



Central Academic Course (CAC)

Handbook (First Edition)

Effective date: 01 July 2014

Prepared by the Central Academic Course (CAC) Revision Task Force

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Introduction

The Central Academic Course (CAC) is a structured training programme for doctors in the training scheme of the Hong Kong College of Psychiatrists. The CAC is divided into two levels, the Junior CAC for trainees in general professional training and the Senior CAC for trainees in higher professional training.

The Junior Central Academic Course

The Junior CAC consists of two modules, the lecture module and the clinical module, which run in parallel in the three years of general professional training.

1. The Junior CAC - Lecture Module

- 1.1 The Junior CAC lectures will be conducted on Tuesday afternoons. These lectures will be held once per month, hence there will be approximately 10 sessions a year, after taking exams and public holidays into consideration. Each session will be 3 hours long, covering 1 to 2 topics.
- 1.2 The speakers shall be invited by the Tutors' Committee.
- 1.3 Trainees are required to sign on the attendance record for each lecture session. Trainees are expected to be punctual, as the attendance record will be collected an hour after the lecture has started. Trainees should also keep a record of attendance in their training logbooks, using the log sheets provided (Appendix 1).
- 1.4 The speakers and the trainees are required to fill the evaluation forms at the end of each session. (Details please refer to the section for "Evaluation Form" below.)
- 1.5 The attendance record and the evaluation forms will be collected by the venue secretary, who will forward these to the Tutors' Committee and the Education Committee respectively within the same day.
- 1.6 Trainees should seek authorized leave or exemption from attending CAC lectures from their tutors or trainers. Trainees are required to submit an "approval for absence" (Appendix 3) to the Tutors' Committee before the lecture. Any unauthorized absence from CAC lectures will be brought to the attention of the respective trainers and Chief of Service for follow-up action. An overall attendance of at least 70% of CAC lectures is a prerequisite for sitting the Fellowship examinations.
- 1.7 Trainees are required to submit the record of their CAC attendances to the Board of Examiners for determining their eligibility to sit the Fellowship examinations.
- 1.8 Each proposed topic of the lecture module will be accompanied by some "points of interest" which will serve as a reference for the speaker when planning the learning objectives of the lecture. The speaker is not expected to provide an in-depth coverage of all these "points of interests" within a 1.5-hour lecture, and neither are these points supposed to depict ALL the relevant issues of the topic of concern. Therefore, the speaker shall provide the trainees with a number of suggested

readings or references, and indicate which are to be read before and after the lecture.

1.9 Trainees are required to finish the recommended readings before the lecture, and are expected to show active participation during the lecture. The speaker shall address certain issues or questions in the lecture, and leave some areas of interests for self-study. Trainees are encouraged to read up more after the lecture.

1.10 The purpose of CAC – lecture module:

1. To provide an updated knowledge framework on which the trainees can build with clinical experience and continuous self-learning;
2. To highlight important conceptual or scientific issues of clinical significance which are easily overlooked or under-estimated;
3. To address practical issues which are commonly encountered in clinical practice but not clearly addressed in standard textbooks;
4. To supplement knowledge on specific issues of local relevance;
5. To arouse the trainee's interest in pursuing a deeper understanding on the topic through guided readings.

2. The Junior CAC – Clinical Module

2.1 The Junior CAC–clinical module will be conducted in 5 mega-clusters: NTW; NTE; KWC; HK Island (HKW & HKE) & Kowloon (KCC & KEC) on Tuesday afternoons of each month. This module will run at two levels – level 1 for first year trainees, and level 2 for second and third year junior trainees. The level 1 and 2 sessions will run parallel to each other, at the same designated time slot. Each session will last for 2 hours. There will be approximately 20 sessions a year for each level of trainees after taking exams and public holidays into consideration.

