

**The Medical Council of Hong Kong**

**Application for Acceptance of Appointment System of  
Private Healthcare Facility / Medical Clinic  
under the Rules on Quotable Appointments**

*[please read the Rules on Quotable Appointments and the  
Guidelines on Quotability of Appointments by Private Healthcare Facilities and Medical Clinics]*

**Part I – Particulars of Applying Private Healthcare Facility / Medical Clinic**

(a) Name

English: \_\_\_\_\_

Chinese: \_\_\_\_\_

(b) Address

English: \_\_\_\_\_

Chinese: \_\_\_\_\_

(c) Type of licence / registration (*please tick as appropriate*):-  
(*Please provide a copy of the licence / certificate of registration*)

(i) Licence under the Private Healthcare Facilities Ordinance

- Hospital
- Day procedure centre
- Clinic
- Health services establishment

(ii) Registration under the Medical Clinics Ordinance

- Medical clinic

**Part II – Appointment System**

Please attach documentary proof for the information provided in this part.

(A) Organizational Structure for Appointment Matters

Level of management involved in appointment matters and the respective roles (please tick as appropriate):-

	<i>Level of management</i>	<i>Composition</i>	<i>Role in appointment matters</i>
<input type="checkbox"/>	1. Licensee (name: _____ _____ _____) )		

<input type="checkbox"/>	2. Management Board or equivalent (name: _____ _____ )		
<input type="checkbox"/>	3. Medical Advisory Committee		
<input type="checkbox"/>	4. Chief Medical Executive (name: _____ _____ )		
<input type="checkbox"/>	5. Medical Director or equivalent (name: _____ _____ )		
<input type="checkbox"/>	6. Clinical Heads Committee or equivalent (name: _____ _____ )		
<input type="checkbox"/>	7. Selection and Appointment Committee or equivalent (name: _____ _____ )		
<input type="checkbox"/>	8. Others (name(s): _____ _____ _____ _____ _____ _____ )		

(B) Titles of Appointments, Criteria and Job Descriptions

1. Are there established criteria (e.g. experience and qualification requirement, etc.) for appointment to different posts?

Yes

No

2. Are there clear job descriptions for different posts?

Yes

No

3. Are the same appointment titles used consistently in different departments?

Yes

No

4. Are the clinical services reflected in the post titles, if any, referable to specialties listed in the Specialist Register of the Medical Council?

Yes

No

5. Please provide titles of **all substantive and honorary appointments** presently offered to doctors, and the criteria and job descriptions for each appointment in the **Appendix**.

(C) Selection and Appointment Procedure and Practice

1. Are there established selection and appointment procedure and practice for different posts?

Yes

No

Details:

---

---

---

---

2. Are there selection boards formed for the selection processes for different posts?

Yes

No

Applicable to: (“All Posts” / “Item no. (in Appendix) of applicable posts”)

---

---

3. Are the decisions of the selection boards properly documented and approved?

Yes

No

4. Recruitment and selection:

	<b>Recruitment and selection</b>	<b>Applicable posts</b> <i>“All Posts” or “Item Number”</i> <i>(see Appendix)</i>
<input type="checkbox"/>	i. Open to all internal and external doctors	
<input type="checkbox"/>	ii. Open to all internal doctors	
<input type="checkbox"/>	iii. By invitation or nomination*	
<input type="checkbox"/>	iv. By application	
<input type="checkbox"/>	v. By staff recommendation	
<input type="checkbox"/>	vi. Search services (head-hunting)	
<input type="checkbox"/>	vii. Trade or skill test	
<input type="checkbox"/>	viii. Interview	

\* Further details on the system, procedures, process and criteria for appointments made by invitation or nomination: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Is there a review mechanism for the appointment system?

Yes  No

Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Is there an appeal mechanism for disputes on appointment?

Yes  No

Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Is there a mechanism for reviewing appointee's suitability for continued appointment (e.g. performance appraisal system)?

Yes

No

Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Any other mechanism for safeguarding the impartiality, integrity, transparency and fairness of the selection and appointment processes?

Yes

No

Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(D) Other Relevant Information (Optional)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(E) Supporting Documentary Proof

Itemize each supporting document attached:-

i. \_\_\_\_\_  
ii. \_\_\_\_\_  
iii. \_\_\_\_\_

**Part III – Particulars of Authorized Person**

I have been authorized by \_\_\_\_\_ (name of facility / medical clinic) to make this application. I declare that the information in this form and the attached supporting documents are true and correct to the best of my knowledge.

(a) Signature : \_\_\_\_\_

(b) Name of authorized person : \_\_\_\_\_

(c) Position : \_\_\_\_\_

(d) Stamp of facility / medical clinic : \_\_\_\_\_

(e) Telephone no. : \_\_\_\_\_

(f) Fax no. : \_\_\_\_\_

(g) Correspondence address : \_\_\_\_\_

(h) Email : \_\_\_\_\_

(i) Date : \_\_\_\_\_

**The Medical Council of Hong Kong**

**Application for Quotability of Appointments under the Rules on Quotable Appointments**

Name of applying private healthcare facility / medical clinic: \_\_\_\_\_

Please set out **all substantive and honorary appointments** currently offered to doctors, and the criteria and job descriptions for each appointment:

Item No.	Title (Specify "Honorary" for honorary appointments)	Job descriptions	Criteria for appointment				Approving authority of appointment (i.e. management level in Part II(A) of the form)
			MCHK's Specialist Registration	MCHK's General Registration	Years of experience (if any)	Others	
1.							
2.							
3.							
4.							
5.							

Note 1: The appointment system of the applying private healthcare facility / medical clinic has to be acceptable by the Medical Council. The appointments provided in this Appendix which are approved by the Council as quotable will be included in the "List of Quotable Appointments by Private Healthcare Facilities and Medical Clinics accepted under the Rules on Quotable Appointments" maintained by the Council. If there is any subsequent addition of appointments, or change of titles of or criteria for the above appointments, the private healthcare facility / medical clinic has to apply to the Council for quotability of such appointments before they could be quoted by doctors granted with such appointments.

Note 2: Please use supplementary sheets as appropriate.

(January 2021)