

**The Nursing Council of Hong Kong**

*Core-Competencies for Enrolled Nurses (General)*

**&**

**A Reference Guide to the  
Syllabus of Subjects and Requirements for the  
Preparation of Enrolled Nurse (General) in the  
Hong Kong Special Administrative Region**

**(March 2009)**

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## I. Preamble

The role of the nurse is evolving as the mode of delivery of health care services has undergone major changes both locally and internationally in the past decades. In line with international trends, we are developing a health care system that provides lifelong holistic care, promotes health, enhances the quality of life and enables human development. The availability of qualified and competent health care professionals is the key to the delivery of quality health care services. As nurses play a pivotal role in the promotion, maintenance and restoration of health, we need to develop competent nurses who are able to take up extended and expanded roles in the delivery of primary, secondary and tertiary care. Thus, apart from the roles of a caregiver, the nurse needs to develop competence to take up the roles of a health promoter, educator, counselor, care coordinator, case manager, researcher as well as that of a client advocate. Hence, education programs for preparing nurses must ensure that the students acquired the essential competence that enables them to fulfill these roles competently and ethically.

In Hong Kong, the syllabus of training for Enrolled Nurses is of two folds. Firstly is to enable Enrolled Nurses to contribute towards the promotion, maintenance and restoration of health and prevention of illness. Secondly, is to enable Enrolled Nurses to develop competence in giving total patient care so that she/he may take her/his place as a qualified member of the health care team. Due to limited duration of instruction hours, the training does not however include preparation for taking full responsibilities for assessment of patient's needs, the planning and evaluation of care for which a deeper level of study and practical training is required.

Enrolled Nurses (General) [EN(G)s] are professionally prepared personnel who possess the basic nursing competence and professional attributes to practice general nursing under the direction and supervision of the Registered Nurse (General) [RN(G)]. They assist the RN(G) in fulfilling their nursing roles in different health care settings. At the same time, they retain responsibility for their own actions and remain accountable in providing delegated nursing care.

This document has been developed by the Nursing Council of Hong Kong (NCHK) to serve the following purposes:

1. To state the philosophy of nursing based on which the nursing practice is developed in Hong Kong;
2. To delineate a scope of core-competence areas to guide curriculum development of education programs that prepare EN(G)s who are capable of delivering safe, effective and ethical care in support of the RN;
3. To inform the public and employers of what they may expect from EN(G)s on entry to practice; and
4. To inform experienced EN(G)s moving to new settings or roles to refresh these established nursing competence.

The nursing competence contained in this document have gone through vast consultation with the nursing professionals in major health care organizations and nursing education institutes, including those in the Department of Health, the Hospital Authority and tertiary education institutes.

An EN(G) must possess the competence delineated, and is accountable for practicing nursing

according to the code of professional conduct, the scope of professional practice as well as the legal and ethical requirements defined by the NCHK under the current regulation of the Nurses Registration Ordinance Chapter 164.

As the health care delivery system is undergoing continuous changes, the competence areas required of an EN(G) are subject to constant review. Nevertheless, the NCHK is vigilant in observing the contemporary needs for quality nursing service and proactive in revising the document when it is due.

## II. PHILOSOPHY OF NURSING

This stated philosophy of nursing summarizes our beliefs in the nature and practice of professional nursing, as well as our views on the person, the environment and health. It provides a basis for the revision of the nursing syllabus that guides the development of education programs for EN (G).

**Nursing** is a caring, enabling, knowledge-based and competence-assessed profession, which is dynamic in meeting the changing health needs of the society. It is committed to promoting and maintaining health; as well as to caring for the sick and the disabled as individuals, or in families, groups, institutions, home settings and in the community.

The practice of nursing is client-focused and evidence-based. It is carried out at the primary, secondary and tertiary levels of health care. It functions through problem solving and collaboration with the client as well as other health care professionals to define and achieve mutually agreed health goals.

The provision of holistic, client-centered care requires research-based professional knowledge and skills through the implementation of the nursing process; the adoption of a caring and responsible attitude; effective communication and interpersonal skill as well as ethical principles. The quality of care is maintained through the enhancement of professional competence via continuous nursing education.

**The person** is a unique, holistic being with the potential to learn and develop through interacting with the changing environment. Each person has intrinsic worth and has the right to participate in the decision-making, which affects his/her own life and dignity, and must always be treated with respect.

