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The Hong Kong College of Community and Public Health Nursing

Policy Handbook For The Certification Examination and Fellow Exit Assessment

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**POLICY HANDBOOK FOR THE CERTIFICATION EXAMINATION
AND FELLOW EXIT ASSESSMENT**

The Hong Kong College of Community and Public Health Nursing (HKCCPHN)

1. Definition & Value of Ordinary Membership and Fellowship

1.1. Definition of Ordinary Membership and Fellowship

Ordinary Membership and Fellowship refer to the credentialing of individual nurse's qualification and knowledge for advanced practice in community and public health care area upon predetermined standards as validated by The Hong Kong Academy of Nursing and Midwifery (HKANM). The HKCCPHN are models of professional accountability; they distinguish themselves through commitment to lifelong learning and professional advancement. The HKCCPHN Fellow's knowledge and competence within the spectrum of community and public health care nursing is validated.

1.2. Values of Ordinary Membership and Fellowship

Ordinary Membership and Fellowship of HKCCPHN is a structured credentialing system for nurses who do possess advanced knowledge and skills and demonstrate a wide spectrum of advanced competencies in community and public health care nursing practice. It is a paramount indicator for assurance of quality of community and public health care nursing services that protect the community and public involving clients and their families, community, employers and nurses themselves in turn.

The HKCCPHN believes in fairness, honesty to support our nurses to achieve Ordinary Membership and Fellowship with the ultimate goal of public protection. Thus, we will:

- be accountable to the public by upholding and consistently acting with ethical values and principles.
- be accountable to the nursing profession by communicating openly and honestly, and
- be vigilantly adhering to the laws of Hong Kong Special Administrative Region.

Code of Ethics

The Hong Kong College of Community and Public Health Nursing adopts and demands its Ordinary Members and Fellows to comply with the ethical decision framework of the Code of Ethics and Professional Conduct for Nurses in Hong Kong (the Code) developed by the Nursing Council of Hong Kong. It acts as the foundation for HKCCPHN to fulfill responsibilities to the public, colleagues and the profession. HKCCPHN believes that

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Ordinary Members and Fellows have a duty to read, understand and act in a manner congruent with the Code.

To access the Code, please visit www.nchk.org.hk.

2. Eligibility Criteria for the Application of Certification Examination & Fellow Exit Assessment

2.1. Ordinary Membership and Eligibility Criteria for Application of Certification Examination

Candidates who are eligible to be Ordinary Member of The College should:

- Completed RN 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 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-workplaces with mentors from local clinical specialty departments under university / tertiary institution programmes*
- iii) *Practicum at work/non-workplaces with mentors from local clinical specialty departments under the HA PRCC Programme (only the part to be recognised 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*
- **Passed the Admission Interview offered by 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

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Members need to apply for fellowship within 3 years upon becoming eligible, otherwise the eligibility would lapse.

2.2. Fellow Exit Assessment

Candidates who are eligible to sit for the Fellow Exit Assessment should have:

- Possessed RN registration in Hong Kong with a valid practising certificate
- Being an Ordinary Member of the HKANM 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 5 years of experience working in the community and public health related specialty in recent 7 years
- 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 HKANM

3. Certification Examination and Fellow Exit Assessment

3.1. Certification Examination

A candidate should pass a 3-hour examination with 150 Multiple Choice Questions (MCQ) extracted from the HKCCPHN's MCQ Bank to become a Member of the HKCCPHN. The MCQs should be composed of 30% to 60% scenario-based questions and 40% to 70% independent questions.

Topic areas for the Certification Examination are clearly stated in the Competency Framework for Nurses in Community and Public Health endorsed by HKCCPHN in 2015

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(Available at HKCCPHN Website: www.hkccphn.org). The MCQs cover all the competency domains listed in the framework.

