HKCCPHN
The Hong Kong College of Community and Public Health Nursing

The Hong Kong College of Community and Public Health Nursing

Manual of Advanced Practice Certification Programme

The Hong Kong College of Community and Public Health Nursing Limited

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Manual of Advanced Practice Certificate Programme

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The Hong Kong College of Community and Public Health Nursing
Manual of Advanced Practice Certification Programme

1. Introduction

The Hong Kong College of Community and Public Health Nursing (HKCCPHN) was established in April 2012, as an academic, non-profit making professional organisation for promoting, protecting and ensuring the high professional standards of community and public health nursing in Hong Kong.

2. Mission

HKCCPHN is dedicated to promoting excellence and professional standards in community health, public health, primary health care, and occupational health-related nursing through the core competencies in advanced nursing, quality education, and research-based practices.

3. Vision

Committed	Competent	Professional	Harmony	Nursing
全心全意	卓越本領	專業信念	和諧關愛	護理精神

4. Objectives of The college

a. To encourage the study and advancement of the science and practice of community and public health nursing in Hong Kong
b. To develop and maintain the good practice of community and public health nurses by ensuring the highest professional standards of competency and ethical integrity
c. To set, monitor and enforce the standards of study and practice of community and public health nursing in Hong Kong
d. To promote integrity and ethical conduct in the practice of advanced community and public health nursing
e. To facilitate the exchange of information and ideas in nursing and matters concerning the nursing profession
f. To advise the Hong Kong SAR Government on matters related to health regulations and to advance the health service of the community of Hong Kong
g. To assist, advise and provide mediation for the members of The College and to assist members in career development

5. The Areas of Specialisation in the HKCCPHN

a. Community Health Nursing
b. Public Health Nursing
c. Primary Health Care Nursing
d. Occupational Health Nursing

6. Philosophy of Community and Public Health Nursing

6.1 Nursing practice is the core essence of healthcare. With the advancement of healthcare and the increasing complexity of health problems and illness pattern, there is a need of nurses with specialised and high-level knowledge and skills. The consumer era also calls for specialised and quality nursing care to safeguard and foster their health during the illness episode.

6.2 An Advanced Practice Nurse (APN) is defined as a Registered Nurse and/or Midwife who works both independently and in collaboration with other healthcare professionals to provide a wide range of advanced assessments and specialised interventions in response to the actual and potential health needs of the individual, groups or families. In serving the public in a continuum of healthcare service delivery, the scope of advanced practice nurse encompasses areas of health promotion and maintenance, disease prevention and management, rehabilitation, and community care in the related specialty.

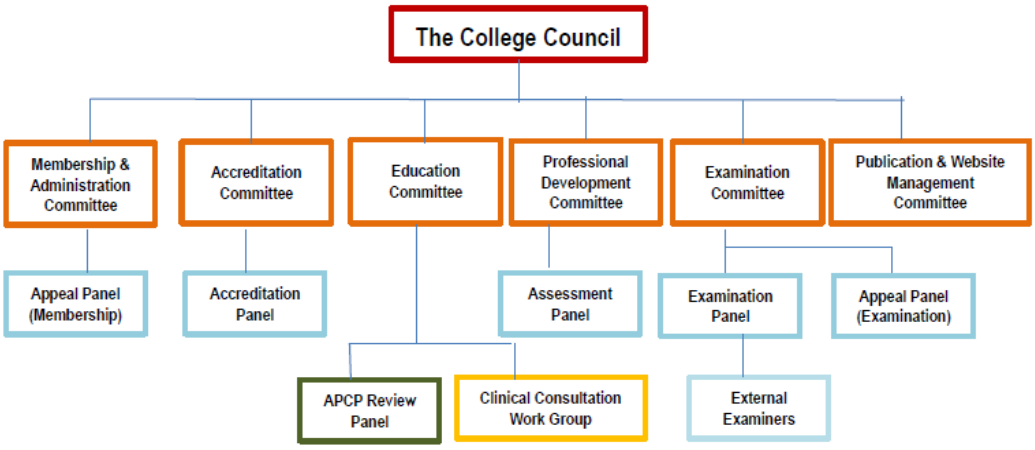
6.3. APNs must be well supported with postgraduate education, legal protection of the title, and a clearly defined scope. It is essential that nurses strive to extend knowledge and skills to better equip them for new challenges. On this note, The Hong Kong College of Community and Public Health Nursing (The College) aims to develop the Advanced Practice Certification Programme (APCP) for nurses who are committed to advancing their nursing practice in the Community and Public Health Specialty. Upon completion of this certification program, nurses who pass the Membership Certification Examination can then proceed to pursue the Sub-Specialty Modules: Community Health Nursing, Occupational Health Nursing, Primary Health Care Nursing, and Public Health Nursing. With successful completion of the Sub-Specialty program and meeting the entry criteria, the nurses will be entitled to the Fellows Hong Kong Academy of Nursing.

7. The Council of HKCCPHN (2018-2021): Office Bearers

President	Ms. CHEUNG Yuk Hung, Kathy
Immediate Past President	Mr. WONG Kin Wing, Jimmy
Vice-president	Ms. CHAN, Yuet Ho, Kerry
	Mr. WONG Siu Lun
	Dr. YUEN Yuet Sheung, Carol
Honorary Secretary	Ms. WONG Shuk Fan
	Mr. HUI Tze Shau
Honorary Treasurer	Ms SHUI Yuet Sheung, Agnes
	Ms KWOK Hoi Yi, Agnes

Council Member	Ms CHAN Kit Lin
	Ms CHAN Pui Fong, Clara
	Ms CHAN Wai Kit
	Ms CHAO Fung Wah
	Dr LAM Choi Hing Margaret
	Ms LAM Yin Ming
	Ms LAU Yuen Mei
	Ms LI Chu Chu Dabby
	Mr KAM Chun Kong Geoffrey
	Dr POON Wai Kwong
	Mr TSUI Hok Kwan, Jacky
	Ms WONG Bo Chu
	Ms YIP Lai Ming Joyce
	Ms YOUNG Miu Ning

Organisation Structure and Decision Making



Appeal Panel (Membership)
Handles membership appeal cases
Accreditation Panel
Accredits the credentialing requirements of the teaching faculties / training sites
APCP Review Panel
Periodical Review of the Advanced Practice Certification Programme (APCP)
Clinical Consultation Work Group
Serves as consultant to the Education Committees in matters related to APCP
Assessment Panel
Assesses the contact and level of educational programs organized by institutions outside the college
Examination Panel
Includes external examiners in setting examination questions, launching examinations for the selection of members, to mark examination papers, to compile and announce examination results.
External Examiners
Ensures APCP is of quality and at appropriate level
Appeal Panel (Examination)
Handles appeal cases related to examination

7.1. Education Committee

Chairperson	Dr. LAM Choi Hing, Margaret
Co-chairperson	Ms. LAM Yin Ming
	Dr POON Wai Kwon
Members	Ms YIP Lai Ming Joyce
	Mr TSUI Hok Kwan, Jacky
	Ms. YOUNG Miu Ning
	Ms CHAO Fung Wah
	Mr. WONG Siu Lun
	Dr. YUEN Yuet Sheung, Carol
	Ms LAU Yuen Mei
	Ms WONG Bo Chu
	Ms CHAN Wai Kit

7.1.1 Terms of Reference

a. To develop the education and training policy of The College in relation to ordinary membership examination and fellowship assessment.
b. To collaborate/liaise with the Clinical Consultative Work Group for the development of educational programmes
c. To set and conduct periodical review on examination/assessment content for ordinary membership and fellowship
d. To report to the College Council

7.1.2. APCP Review Panel

Periodical Review the Advanced Practice Certification Programme

7.1.3. Clinical Consultative Workgroup

Provide expertise suggestion / recommendations for the APCP development

7.2. Examination Committee

Chairperson	Dr. LAM Choi Hing, Margaret
Co-chairperson	Ms CHAO Fung Wah
Members	Mr. WONG Siu Lun
	Dr. YUEN Yuet Sheung, Carol

7.2.1. Terms of Reference

a. To form examination panels in setting examination questions, launching examinations for the selection of members.
b. To mark examination papers, to compile and announce examination results
c. To set policies for handling appeals in alignment with HKAN's contemporary policy
d. To report to the College Council

7.2.2. Examination Panel

Examination Panel is to supervise the preparation of examination papers e.g. Multiple-Choice Questions (MCQ) and VIVA examination. To determine the assessment of the candidates is consistent with the aims and curriculum content of the Programme. The examination panel is formed when needed and to be a one-off process and to be dissolved after the examination. It is formed by 3 persons: the Chairperson of Examination Committee, one specialty Fellow and one external examiner (back up by one specialty Fellow if the external examiner is not available). The external examiner should have high academic or professional standing with relevant good experience in community and a public health profession, not necessary a Fellow of The College, a physician may be appointed whenever necessary. The appointment of external examiner is nominated by the Chairperson of Examination Committee or Accreditation Committee and endorsed by the College Council.

7.2.3. The role of the examiner (to be appointed by The College for 2 years/ term)

a. For Multiple Choice Question (MCQ) vetting; professional experts like physician to be the external examiner for VIVA examination
b. To review the candidates' written report and provide feedback before the scheduled Oral Presentation
c. To attend the Oral Presentation either face-to-face / teleconferencing / online
d. To provide input for the recommendation of the candidate's Oral Presentation

7.2.4. The duties of External Examiners are

a.To assist The College in ensuring the Advanced Practice Certification Programme is of quality and at appropriate level
b.To comment and give advice on assessment issues
c.To participate in the assessment processes
d.To make judgment on problematic cases
e.To attend, if appropriate, the meetings of Examination Panel when candidate's assessment will be considered

7.2.5. Appeal Panel

To handle appeal cases related to examination

7.3 Accreditation Committee

Chairperson	Ms. LAM Yin Ming
Co-chairperson	Ms YIP Lai Ming Joyce
Members	Mr TSUI Hok Kwan, Jacky
	Ms. YOUNG Miu Ning

7.3.1 Term of Reference

a. To set standards and accreditation criteria for the admission of College members in alignment with The Hong Kong Academy of Nursing (HKAN)'s policy

b. To vet membership applications and to make recommendations to the HKAN

c. To stipulate Continuous Nursing Education (CNE) requirement for the renewal and maintenance of membership

d. To review standards and accreditation criteria from time to time as deem necessary

e. To report to the College Council

7.3.2 Accreditation Panel

Accreditation Panel is to accredit the credentialing requirements including qualification, experience and any other attribute that a registered nurse to have his/her name included in the Community and Public Health Nursing. The Panel shall comprise not less than three HKCCPHN Fellow Members appointed by the College Council, one of them shall be a Council Member of The College.

7.4. Professional Development Committee

Chairperson	Dr. POON Wai Kwong
Co-chairperson	Ms LAU Yuen Mei
Members	Ms WONG Bo Chu
	Ms CHAN Wai Kit

7.4.1 Terms of Reference

a. To identify the training needs of members of The College of Community and Public Health Nursing in relation to advanced practice

b. To provide suggestions on the direction and strategic development of professional training of community and Public Health Nursing

c. To organise continuing nursing educational programme for the enhancement of nursing knowledge and skill in Community and Public Health Nursing

d. To work on training curriculum and activities development

e. To organise conferences, symposiums and open forums for the sharing of professional knowledge and expertise research, the delivery and development of the healthcare services

f. To report to the College Council

7.4.2. Assessment Panel

The Assessment Panel is formed to assess the content and level of the educational programmes organised by institutions outside The College. The Panel shall comprise not less than three HKCCPHN Fellow Members appointed by The College Council, one of them shall be a Council Member of The College.

7.4.3. The Hong Kong College of Community and Public Health Nursing is accredited by the Nursing Council of Hong Kong as Continuous Nursing Education (CNE) Provider since March 2017. Regular CNE activities are conducted for Fellows to update their knowledge and skill.