**The environment** consists of external and internal components, which change constantly and generate both positive and negative stressors. The internal environment of a person, comprising biological, psychological, spiritual and intellectual components, interacts with the external environment that encompasses social, cultural and situational influences. This continual interaction affects the person's functioning as an individual, as well as in families, groups and community. The creation, preservation and conservation of a healthy environment are crucial to the maintenance and promotion of health.

**Health** is a state of well-being, perceived differently by the individual at specific points in time along the health-illness continuum. It is affected by biological, psychological, socio-economical, developmental, political, cultural and religious factors. The level of well-being depends on the maintenance of equilibrium within the person, and between the person's interactions with the changing environment.

### **III. SCOPE OF CORE-COMPETENCE REQUIRED OF AN ENROLLED NURSE (GENERAL)**

#### **Glossary**

1. **Enrolled Nurse (General) [EN(G)]**  
A nurse who has graduated from a basic general nursing program of not less than 2 years duration and has enrolled with the Nursing Council of Hong Kong.
2. **Competence**  
The ability, knowledge, skills and attitudes required of a nurse in performing a range of expected roles in professional nursing practice.
3. **Core-competence**  
The essential competence that an EN(G) is expected to possess at entry to practice as an outcome of their nursing education in order to provide the public with safe, effective and ethical care.
4. **Participative Role**  
The participative role of an Enrolled Nurse is the responsibility undertaken by him/her in fulfilling the specific role within his/her scope of nursing practice as a result of her professional preparation as an associate of the Registered Nurse.
5. **The Client**  
The focus of the nurse's care with whom the nurse is engaged in a professional helping relationship through which the client is empowered to achieve mutually defined health goals in the process of illness prevention, health promotion and health restoration.

#### **The Scope of Core-Competence Required of An EN(G)**

The scope of core-competence required of an EN (G) comprises 4 competence areas:

Competence area 1: Professional, Legal and Ethical Nursing Practice

Competence area 2: Provision of Care

Competence area 3: Personal Competence and Professional Attribute

Competence area 4: Team Work

Please refer to the following for details.

# **SCOPE OF CORE-COMPETENCE OF ENROLLED NURSES (GENERAL)**

## **Competence area 1: Professional, Legal and Ethical Nursing Practice**

**Ability to practice in accordance with legislation, common laws, policies, procedures and ethical principles affecting nursing.**

**The Enrolled Nurse must be able to:**

- fulfill the roles and responsibilities as specified by Nursing Council of Hong Kong.
- demonstrate a basic understanding on legislation and common laws pertinent to nursing practice.
- act in accordance with the nursing profession's code of ethics.
- provide service adhering to core values, organization and departmental policies, regulations and guidelines.
- report to the appropriate person practices that may breach legislation, policies and procedure regulations relating to nursing practice.
- demonstrate an understanding of the rights of individuals/groups in the health care setting.

## **Competence area 2 : Provision of Care**

**2.1 Ability to provide quality client-oriented care through contributing to health assessments, planning, implementation and evaluation of care in collaboration with the registered nurse and other health care team members.**

**The Enrolled Nurse must be able to:**

- support and assist the client with the activities of daily living, to achieve optimal level of independence and to provide for psycho-socio-spiritual needs of the individual.
- facilitate the making of accurate health assessment of the client by collecting and reporting relevant data regarding the health and functional status of the individual or groups.
- contribute to the formulation of care plans.
- organize and prioritize delegated nursing care effectively.
- recognize and report changes in the health and functional status of the client.
- provide assistance in identifying expected health outcomes of client care.
- communicate clearly and effectively.
- maintain clear and accurate documentation of care provided.
- contribute to the evaluation and continuous improvement of care.

## **2.2 Ability to contribute to quality and risk management**

### **The Enrolled Nurse must be able to:**

- demonstrate basic knowledge on maintaining a safe environment.
- provide for the safety and comfort needs of the client.
- participate and support continuous quality improvement programs.
- demonstrate an understanding on the importance on enhancement of safety of individual and groups at all times.
- participate in risk identification, prevention and reduction.
- act to ensure outcomes of the client care by recognizing and reporting the potential for harm.

## **2.3 Ability to restore and promote health in collaboration with other health care team members**

### **The Enrolled Nurse must be able to:**

- contribute to health education and health promotion activities for the individual, groups or in the community to prevent illness as well as to restore, maintain and promote health.