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%

The three cognitive levels of test items are based on the seven competency domains of the advanced development of community and public health nursing practice. In addition to the questions that target at the recall of knowledge, the majority of the test items are written to test candidates for their abilities at the levels of application, integration, synthesis, analysis and evaluation. Testing of the competence at higher cognitive levels provides a better indication of the candidate’s critical thinking abilities when caring for complex health care needs of community members.

3.2. Fellow Exit Assessment

One Case Review or one Project Report based on the candidate’s specialty should be submitted to the Examination Committee 4 weeks before the candidate’s scheduled oral presentation. The 1-hour oral presentation consists of three components: candidate’s written report (50%), Clinical Competency Domains (25%) and Service Related Impact (25%).

3.2.1. Components of the Fellow Exit Assessment

The oral presentation of the Fellow Exit Assessment consists of three components:

(1) Cases Review/ Project Report (50%)

- The candidate must be the first author of the written report (cases review).
- The written report should relate to the candidate’s current clinical specialty area.
- An original thesis/dissertation written for a university degree is not accepted.
- The written report is expected to reflect the candidate’s community and public health nursing practice in her/his specialty.
- Submission of the written report after the deadline of application is not allowed.
- If the candidate’s written report is considered as exceptionally unacceptable by the Assessment Panel, he/she will fail the Fellow Exit Assessment irrespective of his/her overall score.

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Outline of the Written Report

- The written report should be type-written on A4-size papers.
- The written report should have the cover page with the candidate's name, membership number, Fellow Mentor's name and job position, report title and date of submission.
- The written report should consist of 3,000-5,000 words.
- The following is the outline of the written report, plus other relevant documents inserted in the appendix, should be included in the written report of the candidate's selected cases review/ project report:
 - Background information with updated literature search/review of the selected cases/ project
 - A clear statement of the identified issue of cases/ significance of the project
 - Aims and objectives or hypothesis of the identified cases/ project
 - Ethical consideration
 - Cases review process/ Project methodology: design, sample, study tool(s), procedure for data collection, data analysis
 - Preliminary findings/ results/ outcome measures
 - Discussion of findings/ results/ outcomes
 - Implications to the impact of the community and public health advanced nursing practice of the candidate's specialty in the local and/or international context
 - Conclusion
 - Recommendations
 - Appendices (e.g., Graphics, Figures, Tables etc.)
 - References

(2) Clinical Competency Domains (25%)

Candidate would be assessed on the approaches to deal with the identified problems and advanced clinical nursing management skills and knowledge with updated evidence-based information to the selected topic area, more than just book knowledge. He/ She would be assessed on their clinical judgment and decision-making process based on the seven competency domains of the HKCCPHN in dealing with the pre-set scenario on his/her specialty in the Oral Presentation

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(3) Services Related Impacts (25%)

Candidates would be assessed on how their clinical experience enables them to handle service-related matters, e.g. ethical issues, risk management, communication skills, nurse-client relationship, clinical audit, quality assurance programmes, training and supervision of staff, etc.

3.2.2. Format of the Fellow Exit Assessment

Time Schedule: Outline of the oral examination

The scheduled Viva Assessment lasts for One hour-and consists of three parts as follows:

- a) 30 minutes Oral Presentation focuses on candidate’s written report**
 - 20-minute oral presentation with PowerPoint slides and 10-minute ‘question and answer session from the audience
 - Candidate is expected to highlight the main points from the submitted written report and based on panel’s feedback/comments.
- b) 15 minutes Viva Assessment focuses on Clinical Competency Domains**
 - Pre-set scenario based on candidate’s written report and his/her specialty will be used.
 - Candidate is expected to address most of the seven competency domains in the community and public health practice of the topic area in order to support and complement the care that the community members desire.
- c) 15 minutes Viva Assessment focuses on Services Related Impacts**
 - Candidate is expected to apply and synthesise new or innovative advanced nursing skills and knowledge based on the written report to enhance the nurse-client relationship in the community and public health service delivery.
 - Candidate should provide evidence to influence and update the standard of practice in the training and supervision of community and public health service delivery in clinical practice locally and internationally (e.g., QA training programmes)

3.2.3. Fellow Examination Panel

- a). Examination Panel is to supervise the preparation of 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

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needed and to be a one-off process and to be dissolved after the examination. It is formed by 3 persons: The Chairperson of the 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 an external examiner is nominated by the Chairperson of the Examination Committee or Accreditation Committee and endorsed by the College Council.