2.2 The Chairman of each session should be a trainer or a specialist psychiatrist of the cluster under special approval by the tutors of the respective cluster. The individual cluster-coordinating tutor will select and invite the trainers for each session, and the names of these trainers are then submitted to CAC Revision Task Force for approval. Trainers may invite other professionals other than psychiatrists, such as clinical psychologists to deliver the session. However, the trainer should still be the lead chairman of the session and be responsible for ensuring the quality of training delivered by the delegated professional.

2.3 Trainees should record their attendance on the log sheets provided (Appendix 1) and file these with their training logbooks. Trainees are also required to sign their attendance on the attendance record of each session.

2.4 Structured evaluation by trainers and trainees is required. (Please refer to the section for "Evaluation Form" below for details.)

2.5 Attendance record will be collected by the tutors'/COS's secretary or venue secretary and returned to the Tutors' Committee within the same day.

2.6 Any authorized leave and exemption from attending the clinical module must be pre-approved by the trainee’s tutor or trainer. Trainees should submit an “approval for absence” form (Appendix 3) to the Tutors’ Committee for absence from CAC. Any unauthorized leave will be brought to the attention of the respective trainers and Chief of Service for attention and follow-up action. A minimum attendance of 70% of CAC sessions is a prerequisite for sitting the Fellowship examinations.

2.7 Trainees should submit their attendance record to the Board of Examiners for determining their eligibility for sitting the Fellowship examinations.

2.8 The format of each CAC–Clinical Module session is as follows:

There are 8 major areas of psychiatry that are considered as essential for developing the core competencies for all trainees.

For clinical modules involving the following 7 specialty areas (General Adult Psychiatry; Forensic Psychiatry; Psychiatry in Intellectual Disability; Old Age Psychiatry; Psychotherapy; Rehabilitation & Social Psychiatry and Substance Misuse), the following format will be adopted:

Each session will be 2 hours long, comprising 1 topic per session.

1. Level 1 topics are for Year 1 trainees, and Level 2 topics are for Year 2 and 3 trainees.
2. There will be 2-4 scenarios for each topic which are simulated clinical encounters.
3. Each simulated clinical encounter will be a 10-minute role-play, involving either a pair of trainer and trainee, or a pair of trainees.
4. Each “discussion with the consultant” scenario will be a 10-minute discussion where the trainer raises a series of questions for the trainee to discuss accordingly.
5. Each role-play session will be audio or video recorded. Immediately after the role-play, the trainer will listen to the recording with the trainees, and refer to the table of “evaluation of skills and knowledge” for each scenario. This part shall take about 20 minutes for each scenario. The trainee involved should provide a critical self-appraisal, followed by appraisals from other trainees, and then finally concluded by remarks given by the trainer. Appraisals are expected to focus on constructive feedback with an aim of enhancing the clinical skills and attitude of the trainees in the role-plays. All trainees are required to have an active participation in the clinical module.

For clinical module involving Child and Adolescent Psychiatry, the following format will be adopted:

1. Each session will be 2 hours long, comprising of 1 topic per session.
2. Level 1 topics are for Year 1 trainees, and Level 2 topics are for Year 2 and 3 trainees.
3. The format would be real case clerking, followed by case presentation, live interview or management discussion.
4. When a real patient is not available, one of the trainees should prepare a presentation and discussion that is based on a real patient.

****For all CAC-clinical module sessions, any video/audio recordings made should not be retained. They are to be deleted after each session ends.****

3. Attendance of the Junior CAC

- 3.1 Authorized absence on the grounds of sick leave, annual leave, study leave or leave related to service need can be granted by the trainee's tutor or trainer. The trainee concerned should submit an "approval of absence" form (Appendix 3) to the Tutors' Committee prior to the CAC session.
- 3.2 The number of authorized absence will be deducted from the total number of sessions when calculating the percentage of CAC attendance. After the aforementioned adjustment, a minimum attendance of 70% in both clinical and lecture module is a prerequisite for sitting the Fellowship examinations
- 3.3 Summary of the CAC attendance required:
CAC - Clinical Module – minimum 70%
CAC - Lecture Module – minimum 70%

