

## **Application for Clinical Privileges**

- Basic pre-requisite for credentialing of all specialties requires the applicant being holder of a current valid Annual Practising Certificate, in accordance with the provisions of sub-section (2) of section 20A of the Medical Registration Ordinance; and, listing in the General Register of the Medical Council of Hong Kong under the Medical Registration Ordinance (Cap.161).
- Both the Initial Criteria and Renewal Criteria for clinical privileging are undergoing continuous development. It is envisaged that each Specialty will periodically modify or update the various criteria for their credentialing requirements as deemed appropriate to reflect the experience and competency of the Medical Practitioners that would ensure safety and quality.
- Please attach copies of the following documents with this application:
  - Certificate of Registration with the Medical Council of Hong Kong
  - Specialist Registration Certificate
  - Hong Kong Annual Practicing Certificate
  - Medical Indemnity Insurance Certificate
- Please complete Parts A, B & C.
- Please provide supporting evidence of related training and experience in support of the application for clinical privileges.
- Please note that it would normally require 10-12 weeks for processing of the application.
- GHK reserves the right to grant particular types of privileges, and all approved privileges are subject to review by GHK.
- Please notify GHK on any changes of the information provided.
- The personal data collected in this application form will only be used by Gleneagles Hong Kong Hospital (GHK) for credentialing. Under the Personal Data (Privacy) Ordinance, you have a right to request access to, and to request correction of, your personal data in relation to your application. If you wish to exercise these rights, please contact GHK Office at Tel: (852) 2528 0028 or Email: [credentialing@gleneagles.hk](mailto:credentialing@gleneagles.hk).

**PART A**  
**Personal Information**

<b>1. Applicant's Personal Particulars</b>				
Applicant's Name			Photo	
Name in Chinese^				
HKID				
Passport No. <small>(Please provide details if you do not possess a HKID card)</small>				
Country of Issue		Expiry Date		
Nationality^				
Date of Birth	DD	MM	YYYY	
Gender*	Female		Male	
Mobile Phone No.				
Email Address				
Marital Status*^	Single	Married	Divorced	
Emergency Contact Person	Name:			
	Relationship:		Contact No.:	
Business Address				
	Contact No.:		Fax No.:	
Residential Address				
Correspondence Address <small>(if different from the above address)</small>				
Current Appointment(s)^ <small>(any paid/unpaid appointment(s) to universities, public organizations or private organizations)</small>				

\*Please ☒ as appropriate

^Optional

<b>2. Academic Background</b>		
University Attended		
Degree Obtained		
Year of Graduation		
First registration with Medical Council of Hong Kong	Date (year) :	
	Registration no.:	
	Qualification used:	
Other Quotable Qualifications^	Date (year) :	Qualification:
	Date (year) :	Qualification:
	Date (year) :	Qualification:
	Date (year) :	Qualification:
	Date (year) :	Qualification:
Medical Council of Hong Kong Specialist Registration	Registered in (specialty):	
	Specialist Registration No.:	
Fellowship of Hong Kong Academy of Medicine (specialty)		
Other Specialist Qualifications^		

Medical Indemnity Insurance	MPS No.: _____ or _____					
	Other No.: _____					
	Expiry Date: _____					
MPS subscription rate information* (please refer to the explanatory notes below)	Risk:	HGI	HGM	HKS	HKC	MOB
		COS	INN	SHS	VHR	MHR
		INA	MMR	MLR	PGM	PGZ
		PGP	PGO	XGP	NSM	PHY
		DTC	OCU	others: _____		

\*Please ☒ as appropriate  
^Optional

Explanatory Notes	
Government and Hospital Authority Rates	<ul style="list-style-type: none"> <li>- HGI: Intern;</li> <li>- HGM: Medical Officer/Medical Officer Trainee/Assistant Professor;</li> <li>- HKS: Senior Medical Officer/Specialist/Associate Professor;</li> <li>- HKC: Consultant/Professor/Director</li> </ul>
Private Hospital Rates	<ul style="list-style-type: none"> <li>- MOB: Obstetrics;</li> <li>- COS: Cosmetic/aesthetic practice;</li> <li>- INN: Neurosurgery;</li> <li>- SHS: Super High Risk;</li> <li>- VHR: Very High Risk;</li> <li>- MHR: High Risk;</li> <li>- INA: Anaesthetics;</li> <li>- MMR: Medium Risk;</li> <li>- MLR: Low Risk;</li> <li>- PGM: GP Non Procedural– consultative office procedures and assisting;</li> <li>- PGZ: GP Non Procedural– consultative office procedures and assisting;</li> <li>- PGP: GP Procedural;</li> <li>- PGO: GP Risk with obstetrics;</li> <li>- XGP: Cosmetic and Aesthetic Medicine;</li> <li>- NSM: Non-clinical: advisory services only</li> <li>- PHY: Physiotherapist;</li> <li>- DTC: Dietician;</li> <li>- OCU: Occupational Therapist</li> </ul>

### 3. Referees

Please provide details of three referees including their names, correspondence addresses, faxes/e-mail addresses and indicate their relationship with you after you have obtained their consent. The referees should not be immediate family members or spouse; and should be someone who would be able to comment on your professional attributes.