7.5 Publication and Website Management Committee

Chairperson	Mr KAM Chun Kong Geoffrey
Co-chairperson	Ms. CHAN, Yuet Ho, Kerry
Members	Ms SHUI Yuet Sheung, Agnes
	Ms CHAN Kit Lin

7.5.1 Terms of Reference

a. To be responsible for the publication of College newsletters, propaganda of the College activities, monographs, books and contemporary publications

b. To develop, maintain and update The College website

c. To handle media related issues and organise community activities

d. To report to the College Council

7.6 Membership & Administration Committee

Chairperson	Ms. LI Chu Chu, Dabby
Co-chairperson	Mr. HUI Tze Shau
Members	Ms CHAN Pui Fong, Clara
	Ms KWOK Hoi Yi, Agnes

7.6.1 Terms of Reference

a. To include four specialties (community health/ public health / primary health care / occupational health) in the membership of this Committee

b. To exercise all matters concerning membership and administration in the direction of the HKAN

c. To report and keep registry of the current membership condition of The College

d. To vet membership applications

e. To relate issues from the Membership & Administration Committee to the members of The College

f. To report to the College Council

7.6.2 Appeal Panel

Appeal Panel is to be set up upon receiving appeal application related to membership and to be one off and dissolved after the appeal has been settled. The panel shall comprise of one internal member (Fellow of the same specialty of HKCCPHN) and two external members (Fellow of the different sub-specialties of HKCCPHN or Fellow from other HKAN Colleges) appointed by the College Council and report the investigation to the College Council.

8. Competency Framework for Advanced Practice Nurse

Key domains of the competence framework for advanced practice nurses

Domain 1 Managing clients with complex health conditions

Domain 2 Enhancing therapeutic nurse-client relationship

Domain 3 Demonstrating effective leadership and team work

Domain 4 Enhancing quality assurance and improvement

Domain 5 Managing and negotiating innovative and effective approaches to care delivery

Domain 6 Enhancing professional attributes of general and advanced practice

Domain 7 Enhancing personal attributes

Domain 1 Managing clients with complex health condition

1.1. Manages complete episode of care for complicated health cases and refers aspects of care to own and other professions.

1.2. Provides case management services to meet multiple client healthcare needs.

1.3. Plans and implements diagnostic strategies and therapeutic interventions to help clients with unstable and complex healthcare problems regain stability and restore health in collaboration with the client and multidisciplinary healthcare team.

1.4. Rapidly assesses client's unstable and complex healthcare problems through synthesis and prioritization of historically and immediately derived data.

1.5. Selects, may perform, and interprets common screening and diagnostic laboratory tests.

1.6. Diagnoses and manages acute and chronic diseases while attending to the illness experience.

1.7. Diagnoses unstable and complex healthcare problems utilizing collaboration and consultation with the multidisciplinary healthcare team as indicated by setting, specialty, and individual knowledge and experience.

1.8. Reviews medication regime and counsels clients concerning drug regimens, drug side effects, and interactions.

1.9. Assesses and adjusts plans for continuous management of client's health status by monitoring variation in wellness and illness.

1.10. Obtains specialist and referral care for clients while remaining the primary care provider.

1.11. Monitors client data base for follow-up, consultation, referral, and outcomes.

Domain 2 Enhancing therapeutic nurse-client relationship

2.1. Demonstrates skills in promoting therapeutic interaction to effect clients' change in health behaviour.

2.2. Provides guidance and counselling regarding symptom management.

2.3. Provides emotional and informational support to clients and their families.

2.4. Uses human skills to enhance effectiveness of relationship.

2.5. Applies principles of self-efficacy/empowerment in promoting behaviour change.

2.6. Monitors and reflects own emotional response to client interaction and uses as data to further therapeutic interaction.

2.7. Facilitates staff to debrief on overwhelming emotion and grief associated with nurse-client relationship.

2.8. Communicates a sense of "being present" with the client.

Domain 3 Demonstrating effective leadership and teamwork

3.1. Coordinates human and environmental resources necessary to manage rapidly changing situations.

3.2. Leads hospital/community health education and promotional activities.

3.3. Empowers staff to assume increasing responsibilities for complicated client care with delegation, support and supervision.

3.4. Provides leadership in the interdisciplinary team through the development of collaborative practices or innovative partnerships.

3.5. Demonstrate effective leadership skills and be able to exert influence in a group.

3.6. Provides leadership in professional activities.

Domain 4 Enhancing quality assurance and improvement

4.1. Leads the on-going process of setting and revising guidelines, protocols, standards and contingency plan.

4.2. Develops a tracking system within the practice to ensure that clients receive appropriate preventive services.

4.3. Monitors peers, self and delivery system through Quality Assurance, Total Quality Management, as part of Continuous Quality Improvement.

4.4. Manages complaints and monitors malpractice.

4.5. Benchmarks various care programmes with outcome measures and advises on clinical management or recommends review of intervention as indicated.

4.6. Initiates and implements quality improvement strategies and clinical audits in collaboration with various health disciplines.

Domain 5 Managing and negotiating innovative and effective approaches to care delivery

5.1. Employs appropriate diagnostic and therapeutic interventions and regimens for specific client groups with attention to safety, cost, acceptability, efficacy and cost-effectiveness.

5.2. Suggests implementation of evidenced-based practice and facilitates changes.

5.3. Uses evidence and rationale to leverage senior and others on decision making.

5.4. Contributes to the development of overall client care delivery system and adopts appropriate nursing models in system to achieve optimal outcomes.

5.5. Re-engineers the work process.

5.6. Establishes detailed implementation schedules, resources planning, achievement indicators, and monitoring mechanisms to support the service development plan.

5.7. Envisions change impacts. Is prepared to take reasonable risk to facilitate change and open to innovations.

Domain 6 Enhancing professional attributes of general and advanced practice

6.1. Applies principles of epidemiology and demography in clinical practice.

6.2. Promotes and fosters ethical practice and advocacy for clients.

6.3. Applies/develops a theory-based conceptual framework to guide practice.

6.4. Attains self-advancement professionally through initiating and being involved in evidence based practice and research activities.

6.5. Masters the application of advanced healthcare technology in specific areas and shows knowledge of the evidence found.

6.6. Critically evaluates and applies research studies pertinent to client care management and outcomes.

6.7. Applies/conducts research studies pertinent to primary care and/or specialty practice management.

6.8. Demonstrates expertise in area(s) of nursing. As a resource person for referrals in these areas.

6.9. Interprets own professional strengths, role, and scope of ability to peers, clients and colleagues.

6.10. Acts as a role model and sets exemplary standard of professional behaviours.

6.11. Supports socialisation, education, and training of novice practitioners by serving as a preceptor, role model and mentor.

6.12. Motivates and supports staff to be self-developing and to achieve higher professional goals.

6.13. Interprets and markets the advanced practicing nurse role to the public and other healthcare professionals.

6.14. Participates in legislative and policy-making activities which influence advanced nursing practice and health services.

Domain 7 Enhancing personal attributes

7.1. Analyzes situations critically and draws relationships among issues.

7.2. Maintains active membership in professional organization.

9. Advanced Practice Certification Programme

9.1. The Programme

The Hong Kong College of Community and Public Health Nursing aims to develop the Advanced Practice Certification Programme for nurses who are committed to advance their nursing practice in the Community and Public Health Specialty. The Education Committee is responsible for course planning and curriculum development of educational programmes with support of the Clinical Consultative Workgroup. The Clinical Consultative Workgroup is composed of Fellows of the Community and Public Health specialty. The programme would be composed of 2 parts, part 1 is a minimum of 500 hours theory in the specified specialty curriculum and part 2 is 500 hours of guided clinical practice in the related specialty.

9.2 Part 1 – a minimum of 500 hours theory learning

9.2.1. Community Health

Generic Core	Advanced Practice Core	Specialty Core
✧ Research ✧ Healthcare policy ✧ Healthcare system ✧ Healthcare financing ✧ Legal and ethics ✧ Professional role development ✧ Theoretical function of nursing practice ✧ Human diversity and social issue ✧ Health promotion, health education and disease prevention	✧ Advanced clinical nursing practice ✧ Advanced physiology and pathophysiology of chronic diseases ✧ Advanced sociology ✧ Advanced pharmacology ✧ Evidence based nursing practice ✧ Disaster and emergency management ✧ Clinical teaching and mentoring ✧ Team Collaboration and communication	✧ Clinical leadership and patient advocacy ✧ Advanced physiology and pathophysiology of chronic diseases and Long Term Conditions ✧ Advanced nursing practice in home setting ✧ Special Interventions
167 hours	**167 hours**	**167 hours**

The advanced practice certification programme should be attained through: structured courses at post-graduate level (60-100%) and structured courses provided by Specialty Course Providers (0-40%)

9.2.2. Public Health

Generic Core	Advanced Practice Core	Specialty Core
✧ Research ✧ Healthcare Policy ✧ Healthcare System ✧ Healthcare Financing ✧ Legal and Ethical Issues ✧ Professional Role Development ✧ Theoretical Function of Nursing Practice ✧ Human Diversity and Social Issues ✧ Health Promotion, Health Education and Disease Prevention	✧ Advanced Health Assessment ✧ Health Protection and Health Maintenance ✧ Advanced Sociology and Environmental Health ✧ Advanced Pharmacology and Immunisation ✧ Evidence Based Nursing Practice ✧ Nursing Response and Management in Disaster and Emergency ✧ Clinical teaching and mentoring in Clinical Environment ✧ Team Collaboration and Communication	✧ Professional Public Health Nursing Practice ✧ Population-based Assessment ✧ Public Health Care Policies and Management ✧ Population-based Health Education, Health Promotion, Disease Prevention and Health Protection
167 hours	**167 hours**	**167 hours**

The advanced practice certification programme should be attained through: structured courses at post-graduate level (60-100%) and structured courses provided by Specialty Course Providers (0-40%)

9.2.3. Primary Health Care

Generic Core	Advanced Practice Core	Specialty Core
✧ Research ✧ Healthcare policy ✧ Healthcare system ✧ Healthcare financing ✧ Legal and ethics ✧ Professional role development ✧ Theoretical function of nursing practice ✧ Human diversity and social issue ✧ Health promotion, health education and disease prevention	✧ Advanced health assessment ✧ Health protection and health maintenance ✧ Advanced sociology ✧ Advanced pharmacology ✧ Evidence-Based Nursing Practice ✧ Disaster and emergency management ✧ Clinical teaching and mentoring ✧ Team collaboration and communication	✧ Integrated Community Based Approach to Primary Health Care ✧ Episodic case and Chronic disease management in Primary Health Care ✧ Advanced communication and counseling skill of primary health care nursing intervention ✧ Community rehabilitation service ✧ Contemporary and global development of primary health care
167 hours	**167 hours**	**167 hours**

The advanced practice certification programme should be attained through: structured courses at post-graduate level (60-100%) and structured courses provided by Specialty Course Providers (0-40%)

9.2.4. Occupational Health

Generic Core	Advanced Practice Core	Specialty Core
✧ Research ✧ Healthcare policy ✧ Healthcare system ✧ Healthcare financing ✧ Legal and ethics ✧ Professional role development ✧ Theoretical function of nursing practice ✧ Human diversity and social issue ✧ Health promotion, health education and disease prevention	✧ Advanced health assessment ✧ Health protection and health maintenance ✧ Advanced sociology and environmental health ✧ Health hazard at work ✧ Evidence based nursing practice ✧ Nursing response and management in health promotion ✧ Clinical teaching and mentoring in the clinical environment ✧ Team collaboration and communication	✧ Concepts, practice and theory of occupational health ✧ Occupational health nursing I ✧ Information management and research ✧ Occupational health nursing II ✧ Leadership and managing resources ✧ Occupational health nursing III ✧ Advanced concepts in environmental safety and health management ✧ Reflection, sharing of advanced OSH services
167 hours	**167 hours**	**167 hours**

The advanced practice certification programme should be attained through: structured courses at post-graduate level (60-100%) and structured courses provided by Specialty Course Providers (0-40%)

9.3. Registered Nurse with 2 years post registered experience will be accepted by The College to be Associate Member (Appendix II). The Associate Member is also encouraged to take up healthcare related specialty training programmes offered by external institutions to ensure the fulfillment of the part 1 theory hours. An assessment panel will be formed to recognise structured health related specialty training programmes.