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

- For Multiple Choice Question (MCQ) vetting; professional experts like physicians to be the external examiners for the Viva examination
- To review the candidates' written report and provide feedback before the scheduled Oral Presentation
- To attend the Oral Presentation via face-to-face / teleconferencing / online format
- To provide input for the recommendation of the candidate's Oral Presentation

c). The duties of External Examiners are

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

4. Administration of Certification Examination and Fellow Exit Assessment

HKCCPHN runs the Certification Examination and Fellow Exit Assessment once every year. The announcement will be made on the HKCCPHN official website.

4.1 Certification Examination and Exit Assessment Dates

(Exact dates to be confirmed in January each year: www.hkccphn.org)

Fellow Examination

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- Opening Month for Examination Application: every February
- Closing Month for Examination Application: every May
- Examination Month: every June

Fellow Exit Assessment

- Opening Month for Assessment Application: every July
- Closing Month for Assessment Application: every August
- Exit Assessment Month: every October

4.2. Certification Examination and Exit Assessment Fee

- The Examination/Exit Assessment fee is HK\$1,000 which covers the cost of processing the candidate’s application.
- Crossed cheque should be made payable to “The Hong Kong College of Community and Public Health Nursing Limited”. A post-dated cheque will not be accepted.
- All fees must accompany the completed application form for HKCCPHN to proceed with the application. Fees are subject to change without prior notice.
- Fees, once paid, are neither refundable nor transferable. Exceptional conditions are:
 - A charge of half of the examination fee would be required for deferral cases.
 - In the event of extreme weather or unforeseen emergencies on the day of examination/assessment, the College will determine the need to cancel and reschedule the examination/assessment. Fee will be refunded for candidates who are unable to attend the rescheduled examination/assessment.
 - An additional HK\$100 will be charged for a bounced cheque.

5. Application Process and Instruction for Sitting Certification Examination & Fellow Exit Assessment

5.1 Application Process

- Candidates are advised to ensure that they are an eligible candidate before

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processing the application procedure for the examination.

- Download the examination/assessment application form from HKCCPHN website: www.hkccphn.org.
- Candidates must fill in the required documents and mail them back to HKCCPHN together with the payment cheque before deadline of submission.
- Incomplete or missing information may delay the processing of application.
- HKCCPHN will notify candidates via email when their applications are incomplete when clarification is required, or if they are not eligible for the examination/ assessment.
- HKCCPHN will send an examination/assessment confirmation letter upon approval of candidate's application. The process normally takes 3-4 weeks from receiving the application.
- If candidates do not receive any reply from HKCCPHN within 4 weeks of applying for an examination/assessment, candidates should contact the administrative staff of the HKCCPHN via email.
- If candidates desire verification of receipt of their application, they may mail their application "return receipt requested" and include a self-addressed stamped envelope, which will be mailed to them when their applications are received.
- Return of the "return receipt requested" envelope indicates receipt of their application only, NOT an acceptance.
- Candidates may randomly be selected for an audit of their eligibility to sit for an examination, which could occur any time after application. OR all candidates are to be vetted for their eligibility to sit for an examination, which could occur any time after application. If they are selected, they will be notified by email and will have 14 days to respond. Failure to respond on time or fulfill the requirements as requested, candidate will be considered ineligible to sit for the examination.
- Once candidates have received their confirmation letter from HKCCPHN, please confirm that their name written on the letter matches the name on their Hong Kong Identity Card. If the information they received from HKCCPHN is incorrect, please send an email to HKCCPHN to request for amendment.
- Candidates should sit for the written examination/oral presentation according to the schedule and instructions listed in the confirmation letter.
- Confidentiality of Examination/Assessment Application Status: Information

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regarding the status of an examination/assessment application submitted to HKCCPHN will not be released to anyone without the candidate's written authorisation.