Name	
Position	
Correspondence Address	
Telephone Number	
E-mail Address/ Fax No.	
Relationship with Applicant	

Name	
Position	
Correspondence Address	
Telephone Number	
E-mail Address/ Fax No.	
Relationship with Applicant	

Name	
Position	
Correspondence Address	
Telephone Number	
E-mail Address/ Fax No.	
Relationship with Applicant	

Unless otherwise specified, consent is deemed given by the applicant to the Hospital to approach the above referees whenever appropriate without prior notification. Please also inform your referees that such consent has been given by you.

**PART B**  
**Professional Information**

**1. WORK EXPERIENCE (in descending chronological order)**

<b>Dates (month/year)</b>		<b>Name of Employment Institution</b>	<b>Position Held and Specialty (if part-time please state this clearly)</b>
<b>From</b>	<b>To</b>		

## 2. PROFESSIONAL SERVICES (OPTIONAL)

<b>Dates &amp; Place</b>	<b>Name/ Type of Service programme (guidelines) / Clinic/ Skills</b>  <b>Example:</b> HA Professional bodies (Colleges, Medical Councils, Professional Associations) Private Hospital	<b>Role of Involvement</b>  <b>Example:</b> As Council Member As Chairman As President As Board Member

## 3. EXPERIENCE AS TEACHER / TRAINER (OPTIONAL)

<b>Dates/ Periods</b>	<b>Name of Professional Body</b>  <b>Example:</b> University of Hong Kong or Chinese University of Hong Kong or Hospital Authority hospital	<b>Educational Activities</b>  <b>Example:</b> Undergraduate Medical and Nursing students (for CUHK, HKU, PolyU or others)  Providing specialty training for Colleges of Hong Kong Academy of Medicine	<b>Participation</b>  <b>Example:</b> In capacity as honorary teacher: Honorary Associate Professor/ Clinical Teaching  In capacity of trainer

**4. CURRENT AND PAST ADMISSION RIGHTS AND PRIVILEGES GRANTED BY OTHER PRIVATE HOSPITALS\***

Hospitals in Hong Kong	Current	Past	Reason for cessation if no longer current
Canossa Hospital			
Evangel Hospital			
Hong Kong Adventist Hospital - Stubbs Road			
Hong Kong Adventist Hospital - Tsuen Wan			
Hong Kong Baptist Hospital			
Hong Kong Sanatorium & Hospital			
Matilda International Hospital			
Precious Blood Hospital			
St. Paul's Hospital			
St Teresa's Hospital			
Union Hospital			
<b>Non-local Hospitals</b>	<b>Current</b>	<b>Past</b>	<b>Reason for cessation if no longer current</b>
Have you ever had your clinical privileges being refused, evoked or restricted in any way by any hospital?      Yes /      No^ . If Yes, please give details :			

\*Please ☒ as appropriate

**^Please delete as appropriate**



## **PART C**

### **Request for Privileges – Gastroenterology & Hepatology**

REQUESTED	PROCEDURE	INITIAL CRITERIA
<b>(Please ONLY <input checked="" type="checkbox"/> the privileges you apply for)</b>		
<b>Core Privileges in Gastroenterology &amp; Hepatology</b>		
<input type="checkbox"/>	Apply for <b>ALL</b> core privileges	
<input type="checkbox"/>	Admit, evaluate, diagnose, consult, perform history and physical exam, and treat patients with diseases and disorders affecting the stomach, intestines, and associated organs	<p>Registered in the Specialist Register in Gastroenterology and Hepatology (S17) of the Medical Council of Hong Kong</p> <p><b>AND</b></p> <p>Documented experience in managing patients with diseases of gastroenterology and hepatology either in public or private hospitals for at least 5 years</p> <p><b>AND</b></p> <p>In active practice</p>

