



香港護士管理局  
NURSING COUNCIL  
OF HONG KONG

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15 October 2019

To: Person-in-charge  
Accredited providers of Continuing Nursing Education of  
the Nursing Council of Hong Kong

Dear Sir/Madam,

**Updated “Manual for Accreditation as a Provider of  
Continuing Nursing Education” (“Manual”)**

Further to my letter dated 29 March 2018, I write to inform you that the Nursing Council of Hong Kong (“the Council”) has recently promulgated the updated Manual as detailed in the ensuing paragraphs.

Having considered the operations of accredited providers and to ensure an optimal standard of Continuing Nursing Education (“CNE”) provision, the Council has recently reviewed the requirements of the Nurse Planners, and decided that all nurse planners should be nursing-related degree holders and fulfil the CNE requirement as stipulated by the Council. The relevant provisions in the Manual have been updated and reproduced as follows:

*5.1(1) Nurse Planner -*

*There should be a Nurse Planner who is responsible for the planning process of the CNE programmes/activities. CNE programmes/activities designated for registered nurses should be overseen by a Nurse Planner who is a registered nurse. All Nurse Planners must be nursing-related degree holders and they must be currently registered/enrolled with the Council and have five years’ post-registration/post-enrolment experience. They should also fulfil the CNE requirement as stipulated in the Council’s “Manual for Continuing Nursing Education System” and preferably have experience in educational programme planning.*

*6.6 CNE programmes/activities designated for registered nurses should be overseen by a Nurse Planner who is a registered Nurse. All Nurse Planners must be nursing-related degree holders or above, currently registered/enrolled with the Council and have five years' post-registration/post-enrolment experience. They should also fulfil the CNE requirement as stipulated in the Council's "Manual for Continuing Nursing Education System" and preferably have experience in educational programme planning.*

Opportunity is taken to draw your attention to the following concerning the requirements of the Nurse Planners:

- (a) all Nurse Planners must be nursing-related degree holders and currently registered/enrolled with the Council. They should also fulfil the CNE requirement as stipulated in the Council's "Manual for Continuing Nursing Education System";
- (b) CNE programmes/activities designated for registered nurses should be overseen by a Nurse Planner who is a registered nurse; and
- (c) the "Application Form for Accreditation/ Re-accreditation as a Provider of CNE" at the Manual are updated accordingly to incorporate the new requirements of the Nurse Planners. Accredited providers are required to use the updated form for the applications for re-accreditation.

Apart from the update in the requirement of Nurse Planners, some clauses in the Manual have also been revised for clarity. For example, the required information to be included in the certificates/written records of all CNE programmes/activities and the number of nurse participants of the CNE programmes/activities should be recorded in the attendance record and reported in the "Report Summary Sheet on CNE Programmes/Activities".

Your organisation, as an accredited CNE provider, is required to strictly comply with the requirements as set out in the updated Manual (September 2019 version) **to be adopted with effect from 1 January 2020.** All applications for accreditation / re-accreditation as a provider of CNE on or after 1 January 2020 should be made by adopting the updated Manual. The electronic copy of the Manual is now available at the Council's website at [www.nchk.org.hk](http://www.nchk.org.hk).

If you have any enquiries about the updated Manual, please contact Miss Iby YUNG, Assistant Secretary of the Council, at 2527 8386.

Yours faithfully,



(Ms Alice TANG)

Secretary, Nursing Council of Hong Kong