



PHILIPPINE COLLEGE OF CARDIOLOGY SPECIALTY BOARD OF ADULT CARDIOLOGY

***** CODE OF PROCEDURES *****

THE CERTIFYING EXAMINATION FOR DIPLOMATE IN ADULT CARDIOLOGY **CODE OF PROCEDURES** Fiscal Year 2021-2022

I. IMPORTANT ANNOUNCEMENTS

- Date of Examination: **May 1, 2022 Sunday** 8:00 a.m. - 12:00 noon
1:00 p.m. - 3:00 p.m.
- Application form and related documents shall be submitted on or before midnight of **January 31, 2022** (Philippine time). You may download the application form from the PHA Website: www.philheart.org. Strictly **NO EXTENSION** will be accorded.
- Incomplete documents will **NOT** be processed.
- Only those candidates who have submitted the complete requirements and have been approved by the Specialty Board of Adult Cardiology (SBAC) will be allowed to take the examination.
- Examination venue: **To be announced**

II. QUALIFICATIONS FOR THE CERTIFYING EXAMINATION

A. Graduates of PHA-accredited training institutions

- A.1. To qualify for the May 1, 2022, SBAC examination, a candidate must be an Associate Fellow and must have completed an approved fellowship training program in Adult Cardiology in a PHA-accredited training hospital **on or before March 31, 2022**. The minimum number of years of fellowship training in Cardiology is three (3) years.
- A.2 For a candidate who **will graduate on or before March 31, 2022**, and intends to take the SBAC examination on May 1, 2022, but whose Diploma may not be available by **January 31, 2022**, (deadline for submission of complete documents), a letter certifying that the trainee has completed/or will complete the Fellowship Training in Adult Cardiology by March 31, 2022, will be accepted. This certification letter must be duly signed by the Program Director/Chairman and Training Officer of the Division/Section of Cardiology, and another signature representing the Administration (Medical Director or Chief of Clinics or Chair of the Department of Medical Education and Training) will be accepted. The diploma, however, must be submitted when applying for the oath taking for Diplomate in the same year.



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- A.3. For a candidate who **graduated earlier than January 31, 2022** (deadline of submission), the requirement as proof of completion of fellowship training is a **certified true copy** of the Diploma. The minimum authorized signatories of the diploma should include the Chair and Training Officer of the Division/Section of Cardiology, and Medical Director of the hospital. The certified true copy must come from the authorized office and signed by the designated officer of the training center.
- A.4. Other requirements include:
- a. Application form
 - b. Letter of Intent
 - c. Letters of Endorsement from two (2) PHA Fellows
 - d. Philippine College of Physician Diplomate Certificate
 - e. Proof of payment – Examination fee
- A.5. The candidates and designated officials of the institution (Chair, Training Officer and Medical Director) will be held responsible for informing the SBAC of any changes in the candidates' qualifications that would affect his/her eligibility to take the written examination. In such cases, the candidate must make the proper withdrawal from the examination in accordance with the policies concerning examination fees.

A complete list of eligible candidates for the SBAC certifying exam will be available on **February 15, 2022**. This list will be immediately sent to the different Chairmen of Cardiology training program on February 16, 2022. Any complaints regarding the same will be entertained only up to 1700 hours (5:00 p.m.) of **February 23, 2022**. Thereafter, the list will be considered final.

Both the PHA and the SBAC reserve the right to disqualify from or nullify the examination results of any candidate who is found to be deficient in his/her qualifications or who submitted fraudulent document consciously or unconsciously.

B. Foreign medical graduates/physicians (FMP) who have completed fellowship training in PHA-accredited training program may be allowed to take the exam subject to the guidelines of the SBAC. They must have valid temporary permits to practice (TPP) yearly issued and renewed by the Professional Regulation Commission (PRC).

Foreign medical graduates trained in PHA-accredited training programs must submit:

- a. Certificate of Diplomate from Philippine College of Physicians (PCP).



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- b. Certification of Completion of the Adult Cardiology Training Program duly signed by the Chairman/ Program Director/ Training officer of the training institution
- c. Certificate of good moral character from the Training Institution.
- d. Diploma of the degree of Doctor of Medicine or equivalent degree recognized by his/her country of origin.
- e. Original and certified true copies of Citizenship, National ID number and travel documents as applicable.

C. Filipino citizens who graduated from Philippine medical schools but completed foreign cardiology training program may be allowed to take the SBAC exam but must submit:

- a. Certificate of good moral character from the Training Institution.
- b. Certificate of Diplomate from Philippine College Physicians.
- c. Certification of Completion of Cardiology training program duly signed by the Director/Chairman/Training officer of the foreign training institution.
- d. Recommendations from two (2) local fellows of the Philippine College of Cardiology (PCC).
- e. Certificate of good moral character from the Training Institution of origin.
- f. Diploma of the degree of Doctor of Medicine.
- g. Professional Regulation Commission (PRC) ID.

Exceptions to the above policies will be deliberated and decided upon by the Specialty Board of Adult Cardiology en banc.

III. EXAMINATION FEE

The written certifying examination fee is Php 4,000 and may be revised subject to the approval of the PHA Board of Directors.

Policies concerning examination fees

1. No refunds are allowed.
2. If for justifiable reasons, a candidate is unable to take the written examination, he must state in writing (addressed to the SBAC chair) the reason/s for the withdrawal and must be submitted not later than four (4) weeks before the scheduled date of the examination. The examination fee shall then be credited to future examinations but shall be valid only for a period of two (2) years. Failure to formally withdraw from an examination will automatically cause the forfeiture of the corresponding



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payment. In the event an increase in the examination fee is implemented, the prevailing fee at the time the candidate applies to take the exams shall be the reference amount and the balance shall be settled in full.