## **Competence area 3: Personal and Professional Attributes**

### **3.1 Ability to maintain own physical, mental and emotional well being**

#### **The Enrolled Nurse must be able to:**

- demonstrate personal integrity, honesty and self-discipline.
- demonstrate enthusiasm and commitment at work; respond positively to change and is keen on assuming responsibilities.
- cope with stressful situations; remain calm and effective even when working under pressure.
- establish, maintain and conclude effective interpersonal communications.

### **3.2 Ability to assume responsibility for own actions and remain accountable in providing delegated nursing care within the scope of Enrolled Nurse practice.**

#### **The Enrolled Nurse must be able to:**

- be responsible, self-disciplined and reliable in carrying out assigned tasks.
- recognize the differences in responsibility and accountability between registered nurse, Enrolled Nurses and unregulated health care workers.
- recognize own level of competence and consult experienced registered nurse when nursing care requires expertise beyond his/her scope of competence.
- use nursing standard to assess own performance.
- maintain updated knowledge and skills to enhance effective and efficient practice.

### **3.3 Ability to appreciate research findings and evidence-based practice**

## **Competence area 4: Teamwork**

**Ability to work harmoniously and cohesively with all health care team members to achieve effective health care outcome**

**The Enrolled Nurse must be able to:**

- demonstrate an understanding of the role of the Enrolled Nurse as a member of the health care team.
- establish and maintain collaborative relationships with members of health care team.
- contribute to decision-making as member of the health care team.
- demonstrate ability to influence team members to achieve work targets.

#### IV. Essential Topics on Theoretical Requirement

The minimum duration of training is 2 years. This includes annual leave, public holidays and sick leave.

##### Theoretical Instruction

The total amount of time allocated for teaching and learning activities should not be less than 702 hours.

Normally, it should be commenced with an introductory course of 4 weeks.

Competence area 1: Professional, Legal and Ethical Nursing Practice	
Item	Topics
A.	<b>Professional Nursing Practice</b> <ul style="list-style-type: none"><li>• Nursing profession</li><li>• Personal qualities of a nurse</li><li>• Concepts of nursing and caring</li><li>• Introduction to theories of nursing and caring</li><li>• Introduction to evidence-based nursing practice</li></ul>
B.	<b>Legal and Ethical</b> <ul style="list-style-type: none"><li>• Legal aspects pertinent to enrolled nurse practice</li><li>• Professional conduct and nursing ethics</li><li>• International and local nursing organizations</li><li>• Principles of safe practice</li><li>• Contemporary ethical practice</li></ul>
C.	<b>Communication</b> <ul style="list-style-type: none"><li>• Introduction to theories of communication and counseling, interpersonal relationship and team work</li></ul>
D.	<b>Fundamental Principles on</b> <ul style="list-style-type: none"><li>• Human rights</li><li>• Clients' rights</li><li>• Rights for privacy</li></ul>

Competence area 2: Provision of Care	
Item	Topics
A.	<p><b>Basic Understanding of Biological, and Integrated Life Sciences</b></p> <ul style="list-style-type: none"> <li>• Anatomy and physiology</li> <li>• Growth and development</li> <li>• Microbiology</li> <li>• Pharmacology</li> <li>• Nutrition and dietetics</li> </ul>
B.	<p><b>Introduction to Behavioral and Social Sciences</b></p> <ul style="list-style-type: none"> <li>• Psychology</li> <li>• Sociology</li> </ul>
C.	<p><b>Concepts of Health and Health Care</b></p> <ul style="list-style-type: none"> <li>• Health care system <ul style="list-style-type: none"> <li>□ Primary Health Care</li> <li>□ Secondary Health Care</li> <li>□ Tertiary Health Care</li> </ul> </li> <li>• Personal and community health</li> <li>• Health promotion</li> <li>• Prevention of communicable and non-communicable diseases</li> </ul>
D.	<p><b>Principles and Practice of Nursing</b></p> <ul style="list-style-type: none"> <li>• Basic nursing care</li> <li>• First Aid and Emergency Nursing</li> <li>• Assisting in the care of clients with alteration in various body system functions. This include: <ul style="list-style-type: none"> <li>□ Health assessment and nursing process</li> <li>□ Medical and surgical nursing</li> <li>□ Child health, pediatric and adolescent health</li> </ul> </li> <li>• Preventive and promotive care</li> </ul>

Competence area 2: Provision of Care (cont'd)