5.2 **Acceptance**

Two weeks before the examination/assessment, an official confirmation letter will be issued to all qualified candidates. This confirmation letter indicates the time to report for the examination/assessment and the exact venue of the examination/assessment site. Candidates must bring along this letter to sit for the examination/assessment.

5.3 **Certification Examination and Fellow Exit Assessment Preparation**

Certification Examination

HKCCPHN will endorse revision courses to prepare candidates for the examination. Study bibliographies/references are also included in each of the individual programme handbooks to provide candidates with resources to prepare for the membership examination. To inquire about the revision courses, please visit www.hkccphn.org.

Enhancement programmes on Subspecialties Modules are conducted by HKCCPHN to prepare potential HKCCPHN member (mentee) to sit for the Examination:

- Community Health Nursing
- Occupational Health Nursing
- Primary Health Care Nursing
- Public Health Nursing

Fellowship Viva Assessment

- One Case Review/Case Study Report/ Project Report should be submitted prior to the Fellowship Oral Presentation. Candidates have to sit for Oral Presentation based on the submission.
- Mentor will guide and supervise the mentee to complete the written Case Study
- Report/ Project report throughout the mentorship period.

5.4 **On the Day of Certification Examination/Exit Assessment**

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Candidates are advised to arrive at the examination/assessment venue 15 minutes prior to the commencement of the examination/assessment.

- Candidates are required to bring along with the confirmation letter and Hong Kong Identity Card for identity verification
- Candidates should leave their personal belongings including purses, briefcases, coats, books, papers or other reference materials under their seat. HKCCPHN will not be responsible for any loss or damage to personal items.
- Mobile phone must be switched off throughout the examination.
- Candidate should place his/her Hong Kong Identity Card and the confirmation letter on the desk for verification.

5.5 Certification Examination/Exit Assessment Rescheduling and Cancellation

Special Circumstances

- In the event that a candidate IS NOT ABLE TO sit for a scheduled examination/assessment due to reasons that are beyond her/his control, e.g. illness or emergencies, she/he should apply to HKCCPHN for re-sit of examination/assessment. Such application has to be supported by documentary evidence, e.g., medical certificate issued by the medical practitioner in case of illness.
- Supporting document of the event must be submitted in written by mail no later than 10 days after the scheduled examination/assessment.

Examination/Assessment Deferral

- Requests to defer from a scheduled examination/assessment must be received in writing one month prior to the examination/assessment date.
- Email requests ARE NOT accepted.

In the event of extreme weather or unforeseen emergencies on the day of examination/assessment, the College will determine the need to cancel and reschedule the examination/assessment. Fee will be refunded for candidates who cannot attend the rescheduled examination/assessment.

Adverse weather:

If the Typhoon Signal No. 8 or the Black Rainstorm Signal is / will be* hoisted on or after the following times, examination/assessment will be cancelled:

0630: All examinations/assessments before 1400 will be cancelled

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1000: All examinations/assessments between 1400-1800 will be cancelled

1400: All examinations/assessments in that evening will be cancelled

The re-arrangement of examination/assessments will be announced as soon as possible. Candidates are advised to check the latest announcement at HKCCPHN website: www.hkccphn.com

* As advised by the Hong Kong Observatory

5.6 Integrity of Certification Examination and Fellow Exit Assessment Candidate

An individual who removes or attempts to remove materials from the examination/assessment site by whatever means, or who receives, discusses, discloses, produces, distributes, displays, or otherwise misuses a test question or any part of an examination question will be subject to legal action and monetary compensation.