3. Candidates who fail to show up on the examination date without prior written notice will automatically forfeit the payment of the exam fee.
4. Payment of examination fees.
 - A. Payment can be made at the PHA Office.
1108 East Tower 11th Floor Tektite Towers (formerly PSE Centre)
Exchange Road, Ortigas Center, Pasig City
Tel. Nos. 84705525 or 84705528
Office hours: Monday to Friday 8AM to 5PM

For check payment, please issue to Philippine Heart Association, Inc.

- B. Payment can be made at online.
Current Account name: Philippine Heart Association, Inc.
Authorized Bank: Bank of the Philippine Island (BPI) Tektite Branch
Current Account number: 4011-0222-14

Kindly email a copy of your over-the-bank deposit or online receipt to phil.heart@yahoo.com and copy furnish secretariat@philheart.org. Please attention the email to the Secretariat assigned to SBAC Ms. Cathy Morado.

IV. APPLICATION FOR THE DIPLOMATE CERTIFYING EXAMINATION

- A. Application Form can be downloaded from the PHA Website. Once completed, the form should be submitted together with original documents to PHA-SBAC Secretariat. All documentary requirements as stated in Code of Procedures must be attached to the submitted application form including proof of full payment of examination fees and all other monetary back dues due to PHA (if applicable).

The Secretariat shall ascertain the completeness of the application forms and all other attached documentary requirements. These shall be reviewed, validated, and approved by the SBAC.

- B. The candidate will be informed of the approval or disapproval of his/her application via e-mail on or before 1700H of **February 15, 2022. The candidate in turn must acknowledge receipt of such communication by e-mail as well.**



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**ALL ELIGIBLE CANDIDATES ARE ADVISED TO SECURE ALL REQUIREMENTS
AND APPLY EARLY AND NOT WAIT FOR THE DEADLINE.**

V. TIME LIMITATIONS/RETAKES FOR THE EXAMINATION

- A. All candidates must submit the complete requirements regardless of the number of times he/she has taken the examination.
- B. There is no limit as to the number of times a candidate may take the examination.

VI. SCHEMA OF THE WRITTEN CERTIFYING EXAMINATION

A. NATURE OF THE EXAMINATION

Passing the SBAC examination is the final step to be conferred a Diplomate in Adult Cardiology. The Written/Practical Examination assesses the examinee's comprehension of clinically relevant concepts in Adult Cardiology. This requires recall of updated cardiology information necessary to understand the concepts. Principles derived from such concepts are also verified in application to patient's problems for diagnosis and treatment.

B. SCOPE OF WRITTEN EXAMINATION

PLEASE SEE ATTACHED **BLUEPRINT**.

The exam questions may be arranged **randomly**, and in no particular order of category.

C. REFERENCES

1. The official textbook reference of the May 1, 2022 Written Certifying Examinations is the **11th** edition of Braunwald's HEART DISEASE. A Textbook of Cardiovascular Medicine.
2. Additional references include current published local Clinical Practice Guidelines, Updated ACC/AHA /ESC Guidelines and Recommendations.
3. Landmark trials presented during MAJOR International conventions like American College of Cardiology (ACC), American Heart Association (AHA) and European Society of Cardiology (ESC).



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VII. PLANNING FOR THE CERTIFYING EXAMINATIONS

- A. The written examination is a totally objective type of examination. For purposes of efficient accomplishment of the tasks, the work will be distributed among the 5-member SBAC team.
- B. The preparation of the exam questions shall be guided by the following:
 - 1. Approved test blueprint.
 - 2. Valid rules on test construction.
 - 3. Majority votes by the members of the SBAC.

VIII. ADMINISTRATION OF THE WRITTEN/PRACTICAL EXAMINATION

The members of the SBAC are responsible for administering the examination and responding to the following issues during the actual examination:

- 1. Questions arising from the candidates.
- 2. Queries and complaints.
- 3. Decisions about change in the wordings of the items in the examination.

IX. POST-ADMINISTRATION ACTIVITIES

- A. The answer sheets shall be checked using the SCANTRON Machine (iNSIGHT™ 4 ES).
 - 1. All answer sheets shall pass thru the Scantron Machine three (3) times.
 - 2. Further re-scanning or random manual checking of some answer sheets against the original answer key may be performed should the need arise. These additional steps, if needed, will be properly documented in writing, and verified by the assigned SBAC Secretariat member.
 - 3. Decoding is done in the presence of the members of the SBAC and PHA/SBAC Secretariat member.
 - 4. All concerned shall ensure accuracy in the release of examination results.
- B. The item analysis of the examination will be generated and recorded by the Scantron machine (iNSIGHT™ 4 ES) for evaluation and future reference.
- C. Proper handling of requests for review of examination results, in particular, requests concerning matters beyond technical review shall be addressed by the SBAC en banc.
- D. Only the SBAC Chair shall be allowed to give statement or opinion regarding the results of the examination.



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X. RELEASE OF RESULTS

- A. The 5-member SBAC shall deliberate on the results of the examination. The Chair shall then present the recommendations of the SBAC to the PHA Board of Directors. Once approved, the results of the examination shall be promptly released through the PHA website.
- B. An email will be sent to the Department/Section Chair of each training institution not later than two (2) weeks after May 1, 2022, as regards to the official result of the SBAC examination.
- C. The list of new diplomates will be uploaded to the PHA Website not later than one week after May 1, 2022.

XI. ANALYSIS OF RESULTS/FEEDBACKS

After the examination, the following information will be transmitted to all PHA training institutions corresponding to where the candidates completed their training by May 9, 2022:

- a. Final result- Passed / Failed
- b. Performance by subject category

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