<b>Item</b>	<b>Topics</b>
<b>E.</b>	<b>Introduction to Specialty Nursing</b> <ul style="list-style-type: none"><li>• Geriatric nursing</li><li>• Obstetric nursing</li><li>• Community nursing</li><li>• Psychiatric nursing</li></ul>
<b>F.</b>	<b>Basic Knowledge on</b> <ul style="list-style-type: none"><li>• Continuous quality improvement</li><li>• Environmental screening</li><li>• Risk identification</li><li>• Patient safety</li><li>• Incidents reporting</li></ul>
<b>G.</b>	<b>Communication</b> <ul style="list-style-type: none"><li>• Basic concepts on effective communication</li></ul>
<b>H.</b>	<b>Introduction to Information Technology in Health Care</b> <ul style="list-style-type: none"><li>• Basic understanding on information technology (IT)</li><li>• Application of IT in nursing and health care</li></ul>

Competence area 3: Personal and Professional Attributes	
Item	Topics
<b>A.</b>	<b>Personal Attributes</b> <ul style="list-style-type: none"> <li>• Knowledge of self, environment, stress coping, responsibility and accountability, and adaptation to change</li> </ul>
<b>B.</b>	<b>Professional Attributes</b> <ul style="list-style-type: none"> <li>• Knowledge of professional development and continuing learning opportunities</li> <li>• Knowledge of professional organizations and strategies in achieving professionalism.</li> <li>• Fundamental principles on evidence-based practice and nursing research</li> </ul>

Competence area 4: Teamwork	
Item	Topics
<b>A.</b>	<b>Concept of Effective Communication</b>
<b>B.</b>	<b>Basic Principles of Team Building</b>
<b>C.</b>	<b>Basic Principles of Coaching and Mentoring</b>

## V. Clinical Practice Requirements

Clinical Areas		Minimum Practice Requirement (Hours)
1.	<b>Medical Nursing</b> General Medicine, Dermatology, Infectious Diseases, Oncology, Hospice Nursing, Rehabilitation, Out-Patient's Department (OPD), Paediatric and Adolescent Nursing	750
2.	<b>Surgical Nursing</b> General Surgery, Anaesthesiology, Operating Theatre and Recovery Room, Cardiothoracic Surgery, Neuro-surgery, Gynaecology, Ear, Nose and Throat (ENT) Care, Ophthalmology, Orthopaedics and Traumatology, Rehabilitation, OPD, Theatre Sterile Supply Unit (TSSU)/ Central Sterile Supply Unit (CSSU), Paediatric and Adolescent Nursing	750
3.	<b>Night Duty</b>	100
<b>Total:</b>		<b>1600</b>

Note 1: Clinical training for local pupil nurses can be conducted in hospitals with which gazette schools of nursing for enrolled nurses are attached, or hospitals where provision of acute services, extended or rehabilitative care are evident.

Note 2: During the clinical practicum there must be a system in place to continuously assess pupil nurses' knowledge, skills, problem solving ability and professional attitudes. Evidence must be produced on the assessment of aseptic technique and administration of medications.

Note 3: (Only applicable to candidates of the Licensing Examination) After the written part of the Licensing Examination, learners are required to take a Practical Examination for Part I (General) Enrolment as required by the Nursing Council of Hong Kong. The areas of assessment will be as listed by the Nursing Council of Hong Kong (Appendix 2 and Appendix 3).

### Night Duty

- The first night duty should not be commenced before the completion of the first 6 months of training.
- The total number of night duties during the two-years training should not be less than 100 hours.

