



# Hong Kong Private Hospitals Association

## CODE OF PRACTICE FOR DOCTORS

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This Code of Practice of the Private Hospitals Association applies to all medical practitioners who are granted admission privileges at any one of the private hospitals in Hong Kong.

The Code of Practice provides a framework to ensure that visiting and resident doctors are able to provide their services in accordance with the principles of good clinical governance and public accountability.

(In this document what applies to one gender also applies to the other.)

Any doctor who provides clinical services in private hospitals must obtain appropriate privileges from the hospitals in writing.

These privileges are conditional upon the doctor's compliance with the regulations of individual hospitals, and are to be renewed every 3 years with yearly updating of annual practicing certificate and indemnity insurance cover.

The hospitals reserve the right to withdraw these privileges at their discretion. Notwithstanding each hospital's own requirements, the following apply to all the member hospitals of the Private Hospitals Association.

1. A doctor must at all times possess a valid annual practicing certificate issued by the Medical Council of Hong Kong. In this regard, he shall update the hospital on a yearly basis.
2. A doctor must at all times be insured or protected against professional indemnity. He shall produce evidence for such insurance cover, specifying scope of coverage whenever required by the hospital.
3. A doctor must adequately document his patient's history, physical findings, treatment and clinical progress in the patient's hospital record.
4. A doctor shall refer his patient to an appropriately trained colleague whenever the condition of his patient falls beyond the scope of his expertise.
5. A doctor shall not perform any procedure on a patient unless he has obtained the necessary training and experience.
6. A doctor who involves a patient in any intervention or treatment of an experimental or trial nature may do so only with the express permission of the hospital and with the informed



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consent of the patient and in accordance with Chapter 8 articles 8.1 and 8.2 of the Code of Practice for Private Hospitals issued by the Department of Health (Appendix).

7. Special privileges are required for use of operation theatres, delivery rooms, cardiac and radiological intervention suites, and special equipment, facilities and areas as required by the hospital.
  - 7.1 Use of special facilities and equipment shall be limited to the relevant specialty and expertise of the doctor.
8. Before performing any surgical or invasive procedure on a patient, a doctor must ensure that proper written informed consent from the patient has been obtained.
  - 8.1 He must ensure that the consent form is properly witnessed and signed.
  - 8.2 The only exception is for life threatening emergencies.
9. The doctor shall fill in the Budget Estimate Form in the prescribed format by individual hospitals, for elective procedures that fall within the list as prescribed by the Department of Health. The form must be signed by the doctor and patient before the procedure is performed.
10. Verbal orders may be accepted by the hospital. Such verbal orders shall be recorded in writing by the nursing staff and duly signed by the doctor within 24 hours.
11. A full discharge summary shall be written by the doctor-in-charge upon discharge of the patient from the hospital.
12. A doctor shall fully co-operate with the hospital in conducting reasonable clinical audits in which the identity of the doctor and patient shall be kept confidential. These audits are to be conducted on an anonymous basis.
13. When invited by the hospital, a doctor has the duty to participate in mortality and morbidity meetings concerning his own patients.
14. In the event of a doctor's registration status with the Medical Council of Hong Kong should in any way be altered or suspended, he shall notify the hospital immediately.

## **Chapter 8 Clinical Research**

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### **8.1 Overview**

The “Code of Professional Conduct for the Guidance of Registered Medical Practitioners” issued by the Medical Council of Hong Kong provides guidance on good clinical research practice. The hospital must set out its policy on whether clinical research is allowed on patients.

### **8.2 General Requirements**

- 8.2.1 The hospital must set up an Ethics Committee to monitor clinical research, if there is any.
- 8.2.2 The purpose of the Ethics Committee is to review clinical research to safeguard the dignity, rights, safety and well-being of all actual or potential participants.
- 8.2.3 The Ethics Committee must provide independent and timely review of the ethics of proposed study.
- 8.2.4 Before any clinical research is to be carried out, a research proposal must be prepared and submitted to the Ethics Committee for approval.
- 8.2.5 The Ethics Committee must be multi-disciplinary and multi-sectoral in composition, including independent scientific expertise, professionals and specialists.
- 8.2.6 The Ethics Committee must have clear procedures in selecting and recruiting members. Conflicts of interests must be avoided when making appointments.

- 8.2.7 The licensee must ensure that any clinical drug trial conducted in the hospital is covered by a valid clinical trial certificate issued under the Pharmacy and Poisons Regulations (Cap. 138A) or the Chinese Medicine Ordinance (Cap. 549) as applicable.
- 8.2.8 The findings of the research or study conducted in the hospital must be reported to the Ethics Committee.