6 Result of Certification Examination and Fellow Exit Assessment

6.1 HKCCPHN Examination Committee and Viva Assessment Panel

Certification Examination

6.1.1 The HKCCPHN Examination Subcommittee shall be responsible:

- Review and update the MCQ from the MCQ Bank with references for the candidates
- The College should develop its own resource book for the reference of the candidates
- Prepare and validate each set of MCQ Examination Paper for the Ordinary Membership Examination
- Provide briefing session to the candidates if necessary
- Report results and make recommendations to the HKCCPHN Council through Education and Accreditation Committees

Fellow Exit Assessment

6.1.2 The HKCCPHN Examination Committee shall be responsible:

- Provide briefing session to the fellow mentors and candidates if necessary
- Set the marking scheme for the written report and Viva assessment
- Set scenarios based on the applicant's submitted written report for the oral presentation.

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- Report the assessment result and make recommendations to the HKCCPHN Council through Education Committee.

6.1.3 The HKCCPHN Viva Assessment Panel

- It is formed by 3 persons: The Chairperson of the Examination Committee, one specialty Fellow and one external examiner (backed up by one specialty Fellow if the external examiner is not available).

6.2 Certification Examination and Viva Assessment Result Endorsement

Certification Examination

- Each examination paper will be marked by 2 individual assessors.
- 10% of the highest and lowest marks examination questions will be checked by Examination Subcommittee randomly.
- The Examination Subcommittee will report examination result to Education & Accreditation Committees together with recommendations.
- Examination result will be endorsed by HKCCPHN Council and inform candidate of the result by Accreditation Committee 4-6 weeks after the examination.

Fellow Exit Assessment

- Each component will be marked by the Assessment Panel Members.
- The Examination Subcommittee will report the Assessment result to the Education Committee together with recommendations.
- Assessment result will be endorsed by HKCCPHN council & HKANM and inform the candidate of the result by Education Committee 4-6 weeks after the Assessment.

6.3 Passing Score and Marking

6.3.1 Certification Examination

- The passing score required is the number of correctly answered questions on an examination. **The proportion is 70% of all items in the set of examination questions.** The questions are designed to test both candidates' abilities to recall specific facts/knowledge and to apply, integrate and synthesise knowledge through critical analysis/evaluation in order to perform their practice as a community and public health nurse at the advanced practice level. The examination is designed to assess their competence in all areas of community and public health nursing at an advanced level; candidates are therefore

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required to achieve a higher percentage of correct responses than merely passing the examination.

6.3.2 Fellow Exit Assessment

- The passing marks: 60 marks (60 out of 100 marks). Passing score of the Fellow's Viva Assessment is 60%.

Markings

- The overall marks of each section will be the average marks from the total marks by the 3 assessors.
- There will be no decimal marks from individual assessors. The average marks from the total marks 3 Assessors will be the marks of each session.

(The External Examiner will provide feedback on the logistics, consistency and feasibility of the whole process of assessment)

Components of Oral Presentation		Full Scores (marks)	Panel Chair (HKCCPHN Fellow)	Two panel members (HKCCPHN Fellow)	External Examiner (Nursing expert in Community and Public Health Nursing)
I	Continuous Assessment: Written report (Cases Review/ project report) with Oral Presentation	50			

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II	Viva examination on Clinical Competency Domains	25			
III	Viva examination on Services Related Impacts	25			
	Total Scores	100			

6.4 Certification Examination and Exit Assessment Result Notification

Candidates will receive their results about 4-6 weeks after the examination. This official result will indicate a “pass” or a “fail”. Examination results are released to individual candidates in written only. Results are NOT reported over the telephone or via email.

6.5 Duplicate Copies of Examination Results

Candidates are allowed to request an additional copy of their result for \$100 per copy. Submit requests and payments by a crossed cheque to HKCCPHN; and the request must include:

- Name
- Full HKID number, e.g., X001234(5)
- Mailing address
- Contact phone number
- Date and type of examination taken
- Signature and date of request.

The duplicate result will be mailed to the applicant within 4 weeks after receiving the application.