### Outline of Topics and Related Contents Under Competence Areas

Participative roles	Competence area 1: Professional, Legal and Ethical Nursing Practice			
	Ability	Knowledge	Skills	Attitude
<b>1. Care Provider at 3 levels of Health Care:</b> <ul style="list-style-type: none"> <li>• Primary</li> <li>• Secondary</li> <li>• Tertiary</li> </ul>	<p><b>Ability to Practice in Accordance with Legislation, Common Laws, Policies, Procedures and Ethical Principles Affecting Nursing.</b></p> <p><i>The Enrolled Nurse must be able to:</i></p> <ul style="list-style-type: none"> <li>■ fulfill the roles and responsibilities as specified by Nursing Council of Hong Kong.</li> <li>■ demonstrate basic understanding of legislation and common law pertinent to nursing practice.</li> <li>■ act in accordance with the nursing profession's code of ethics.</li> <li>■ provide service adhering to core values, organization and departmental policies, regulations and guidelines.</li> <li>■ report to the appropriate person practices that may breach legislation, policies and procedure regulations relating to nursing practice.</li> <li>■ demonstrate an understanding of the rights of individuals/groups in the health care setting.</li> </ul>	<p><b>A. Professional Nursing Practice</b></p> <ul style="list-style-type: none"> <li>• Nursing profession</li> <li>• Personal qualities of a nurse</li> <li>• Concepts of nursing and caring</li> <li>• Introduction to theories of nursing and caring</li> <li>• Introduction to evidence-based nursing practice</li> </ul> <p><b>B. Legal and Ethical</b></p> <ul style="list-style-type: none"> <li>• Legal aspects pertinent to enrolled nursing practice</li> <li>• Professional conduct principles and nursing ethics</li> <li>• International and local nursing organizations</li> <li>• Principles of safe practice</li> <li>• Contemporary ethical practice</li> </ul> <p><b>C. Communication</b></p> <ul style="list-style-type: none"> <li>• Introduction to theories of communication and counseling, interpersonal relationship and team work</li> </ul> <p><b>D. Fundamental Principles on</b></p> <ul style="list-style-type: none"> <li>• Human rights</li> <li>• Clients' rights</li> <li>• Rights for privacy</li> </ul>	<p><b>A. Cognitive Skills</b></p> <ul style="list-style-type: none"> <li>• Reflective thinking</li> <li>• Assertiveness</li> <li>• Self-directed learning</li> </ul> <p><b>B. Psycho-motor Skills</b></p> <ul style="list-style-type: none"> <li>• Presentation and writing skills</li> </ul> <p><b>C. Psycho-social Skills</b></p> <ul style="list-style-type: none"> <li>• Communication</li> <li>• Interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Respect for life, dignity and rights of the individual</li> <li>• Respect individual differences in beliefs, values and cultural practices</li> <li>• Accept responsibility for own actions and be accountable for the care provided</li> <li>• Supporting</li> <li>• Continuous / life-long learning</li> </ul>

Participative roles	Competence area 2: Provision of Care			
	Ability	Knowledge	Skills	Attitude
2. Health Promoter 3. Client Advocate 4. Educator 5. Change Supporter	<p><b>2.1 Ability to Provide Quality Client-oriented Care through Contributing to Health Assessments, Planning, Implementation and Evaluation of Care in Collaboration With the Registered Nurse and Other Health Care Team Members.</b></p> <p><i>The Enrolled Nurse must be able to:</i></p> <ul style="list-style-type: none"> <li>■ support and assist the client with the activities of daily living, to achieve optimal level of independence and to provide for psycho-socio-spiritual needs of the individual.</li> <li>■ facilitate the making of accurate health assessment of the client by collecting and reporting relevant data regarding the health and functional status of the individual or groups.</li> <li>■ contribute to the formulation of care plans.</li> <li>■ organize and prioritize delegated nursing care effectively.</li> <li>■ recognize and report changes in the health and functional status of the client.</li> <li>■ provide assistance in identifying expected health outcomes of client care.</li> <li>■ communicate clearly and effectively.</li> <li>■ maintain clear and accurate documentation of care provided.</li> <li>■ contribute to the evaluation and continuous improvement of care..</li> </ul>	<p><b>A. Basic Understanding of Biological, and Integrated Life Sciences</b></p> <ul style="list-style-type: none"> <li>• Anatomy and physiology</li> <li>• Growth and development</li> <li>• Microbiology</li> <li>• Pharmacology</li> <li>• Nutrition and dietetics</li> </ul> <p><b>B. Introduction to Behavioral and Social Sciences</b></p> <ul style="list-style-type: none"> <li>• Psychology</li> <li>• Sociology</li> </ul> <p><b>C. Concepts of Health and Health Care</b></p> <ul style="list-style-type: none"> <li>• Health care system               <ul style="list-style-type: none"> <li><input type="checkbox"/> Primary Health Care</li> <li><input type="checkbox"/> Secondary Health Care</li> <li><input type="checkbox"/> Tertiary Health Care</li> </ul> </li> <li>• Personal and community health</li> <li>• Health promotion</li> <li>• Prevention of communicable and non-communicable diseases</li> </ul> <p><b>D. Principles and Practice of Nursing</b></p> <ul style="list-style-type: none"> <li>• Basic nursing care</li> <li>• First Aid and Emergency Nursing</li> <li>• Assisting in the care of clients with alteration in various body system functions. This include:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Health assessment and nursing process</li> <li><input type="checkbox"/> Medical and surgical nursing</li> <li><input type="checkbox"/> Child health, pediatric and adolescent health</li> </ul> </li> <li>• Preventive and promotive care</li> </ul>	<p><b>A. Cognitive Skills</b></p> <ul style="list-style-type: none"> <li>• Critical thinking</li> <li>• Decision making</li> <li>• Problem solving</li> <li>• Reflective thinking</li> <li>• Self-directed learning</li> </ul> <p><b>B. Psychomotor Skills</b></p> <ul style="list-style-type: none"> <li>• Observation</li> <li>• Data collection</li> <li>• Clinical nursing and therapeutic techniques</li> <li>• Documentation</li> <li>• Evaluation and reporting</li> <li>• Referral</li> </ul> <p><b>C. Psychosocial Skills</b></p> <ul style="list-style-type: none"> <li>• Communication</li> <li>• Interpersonal skills</li> <li>• Team work</li> </ul>	<ul style="list-style-type: none"> <li>• Caring</li> <li>• Supporting</li> <li>• Enabling</li> <li>• Respect life, dignity and rights of the individual</li> <li>• Respect individuals' differences in beliefs, values and cultural practices</li> <li>• Accept responsibility for own actions and be accountable for the care provided</li> <li>• Continuous/lifelong Learning</li> </ul>