4. The Senior Central Academic Course

- 4.1 The Senior CAC lectures will be abolished. The Senior CAC will be conducted in the form of protected time for preparation or supervision for the dissertation of the FHKAM (Psychiatry) Exit (Part III) examination. Trainees should seek for mutual agreement with their trainers and tutors, and obtain an endorsement from their COS or Department Head so that a balance of operational and training needs can be achieved. Any protected time slots undertaken outside the hospital should only be used for data collection purpose.
- 4.2 Trainees should record their use of protected time slots using the log sheets provided (Appendix 2), and these will be submitted to Tutors' Committee for checking annually. Trainees are also required to submit the log sheets for examination by the Board of Examiners to assess eligibility for examinations. Failure to meet the minimum requirement of protected time may result in ineligibility for sitting the FHKAM (Psychiatry) Exit (Part III) Examination.
- 4.3 The protected time should be spent on literature review, data collection, data analysis or supervisory sessions with the trainee's supervisors. The trainer will be responsible for ensuring that this official protected time is being used appropriately for conducting the research project.
- 4.4 Each senior trainee who commences his higher professional training from July 2014 onwards will be given 12 half-day sessions of protected time per year, which means a total of 36 half-day sessions of protected time over the 3-year period of higher professional training. Trainees are not allowed to use up all the 36 sessions of the protected time within one year. Instead, they should use the protected time for each phase of their research so that there is ample time to conceptualize, plan and execute the research project, and to obtain adequate and regular supervision from their trainers.
- 4.5 The **minimum accumulative consumption** of the 36 half-day sessions of protected time is as follows,
- 10% (4 half-day sessions) by the end of the 12th month of higher professional training and;
 - 30% (11 half-day sessions) by the end of the 24th month of higher professional training and;
 - 70% (25 half-day sessions) when applying for the FHKAM (Psychiatry) Exit (Part III) Examination.

- 4.6 For those trainees who started their higher professional training before July 2014, the number of sessions of protected-time will be granted on a pro rata basis.

Entry to higher professional training	Total number of sessions	<u>Minimum</u> number of sessions taken by the end of the 12th months of higher professional training	<u>Minimum</u> number of sessions taken by the end of the 24th month of higher professional training	<u>Minimum</u> number of sessions taken when applying for the FHKAM (Psychiatry) Exit Examination.
July 2014 onwards	36	4	11	25
Jan 2014	30	3	9	21
July 2013	24	-	7	17
Jan 2013	18	-	5	13
July 2012	12	-	-	8
Jan 2012	6	-	-	4
July 2011	0	-	-	-

5. Evaluation of the CAC

- 5.1 Evaluation forms (CAC – lecture module / CAC – clinical module) for speakers, trainers and trainees (Appendix 4, 5, 6 & 7) will be distributed at the beginning of each lecture/session. Speakers, trainers and trainees may pass the evaluation forms to the tutors'/ COS's secretaries or venue secretaries immediately after the lecture/session.
- 5.2 Secretaries should send a copy of the evaluation forms (CAC – lecture module / CAC – clinical module) to the Education Committee by email (hkcpsych@hkam.org.hk) or by fax (28701391) for feedback and further action.
- 5.3 Respective cluster coordinating tutors should keep a copy of the CAC-clinical module evaluation forms for reference and further action.
- 5.4 A review of feedbacks will be presented to the Education Committee, Tutor Committee, Trainees' Committee and College Council for further comments and action after the first year of implementation. Subsequent reviews will be conducted periodically in accordance to the needs and feedbacks of the trainers and trainees concerned

Approval of Absence from CAC (Lecture)

The trainee concerned should submit an "Approval of Absence Form" to the CAC Organizer PRIOR to the CAC session.