9.4. Within the 4-year periods, nurses under the Advanced Practice Certification Programme training, should undergo mentored 500 guided clinical practice hours in accredited training sites. During which, the Associate Members / Ordinary Members will work closely with the designated mentors to reflect on clinical practice and application of their specialty skills in the delivery of nursing care to the patients. The Associate Members / Ordinary Members are to complete the Clinical Log Book which served as record of reflective learning.

To fulfill Part 2 of the requirement, not less than 250 hours guided clinical practice should be completed before award of the Ordinary Member. The remaining 250 hours with on-site designated mentor who is an Academy Fellow should be completed before Fellow Exit Assessment. The experience is recognised as a learning component with explicit learning objectives and evidence of learning is assessed by a recognised supervisor/mentor.

9.5. Evidence of learning components

a. Patient pre-discharge interview and planning

b. Handling of complicated patient episode(s)

c. Learning progress review

d. Reflective paper

e. Case studies

f. Practice project

g. Group projects

h. Quality improvement/patient safety activities

i. Research project related to the specialty

9.6. Criteria of Mentors

a. Active Fellows of The Hong Kong Academy of Nursing (HKAN) and

b. Actively engage in the practice of nursing and

c. Able to conduct training in accredited training programmes and

d. Cannot hold trainer status in more than two specialties and

e. Received mentorship training e.g. organised by Hospital Authority, Institute of Advanced Nursing Studies (IANS), overseas university or local university in Hong Kong

f. Cannot at the same time undergo specialty training in any other subspecialties within the Academy Colleges

g. He or she cannot take more than 2 trainees and

h. The Mentorship is appointed by HKCCPHN

9.7 Criteria of Training Sites:

a. The hospital/ healthcare institution which accredited by Hospital Authority / Department of Health / Labour Department / Private hospital which recognised by college

b. The hospital/ health-care institution is supportive to continuous learning and professional development by setting conducive learning environment.

c. The hospital/ healthcare institution which are recognised by Nursing Council as a CNE provider.

d. Learning resources are available such as guidelines, e-learning resources are accessible by mentee and

e. Workload is at an optimal level to facilitate learning

9.8 Recognised Training Site (Appendix V)

The list of training sites which have been recognised and accepted by HKCCPHN. The College will visit the training sites when necessary for better collaboration to enhance the learning and development of the candidates.

9.9. Certification Examination

Upon completion of the required theory hours and clinical practice hours, and together with the completion of a Master Degree of Nursing or related discipline, the Ordinary Members are eligible to sit for the Certification Examination which is a Multiple Choice Examination.

9.10 Multiple Choice Examination

The Multiple Choice Examination paper (MCQ paper) composes of not less than 150 MCQs. The length of the examination is 3 hours.

Taxonomy for examination questions is at 3 levels of cognitive ability at the ratio of :

	Level of cognitive ability	% of items
1	Knowledge/ comprehension	20-30%
2	Application	20-30%
3	Critical thinking	40-50%

		No of MCQ	%
1	Recall	43	29%
2	Application	39	26%
3	Recall – analytical	13	9%
4	Analytical	39	26%
5	Analytical – application	16	10%
		150	100%

9.11 Passing marks

The passing mark is 70% Multiple Choice Questions (MCQ) are set by Fellows of The College who have attended the MCQ workshops or who have experiences in setting examination papers or being examiners. Whenever appropriate, references are identified for each question. The MCQ examination paper is also under reviewed by the appointed External Examiners.

9.12 Examination panel

For each Certification, an Examination panel will be formed under the Examination Committee. Their roles and responsibilities are:

a. Set the MCQ paper
b. Validate and test the MCQ paper
c. Review the marked MCQ paper
d. Report the result and propose recommendations to the Examination Committee

10 Programme Philosophy

10.1 The Advanced Practice Certification Programme is underpinned by the belief that:

- Nurse Certification benefits patients, employers and nurses themselves
- Nurses and The College are accountable to the nursing profession
- Nurses and The College are accountable to the public by upholding ethical values laid out by the Nursing Council of Hong Kong

11 Entry Requirement to Associate Member/Ordinary Member/Fellow Member

11.1 Entry requirement to Associate Member:

- Holder of a valid Registered Nurse (RN) Certificate issued by the Nursing Council of Hong Kong and with valid Practising Certificate
- Worked in community and public health nursing related specialty for at least 2 years

11.2 Entry requirement to Ordinary Member:

- Completed RN/RM registration in Hong Kong with a valid practising certificate
- Accumulated 4 years of experience working in the Community and public health related specialty in recent 6 years
- Obtained a master's or higher degree in Nursing or healthcare related discipline after RN/RM registration
- Completed 500 theoretical hours in advanced practice certificate programme, with a minimum of 300 hours at postgraduate level and the remaining hours being recognised by The Hong Kong College of Community and Public Health Nursing
- Completed 250 hours of # guided clinical practice at any clinical practice site recognised by The Hong Kong College of Community and Public Health Nursing

  # Guideline clinical practice includes

  i): Experiential learning with mentor guidance at local clinical specialty departments;

  ii) Practicum at work / non-work places with mentors from local clinical specialty departments under university / tertiary institution programmes

  iii) Practicum at work/non-work places with mentors from local clinical specialty departments under the HA PRCC Programme (only the part to be recognized by The *Hong Kong College of Community and Public Health Nursing)*
- Showed satisfactory performance at admission interview conducted by The Hong Kong College of Community and Public Health Nursing
- Completed the self-declaration of criminal conviction or professional misconduct*

**Exceptional cases will be reviewed by The Hong Kong College of Community and Public Health Nursing and endorsed by HKAN*

11.3 Entry requirement to Fellow Membership

- Possessed RN/RM registration in Hong Kong with a valid practising certificate
- Being an Ordinary Member of the HKAN and The Hong Kong College of Community and Public Health Nursing of the related specialty
- Passed the Certification Examination offered by The Hong Kong College of Community and Public Health Nursing of the related specialty
- Accumulated 6 years of experience working in the community and public health related

specialty in recent 9 years and current 3 years must be working in the specialty applied

- Completed additional 250 hours of guided clinical practice
- Completed the clinical log-book
- Achieved 60 CNE points within the recent 3-year cycle, with 45 points relating to the community and public health related specialty
- Demonstrated significant contributions to nursing practice or service development
- Completed the self-declaration of criminal conviction or professional misconduct*
- Passed the assessment stipulated by The Hong Kong College of Community and Public Health Nursing of the related specialty
- Recommended by 2 Fellows of The Hong Kong College of Community and Public Health Nursing of the related specialty

- **Exceptional cases will be reviewed by The Hong Kong College of Community and Public Health Nursing and endorsed by HKAN*

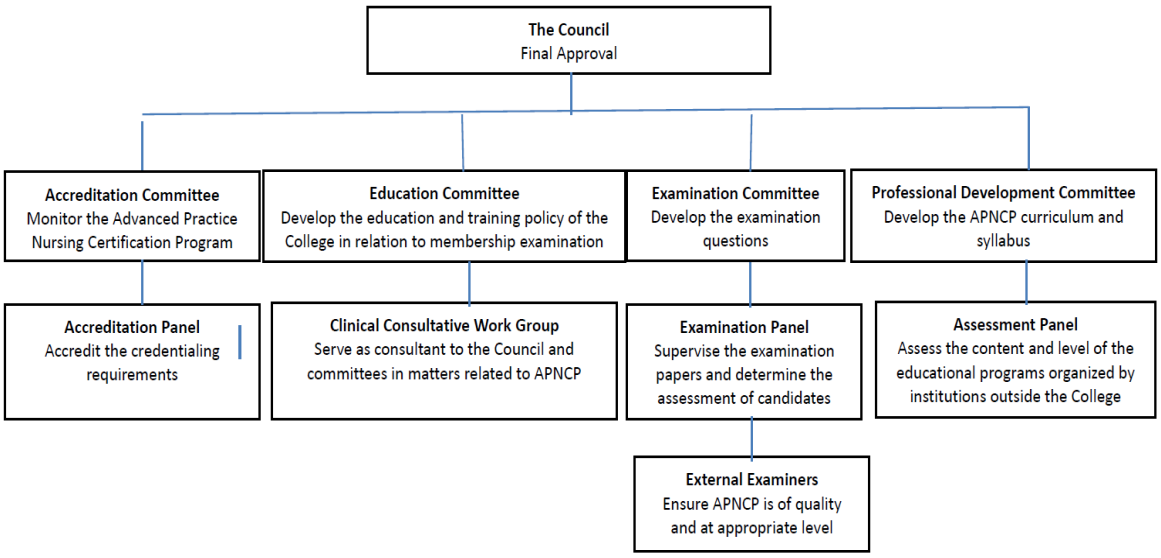
12. Calendar

- Application for Associate Membership- every February.
- Conduction of Membership Certification Examination (MCQ Examination) – every June
- Application for Ordinary Membership- every July.
- Conduction of Fellow Exit Assessment- every October.
- Application of Fellow Member – every November.

13. Quality Assurance

The quality of Advanced Practice Certification Programme is also assured through reviewing evaluation report(s) submitted by the Examination Panel, assessment report of the candidates by the mentors, evaluation of each and every educational activity. These reports are to be critically examined for improvement items and will report to the Committees and Council for action.

Mechanism of Quality Assurance



14. Handling of Complaints and Grievances

It is important to establish a mechanism for complaint and grievances handling procedures. The Hong Kong College of Community and Public Health Nursing Examination Handbook (Appendix 6) and Information for Mentor (listed in the Clinical Log Book and the Application Form for Mentor) serve as a guide to Candidates and Mentors for their reference and guidance. Candidates and Mentors are invited to submit their view, suggestion and complaint to HKCCPHN for investigation, and follow up. The issue will be brought to Membership and Administration Committee for deliberation and report to the Council

The Hong Kong College of Community and Public Health Nursing- Syllabus for Certification Examination (Community Health Nurse)

Generic Core for Community Health Nursing

A	Generic Core	Domains						
Item	**Topics**	**1**	**2**	**3**	**4**	**5**	**6**	**7**
1.	**Research**							
1.1	*Research methodology in community health care practice*						6.1-6.7	
1.2	*Appraising and utilising research findings*						6.1-6.7	
1.3	*Research and evidence based practice in community health practice*						6.1-6.7	
2.	**Healthcare Policy**							
2.1	*Foundation of healthcare policy*				All			
2.2	*Policy analysis in context of social complexity*				All			
2.3	*Politics and public opinion in setting the healthcare agenda*				All			
2.4	*Policy & direction in occupational health*				All			
3.	**Healthcare System**							
3.1	*An Introduction to healthcare system theory*				All			
3.2	*Healthcare system in Hong Kong*				All			
3.3	*Healthcare reform*				All			
3.4	*Global economy and future of health care*				All			
4.	**Healthcare Financing**							
4.1	*Health financial management*			3.1	All	5.1		
4.2	*Sources and distribution of health funding*			3.1	All	5.1		
4.3	*Case mix and case payment funding*			3.1	All	5.1		
5.	**Legal and Ethical Issues**							
5.1	*Legal and ethical issues in community health nursing practice*						6.2	
6.	**Professional Role Development**							
6.1	*Contemporary development of community health nursing and evolving roles of the community health nurses*			All				
6.2	*Standards of community health nursing and clinical audit*				All			
6.3	*Quality assurance, continuous quality improvement and accreditation*				All			
6.4	*Risk management: risk registry*				All	All		
6.5	*Patient safety and staff safety (occupational safety and health in community services)*				All			