Participative roles	Competence area 2: Provision of Care (cont'd)			
	Ability	Knowledge	Skills	Attitude
	<p><b>2.2 Ability to Contribute to Quality and Risk Management</b></p> <p><i>The Enrolled Nurse must be able to</i></p> <ul style="list-style-type: none"> <li>■ demonstrate basic knowledge on maintaining a safe environment.</li> <li>■ provide for the safety and comfort needs of the client</li> <li>■ participate and support continuous quality improvement programs.</li> <li>■ demonstrate an understanding on the importance on enhancement of safety of individual and groups at all times.</li> <li>■ participate in risk identification, prevention and reduction.</li> <li>■ act to ensure outcomes of the client care by recognizing and reporting the potential for harm.</li> </ul> <p><b>2.3 Ability to Restore and Promote Health in Collaboration With Other Health Care Team Members</b></p> <p><i>The Enrolled Nurse must be able to:</i></p> <ul style="list-style-type: none"> <li>■ contribute to health education and health promotion activities for the individual, groups or in the community to prevent illness as well as to restore, maintain and promote health.</li> </ul>	<p><b>E. Introduction to Specialty Nursing</b></p> <ul style="list-style-type: none"> <li>• Geriatric nursing</li> <li>• Obstetric nursing</li> <li>• Community nursing</li> <li>• Psychiatric nursing</li> </ul> <p><b>F. Basic Knowledge on</b></p> <ul style="list-style-type: none"> <li>• Continuous quality improvement</li> <li>• Environmental screening</li> <li>• Risk identification</li> <li>• Patient safety</li> <li>• Incidents reporting</li> </ul> <p><b>G. Communication</b></p> <ul style="list-style-type: none"> <li>• Basic concepts on effective communication</li> </ul> <p><b>H. Introduction to Information Technology in Health Care</b></p> <ul style="list-style-type: none"> <li>• Basic understanding on information technology (IT)</li> <li>• Application of IT in nursing and health care</li> </ul>	<p><b>D. Basic Skills on</b></p> <ul style="list-style-type: none"> <li>• Risk identification</li> <li>• Risk register</li> <li>• Incidents reporting</li> </ul> <p><b>E. Basic Skills in Information Technology</b></p> <ul style="list-style-type: none"> <li>• Electronic communication</li> <li>• Data processing</li> </ul>	<ul style="list-style-type: none"> <li>• Positive towards quality improvement</li> <li>• Risk awareness</li> </ul>

