid-up Fellows. 3. <u>Outstanding</u>: The application with outstanding documents. 4. <u>Endorsed</u>: The application is endorsed by the Committee. 5. <u>Unsuccessful</u> (with reasons) 6. <u>Withdrawal</u> (function for future use) <ul style="list-style-type: none"> ➤ Withdrawal within the application

				<p>deadline: Refund would be made after deducting the admin charge</p> <p>➤ Withdrawal after the application deadline: Refund would not be made</p>
5.	Within Application Deadline	<p><u>Incomplete application</u></p> <ul style="list-style-type: none"> ● Required supporting document(s) is/are outstanding ● Receive an email reminder via the system (copied to department secretary) to submit the required document(s) within the application deadline. Applicant should re-upload a certified true copy of the outstanding document(s) through the web. 		<p><u>Incomplete application</u></p> <ul style="list-style-type: none"> ● Update application status to Outstanding (with a dialog box for stating which documents is/are outstanding) ● Send out an email reminder on outstanding items via the system (tick outstanding items or input remarks in the text area) ● If applicants fail to resubmit the outstanding documents by application the deadline, the application will be unsuccessful.
6.	2 Weeks before Application Deadline			<p><u>Preparation for Education & Examination Committee meeting</u></p> <ul style="list-style-type: none"> ● Send out final reminders on outstanding documents to applicants via the system ● Check the status of all applications and generate a list through the system for Committee's endorsement
7.	After Application Deadline	<p><u>Unsuccessful applications</u></p> <ul style="list-style-type: none"> ● Fail to submit required supporting documentation before the deadline ● Receive an email via the system to inform the unsuccessful application with reason 		<p><u>Unsuccessful applications</u></p> <ul style="list-style-type: none"> ● Change status to Unsuccessful in the system (space for the remarks/reasons) ● Email would be sent by the system to applicants for unsuccessful applications.
8.	Endorsement of Applications	<ul style="list-style-type: none"> ● Payment receipt can be downloaded from the activated account. ● Receive an email of the soft copy of the 		<ul style="list-style-type: none"> ● Double-check the applicants' details ● After Committees has endorsed the list, the College admin can batch endorse the

		<p>appointment letter via the system</p>		<p>applications in the system.</p> <ul style="list-style-type: none"> ● Soft copy of appointment letter will be sent to Member/ Fellow's registered email via system
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Report Required:

- A report shows ordinary members' or fellows' information such as names, parent hospital, specialty, admission date, etc...