6.6	*Outcome indicators, key performance indicator*				All			
6.7	*Complaint management*				All			
6.8	*Nursing informatics and advanced technology in community health nursing*							
7.	**Theoretical Function of Nursing Practice**							
7.1	*Therapeutic nurse-client relationship - advanced communication & interpersonal skills into practice; therapeutic communication / transactional analysis; resolving conflicts*		All					
7.2	*Health counselling skills to individuals, families and groups*		All					
8.	**Human Diversity and Social Issues**							
8.1	*Determinants of health and health behaviours*		All	3.1, 3.6				
8.2	*Cultural diversity in health beliefs and behaviours*		All					
9.	**Health Promotion, Health Education and Disease Prevention**							
9.1	*Health promotion and strategies in community health care setting*		All	3.1, 3.6				
9.2	*Health needs of individual, family, groups, communities and strategies of health promotion in the community*		All	3.1, 3.6				
9.3	*Health education in community health care setting: theories and practice*		All	3.1, 3.6				
9.4	*Principle of epidemiology and demography in community health practice*		All	3.1, 3.6			6.2	

Advanced Practice Core for Community Health Nursing

B	Advanced Practice Core	Domains						
Item	**Topics**	**1**	**2**	**3**	**4**	**5**	**6**	**7**
1.	**Advanced Health Assessment in the Community**							
1.1	*Physical Assessment and consultation skill*	All						
1.2	*Familiar with analytic and assessment skills*	All						
1.3	*Conducts comprehensive and in-depth assessment related to population health*	All						
1.4	*Evaluation organisation / system capacity to analyze the health status of the community /population effectively*	All						
2.	**Advanced Physiology and Pathophysiology of Chronic Diseases**							
2.1	*Physiology and Pathophysiology of Chronic Diseases*	All	All	All		All	6.1., 6.3.,6.6-6.9, 6.11-6.12	
3.	**Advanced Sociology**							
3.1	*Income maintenance; Living arrangements and social support; Family and*	All	All					

	intergenerational issues; Social inequalities in health							
4	**Advanced Pharmacology**							
4.1	*Pharmaceutics, pharmacokinetics and pharmacodynamics*	All		All	All	All	All	
4.2	*Pharmacology in common chronic conditions e.g. Respiratory, vascular, CNS, cardiovascular, endocrine, gastrointestinal skeletal disorders.*	All		All	All	All	All	
4.3.	*Principle of safe drug administration and monitoring process - The related laws and ordinances*	All		All	All	All	All	
5.	***Evidence Based Nursing Practice***							
5.1	*Principle and Processes of Evidence Based Practice*					All	6.1-6.7	
5.2	*Formulating question and finding evidence*					All	6.1-6.7	
5.3	*Level of evidence and appraising research*					All	6.1-6.7	
5.4	*Systematic Review*					All	6.1-6.7	
5.5	*Implement research based practice and evaluating outcome*					All	6.1-6.7	
6.	**Disaster and Emergency management**							
6.1	*Introduction of type of disaster*			All		All		
6.2	*Emergency nursing management in different scenarios*			All		All		
6.3	*International collaboration in disaster*			All		All		
7	**Clinical teaching and mentorship**							
7.1	*Introduction of learning theories*							All
7.2	*Learning need analysis and developing teaching plan*							All
7.3	*Mentorship skills*							All
8	**Team Collaboration and Communication**							
8.1	*Interdepartmental collaboration*			All	All			
8.2	*Community collaboration*			All	All			
8.3	*Multidisciplinary collaboration*			All	All			

Specialty Core for Community Health Nursing

C	Specialty Core Module	Domains						
Item	**Topics**	**1**	**2**	**3**	**4**	**5**	**6**	**7**
1.	**Clinical leadership and Patient Advocacy**							
1.1	*Discuss models and strategies used in effective change leadership and their application to the healthcare environment*	All	2.1-2.5	3.5		5.2	6.2, 6.8, 6.10-6.12	7.1
1.2.	*Articulate the importance of patient advocate roles to support client and families in treatment decisions, crisis interventions, or to help individuals access resources in healthcare system*	All	2.1-2.5	3.5		5.2	6.2, 6.8, 6.10-6.12	7.1
2.	**Advanced Physiology and Pathophysiology of Chronic Diseases and Long Term Conditions**							

2.1	*Understand the chronic disease management model and apply case management approach to support clients with complex needs in community*	All	All	All		All	6.1, 6.3, 6.6-6.9, 6.11-6.12	
2.2	*Integrate the pre-discharge health assessment findings into discharge planning and support discharge client in transitional support model*	All	All	All		All	6.1, 6.3, 6.6-6.9, 6.11-6.12	
2.3	*Apply advanced skills including cognitive behavioural therapy and motivational interviewing in nursing practice for enabling clients' self-management of diseases*	All	All	All		All	6.1, 6.3, 6.6-6.9, 6.11-6.12	
2.4	*Demonstrate professional nursing role in coordinating client care within the intersectoral collaboration and to empower clients living with chronic disease and their carers to enhance their confidence and efficacy in managing their own health*	All	All	All		All	6.1, 6.3, 6.6-6.9, 6.11-6.12	
2.5	*Understand the dietary management of patients with cardiac/respiratory/ diabetic problem*	All	All	All		All	6.1, 6.3, 6.6-6.9, 6.11-6.12	
2.6	*Demonstrate holistic approach and perform health education to patients in the community experiencing different long term conditions*	All	All	All		All	6.1, 6.3, 6.6-6.9, 6.11-6.12	
2.7	*Understand the concept of End of life care*	All	2.1-2.5	3.5		5.2	6.2, 6.8, 6.10-6.12	
3.	**Advanced Nursing Practice in Home Setting**							
3.1	*Apply evidence-based knowledge and to perform advanced nursing practice and care*	All	All	All	All	All	All	All
4.	**Obstetric, postnatal & infant care; Infection Control, Medication Management , Enteral feeding Management; Knowledge of Community Resources**							
4.1	*Demonstrate knowledge and skill to provide specific care and education to client or care giver in community setting*		All		All	All		
4.2	*Identify different community resources to support community clients with different needs.*		All		All	All		

The Hong Kong College of Community and Public Health Nursing- Syllabus for Certification Examination (Public Health Nursing)

Generic Core for Public Health Nursing

A	Generic Core	Domains						
Item	**Topics**	**1**	**2**	**3**	**4**	**5**	**6**	**7**
1.	**Research**							
1.1	*Research methodology in community health care practice*						6.1-6.7	
1.2	*Appraising and utilising research findings*						6.1-6.7	
1.3	*Research and evidence based practice in community health practice*						6.1-6.7	
2.	**Healthcare Policy**							
2.1	*Foundation of healthcare policy*				All			
2.2	*Policy analysis in context of social complexity*				All			
2.3	*Politics and public opinion in setting the healthcare agenda*				All			
2.4	*Policy & direction in occupational health*				All			
3.	**Healthcare System**							
3.1	*An Introduction to healthcare system theory*				All			
3.2	*Healthcare system in Hong Kong*				All			
3.3	*Healthcare reform*				All			
3.4	*Global economy and future of health care*				All			
4.	**Healthcare Financing**							
4.1	*Health financial management*			3.1	All	5.1		
4.2	*Sources and distribution of health funding*			3.1	All	5.1		
4.3	*Case mix and case payment funding*			3.1	All	5.1		
5.	**Legal and Ethical Issues**							
5.1	*Legal and ethical issues in community health nursing practice*						6.2	
6.	**Professional Role Development**							
6.1	*Contemporary development of community health nursing and evolving roles of the community health nurses*			All				
6.2	*Standards of community health nursing and clinical audit*				All			
6.3	*Quality assurance, continuous quality improvement and accreditation*				All			
6.4	*Risk management: risk registry*				All	All		
6.5	*Patient safety and staff safety (occupational safety and health in community services)*				All			
6.6	*Outcome indicators, key performance indicator*				All			
6.7	*Complaint management*				All			

6.8	*Nursing informatics and advanced technology in community health nursing*							
7.	**Theoretical Function of Nursing Practice**							
7.1	*Therapeutic nurse-client relationship - advanced communication & interpersonal skills into practice; therapeutic communication / transactional analysis; resolving conflicts*		All					
7.2	*Health counselling skills to individuals, families and groups*		All					
8.	**Human Diversity and Social Issues**							
8.1	*Determinants of health and health behaviours*		All	3.1, 3.6				
8.2	*Cultural diversity in health beliefs and behaviours*		All					
9.	**Health Promotion, Health Education and Disease Prevention**							
9.1	*Health promotion and strategies in community healthcare setting*		All	3.1, 3.6				
9.2	*Health needs of individual, family, groups, communities and strategies of health promotion in the community*		All	3.1, 3.6				
9.3	*Health education in community health care setting: theories and practice*		All	3.1, 3.6				
9.4	*Principle of epidemiology and demography in community health practice*		All	3.1, 3.6			6.2	

Advance Practice Core for Public Health Nursing

B	Advanced Practice Core	Domains						
Item	**Topics**	**1**	**2**	**3**	**4**	**5**	**6**	**7**
1.	**Advanced Health Assessment**							
1.1	*Community health assessment /assessment of aggregate needs/families in health and illness*	All						
1.2	*In-depth health assessment across lifespan*	All						
1.3	*Physical assessment and consultation skill*	All						
2.	**Health Protection and Health Maintenance**							
2.1	*Communicable diseases*	All	All					
2.2	*Non-communicable diseases*	All	All					
2.3	*Epidemiology and population health*	All	All			All	6.1-6.7	
2.4	*Biostatistics*					All	6.1-6.7	
3.	**Advanced Sociology and Environmental Health**							
3.1	*Income maintenance; living arrangements and social support; family and intergenerational issues; social inequalities in health*			3.1		All		
3.2	*Environmental Health*			3.1		All		

4.	**Advanced Pharmacology and Immunisation**							
4.1	*Advanced Pharmacology*	All		All	All	All		
4.2	*Immunisation*	All		All	All	All		
5.	**Evidence Based Nursing Practice**							
5.1	*Principle and processes of evidence based practice*					All	6.1-6.7	
5.2	*Formulating question and finding evidence*					All	6.1-6.7	
5.3	*Level of evidence and appraising research*					All	6.1-6.7	
5.4	*Systematic review*					All	6.1-6.7	
5.5	*Implement research based practice and evaluating outcome*					All	6.1-6.7	
6.	**Nursing Response and Management in Disaster and Emergency**							
6.1	*Introduction of types of disaster*	All	All					
6.2	*Emergency nursing management in different scenarios*	All	All	All				
6.3	*International collaboration in disasters*		All	All				
7.	**Clinical teaching and mentoring in Clinical Environment**							
7.1	*Introduction of learning theories*						6.8-6.14	7.1-7.2
7.2	*Learning need analysis and developing teaching plan*						6.8-6.14	7.1-7.2
7.3	*Mentorship skills*						6.8-6.14	7.1-7.2
8.	**Team Collaboration and Communication**							
8.1	*Interdepartmental collaboration*			All			6.8-6.14	7.1-7.2
8.2	*Community collaboration*			All			6.8-6.14	7.1-7.2
8.3	*Multidisciplinary collaboration*			All			6.8-6.14	7.1-7.2

Specialty Core for Public Health Nursing

C	Specialty Core	Domains						
Item	**Topics**	**1**	**2**	**3**	**4**	**5**	**6**	**7**
1.	**Professional Public Health Nursing Practice**							
1.1	*Public health nursing (PHN)*	All	All	All	All	All	All	All
1.2	*Scope of practice of public health nursing*	All	All	All	All	All	All	All
1.3	*Scope of public health service in Hong Kong*	All	All	All	All	All	All	All
1.4	*Management and leadership*	All	All	All	All	All	All	All
2.	**Population-based Assessment**							
2.1	*Community health assessment / assessment of aggregate needs*	All	All	All	All	All	All	All
2.2	*Conduct comprehensive and in-depth assessment across life-span*	All	All	All	All	All	All	All
2.3	*Public Health Strategies on different culture among minorities and at-risk groups*	All	All	All	All	All	All	All
3.	**Public Health Care Policies and Management**							