Participative Role	Competence area 3: Personal and Professional Attributes			
	Ability	Knowledge	Skills	Attitude
6. Professional Nurse Associate	<p><b>3.1 Ability to Maintain Own Physical, Mental and Emotional Well-being.</b></p> <p><i>The Enrolled Nurse must be able to:</i></p> <ul style="list-style-type: none"> <li>■ demonstrate personal integrity, honesty and self-discipline.</li> <li>■ demonstrate enthusiasm and commitment at work; respond positively to change and is keen on assuming responsibilities.</li> <li>■ cope with stressful situations; remain calm and effective even when working under pressure.</li> <li>■ establish, maintain and conclude effective interpersonal communications.</li> </ul>	<p><b>A. Personal Attributes</b></p> <ul style="list-style-type: none"> <li>• Knowledge of self, environment, stress coping, responsibility and accountability, and adaptation to change</li> </ul>	<ul style="list-style-type: none"> <li>• Healthy life style and health promotional practices</li> <li>• Communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Enthusiastic and positive towards life, human being, society and health</li> <li>• Life-long commitment to continuous learning</li> </ul>
7. Research Assistant	<p><b>3.2 Ability to Assume Responsibility for Own Actions and Remain Accountable in Providing Delegated Nursing Care Within the Scope of Enrolled Nurse Practice.</b></p> <p><i>The Enrolled Nurse must be able to:</i></p> <ul style="list-style-type: none"> <li>■ be responsible, self-disciplined and reliable in carrying out assigned tasks.</li> <li>■ recognize the differences in responsibility and accountability between registered nurse, Enrolled Nurses and unregulated care workers.</li> <li>■ recognize own level of competence and consult experienced registered nurse when nursing care requires expertise beyond his/her scope of competence.</li> <li>■ use nursing standard to assess own performance.</li> <li>■ maintain updated knowledge and skills to enhance effective and efficient practice.</li> </ul>	<p><b>B. Professional Attributes</b></p> <ul style="list-style-type: none"> <li>• Knowledge of professional development and continuing learning opportunities</li> <li>• Knowledge of professional organizations and strategies in achieving professionalism.</li> <li>• Fundamental principles on evidence-based practice and nursing research</li> </ul>	<ul style="list-style-type: none"> <li>• Stress management skills</li> <li>• Change and adaptation skills</li> <li>• Health education and presentation skills</li> <li>• Research associated skills</li> </ul>	<ul style="list-style-type: none"> <li>• Supportive to professional organizations' functions and development</li> <li>• Supportive to nursing research</li> </ul>

Participative Role	Competence area 3: Personal and Professional Attributes (cont'd)			
	Ability	Knowledge	Skills	Attitude
	<b>3.3 Ability to Appreciate Research Findings and Evidence-based Practice</b>	<b>C. Basic Knowledge on Research Finding</b>	<b>F. Interpretation of research findings</b>	<ul style="list-style-type: none"> <li>Supportive to evidence-based practice</li> </ul>

Participative Role	Competence area 4: Teamwork			
	Ability	Knowledge	Skills	Attitude
<b>8. Team Coach</b>	<b>4.1 Ability to Work Harmoniously and Cohesively With All Health Care Team Members to Achieve Effective Health Care Outcome</b>  <i>The Enrolled Nurse must be able to:</i> <ul style="list-style-type: none"> <li>demonstrate an understanding of the role of the Enrolled Nurse as a member of the health care team.</li> <li>establish and maintain collaborative relationships with members of health care team.</li> <li>contribute to decision-making as member of the health care team.</li> <li>demonstrate ability to influence team members to achieve work targets.</li> </ul>	<b>A. Concept of Effective Communication</b>  <b>B. Basic Principles of Team Building</b>  <b>C. Basic Principles of Coaching and Mentoring</b>	<ul style="list-style-type: none"> <li>Communication skill</li> <li>Interpersonal skill</li> <li>Team building skill</li> <li>Coaching skill</li> </ul>	<ul style="list-style-type: none"> <li>Respect individual difference in beliefs, value and cultural practices</li> <li>Collaborative and corporative</li> <li>Supportive</li> <li>Participative</li> </ul>

NURSING COUNCIL OF HONG KONG LICENSING EXAMINATION  
FOR PART I (GENERAL) ENROLMENT

Procedures Assessment: Procedures to be examined

(1) Procedures on simulated patient care  
(50% in 30 minutes)

- 1.1 Admission of a new patient
  - 1.1.1 ambulant
  - 1.1.2 with fractures
  - 1.1.3 with respiratory difficulties
  - 1.1.4 with cardiac conditions
  - 1.1.5 with loss of consciousness
- 1.2 Bathing in bed
- 1.3 Incontinence care
- 1.4 Bathing of infants
- 1.5 Washing of hair in bed
- 1.6 Administration of oral medication with 4-6 prescriptions
- 1.7 Passing the naso-gastric tube in artificial feeding
- 1.8 Catheterization or change of indwelling urinary catheter
- 1.9 Change of dressing
- 1.10 Removal of stitches/ clips
- 1.11 Shortening or removal of drain
- 1.12 Preparation of the patient pre-operatively (Gowning, checking of patient's identity, empty bladder)