To: Cluster CAC Coordinator:

- | | |
|--------------------------------|----------------|
| <input type="checkbox"/> KCH | Fax: 2959 8718 |
| <input type="checkbox"/> QMH | Fax: 2255 5571 |
| <input type="checkbox"/> CPH | Fax: 2466 1865 |
| <input type="checkbox"/> NTEC | Fax: 2662 3568 |
| <input type="checkbox"/> KH | Fax: 2711 4601 |
| <input type="checkbox"/> UCH | Fax: 3949 5505 |
| <input type="checkbox"/> PYNEH | Fax: 2595 9721 |

I, Dr _____ of _____ Hospital, will not be able to attend the CAC (Lecture) on _____ because of:

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Service Need | <input type="checkbox"/> Compensation Off |
| <input type="checkbox"/> Annual Leave | <input type="checkbox"/> Post Call Off |
| <input type="checkbox"/> Study Leave | <input type="checkbox"/> Others (Please specify: _____) |
| <input type="checkbox"/> Sick Leave | |

Signature of Trainee: _____ Date: _____

Signature by applicant's Tutor / Trainer:

- | | |
|----------------------------------|---------------------------------|
| <input type="checkbox"/> Approve | <input type="checkbox"/> Reject |
|----------------------------------|---------------------------------|

_____ Name of *Tutor / Trainer	_____ Signature	_____ Date
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Please tick as appropriate
*Please delete as appropriate

Approval of Absence from CAC (Clinical)

The trainee concerned should submit an "Approval of Absence Form" to the CAC Organizer PRIOR to the CAC session.

To: Cluster CAC Coordinator:

- | | |
|---|----------------------------|
| <input type="checkbox"/> NTWC | Fax: 2466 1865 |
| <input type="checkbox"/> NTEC | Fax: 2662 3568 |
| <input type="checkbox"/> KWC | Fax: 2959 8718 |
| <input type="checkbox"/> HK Island (HKWC & HKE) | Fax: 2255 5571 & 2595 9721 |
| <input type="checkbox"/> Kowloon (KCC & KEC) | Fax: 2711 4601 & 3949 5505 |

I, Dr _____ of _____ Hospital, will not be able to attend the CAC (Clinical) on _____ because of:

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Service Need | <input type="checkbox"/> Compensation Off |
| <input type="checkbox"/> Annual Leave | <input type="checkbox"/> Post Call Off |
| <input type="checkbox"/> Study Leave | <input type="checkbox"/> Others (Please specify: _____) |
| <input type="checkbox"/> Sick Leave | |

Signature of Trainee: _____ Date: _____

Signature by applicant's Tutor / Trainer:

- | | |
|----------------------------------|---------------------------------|
| <input type="checkbox"/> Approve | <input type="checkbox"/> Reject |
|----------------------------------|---------------------------------|

_____ Name of *Tutor / Trainer	_____ Signature	_____ Date
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Please tick as appropriate
*Please delete as appropriate

**The Hong Kong College of Psychiatrists
Junior CAC – Lecture Module
Speaker’s Evaluation**

Date: _____

Venue: _____

Topic: _____

Name of speaker: _____

1. The trainees were punctual.
Strongly disagree/ disagree/ agree / strongly agree / don’t know

2. The trainees showed good learning attitude.
Strongly disagree/ disagree/ agree / strongly agree / don’t know

3. The trainees raised relevant questions.
Strongly disagree/ disagree/ agree / strongly agree / don’t know

4. The venue was satisfactory.
Strongly disagree/ disagree/ agree / strongly agree / don’t know

5. Other comments about the course

Thank you very much for your feedback

Note: Please pass this form to the venue secretary at the end of the lecture.

