

Rules and Regulation for Re-accrediting Specialist Colposcopist Colposcopy Trainer and Colposcopy Service Centre

Reaccreditation of Specialist Colposcopist

1) Reaccreditation Cycle

- a) 3 yearly
- b) For those who become specialist colposcopists through training or reinstatement within the first two years of a reaccreditation cycle, they should join the reaccreditation exercise right after the date of accreditation and reinstatement respectively.

2) Reaccreditation Criteria

- The basic requirements include performing or directly supervising 150 colposcopy examinations and obtaining six CME points related to lower genital tract cancer screening and management.

(I) 150 Colposcopy Examinations

- a) The indications of the colposcopy examinations should follow that of the College guideline on the management of an abnormal cytology
- b) For colposcopists who can provide evidence of having performed or directly supervised ≥ 25 colposcopy examinations within a 6-month period within the time frame of a 3-year reaccreditation cycle, further logging is not required.
- c) For those who have performed or directly supervised ≥ 25 but < 150 colposcopy examinations within the 3-year reaccreditation cycle, the short-falls could be made up by attending refresher courses organized by the Hong Kong Society for Colposcopy and Cervical Pathology (HKSCCP).
 - i) Attendance of one refresher course is equivalent to performing 25 colposcopic examinations.
 - ii) Passing the assessment test conducted after the refresher course would be awarded an additional equivalent of 10 colposcopy examinations
- d) For those who perform or directly supervise < 25 colposcopy examinations within 3 years, they would not be reaccredited

(II) Six CME Points

- a) Two CME points would be given for attending each refresher course. The two CME points would not be awarded if the applicant chooses to claim an equivalent of 25 colposcopy examinations for attending the refresher course.
- 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) Attendance certificates are needed to support the claim.

(III) Reaccreditation Process

- a) Submit an application form within the 6-month time period starting 3 months before and 3 months after the last day of each reaccreditation cycle
- b) Pay a reaccreditation fee that is currently set at HK\$ 200
- 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 5 case records randomly picked by the College to verify their submitted data.
 - v) The College may ask for more than 5 case records if deemed necessary.

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) Obtain two CME points related to lower genital tract cancer screening and management and perform 50 colposcopy examinations within a 12-month period. This 12-month period can only commence after the date they have been notified of their failure to get reaccredited.
 - 2) Submit an application form
 - 3) Submit the 50 colposcopy examination records and the related pathology reports
 - 4) Pay an application fee that is currently set at HK 500
 - 5) 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) For specialist colposcopists who have not been accredited as trainer in the grandfathering exercise, they could become a trainer through the following steps:
 - a) Perform ≥ 200 colposcopy examinations and ≥ 20 LEEP within the recent 4 years and 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.
 - b) 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.

Colposcopy Service Centre

- 1) Reaccreditation needs to be done every 5 year and this may include a site visit.
- 2) Criteria of accreditation at the site visit are listed in the assessment form that can be downloaded from the College website.
- 3) Accredited service centre should submit the audit report annually to the College. This includes the name list of the specialist colposcopists and trainers.
- 4) The College reserves the right to initiate visits any time if there is reasonable doubt to suggest that the colposcopy services of a centre have fallen below the standards. The centre could lose its accreditation status if the quality of service is found to be low.