

Regulation for Re-accrediting Specialist Colposcopist and Colposcopy Trainer

Reaccreditation of Specialist Colposcopist

1) Reaccreditation Cycle

- a) 3 yearly
- b) For those who become specialist colposcopists through training or reinstatement in the middle of a reaccreditation cycle, they should join the reaccreditation exercise right after the date of accreditation and reinstatement, respectively, and have to apply for reaccreditation according to the cycle schedule stipulated by the HKCOG.

2) Reaccreditation Criteria

- The basic requirements include performing or directly supervising 50 colposcopy examinations and obtaining six CME points related to lower genital tract cancer screening and management.

(I) 50 Colposcopy Examinations

- a) The indications of the colposcopy examinations should follow that of the College guideline on the management of an abnormal cytology
- b) The audit record of all 50 colposcopy or more examinations need to be submitted.
- c) For those who perform or directly supervise <50 colposcopy examinations within 3 years, they would not be reaccredited

(II) Six CME Points

- a) The 6 CME points should include at least one refresher course or clinic-pathological conference.
- b) Applicants could apply to the CME Committee for CME points for attending meetings related to lower genital tract cancer screening and management outside Hong Kong. This should be

done before the said meeting. Retrospective recognition might be considered in special circumstances.

- c) CME record or attendance certificate should be submitted at the time of reaccreditation.

(III) Reaccreditation Process

- a) Submit an application form and relevant documents 3 months before till 1 month after the last day of the current reaccreditation cycle.

For example, to get reaccreditation for the cycle of Jan 2024 – Dec 2026, applicants need to submit the relevant information in the cycle of 1 Jan 2021 – 31 Dec 2023, from 1 Oct 2023 till 31 Jan 2024.

- b) Pay a reaccreditation fee that is currently set at HK\$ 500
- c) Provide evidence that they have met the reaccreditation criteria:
 - i) Accredited specialist colposcopists in private practice are required to submit their audit data on colposcopy activities using the audit form downloadable from the College website.
 - ii) Instead of using the name and ID to identify individual cases, the initials of the patient's name together with the first 4 number of the ID should be entered into the Name and ID filed in the data entry form.
 - iii) For those working in HA and their colposcopy audit data are captured by the Clinical Management System (CMS), they can submit the colposcopy service audit report generated by the CMS.
 - iv) Applicants need not submit the colposcopy records, cytology and pathology reports at the time they submit the application form. But each applicant may be asked to submit the case records by the College to verify their submitted data.
- d) Those who cannot submit the required documents and fee before the deadline would not be considered.

Reinstatement of Specialist Colposcopist Status

- For those who do not get reaccredited, they could get their specialist colposcopist status reinstated after meeting the following criteria:
 - 1) Perform 50 colposcopy examinations within a continuous 24-month period. This consecutive 24-month period can be completed any time within 3 months before application for reinstatement. For example, a person fails to get reaccreditation in the cycle of Jan 2018 – Dec 2020 but he/she has performed 25 colposcopy examination in Jan – Dec 2020. If he/she is able to perform 25 colposcopy examinations in Jan – Jun 2021, he/she can apply for reinstatement anytime from Jul – Sep 2021 for the reaccreditation cycle of Jan 2021 – Dec 2023.
 - 2) Obtain four CME points related to lower genital tract cancer screening and management, including at least one refresher course or clinic-pathological conference, within a continuous 24-month period.
 - 3) Submit an application form
 - 4) Submit the 50 colposcopy examination records and the related pathology reports, or record generated from the CMS from HA units.
 - 5) Pay an application fee that is currently set at HK\$ 1,000
 - 6) A certificate of accreditation would be awarded after the reinstatement but the duration of accreditation would be less than 3 years and ends with the ongoing reaccreditation cycle to synchronize the reaccreditation cycle with others.

Colposcopy Trainer Status

- 1) Specialist colposcopists they could become a trainer through the following steps (see CO-5):
 - a) Perform at least 50 colposcopy examinations and at least 10 treatments under local anaesthesia in the last 12 months continuously.
 - b) have their experience endorsed by the lead clinician of the accredited colposcopy centre. Colposcopy examinations performed during the training for specialist colposcopist could also be included in the counting.

- c) Besides adequate clinical experience, a nomination by the lead clinician of the accredited colposcopy centre is needed since training can only be conducted in accredited colposcopy centre.
- 2) The Colposcopy Accreditation Subcommittee would process the nomination and make recommendation to the Council.
- 3) Trainer status would be lost if the specialist colposcopist fails to get reaccredited or the lead clinician reports to the College that the specialist no longer participates in training in the colposcopy centre.
- 4) Trainer status could also be reactivated when the specialist colposcopist get reinstated and is nominated by a lead clinician of the accredited colposcopy centre.