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# The Hong Kong College of Community and Public Health Nursing

## Syllabus of Fellow Membership Exit Assessment

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## Syllabus of Fellow Membership Exit Assessment

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## I Introduction

1.1 For nurses who desired to be Fellow Membership of The Hong Kong College of Community and Public Health Nursing (HKCCPHN), they must fulfill the eligible criteria of Ordinary Member of The HKCCPHN and Hong Kong Academy of Nursing and Midwifery (HKANM) and apply as Ordinary Member(OM) of The College. After award as OM they could proceed to complete the Advanced Practice Certification Programme. After pass the Certification Examination, and then they will take one of the Specialty Module to prepare for the Fellow Exit Assessment. (Appendix 1)

### 1.2 Specialty Module

- 1.2.1 Community Health
- 1.2.2 Occupational Health
- 1.2.3 Primary Health care
- 1.2.4 Public Health

1.3 The Specialty Module aims to provide a compressive range of advanced practice strategies to facilitate the Ordinary Members of HKCCPHN/HKANM to polish his/her skills and knowledge in relation to Community and Public Health Nursing. Through practice, the candidates will integrate the theory and practice to build up unique professional knowledge and practice to enhance the Community and Public Health Nursing services provision, enabling the patients and families to cope with the illness episodes, to promote and protect their health. The candidates will lead the development of quality improvement programs for betterment of healthcare services. To enhance healthcare for community at large, the candidates will advocate and participate actively in health care policy.

## II Advanced Practice Level in Community and Public Health Nursing

2.1 The Advanced Practice Certification Program is to prepare nurses working in the Community and Public Health related specialty to be certified as competent nurses with the knowledge and competence to provide expert clinical care to the patients and families as autonomous practitioner.

2.2 Members of HKCCPHN are competent nurses who demonstrate critical understanding of detailed theoretical and practical knowledge of Community and Public Health Nursing and are working as specialist with leadership and/or management responsibilities. They are initiative and creative to tackle problems. Working as active team members of the clinical teams, Members of HKCCPHN share responsibilities for team performance and service performance.

2.3 Fellows of HKCCPHN are possessing highly specialized Community and Public Health nursing knowledge and skill to function as leaders with considerable responsibilities to improve and/or develop Community and Public Health nursing service in their working areas. They serve as nurse experts / resource persons to lead the clinical nursing teams and be accountable for service delivery and improvement.

## III Goals and Learning Objectives

### 3.1 Goals

The Community and Public Health Nursing Specialty Module is designed to prepare nurses working in Community and Public Health related healthcare area to fulfill the training requirement to sit for the fellow exit assessment organized by HKCCPHN

### 3.2 Learning objectives:

Upon completion of the Community and Public Health Nursing Specialty Module, the Candidate shall be able to :

- 3.2.1 Master and apply the contemporary and advanced health care knowledge in caring clients / patients and families with wellbeing /acute / chronic diseases in various health care settings
- 3.2.2 Advocate and implement evidence-based practice in Community and Public Health daily nursing care of

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the following sub - specialties: Community Health, Occupational Health, Primary Health Care and Public Health

- 3.2.3 Initiate comprehensive assessment, screening to identify health problems
- 3.2.4 Implement and evaluate therapeutic interventions
- 3.2.5 Work in partnership with the healthcare team to interpret laboratory and other diagnostic tests for differential diagnosis and care plan formulation
- 3.2.6 Exercise professional autonomy and decision making in clinical case management with interventions as indicated and coordinate multi-disciplinary approach treatment plan
- 3.2.7 Promote health to clients / patients and their families to enforce healthy life styles
- 3.2.8 Strengthen cross specialties / cross hospital (s) / community resources to improve service delivery to meet complex clients' needs.
- 3.2.9 Initiate and lead nursing research to enhance nursing care practice in Community population and

#### **IV. Training Arrangement of the Sub-Specialty Module**

- 4.1 The duration of the Sub-Specialty Module including theory and clinical practice should be of a minimum of 1 year and not more than 2 years.
- 4.2 To fulfill the requirement, the candidates should in addition to attending the Advanced Practice Nursing Certification Sub - Specialty Module Program organized by HKCCPHN; they are to pursue healthcare related specialty training programs organized by external institutions to enrich their knowledge.
- 4.3 Criteria for accreditation of healthcare related specialty training program(s) organized by external institution(s)
  - Organizing institutions are CNE providers accredited by the Nursing Council of Hong Kong or Accredited/ recognized education providers in Hong Kong
  - The training program must fulfill the followings before recognized by HKCCPHN
    - is structured to map with the competency framework of HKCCPHN
    - echo to the Advanced Practice Level in Community and Public Health Nursing Specialty
    - related to subspecialties of HKCCPHN
    - the outcome of the program is set to develop and enable the program participants to be knowledgeable and proficient practitioners in the related subspecialties
- 4.4 The Candidates are to log the clinical experience into the respective Clinical Log Book with at least 100 hours independent practice, produce evidence of learning and be assessed by a designated mentor. The clinical learning experiences are to be carried out in various healthcare institutions accredited by HKCCPHN.
- 4.5 Criteria of Accredited training sites:
  - The hospital/ healthcare institution which accredited by Hospital Authority / Department of Health / Labour Department / Private hospital which recognised by college
  - The hospital/ health-care institution is supportive to continuous learning and professional development by setting conducive learning environment.
  - The hospital/ healthcare institution which are recognised by Nursing Council as a CNE provider.
  - Learning resources are available such as guidelines, e-learning resources are accessible by mentee and
  - Workload is at an optimal level to facilitate learning
- 4.6 Criteria of Mentors
  - Active Fellows of The Hong Kong Academy of Nursing and Midwifery and
  - Actively engage in the practice of nursing and
  - Able to conduct training in accredited training programmes and
  - Cannot hold trainer status in more than two specialties and
  - Received mentorship training e.g. organised by Hospital Authority, Institute of Advanced Nursing Studies

