

The Medical Council of Hong Kong

Guidelines on Quotability of Appointments by Private Healthcare Facilities and Medical Clinics (with effect from 1 January 2021)

These Guidelines provide guidance to the medical profession on quotability of appointments by private healthcare facilities and medical clinics licensed / registered with the Department of Health under the following Ordinances:-

- (a) Private Healthcare Facilities Ordinance (Chapter 633, Laws of Hong Kong); and
- (b) Medical Clinics Ordinance (Chapter 343, Laws of Hong Kong).

Relevant Rules on Quotable Appointments

2. According to the “Rules on Quotable Appointments” of the Medical Council of Hong Kong (“the Council”), appointments (including both substantive and honorary appointments) by private healthcare facilities (including hospitals, day procedure centres, clinics and health services establishments) and medical clinics licensed / registered with the Department of Health in Hong Kong are quotable for the purpose of professional practice in Hong Kong if the following rules are complied with:-

- (a) the Council has confirmed that the relevant private healthcare facility / medical clinic has an established and objective system of offering appointments which is acceptable to the Council and has approved quotability of the appointments^{footnote} ;
- (b) honorary appointments are quotable only if they are related to clinical work in Western medicine;
- (c) only the actual titles / appointments / honorary professorship can be quoted (e.g. “honorary consultant” or “assistant consultant” cannot be quoted as “consultant”);
- (d) only bona-fide and current appointments can be quoted (i.e. a previous but no longer held appointment is not quotable.).

^{footnote} Except for “Chief Medical Executive” appointed by private healthcare facilities licensed under the Private Healthcare Facilities Ordinance (Cap. 633), which is quotable under paragraph 2(b) of the “Rules on Quotable Appointments” and no application with the Council is required.

Application Procedure

3. A private healthcare facility / medical clinic may apply to the Council through its Education and Accreditation Committee (“EAC”) for confirmation that its appointment system is acceptable for the purpose of the Rules on Quotable Appointments and quotability of its individual appointments. Only private healthcare facilities and medical clinics licensed / registered with the Department of Health can apply.

4. The applying private healthcare facility / medical clinic should submit the completed application form together with supporting information to satisfy the Council that it has an established and objective system of offering appointments.

5. The EAC and the Council will take the following factors into account in considering the appointment system of the applying private healthcare facility / medical clinic:-

- (a) whether there is an organizational structure for appointment matters;
- (b) whether there are established selection and appointment procedure and practice;
- (c) whether there is established mechanism for safeguarding the impartiality, integrity, transparency and fairness of the selection and appointment process;
- (d) whether the titles of different kinds of appointments appropriately reflect the holders’ qualifications, level of responsibility and scope of service;
- (e) whether the criteria for the appointments are comparable to the following:-

| Titles | Criteria for appointment |
|--|---|
| Chief of Service | Registration as specialist doctor under the relevant specialty in the Specialist Register of the Medical Council of Hong Kong |
| Consultant | |
| Associate Consultant/ Senior Medical & Health Officer | |
| Resident/ Medical & Health Officer (Specialist) | |
| Resident/ Medical & Health Officer | Registration as medical practitioner in the General Register of the Medical Council of Hong Kong |

- (f) any other relevant factors.

6. An application will be considered on the basis of the information provided by the applying private healthcare facility / medical clinic. If there is insufficient information for the Council and the EAC to properly assess the appointment system, the application may be rejected.

7. Upon confirmation by the Council that the appointment system is acceptable, the name of the private healthcare facility / medical clinic and its quotable appointments will be included in the “List of Quotable Appointments by Private Healthcare Facilities and Medical Clinics accepted under the Rules on Quotable Appointments” (“the List”) to be published in the Council’s website. Subject to the “Rules on Quotable Appointments”, individual doctors can quote the appointments made by that private healthcare facility / medical clinic as included in the List.

8. If there is any subsequent addition of appointments, or change of titles or criteria for the existing quotable appointments, the private healthcare facility / medical clinic has to apply to the Council through its EAC for quotability of such appointments before they could be quoted by doctors granted with such appointments.

9. If there is any subsequent change to the appointment system, the private healthcare facility / medical clinic concerned has to inform the Council and the EAC immediately so that a review may be conducted.

Notes for Completion of Application Form

10. A separate application form should be submitted for each licensed private healthcare facility / registered medical clinic.

11. The relevant information should be provided in the specified format, and cannot be substituted by simply attaching any reports of the private healthcare facility / medical clinic or other materials. It is important to ensure that the information accurately and sufficiently reflects the prevailing policy, practice and procedure of the private healthcare facility / medical clinic.

12. The application should be type-written, and separate sheets should be used where necessary. Alternatively, a soft copy of the form may be downloaded from the website www.mchk.org.hk for convenient spacing.