3.1	*Healthcare System and Public Health Policies*				All	All		
3.2	*Legal & Ethical Issues in Public Health Nursing*				All	All	6.2	
3.3	*Quality and safety issues in public health care*				All	All		
3.4	*Human and resource management*			All	All	All		
4.	**Population-based Health Education, Health Promotion, Disease Prevention and Health Protection**							
4.1	*Health promotion methods and strategies for the population*	All	All	All	All	All	All	
4.2	*Public health promotion interventions and evaluation*	All	All	All	All	All	All	
4.3	*Strategic planning and organising of Health Education and Health Promotion Programme for the population*	All	All	All	All	All	All	
4.4	*Implementation of Health Education and Health Promotion Programme for the population*	All	All	All	All	All	All	
4.5	*Evaluation of Population-based Health Maintenance and Promotion Programmes*	All	All	All	All	All	All	
4.6	*Combat Non-Communicable Diseases*	All	All	All	All	All	All	
4.7	*Emerging and re-emerging of Communicable Diseases*	All	All	All	All	All	All	

The Hong Kong College of Community and Public Health Nursing- Syllabus for Certification Examination (Primary health care)

Generic Core for Primary Health Care Nursing

A	Generic Core	Domains						
Item	**Topics**	**1**	**2**	**3**	**4**	**5**	**6**	**7**
1.	**Research**							
1.1	*Research methodology in community health care practice*						6.1-6.7	
1.2	*Appraising and utilising research findings*						6.1-6.7	
1.3	*Research and evidence-based practice in community health practice*						6.1-6.7	
2.	**Healthcare Policy**							
2.1	*Foundation of healthcare policy*				All			
2.2	*Policy analysis in context of social complexity*				All			
2.3	*Politics and public opinion in setting the healthcare agenda*				All			
2.4	*Policy & direction in occupational health*				All			
3.	**Healthcare System**							
3.1	*An Introduction to healthcare system theory*				All			
3.2	*Healthcare system in Hong Kong*				All			
3.3	*Healthcare reform*				All			
3.4	*Global economy and future of health care*				All			
4.	**Healthcare Financing**							
4.1	*Health financial management*			3.1	All	5.1		
4.2	*Sources and distribution of health funding*			3.1	All	5.1		
4.3	*Case mix and case payment funding*			3.1	All	5.1		
5.	**Legal and Ethical Issues**							
5.1	*Legal and ethical issues in community health nursing practice*						6.2	
6.	**Professional Role Development**							
6.1	*Contemporary development of community health nursing and evolving roles of the community health nurses*			All				
6.2	*Standards of community health nursing and clinical audit*				All			
6.3	*Quality assurance, continuous quality improvement and accreditation*				All			
6.4	*Risk management: risk registry*				All	All		
6.5	*Patient safety and staff safety (occupational safety and health in community services)*				All			
6.6	*Outcome indicators, key performance indicator*				All			
6.7	*Complaint management*				All			
6.8	*Nursing informatics and advanced technology in community health nursing*							
7.	**Theoretical Function of Nursing Practice**							

7.1	*Therapeutic nurse-client relationship - advanced communication & interpersonal skills into practice; therapeutic communication / transactional analysis; resolving conflicts*		All					
7.2	*Health counselling skills to individuals, families and groups*		All					
8.	**Human Diversity and Social Issues**							
8.1	*Determinants of health and health behaviours*		All	3.1, 3.6				
8.2	*Cultural diversity in health beliefs and behaviours*		All					
9.	**Health Promotion, Health Education and Disease Prevention**							
9.1	*Health promotion and strategies in community health care setting*		All	3.1, 3.6				
9.2	*Health needs of individual, family, groups, communities and strategies of health promotion in the community*		All	3.1, 3.6				
9.3	*Health education in community health care setting: theories and practice*		All	3.1, 3.6				
9.4	*Principle of epidemiology and demography in community health practice*		All	3.1, 3.6			6.2	

Advanced Practice Core for Primary Health Care Nursing

B	Advanced Practice Core	Domains						
Item	**Topics**	**1**	**2**	**3**	**4**	**5**	**6**	**7**
1.	**Advanced Health Assessment**							
1.1	*Advanced Physical & Health Assessment*	All	All					
2.	**Health protection and health maintenance**							
2.1	*Communicable diseases*	All	All					
2.2	*Non-communicable diseases*	All	All					
2.3	*Epidemiology and population health*	All	All			All	6.1-6.7	
2.4	*Biostatistics*					All	6.1-6.7	
3.	**Advanced Sociology**							
3.1	*Income maintenance; living arrangements and social support; family and intergenerational issues; social inequalities in health*			3.1		All		
4.	**Advanced Pharmacology**							
4.1	*Advanced Pharmacology*	All		All	All	All		
5.	**Evidence-Based Nursing Practice**							
5.1	*Principle and processes of evidence-based practice*					All	6.1-6.7	
5.2	*Formulating question and finding evidence*					All	6.1-6.7	
5.3	*Level of evidence and appraising research*					All	6.1-6.7	
5.4	*Systematic review*					All	6.1-6.7	
5.5	*Implement research-based practice and evaluating outcome*					All	6.1-6.7	
6.	**Disaster and emergency management**							
6.1	*Introduction of types of disaster*	All	All					
6.2	*Emergency nursing management in different scenarios*	All	All	All				
6.3	*International collaboration in disasters*		All	All				
7.	**Clinical teaching and mentoring**							
7.1	*Introduction of learning theories*						6.8-6.14	7.1-7.2

7.2	*Learning need analysis and developing teaching plan*						6.8-6.14	7.1-7.2
7.3	*Mentorship skills*						6.8-6.14	7.1-7.2
8.	**Team collaboration and communication**							
8.1	*Interdepartmental collaboration*			All			6.8-6.14	7.1-7.2
8.2	*Community collaboration*			All			6.8-6.14	7.1-7.2
8.3	*Multidisciplinary collaboration*			All			6.8-6.14	7.1-7.2

Specialty Core for Primary Health Care Nursing

C	Specialty core	Domains						
Item	**Topics**	**1**	**2**	**3**	**4**	**5**	**6**	**7**
1.	**Integrated Community Based Approach to Primary Health Care**							
1.1.	*Fundamental Concept of Primary Health Care and Primary health care and nursing practice*			All		All	All	All
1.2	*Prevention and promotive health service across life-span*	All				All		
1.3	*Community resources and medical-health-social partnership*	All		All	All	All		
1.4	*Community nursing service and outreach service home visiting*	All	All			All	All	
1.5	*Multi-disciplinary approach in primary health care*	All		All		All		
1.6	*Traditional Chinese Medicinal nursing approach in primary health care*	All	All		All	All	All	ALL
1.7	*Outcome measures and evaluation of primary health are*				All	All	All	All
1.8	*Patient Empowerment Programme*	All				All	All	All
2.	**Episodic case and chronic disease management in primary health care**							
2.1	*Episodic case management*	All				All		
2.2	*Chronic disease care model and risk assessment and management*	All	All	All	All	All	All	All
2.3	*Common Eye Problems assessment and Ophthalmic Care in primary health care setting*	All				All		
2.4	*Immunization and disease prevention & vaccination principles and practice*				All		All	
2.5	*Smoking counseling and cessation*		All			All	All	All
2.6	*Diabetic Mellitus assessment and management*	All	All	All	All	All	All	All
2.7.	*Hypertension risk assessment and management*	All	All	All	All	All	All	All
2.8	*Geriatric and dementia care*	All	All	All	All	All	All	All
2.9.	*Musculoskeletal disorder and pain management*	All	All	All	All	All	All	All
2.10	*Respiratory care*	All	All	All	All	All	All	All
2.11	*Mental health care*	All	All	All	All	All	All	All
2.12	*Advanced wound care*	All	All	All	All	All	All	All
3	**Advanced communication and counseling skill of primary health care nursing intervention**							
3.1	*Motivational interviewing*		All			All		All
3.2	*Health Literary*		All			All		
3.3	*Health counseling*		All			All		All
3.4	*Health communication*		All			All		All
3.5	*Primary health care nursing clinical assessment and consultation skills*	All	All		All	All	All	All
4.	**Community rehabilitation service**							

4.1	*Rehabilitation services from hospital to community*	All	All		All			
4.2	*Update management on Hip Fracture*	All			All	All		
4.3	*Physiotherapy for Hip Fracture*	All						
4.4	*Occupational Therapy for Hip Fracture*	All						
4.5	*Update management on stroke rehabilitation*	All			All	All		
4.6	*Post AMI rehab*	All			All	All		
5.	**Contemporary and global development of primary health care**							
5.1	*Using technology in primary health care*				All	All		
5.2	*Telecare in primary health dare (Patient Support Call Center)*				All	All		

The Hong Kong College of Community and Public Health Nursing- Syllabus for Certification Examination (Occupational Health Nursing)

Generic Core for Occupational Health Nursing

A	**Generic Core**	**Domains**						
Item	**Topics**	**1**	**2**	**3**	**4**	**5**	**6**	**7**
1.	**Research**							
1.1	*Research methodology in occupational health care practice*						6.1-6.7	
1.2	*Appraising and utilising research findings*						6.1-6.7	
1.3	*Research and evidence based practice in occupational health practice*						6.1-6.7	
2.	**Healthcare Policy**							
2.1	*Foundation of healthcare policy*				All			
2.2	*Policy analysis in context of social complexity*				All			
2.3	*Politics and public opinion in setting the healthcare agenda*				All			
2.4	*Policy & direction in occupational health*				All			
3.	**Healthcare System**							
3.1	*An Introduction to healthcare system theory*				All			
3.2	*Healthcare system in Hong Kong*				All			
3.3	*Healthcare reform*				All			
3.4	*Global economy and future of health care*				All			
4.	**Healthcare Financing**							
4.1	*Health financial management*			3.1	All	5.1		
4.2	*Sources and distribution of health funding*			3.1	All	5.1		
4.3	*Case mix and case payment funding*			3.1	All	5.1		
5.	**Legal and Ethical Issues**							
5.1	*Legal and ethical issues in occupational health nursing practice*						6.2	
6.	**Professional Role Development**							

6.1	*Contemporary development of occupational health nursing and evolving roles of the occupational health nurses*			All				
6.2	*Standards of occupational health nursing and clinical audit*				All			
6.3	*Quality assurance, continuous quality improvement and accreditation*				All			
6.4	*Risk management: risk registry*				All	All		
6.5	*Patient safety and staff safety (occupational safety and health)*				All			
6.6	*Outcome indicators, key performance indicator*				All			
6.7	*Complaint management*				All			
6.8	*Nursing informatics and advanced technology in occupational health nursing*							
7.	**Theoretical Function of Nursing Practice**							
7.1	*Therapeutic nurse-client relationship - advanced communication & interpersonal skills into practice; therapeutic communication / transactional analysis; resolving conflicts*		All					
7.2	*Health counselling skills to individuals, families and groups*		All					
8.	**Human Diversity and Social Issues**							
8.1	*Determinants of health and health behaviours*		All	3.2, 3.6				
8.2	*Cultural diversity in health beliefs and behaviours*		All					
9.	**Health Promotion, Health Education and Disease Prevention**							
9.1	*Health promotion and strategies in occupational health care setting*		All	3.2, 3.6				
9.2	*Health needs of individual, family, groups, communities and strategies of health promotion in the community*		All	3.2, 3.6				
9.3	*Health education in occupational health care setting: theories and practice*		All	3.2, 3.6				
9.4	*Principle of epidemiology and demography in occupational health practice*		All	3.2, 3.6			6.1-6.7	