6.6 If Candidates Do Not Pass the Certification Examination/Viva Assessment

If candidates do not pass the examination, they may apply for a re-sit of the examination. The examination is to be held once every year.

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6.7 Cancelled Scores

HKCCPHN is responsible for the integrity of the reported scores. Any misconduct of a candidate may occur and HKCCPHN will disqualify the candidate's score as it does not truly represent the competence of the candidate. HKCCPHN is committed to rectifying such a situation as quickly as possible. HKCCPHN may void examination results if the investigation shows that the regulation has been violated.

6.8 Disposal of Marked Examination Paper

All marked examination papers will be destroyed by HKCCPHN after 6 months of examination. Request to view the examination paper must be submitted to the HKCCPHN in writing no later than 3 months after the result notification. HKCCPHN will inform the candidates of the arrangements for viewing the examination paper. Proof of identity is required and HK\$300 fee will be charged for each request. Candidates are not permitted to take a copy of the paper or take any notes but are only allowed to view the examination paper for 15 minutes under supervision.

7 Award of Fellow Membership

7.1 Fellowship Membership

After passing the Certification Examination and Viva Assessment, the successful candidate can apply for the Fellow Membership. HKANM will confer the successful candidate to become a Fellow Member of the HKCCPHN.

Fellow Membership Application form can be downloaded from HKCCPHN website: www.hkccphn.org and mail the completed applications to the HKCCPHN for consideration.

7.2. Certification of True Copy

If candidates request HKCCPHN to verify their copies of certificates as true copies, candidates should make arrangement with HKCCPNH in writing and bring along the original document together with a completed application form to the HKCCPHN office for processing. Application forms will be available on the HKCCPHN website.

Normally, HKCCPHN will only certify one copy for each application. Additional copies will only be entertained under special consideration.

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8. **Name and Address Changes**

Candidates are responsible for notifying HKCCPHN should their name and / or address change at any time before or after they become certified. Failure to do so may result in not receiving information necessary for membership renewal. Besides, candidates are responsible for renewing their membership even if they do not receive a renewal notice.

Please notify the HKCCPHN of any changes of name or address, candidates may update their profile through:

Email to info@hkccphn.org

Mail to HKCCPHN office:

The Hong Kong College of Community and Public Nursing Limited.

Unit 4-5, 6/F, Nan Fung Commercial Center, 19 Lam Lok Street, Kowloon Bay, HK.

9 **Candidate Comments or Complaints**

Should there be comments or complaints related to the membership examination and fellowship assessment, please send email to: info@hkccphn.org or mail to the address below:

The Hong Kong College of Community and Public Nursing Limited.

Unit 4-5, 6/F, Nan Fung Commercial Center, 19 Lam Lok Street, Kowloon Bay, HK.

The full Name and address of the candidate should be provided in all correspondence.

10 **Appeal against Certification Examination/Exit Assessment Result**

All requests for appeal must be submitted in writing and should include the following:

- ◆ The reason(s) the individual believes the examination result should be reconsidered
- ◆ Any additional information requested was not submitted, if applicable

The expected outcome of the appeal:

- ◆ Upon receipt of a request for appeal, the Appeal Panel consisting of at least three members will review the case. The candidate will be notified in writing of the Appeal Panel's decision which shall be final.
- ◆ For questions about the appeal process, please visit the HKCCPHN website at www.hkccphn.org

11. **Sample of Fellow Membership Certificate**

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Appendix

Hong Kong College of Community and Public Health Nursing (HKCCPHN) Fellow Exit Assessment Process Guides

1. HKCCPHN's Fellow Exit Assessment consists of three components

- a. Written report of case study/ project report based on candidate's specialty (50%)
- b. Clinical competency domains related to candidate's specialty (25%)
- c. Service delivery impacts in community and public health nursing care based on candidate's specialty (25%)

2. Candidate should prepare the following for the Fellow Exit Assessment

- a. A recommendation of Fellow Mentor to the Membership and Administration Committee of the HKCCPHN;
- b. A submission of a written report (cases review/ project report) based on candidates' specialty
- c. with 3,000-5,000 words as outlined by the Examination Committee; and a 60-minute Viva Assessment on the scheduled date including a 20-minute oral presentation focused on the main points of the written report with a PowerPoint slide presentation for the Fellow Exit Assessment.