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(IANS), overseas university or local university in Hong Kong

- Cannot at the same time undergo specialty training in any other subspecialties within the Academy Colleges
- He or she cannot take more than 2 trainees and
- The Mentorship is appointed by HKCCPHN

#### 4.7 Evidence of Learning:

- Patient pre-discharge interview and planning
- Handling of complicated patient episode(s)
- Learning progress review
- Reflective paper
- Case studies
- Practice project
- Group projects
- Quality improvement/patient safety activities
- Research project related to the specialty

### V. Entry Requirement

#### 5.1 Entry requirement for Fellow Exit Assessment

- Possessed RN/RM 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\*
- *\*Exceptional cases will be reviewed by The Hong Kong College of Community and Public Health Nursing and endorsed by HKANM*

### VI Course Calendar

The College accepts

- 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.

### VII Fellow Exit Assessment

7.1 After completion of the Sub-Specialty Module and recommended by the mentors, the Ordinary Members

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are eligible to attempt assessment stipulated by HKCCPHN for recommendation to the Hong Kong Academy of Nursing and Midwifery to be Fellow Members.

7.2 Assessment could be: written assignment (case study and project report) and viva (pre-arrangement by Sub Specialty).

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

### 7.2.1. Components of the Fellow Exit Assessment

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

(1) Cases Review/ Project Report (25%)

- 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 allowed.
- 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.

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 candidate's selected cases review/ project report:
  - Background information with update literature search/review of the selected cases/ project
  - A clear statement of the identified issue of cases/ significance of project
  - Aims and objectives or hypothesis of the identified cases/ project
  - Ethical consideration (Refer to point No.7 for details)
  - Cases review process/ Project methodology: design, sample, study tool(s), procedure for data collection, data analysis
  - Preliminary findings/ results/ outcome measures
  - Discussion of observation/findings
  - Implications to the impact of the community and public health 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 (50%)

Candidate would be assessed on the approaches to deal with the identified problems and advanced clinical nursing management skills and knowledge with update evidence-based information to 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 competence domains of the HKCCPHN in dealing with the pre-set scenario on his/her

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specialty in the Oral Presentation

(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 and patient relationship, clinical audit, quality assurance programs, training and supervision of staff, etc.

The candidate must achieve satisfactory performance of the written assignment before he/she is eligible to sit for the viva examination

7.2.2. Format of the Fellow Exit Assessment

(1) Time Schedule: Outline of the oral examination

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

- a) 15 minutes Oral Presentation focuses on candidate's written report
  - 10-minute oral presentation with PPT slides and 5-minute question and answer session from the audience
  - Candidate is expected to highlight the main points from the submitted written report and based from panel's feedbacks/comments.
- b) 30 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 wants.
- c) 15 minutes Viva Assessment focuses on Services Related Impacts
  - Candidate is expected to apply and synthesis new or innovative advanced nursing skills and knowledge based on written report to enhance patient 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)

7.3. Fellow Examination Panel

7.3.1. 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 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.

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

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

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7.3.3. The duties of External Examiners are

- To assist The College in ensuring the Advanced Practice Certification Programme is of quality and at 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 Examination Panel when candidate's assessment will be considered

7.4 The passing grade of Fellow Assessment is "Pass".

7.5 Eligibility for recommendation to the Hong Kong Academy of Nursing and Midwifery to be considered as Fellow Members.

- Possessed RN/RM 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
  - Need to apply for Fellow Membership within 3 years upon becoming eligible, otherwise the eligibility would lapse.
- *\*Exceptional cases will be reviewed by The Hong Kong College of Community and Public Health Nursing and endorsed by HKANM*

### **VIII Award**

When the recommendation of candidates is accepted by Hong Kong Academy of Nursing and Midwifery, the following designation will be awarded:

Fellow of Hong Kong Academy of Nursing and Midwifery (Community and Public Health – Community Nursing/ Occupational Health Nursing /Primary Health Care Nursing/ Public Health Nursing)

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## XI APPENDIX 1

### Pathway to Fellow Membership

#### Fellow Member



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



16. Completed 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. Completed 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 with recent 3 years 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 HKANM and the Academy College of the related specialty
8. Possessed RN/RM registration in Hong Kong with a valid practising certificate



#### Ordinary Member of HKANM and Academy College of the related Specialty

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
- Passed the Admission Interview offered by The Hong Kong College of Community and Public Health Nursing of the related specialty



#### Associate Member

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

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## IX APPENDIX 2

### 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 health care needs.
- 1.3. Plans and implements diagnostic strategies and therapeutic interventions to help clients with unstable and complex health care problems regain stability and restore health in collaboration with the client and multidisciplinary health care team.
- 1.4. Rapidly assesses client's unstable and complex health care 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 health care problems utilizing collaboration and consultation with the multidisciplinary health care 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 behavior.
- 2.2. Provides guidance and counseling regarding symptom management.
- 2.3. Provides emotional and informational support to clients and their families.
- 2.4. Uses human skills to enhance the effectiveness of relationships.
- 2.5. Applies principles of self-efficacy/empowerment in promoting behavior 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 the 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.

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- 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. 9 4.4. Manages complaints and monitors malpractice
- 4.5. Benchmarks various care programs 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 other 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 health care 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 standards of professional behavior.
- 6.11. Supports socialization, 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 health care professionals.
- 6.14. Participates in legislative and policy-making activities that 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.