Advanced Practice Core for Occupational Health Nursing

B	Advanced Practice Core	Domains						
Item	**Topics**	**1**	**2**	**3**	**4**	**5**	**6**	**7**
1.	**Advanced Health Assessment**							
1.1	*Epidemiological data on local work-related injury and disease*	All					6.1-6.7	
1.2	*Biological sciences relevant to the causation and treatment of work-related disease*	All					6.1-6.7	
2.	**Health Protection and Health Maintenance**							

2.1	*The healthy and safe working environment*	All	All					
2.2	*Development of occupational health services in the workplace*	All	All					
3.	**Advanced Sociology and Environmental Health**							
3.1	*The impact of work-related injury and disease on the economy of the area*			3.1		All		
3.2	*The impact of work-related injury and disease on the economy on the individual worker and his/her family*			3.1		All		
4.	**Health Hazard at Work**							
4.1	*General and specific health hazards at work*	All	All					
4.2	*Techniques for the survey of risks in the working environment*	All	All					
5.	**Evidence Based Nursing Practice**							
5.1	*Concepts of risk management*				All	All	6.1-6.7	
5.2	*Concepts of health and wellbeing at work*					All	6.1-6.7	
5.3	*An introduction to the social psychology of work*					All	6.1-6.7	
6.	**Nursing Response and Management in Health Promotion**							
6.1	*Health promotion, health education and health surveillance in the work setting*		All	3.2,3.6				
6.2	*Roles and functions of employers' and employees' organisations in promoting health and safety in the workplace*		All	3.2,3.6				
7.	**Clinical teaching and mentoring in Clinical Environment**							
7.1	*Ethical and legal issues in occupational health nursing practice*				All	All	6.2	
7.2	*Learning need analysis and developing teaching plan*						6.8-6.14	All
7.3	*Mentorship skills*						6.8-6.14	All
8.	**Team Collaboration and Communication**							
8.1	*Different models of occupational health nursing, e.g. as a member of the multidisciplinary occupational health team, as the sole health care professional in the work setting*			All			6.8-6.14	All

Specialty Core for Occupational Health Nursing

C	Specialty Core	Domains						
Item	**Topics**	**1**	**2**	**3**	**4**	**5**	**6**	**7**
1.	**Concepts, Practice and Theory**							
1.1	*Introduction to occupational health*	All	All	All	All	All	All	All
1.2	*Occupational health service: law & legislation in Hong Kong*				All	All	6.2	
1.3	*Standard of practice / code of ethics*	All	All	All	All	All	All	All
1.4	*Principles of occupational toxicology*	All	All	All	All	All	All	All

2.	**Occupational Health Nursing I**							
2.1	*Chemical hazards*	All	All	All	All	All	All	All
2.2	*Physical hazards*	All	All	All	All	All	All	All
2.3	*Biology hazards*	All	All	All	All	All	All	All
3.	**Information Management and Research**							
3.1	*Research methodology in occupational health practice*	All	All	All	All	All	All	
3.2	*Appraising and utilizing research findings*	All	All	All	All	All	All	
3.3	*Research and evidence based practice in occupational health practice*	All	All	All	All	All	All	
4.	**Occupational Health Nursing II**							
4.1	*Ergonomic hazards*	All	All	All	All	All	All	All
4.2	*Psychological hazards*	All	All	All	All	All	All	All
4.3	*Building relationship hazards*	All	All	All	All	All	All	All
4.4	*Safety hazards*	All	All	All	All	All	All	All
4.5	*Environmental assessment and monitoring in the workplaces*	All	All	All	All	All	All	All
4.6	*Musculoskeletal diseases*	All	All	All	All	All	All	All
4.7	*Occupational diseases*	All	All	All	All	All	All	All
5.	**Leadership and Managing Resources**							
5.1	*Leadership theories in clinical practice*			All			6.8-6.12	
5.2	*Developing leadership potential*			All			6.8-6.12	
5.3	*Effective leadership behaviour in occupational health practice*			All			6.8-6.12	
5.4	*Change management*			All		5.7		
6.	**Occupational Health Nursing III**							
6.1	*Risk assessment and control strategies*				All	All		
6.2	*Principles of occupational health practice*	All	All	All	All	All	All	All
6.3	*Health promotion and health education*	All	All	All	All	All	All	
6.4	*Communication & counselling skills*	All	All					
6.5	*Organisation and administration of occupational health services in corporation*	All	All	All	All	All	All	All
6.6	*Control of occupational hazards and design contingency plan*	All	All	All	All	All	All	All
6.7	*Safety in the workplace*	All	All	All	All	All	All	All
6.8	*Sickness absence and management issues in occupational health*	All	All	All	All	All	All	All
6.9	*Developing, implementing, and evaluating occupational health and safety programs*	All	All	All	All	All	All	All
6.10	*Managing psychosocial factors in the occupational setting*	All	All	All	All	All	All	All
6.11	*Environmental impact of industry*	All	All	All	All	All	All	All
6.12	*Occupational health surveillance and medical examination*	All	All	All	All	All	All	
7.	**Advanced Concepts in Environmental Safety & Health Management**							
7.1	*Legal aspect of environmental safety and health*				All	All	6.2	
7.2	*Environmental hazards identification*	All	All	All	All	All	All	

7.3	*Waste management (Biological waste / Chemical waste / Radioactive waste / Municipal waste)*	All	All	All	All	All	All	All
7.4	*Environmental safety and health management*	All	All	All	All	All	All	All
8.	**Reflection, Sharing of Advanced OSH Services**							
8.1	*Sharing of practice with OSH experts / institutes + visit report*	All	All	All	All	All	All	All
8.2	*Attending OSH professional conference / seminar*	All	All	All	All	All	All	All
8.3	*Conducting talk / training in OSH related topics*	All	All	All	All	All	All	All

Appendix II

Application Form for Associate Member

I. Personal Particulars

Please type or complete the form in BLOCK LETTERS and *circle as appropriate

Title:* Ms /Mr /Mrs /Dr/Prof

Surname : _____

Given Name: _____

Name in Chinese: _____

Sex * F / M

Job Title: _____

Present Working _____

HK ID No.: _____

(Please enter the first 4 alpha-numeric characters e.g.A123)

Correspondence Address : _____

_____

_____

Contact : Mobile Phone _____ Office Tel. _____

e-mail Address: _____

Registration No. of Registered Nurse Certificate Issued by Nursing Council of Hong Kong _____

Expiry Date of Practising Certificate: _____ (dd/mm/yy)

II. Academic/ Professional/ Specialty Qualifications

(The following entries should be written in descending chronological order)

Please add separate sheet if the space provided is not adequate

	Course / Programme Title	Training Institution / Country	Qualification Obtained / Year
A. Nursing related Academic & Professional Qualifications			
B. Related Specialty Training			

III. Post-registration Working Experience in Nursing Relevant to Application

(The following entries should be written in descending chronological order)

Position	Specialty / Department	Working Institution / Hospital	Period (dd/mm/yy to dd/mm/yy)

IV. Contributions to Nursing Profession

(Please fill in contribution of the recent 5 years)

A. Nurse learning e.g. specialty mentor, mentor to nurse learners

	Learners Group of Institution	Period (dd/mm/yy to dd/mm/yy)

B. Improvement of daily practices e.g. occupational safety & health, continuous quality improvement

Position	Activity Title	Period (dd/mm/yy to dd/mm/yy)

C. Advocate of professional nursing eg. Executive members in local, national and/or international initiatives e.g. Council Member of colleges/associations; member of conference / seminar Organising committee or invited panel member of professional bodies

Position	Activity Title	Period (dd/mm/yy to dd/mm/yy)

D. Demonstrated contributions in nursing practice and service development e.g. being a speaker, facilitator, moderator, coordinator or organiser in specialty related training and development programmes; or paper submission on innovative nursing practice

Position	Activity Title	Period (dd/mm/yy to dd/mm/yy)

E. Others

Year	Nature /Activity	

SUPPORTIVE DOCUMENTS

I enclose the following documents to support my application:

- ☐ (1) Copy of Registered Nurse certificate from Nursing Council of Hong Kong
- ☐ (2) Copy of valid Registered Nurse Practising Certificate
- ☐ (3) Copy or copies of academic qualification leading to award of Baccalaureate / Master Degree
- ☐ (4) Copy or copies of specialty nursing related certificate(s)
- ☐ (5) Copy of curriculum vitae
- ☐ (6) Others: _____

I attach herewith a crossed cheque of HK$300 with cheque no: _____ of _____Bank to be payable to **"The Hong Kong College of Community and Public Health Nursing Limited"**. HK$300 is not refundable once the application is accepted.

DECLARATION

*** Delete as appropriate**

1. I hereby declare that I agree to provide the above information to The Hong Kong College of Community and Public Health Nursing (HKCCPHN) and the information provided in support of this application is accurate to this date.
2. I understand that the information provided herewith will be forwarded to The Hong Kong Academy of Nursing for processing my membership certification examination application.
3. I understand that it is my responsibility to inform The College of any change in the above information, such as place of work, correspondence address and additional related qualification(s), etc. The College will not have to be responsible for any issues arise as a result of my failure to inform.
4. I have*/ have not* been convicted of a criminal offence punishable with imprisonment (irrespective of whether actually sentenced to imprisonment) in Hong Kong or elsewhere.
5. I am*/ am not* currently the subject of any on-going criminal proceeding(s) in Hong Kong or elsewhere.
6. I have*/ have never* been found guilty of professional misconduct by any professional body in Hong Kong or elsewhere.
7. I am*/ am not* currently the subject of any on-going disciplinary proceeding (s) by any professional body in Hong Kong or elsewhere.

_____ _____

Name and Signature of Applicant Date

Note: Please mail this application form and the supportive documents together with the crossed cheque of HK$300 (Associate Member annual fee) to:

The Hong Kong College of Community and Public Health Nursing Limited
Unit 4 & 5, 6/F, Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay,
Kowloon, Hong Kong SAR.

The Hong Kong College of Community and Public Health Nursing

Guideline for the Use of Personal Data

HKCCPHN undertakes to comply with the requirements of the Personal Data (Privacy) Ordinance to ensure that personal data kept are accurate and securely kept. To ensure you are well informed of the personal data as collected, please read through this guideline.

Purpose of collection and guideline for use of personal data

1. HKCCPHN will use personal data collected from a data subject for the purposes for which it is collected.
2. Provision of personal data to HKCCPHN is on voluntary basis. However, if you do not provide sufficient personal data, we may not be able to process your application or provide service to you.
3. HKCCPHN may use your personal data in future (name, email address, mailing address) for the purposes of providing you with information of HKCCPHN, handling application, issuing receipt, research, fundraising appeal, collecting feedbacks, as well as activities invitation and related promotion purposes.

Access to and updating personal data, request for cessation of using personal data for promotion purposes

Apart from the exemptions provided under the Personal Data (Privacy) Ordinance, you are entitled to

- Access and update your personal data held by HKCCPHN,
- Request to cease to use your personal data for promotional purposes.

If you object HKCCPHN to use your personal data for the purposes as stated above, please contact us in written with your full name, email address as well as date by mail/ email. **NO** charge will be applied.

The Hong Kong College of Community and Public Health Nursing
Unit 4 & 5, 6/F, Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay,
Kowloon, Hong Kong SAR.

Appendix III

e-mail: info@hkccphn.org

Application Form for Ordinary Member

V. Personal Particulars

*** Please type or complete the form in BLOCK LETTERS and circle as appropriate**

Title:* Ms /Mr /Mrs /Dr/Prof Surname: _____ Given Name _____

Name in Chinese: _____ Sex * F / M

Job Title: _____

Present Working Place/Area: _____

HK ID No.: | | | | | X | X | X | X | ( ) First 4 digits of your HKID number

_____

Correspondence Address : _____

_____

Contact : Mobile Phone No.: _____ Office: Tel. _____

Email Address: _____

Registration No. of Registered Nurse* / Midwives* Certificate Issued by Nursing / Midwives Council of Hong Kong : _____

Expiry Date of Practising Certificate: _____ (DD/MM/YY)

VI. Academic and Professional Qualifications

(The following entries should be written in descending chronological order)

	Course / Programme Title	Training Institution / Country	Qualification Obtained / Year
A. Nursing related Academic & Professional Qualifications	1.		
	2.		
	3.		
B. Related Specialty Training	1.		
	2.		
	3.		