*Candidate is required to submit the stated written report 4 weeks before the scheduled Viva Assessment to the Assessment Panel via the HKCCPHN Secretary.

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3. Arrangement of panel members for the oral examination

It is formed by three persons: The Chairperson of Examination Committee, one specialty Fellow and one external examiner (backed up by one specialty Fellow if the external examiner is not available).

4. Arrangement of panel members to review the written report and provide comments before the oral examination

The panel members should receive and review the candidate's written report four weeks before the candidate's scheduled Viva Assessment. They are also expected to provide feedback and comments to the candidate two weeks before the candidate's scheduled Viva Assessment.

5. Outline of the written report

- a. The written report should be type-written on A4-size paper.
- b. The written report should have the cover page with the candidate's name, membership number, Fellow Mentor's name and job position, report title and date of submission.
- c. The written report should consist of 3,000-5,000 words.
- d. The following parts of the written report, plus other relevant documents inserted in the appendix, should be included in the written report of candidate's selected case study/project report:
 - e. Background information with updated literature search/review of the selected case/ project :
 - A clear statement of the identified issue of case /significance of the project
 - Aims and objectives or hypothesis of the identified case/ project
 - Ethical consideration (Refer to point No.7 for details)
 - Case study process / Project methodology: design, sample, study tool(s), procedure for data collection, data analysis.
 - Preliminary findings/results/outcome measures
 - Discussion of findings/results/ outcomes
 - Implications to the impact of the community and public health advanced nursing practice of the candidate's specialty in the local and/or international context

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6. Outline of the oral examination

The scheduled Viva Assessment lasts for one hour and consists of three parts as follows:

- a) 30 minutes Oral Presentation focuses on candidate's written report
 - 20-minute oral presentation with PPT slides and 10-minute question and answer session from the audience
 - Candidate is expected to highlight the main points from the submitted written report based on the panel's feedback/comments.
- b) 15 minutes Viva Assessment focuses on Clinical Competency Domains
 - Pre-set scenario based on candidate's written report and his/her specialty will be used.
 - Candidate is expected to address most of the seven competency domains in the community and public health practice of the topic area in order to support and complement the care that the community member desires.
- c) 15 minutes Viva Assessment focuses on Services Related Impacts
 - Candidate is expected to apply and synthesise new or innovative advanced nursing skills and knowledge based on the written report to enhance the nurse-client relationship in the community and public health service delivery.
 - Candidate should provide evidence to influence and update the standard of practice in the training and supervision of community and public health service delivery in clinical practice locally and internationally (e.g. QA training programmes)

7. Roles and Responsibilities of a Fellow Mentor

- a. Fellow Mentor should attend a briefing session provided by the HKCCPHN.
- b. The specialty of the Fellow Mentor should be relevant to the assigned candidate.
- c. Fellow Mentor should meet with the candidate regularly to discuss the progress of the selected project.
- d. Fellow Mentor should submit the Progression Milestones Specialty Reports to the Examination Committee.
- e. Fellow Mentor should assist the candidate in preparing the written report and oral presentation for the Viva Assessment.
- f. The candidate will be responsible for obtaining fresh approval should there be any changes in the project proposal or procedures of an approved protocol.
- g. Fellow Mentor and candidate are also reminded that for case study/ project report involving human subjects to be carried out on premises providing healthcare services, the appropriate committee/person from the healthcare service must also be consulted.
- h. Fellow Mentor is encouraged to attend the candidate's oral examination
- i. Fellow Mentor should report to the Examination Committee for any concerns about the candidate's progress and issues related to case study/ project report.

HKCCPHN's Examination Committee Updated in January 2024