REQUESTED	PROCEDURE	INITIAL CRITERIA
<b>(Please ONLY <input checked="" type="checkbox"/> the privileges you apply for)</b>		
<input type="checkbox"/>	Proctoscopy and / or flexible sigmoidoscopy	<p>Registered in the Specialist Register in Gastroenterology and Hepatology (S17) of the Medical Council of Hong Kong</p> <p>OR</p> <p>Registered in the Specialist Register in Internal Medicine (S12) of the Medical Council of Hong Kong and obtained the relevant experience before the establishment of the Specialty Board in Gastroenterology &amp; Hepatology</p> <p>AND</p> <p>Documented experience in managing patients with diseases of gastroenterology and hepatology either in public or private hospitals for at least 5 years</p> <p>AND</p> <p>Total experience of 30 cases</p> <p>AND</p> <p>In active practice</p>

REQUESTED	PROCEDURE	INITIAL CRITERIA
<b>(Please ONLY <input checked="" type="checkbox"/> the privileges you apply for)</b>		
<input type="checkbox"/>	Upper gastrointestinal endoscopy (EGD), and haemostasis	<p>Registered in the Specialist Register in Gastroenterology and Hepatology (S17) of the Medical Council of Hong Kong</p> <p>OR</p> <p>Registered in the Specialist Register in Internal Medicine (S12) of the Medical Council of Hong Kong and obtained the relevant experience before the establishment of the Specialty Board in Gastroenterology &amp; Hepatology</p> <p>AND</p>
<input type="checkbox"/>	Colonoscopy, including biopsy and polypectomy	<p>Documented experience in managing patients with diseases of gastroenterology and hepatology either in public or private hospitals for at least 5 years</p> <p>AND</p> <p>Total experience of 150 + 50 Therapeutic cases</p> <p>AND</p> <p>In active practice</p>

REQUESTED	PROCEDURE	INITIAL CRITERIA
<b>(Please ONLY <input checked="" type="checkbox"/> the privileges you apply for)</b>		
<b>Special Privileges in Gastroenterology and Hepatology</b> (must meet the criteria of Core Privileges as stated above)		
<input type="checkbox"/>	Esophageal dilation by simple balloon or bougie	Total experience of 20 cases  AND  In active practice
<input type="checkbox"/>	Balloon Assisted Enteroscopy	Total experience of 20 cases  AND  In active practice
<input type="checkbox"/>	Liver biopsy	Total experience of 10 cases  AND  In active practice
<input type="checkbox"/>	Liver elastography	Total experience of 50 cases  AND  In active practice
<input type="checkbox"/>	Percutaneous endoscopic gastrostomy (PEG)	Total experience of 20 cases  AND  In active practice
<input type="checkbox"/>	Endoscopic Retrograde Cholangiopancreatography (ERCP)	Total experience of 200 cases  AND  In active practice
<input type="checkbox"/>	Endoscopic submucosal dissection (ESD)	Required separate submissions of past procedure & training records for review in the credentialing committee  AND  In active practice
<input type="checkbox"/>	Endoscopic mucosal resection (EMR)	Total experience of 25 cases  AND  In active practice

REQUESTED	PROCEDURE	INITIAL CRITERIA
<b>(Please ONLY <input checked="" type="checkbox"/> the privileges you apply for)</b>		
<input type="checkbox"/>	Self expandable metal stent (SEMS) placement in the GI tract	Total experience of 25 cases  AND  In active practice
<input type="checkbox"/>	Endoscopic ultrasound (EUS) - diagnostic including FNA	Total experience of 100 + 50 FNA cases  AND  In active practice
<input type="checkbox"/>	EUS assisted Biliary / pseudocyst / abscess drainage	Required separate submissions of past procedure & training records for review in the Credentialing Committee  AND  In active practice
<input type="checkbox"/>	Capsule Endoscopy	Total experience of 20 cases  AND  In active practice
<input type="checkbox"/>	Ambulatory esophageal pH testing & Esophageal motility testing (manometry, impedance)	Total experience of 50 cases  AND  In active practice

#### ACKNOWLEDGMENTS OF THE PRACTITIONER:

*I have hereby requested only those privileges for which, by education, training, experience and demonstrated past performance, I am qualified to perform, and that I wish to exercise at the Gleneagles Hong Kong Hospital. I also acknowledge that my professional malpractice and indemnity insurance extends to all privileges that I have requested.*

*I understand that in exercising any clinical privileges granted, I will abide by hospital and medical staff policies and rules.*

**Applicant signature :** \_\_\_\_\_

**Date (dd-mmm-yy):** \_\_\_\_\_

**Applicant Name :** \_\_\_\_\_