VII. Post-registration Working Experience in Nursing Relevant to Application

(The following entries should be written in descending chronological order)

Position	Specialty / Department	Working Institution / Hospital	Month / Year
1.			
2.			
3.			

SUPPORTIVE DOCUMENTS (Mandatory)

I enclose the following documents to support my application:

☐ (1) copy of a valid RN / RM Registration certificate

☐ (2) copy of a valid RN / RM practising certificate

☐ (3) copy of the certificate of the highest academic qualification

☐ (4) copy or copies of specialty nursing related certificate(s)

☐ (5) copy of curriculum vitae

☐ (6) evidence of completed 300 hours of theory in the specialty curriculum (*refer to Appendix I)* (Post-registration Certificate Course (PRCC) certificate or University transcript)

☐ (7) evidence of completed 250 hours of guided clinical practice in the related specialty *(copy of logbook)*

☐ (8) evidence of achieved 60 CNE points within 3-year cycle of which 45 CNE points are community and public health specialty related

☐ (9) others _____

* Delete as appropriate

DECLARATION

1. I hereby declare that I agree to provide the above information to The Hong Kong College of Community and Public Health Nursing and the information provided in support of this application is accurate to this date.
2. I understand that the information provided herewith will be forwarded to The Hong Kong Academy of Nursing for processing my membership certification examination application.
3. I hereby declare that:
   - 3.1 I *have / have never been convicted of a criminal offence punishable with imprisonment (irrespective of whether actually sentenced to imprisonment) in Hong Kong or elsewhere.
   - 3.2 I *have / have never been found guilty of professional misconduct by any professional body in Hong Kong or elsewhere.
4. I understand that it is my responsibility to inform The College for any change in the above information, such as place of work, correspondence address and additional related qualification(s), etc. The College will not have to be responsible for any issues arise as a result of my failure to inform.

* Delete as appropriate

_____ _____

Signature of Applicant Date

Referee

Referee (Professionally Affiliated)

Name:	_____	**Position:**	_____
Signature:	_____	**Hospital / Institution:**	_____
Contact Phone no.:	_____	**Fellowship No.:**	_____
Email Address:	_____		

I enclose herewith a crossed cheque for HK$800 with cheque no. _____ of _____ Bank to be payable to **The Hong Kong College of Community and Public Health Nursing Limited** as the membership fee.

Please mail this application form with a crossed cheque of $800 and the supportive documents to:

The Hong Kong College of Community and Public Health Nursing Limited
Unit 4 & 5, 6/F, Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay, Kowloon, Hong Kong SAR.

The Hong Kong College of Community and Public Health Nursing Guideline for the Use of Personal Data

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Purpose of collection and guideline for use of personal data

1. The Hong Kong College of Community and Public Health Nursing will use personal data collected from a data subject for the purposes for which it is collected.
2. To provide personal data to The Hong Kong College of Community and Public Health Nursing is on voluntary basis. However, if you do not provide sufficient personal data, we may not be able to process your application or provide service to you.
3. The Hong Kong College of Community and Public Health Nursing may use your personal data in future (name, telephone number, fax number, email, mailing addresses) for the purposes of providing you with information of The College, handling application, issuing receipt, research, fundraising appeal, collecting feedbacks, as well as activities invitation and related promotion purposes.

Access to and updating personal data, request for cessation of using personal data for promotion purposes

Apart from the exemptions provided under the Personal Data (Privacy) Ordinance, you are entitled to access and update your personal data held by The Hong Kong College of Community and Public Health Nursing, and request us to cease to use your personal data for promotion purposes.

If you object The Hong Kong College of Community and Public Health Nursing to use your personal data for the purposes as stated above, please contact us in written with **your full name**, **telephone number** as well as **date** by mail / fax / email. No charge will be applied.

Name: **The Hong Kong College of Community and Public Health Nursing Limited**

Address: Unit 4 & 5, 6/F, Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay, Kowloon, Hong Kong SAR.

Email: info@hkccphn.org

The Hong Kong College of Community and Public Health Nursing

LG1, School of Nursing, Princess Margaret Hospital, 232 Lai King Hill Road, Lai Chi Kok, Kowloon

Email: info@hkccphn.org Telephone: 2370 0335 Fax: 2370 0216

Pathway to Fellow Membership

Fellow Member — $2000 Annual fee

⇧

18. Recommended by 2 Fellow Members of related college & approved by HKAN
17. Passed the fellowship assessment stipulated by college

$1000 Assessment fee

⇧

16. Competed the self-declaration of criminal conviction or professional misconduct*
15. Demonstrated significant contributions to nursing practice or service development
14. Achieved 60 CNE points within the recent 3-year cycle, with 45 points relating to the specialty
13. Competed the clinical log-book
12. Completed additional 250 hours of guided clinical practice
11. Accumulated 5 years of experience working in the specialty in recent 7 years
10. Passed the Certification Examination offered by the Academy College of the related specialty
9. Being an Ordinary Member of the HKAN and the Academy College of the related specialty
8. Possessed RN/RM registration in Hong Kong with a valid practising certificate

$1000 Certification Examination fee

⇧

Ordinary Member of HKAN and Academy College of the related Specialty — $800 Annual fee

⇧

7. Completed the self-declaration of criminal conviction or professional misconduct*
6. Showed satisfactory performance at admission interview conducted by the related Academy College
5. Completed 250 hours of #guided clinical practice at any clinical practice site recognized by the related Academy College

#Guided clinical practice includes:

i) Experiential learning with mentor guidance at local clinical specialty departments;

ii)Practicum at work/non-work places with mentors from local clinical specialty departments under university/tertiary institution programmes

iii)Practicum at work/non-work places with mentors from local clinical specialty departments under the HA PRCC Program (only the part to be recognized by the related Academy College)

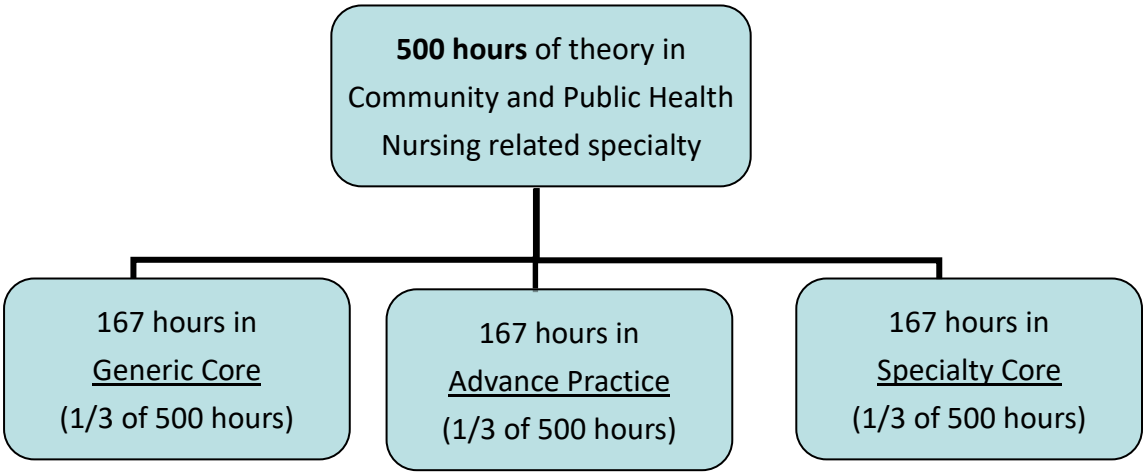
4. Completed 500 theoretical hours in advanced practice certification programme, with a minimum of 300 hours at postgraduate level and the remaining hours being recognised by the related Academy College
3. Obtained a master's or higher degree in Nursing or healthcare related discipline after RN/RM registration
2. Accumulated 4 years of experience working in the specialty in recent 6 years
1. Completed RN/RM registration in Hong Kong with a valid practising certificate

⇧

Associate Member — $300 Annual Fee

2. Completed RN/RM registration in Hong Kong with a valid practising certificate
1. Worked in community and public health nursing related specialty for at least 2 years

Relevant information to 500 hours Academic Experience (Theory)



Relevant information to 500 hours Clinical Experience

1) 500 clinical hours should be accomplished within a 4 years' time span.
2) Not less than 250 hours guided clinical practice should be completed before award of the Ordinary Member. The remaining 250 hours with on-site designated mentor who is an Academy Fellow should be completed before Fellow Exit Assessment. The experience is recognised as a learning component with explicit learning objectives and evidence of learning is assessed by a recognised supervisor/mentor.
3) Evidence of learning components

   a. Patient pre-discharge interview and planning

   b. Handling of complicated patient episode(s)

   c. Learning progress review

   d. Reflective paper

   e. Case studies

   f. Practice project

   g. Group projects

   h. Quality improvement/patient safety activities

   i. Research project related to the specialty

Appendix IV

Application Form for Fellow Member

I. Personal Particulars

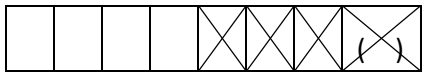
*** Please type or complete the form in BLOCK LETTERS and circle as appropriate**

Title:* Ms /Mr /Mrs /Dr/Prof Surname: _____ Given Name: _____

Name in Chinese: _____ Sex * F / M

Job Title: _____

Current Working Place/Area: _____

HK ID No.:  First 4 digits of your HKID number

_____

Correspondence Address: _____

_____

Contact: Mobile Phone No.: _____ Office: _____

Email Address: _____

Registration No. of Registered Nurse* / Midwives* Certificate Issued by Nursing / Midwives Council of Hong Kong : _____

Expiry Date of Practising Certificate: _____ (DD/MM/YY)

HKAN Ordinary Membership No.: _____

II. Academic and Professional Qualifications

(The following entries should be written in descending chronological order)

	Course / Programme Title	Training Institution / Country	Qualification Obtained / Year
A. Nursing related Academic & Professional Qualifications	1.		
	2.		
	3.		
B. Related Specialty Training	1.		
	2.		
	3.		

III. Post-registration Working Experience in Nursing Relevant to Application

(The following entries should be written in descending chronological order)

Position	Specialty / Department	Working Institution / Hospital	Month / Year
1.			
2.			
3.			

IV. Significant Contributions to Nursing Profession *(3 most significant ones maximum)*

a. In leadership position of specialty-related activities e.g. in-charge of service or project, or leaders of clinical teams

Position	Activity Title	Period / Year
1.		
2.		
3.		

b. Invited member in local, national and/or international initiatives e.g. Council Member; invited member of conference / seminar Organising committee or invited panel member of professional bodies.

Position	Activity Title	Period / Year
1.		
2.		
3.		

c. Demonstrated contributions in nursing practice and service development e.g. being a specialty mentor, speaker, facilitator, moderator, coordinator or organizer in specialty related training and development programmes; or paper submission on innovative nursing practice

Position	Activity Title	Period / Year
1.		
2.		
3.		

d. Others Contributions:

SUPPORTIVE DOCUMENTS (Mandatory)

I enclose the following documents to support my application:

☐ (1) copy of a valid RN* / RM* Registration certificate
☐ (2) copy of a valid RN* / RM* practising certificate
☐ (3) copy of HKAN Certificate of Ordinary Membership
☐ (4) copy of the certificate of the highest academic qualification
☐ (5) copy of specialty nursing related certificate(s)
☐ (6) copy of curriculum vitae
☐ (7) evidence of completed 500 hours of theory in the specialty curriculum (*refer to Appendix I)* (Post-registration Certificate Course (PRCC) certificate or University transcript)
☐ (8) evidence of completed 500 hours of guided clinical practice in the related specialty *(copy of logbook)*
☐ (9) evidence of achieved 60 CNE points within 3-year cycle which include 45 CNE points are community and public health specialty related
☐ (10) others _____

* Delete as appropriate

DECLARATION

5. I hereby declare that I agree to provide the above information to The Hong Kong College of Community and Public Health Nursing and the information provided in support of this application is accurate to this date.
6. I understand that the information provided herewith will be forwarded to The Hong Kong Academy of Nursing for processing my membership certification examination application.
7. I hereby declare that:
   3.1 I *have / have never been convicted of a criminal offence punishable with imprisonment (irrespective of whether actually sentenced to imprisonment) in Hong Kong or elsewhere.
   3.2 I *have / have never been found guilty of professional misconduct by any professional body in Hong Kong or elsewhere.
8. I understand that it is my responsibility to inform The College for any change in the above information, such as place of work, correspondence address and additional related qualification(s), etc. The College will not have to be responsible for any issues arise as a result of my failure to inform.