**The Hong Kong College of Psychiatrists
Junior CAC – Lecture Module
Trainee’s Evaluation**

Date: _____

Topic: _____

Name of speaker: _____

1. The knowledge covered in this lecture is relevant to a psychiatrist.
Strongly disagree/ disagree/ agree / strongly agree / don’t know

2. This lecture and the suggested readings have increased my knowledge/competency in this area of psychiatry.
Strongly disagree/ disagree/ agree / strongly agree / don’t know

3. This lecture and the suggested readings have increased my interest in this area of psychiatry.
Strongly disagree/ disagree/ agree / strongly agree / don’t know

4. This lecture has achieved its stated learning objectives.
Strongly disagree/ disagree/ agree / strongly agree / don’t know

5. I am satisfied with the trainer’s effectiveness in:
 - i. Knowledge of the subject
Strongly disagree/ disagree/ agree / strongly agree / don’t know

 - ii. Preparation
Strongly disagree/ disagree/ agree / strongly agree / don’t know

 - iii. Clarity of presentation
Strongly disagree/ disagree/ agree / strongly agree / don’t know

 - iv. Handling of questions
Strongly disagree/ disagree/ agree / strongly agree / don’t know

6. I am satisfied with this training session as a whole.
Strongly disagree/ disagree/ agree / strongly agree / don’t know

P.T.O.

7. Other comments about the course-

Thank you very much for your feedback

Note: Please pass this form to the venue secretary at the end of the lecture.

**The Hong Kong College of Psychiatrists
Junior CAC – Clinical Module
Trainer’s Evaluation**

Date: _____

Level: _____

Topic: _____

Training centre: _____

Name of trainer: _____

Number of participating trainees: _____

1. The skills and knowledge covered in this session is relevant to a psychiatrist .
Strongly disagree/ disagree/ agree / strongly agree / don’t know

2. I am satisfied with:
 - i. The clarity of the content of the scenarios
Strongly disagree/ disagree/ agree / strongly agree / don’t know

 - ii. The appropriateness of the items in the “areas of skills and knowledge”
Strongly disagree/ disagree/ agree / strongly agree / don’t know

Other comments:

3. I am satisfied with the knowledge and skills demonstrated by the participating trainees.
Strongly disagree/ disagree/ agree / strongly agree / don’t know

4. I am satisfied with the learning attitude of the participating trainees.
Strongly disagree/ disagree/ agree / strongly agree / don’t know

5. Other comments about the course

Thank you very much for your feedback

Note: Please pass this form to Tutors'/COS's secretary at the end of the session.

**The Hong Kong College of Psychiatrists
Junior CAC – Clinical Module
Trainee’s Evaluation**

Date: _____

Level: _____

Topic: _____

Training centre: _____

Name of trainer: _____

Number of participating trainees (including yourself): _____

Duration: ____ hours

1. The skills and knowledge covered in this session is what a psychiatrist should have.
Strongly disagree/ disagree/ agree / strongly agree / don’t know

2. This session was conducted according to the recommended format (a role-play or discussion for 10 minutes, followed by listening to the audio/video recording)
Strongly disagree/ disagree/ agree / strongly agree / don’t know

3. The number of scenarios/tasks completed: ____

4. This session has increased my skills and knowledge in this area of psychiatry.
Strongly disagree/ disagree/ agree / strongly agree / don’t know

5. I am satisfied with the design of the scenarios in:
 - i. Clarity of the content of the scenarios
Strongly disagree/ disagree/ agree / strongly agree / don’t know

 - ii. Appropriateness of the items in the “areas of skills and knowledge”
Strongly disagree/ disagree/ agree / strongly agree / don’t know

Other comments:

P.T.O.

6. I am satisfied with the trainer's effectiveness in:

i. Knowledge of the subjects

Strongly disagree/ disagree/ agree / strongly agree / don't know

ii. Preparation

Strongly disagree/ disagree/ agree / strongly agree / don't know

iii. Handling of the role-play/discussion on patient management problem

Strongly disagree/ disagree/ agree / strongly agree / don't know

7. I am satisfied with this training session as a whole.

Strongly disagree/ disagree/ agree / strongly agree / don't know

8. Other comments about the course

Thank you very much for your feedback

Note: Please pass this form to tutors'/COS's secretary at the end of the session.