* Delete as appropriate

_____ _____

Signature of Applicant Date

*You have to apply for fellowship within 3 years upon become eligible, otherwise the eligibility would lapse. You also eligible to apply for the **'Fellow Membership'** after passing the 'Fellow Exit' assessment.*

Referee (Recommended and supported by two active Fellow Members of The Hong Kong College of Community and Public Health)

Referee (Professionally Affiliated)

Name: _____ **Position:** _____

Signature: _____ **Hospital / Institution:** _____

Contact phone no.: _____ **Fellowship No:** _____

Email Address: _____

Referee (Professionally Affiliated)

Name: _____ **Position:** _____

Signature: _____ **Hospital / Institution:** _____

Contact phone no.: _____ **Fellowship No:** _____

Email Address: _____

I enclose herewith a crossed cheque for HK$2,000 with cheque no. of _____ Bank to be payable to **The Hong Kong College of Community and Public Health Nursing Limited** as the Fellowship fee.

Please mail this application form with a crossed cheque of $2,000 and the supportive documents to:

The Hong Kong College of Community and Public Health Nursing Limited

LG1, School of Nursing, Princess Margaret Hospital,
232 Lai King Hill Road, Lai Chi Kok, Kowloon, HK

The Hong Kong College of Community and Public Health Nursing Guideline for the Use of Personal Data

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Purpose of collection and guideline for use of personal data

1. The Hong Kong College of Community and Public Health Nursing will use personal data collected from a data subject for the purposes for which it is collected.
2. To provide personal data to the Hong Kong College of Community and Public Health Nursing is on voluntary basis. However, if you do not provide sufficient personal data, we may not be able to process your application or provide service to you.
3. The Hong Kong College of Community and Public Health Nursing may use your personal data in future (name, telephone number, fax number, email, mailing addresses) for the purposes of providing you with information of The College, handling application, issuing receipt, research, fundraising appeal, collecting feedbacks, as well as activities invitation and related promotion purposes.

Access to and updating personal data, request for cessation of using personal data for promotion purposes

Apart from the exemptions provided under the Personal Data (Privacy) Ordinance, you are entitled to access and update your personal data held by the Hong Kong College of Community and Public Health Nursing, and request us to cease to use your personal data for promotion purposes.

If you object the Hong Kong College of Community and Public Health Nursing to use your personal data for the purposes as stated above, please contact us in written with **your full name**, **telephone number** as well as **date** by mail / fax / email. No charge will be applied.

Name: **The Hong Kong College of Community and Public Health Nursing Limited**
Address: LG1, School of Nursing, Princess Margaret Hospital,
232 Lai King Hill Road, Lai Chi Kok, Kowloon, Hong Kong
Email: info@hkccphn.org

The Hong Kong College of Community and Public Health Nursing

LG1, School of Nursing, Princess Margaret Hospital, 232 Lai King Hill Road, Lai Chi Kok, Kowloon

Email: info@hkccphn.org Telephone: 2370 0335 Fax: 2370 0216

Pathway to Fellow Membership

Fellow Member — $2000 Annual fee

⇧

18. Recommended by 2 Fellow Members of related college & approved by HKAN
17. Passed the fellowship assessment stipulated by the college

— $1000 Assessment fee

⇧

16. Competed the self-declaration of criminal conviction or professional misconduct*
15. Demonstrated significant contributions to nursing practice or service development
14. Achieved 60 CNE points within the recent 3-year cycle, with 45 points relating to the specialty
13. Competed the clinical log-book
12. Completed additional 250 hours of guided clinical practice
11. Accumulated 6 years of experience working in the specialty in recent 9 years, current 3 years must working in the specialty applied for
10. Passed the Certification Examination offered by the Academy College of the related specialty
9. Being an Ordinary Member of the HKAN and the Academy College of the related specialty
8. Possessed RN/RM registration in Hong Kong with a valid practising certificate

— $1000 Examination fee

⇧

Ordinary Member of HKAN and Academy College of the related Specialty — $800 Annual fee

7. Completed the self-declaration of criminal conviction or professional misconduct*
6. Showed satisfactory performance at admission interview conducted by the related Academy College
5. Completed 250 hours of #guided clinical practice at any clinical practice site recognized by the related Academy College

#Guided clinical practice includes:

i) Experiential learning with mentor guidance at local clinical specialty departments;

ii)Practicum at work/non-work places with mentors from local clinical specialty departments under university/tertiary institution programs

iii)Practicum at work/non-work places with mentors from local clinical specialty departments under the HA PRCC Programme (only the part to be recognized by the related Academy College)

4. Completed 500 theoretical hours in advanced practice certification program, with a minimum of 300 hours at postgraduate level and the remaining hours being recognised by the related Academy College
3. Obtained a master's or higher degree in Nursing or healthcare related discipline after RN/RM registration
2. Accumulated 4 years of experience working in the specialty in recent 6 years
1. Completed RN/RM registration in Hong Kong with a valid practising certificate

⇧

Associate Member — $300 Annual fee

⇧

2. Completed RN/RM registration in Hong Kong with a valid practicing certificate
1. Worked in community and public health nursing related specialty for at least 2 years

Appendix V

List of Recognized Training Institutes

The Hong Kong College of Community and Public Health Nursing (HKCCPHN) accredited healthcare institutes according to the following criteria:

I. Physical environment, facilities and manpower of the department/unit;
II. Availability of learning experiences;
III. Availability of qualified specialty mentors to perform clinical mentoring and continuing clinical assessment and
IV. Availability of in-service training programmes which meet the core competency of Community and Public Health Nursing related specialties and learning resources.
V. Nursing Council recognized CNE provider.

The Collage recognises training institutes accredited by HKCCPHN. A list of recognised training institutes are follows as at 30 Nov 2018.

The training institutes list would be updated yearly and to inform Education Committee of The Hong Kong Academy of Nursing for the updated.

1. Sub-specialty: Community Health (List of Training Institutes)

Criteria:

Hospital Authority Community Care Centres which be recognised by Institute of Advanced Nursing Study (IANS) as Post-registration Certificate Course (PRCC) in community nursing training institutes

1.	HKEC	Community Nursing Service, Pamela Youde Nethersole Eastern Hospital
2.	HKWC	Community Nursing Service, Queen Mary Hospital
3.	KEC	Community Nursing Service, United Christian Hospital
4.		Community Nursing Service, Haven of Hope Hospital
5	KCC	Community Nursing Service, Kowloon Hospital
6.	KWC	Community Nursing Service, Princess Margaret Hospital
7.		Community Nursing Service, Our Lady of Maryknoll Hospital
8.		Community Nursing Service, Kwong Wah Hospital
9.		Community Nursing Service, Caritas Medical Centre
10.	NTEC	Community Nursing Service, Alice Ho Miu Ling Nethersole Hospital
11.		Community Nursing Service, North District Hospital
12.		Community Nursing Service, Prince of Wales Hospital
13.	NTWC	Community Nursing Service, Tuen Mun Hospital

2. Sub-specialty: Public Health (List of Training Institutes)

Criteria: The following training institutes are appropriately equipped to provide education and training opportunities in accordance with the curriculum and Training Programme requirements

No	Training Institutes for clinical placement (to be approval)
1	School of Public Health and Primary Care, CUHK
2	School of Public Health, HKU
3	School of Nursing, HKU
4	Department of Health, Hong Kong SAR

2. Sub-specialty: Primary Health Care (List of Training Institutes)

Criteria: Hospital Authority General Outpatient Clinics which be recognised by Institute of Advanced Nursing Study (IANS) as Post-registration Certificate Course (PRCC) in Primary Health Care (PHC) nursing training institutes.

No.	Cluster	Unit
1.	HKEC	Violet Peel GOPC
2.		Sai Wan Ho GOPC
3.		Chai Wan GOPC
4.	HKWC	Aberdeen GOPC
5.		Apleichau GOPC
6.		Sai Ying Pun GOPC
7.	KEC	Kowloon Bay GOPC
8.		Kwun Tong GOPC
9.		Lam Tin GOPC
10.		Ngau Tau Kok GOPC
11.		Tseung Kwan O Jockey Club GOPC
12.	KCC	Yau Ma Tei Jockey Club Clinic
13.		Shun Tak Fraternal Association Leung Kau Kui Clinic
14.		Central Kowloon Health Centre
15.		East Kowloon GOPC
16.		Li Po Chun GOPC
17.		Our Lady of Maryknoll Hospital GOPC
18.		Robert Black GOPC
19.		Kwong Wah Hospital: Out-Patient Dept.
20.		Wu Yrok Yu GOPC
21.	KWC	Cheung Sha Wan Jockey Club GOPC
22.		Lady Trench GOPC
23.		South Kwai Chung Jockey Club GOPC
24.		Mui Wo GOPC
25.		Tsing Yi Town GOPC

26.		YCH – General Practice Clinic
27.		Ha Kwai Chung GOPC
28.		Shek Kip Mei GOPC
29.		Tung Chung GOPC
30.		Tai O Jockey Club GOPC
31.		West Kowloon GOPC
32.		North Lantau Community Health Centre
33.		CMC GOPC
34.	NTEC	AHNH – Wong Siu Ching Family Medicine Centre
35.		PWH – Ma On Shan Family Medicine Centre
36.		PWH – Yuen Chau Kok GOPC
37.		PWH – Lek Yuen GOPC
38.		NDH – Fanling Family Medicine Centre
39.	NTWC	TMH – Tuen Mun Wu Hong Clinic
40.		TMH – Madam Yung Fung Shee Health Centre
41.		TMH – Tin Shui Wai Health Centre (Tin Shui Road)
42.		TMH–Tuen Mun Clinic
43.		TMH– Yan Oi General Out-patient Clinic
44.		TMH – Yuen Long Jockey Club Health Centre
45.		TMH-Tin Shui Wwwwai (Tin Yip Road) Community Health Centre
46.		ALL Specialist Outpatient Department under HA Hospital
47.		ALL Outpatient Department under Private Hospital
48.		ALL District Health Centre under Primary Health Care Office

4. Sub-specialty: Occupational Health (List of Training Institutes)

Criteria:

1). The training institute shall have clinical practices in occupational health and safety, or occupational medicine

2). Occupational health and safety or occupational medicine may not be the sole function of the above mentioned institute, but at least 50% of its function duties should be directly related.

NO	Training Institutes
	Hospital Authority (to be approved)
1	HKEC (HA) Occupational Medicine Care Service
2	HKWC (HA) Occupational Medicine Care Service
3	KEC (HA) Occupational Medicine Care Service
4	KCC (HA) Occupational Medicine Care Service
5	KWC (HA) Occupational Medicine Care Service
6	NTEC (HA) Occupational Medicine Care Service
7	NTWC (HA) Occupational Medicine Care Service
	Government Departments
8	Labour Department Kwun Tong Occupational Health Clinic

9	Labour Department Fanling Occupational Health Clinic
10	Department of Health, Hong Kong SAR
	Central Nursing Division of HA Hospitals
11	OLMH CND
12	NLTH CND & Med
13	KWH CND
14	RH/TSKH CND & Med & Q&S