(2) Procedures without patient (Major)

(50% in 30 minutes)

Preparation of equipment for and knowledge of:

2.1 Aseptic procedure

- 2.1.1 Lumbar Puncture
- 2.1.2 Thoracic aspiration
- 2.1.3 Abdominal tapping
- 2.1.4 Venous cut down
- 2.1.5 Catheterisation of the urinary bladder
- 2.1.6 Liver biopsy
- 2.1.7 Renal biopsy
- 2.1.8 Marrow Puncture
- 2.1.9 Tracheostomy

2.2 Clean procedure

- 2.2.1 Post-operative bed with recovery tray
- 2.2.2 Tepid sponging
- 2.2.3 Rectal washout
- 2.2.4 Vaginal douching

(3) Procedure with or without simulated patient (Minor)

(25% in 15 minutes)

- 3.1 Care of mouth
- 3.2 Oral/ Nasal suction
- 3.3 Changing a bottom sheet/ a draw sheet
- 3.4 Turning and positioning of a helpless/ unconscious patient
- 3.5 Measurement and charting of temperature, pulse, respiration and blood pressure
- 3.6 Feeding an infant
- 3.7 Changing baby's diaper & measuring rectal temperature
- 3.8 Artificial feeding (with tube in situ) - naso-gastric or gastrostomy
- 3.9 Gastric aspiration (with tube in situ)
- 3.10 Moist inhalation using Nelson's inhaler or electric nebulizer
- 3.11 Administration of suppositories
- 3.12 Administration of miniature enema
- 3.13 Giving of bedpan, or assisting a patient in the use of commode
- 3.14 Instillation of eye/ ear/ nose drops
- 3.15 Administration of Intramuscular Injection (IMI) / Subcutaneous Injection (SI)
- 3.16 Use, application, and care of cold or hot compress
- 3.17 Bandaging or application of slings
- 3.18 Administration of oxygen
- 3.19 Ambulation of a patient after a prolonged bed rest

(4) Procedure without patient (Minor)

(25% in 15 minutes)

Preparation of equipment for and knowledge of:

- 4.1 Blood transfusion
- 4.2 Intra-venous infusion
- 4.3 Rectal examination
- 4.4 P.V. Examination
- 4.5 Eye, ear, nose and throat examination
- 4.6 Urine testing: -
  - 4.6.1. pH
  - 4.6.2. Protein
  - 4.6.3. Sugar
  - 4.6.4. Ketones
- 4.7 Oxygen administration
- 4.8 Mouth care
- 4.9 Enema
- 4.10 Post- anaesthetic (General anaesthesia) recovery tray
- 4.11 Infection Control & Isolation techniques  
e.g. gowning and de-gowning of personal protective equipment (PPE)
- 4.12 Measuring and recording intake and output chart
- 4.13 Cardio-pulmonary resuscitation: external cardiac massage, use of air way, air viva/ use of Ambu bag

NURSING COUNCIL OF HONG KONG LICENSING EXAMINATION  
FOR PART I (GENERAL) ENROLMENT

Drug Reference List

I. Drugs Acting on Alimentary System

1. Antacid / Anti-peptic ulcer

- i) Gelusil
- ii) Mylanta
- iii) Triact
- iv) Tagamet
- v) Zantac
- vi) Pepcidine

2. Anti-spasmodic

- i) Buscopan

3. Carminative

- i) Gasteel (Or Equiv)

4. Purgatives

- i) Senokot
- ii) Dulcolax
- iii) Liquid paraffin (Or Equiv)

5. Anti-diarrhoea

- i) Kaopectate
- ii) Lomotil

6. Anthelmintics

- i) Combantrin

7. Anti-emetic

- i) Stemetil
- ii) Avomine
- iii) Maxolon

## II Drugs Acting on Cardio-vascular System

### 1. Cardiac Drugs

- i) Digoxin
- ii) Isoprenaline
- iii) Isoptin

### 2. Acting on Blood Vassels

#### Vaso-Dilator

- i) Glyceryl Trinitrate
- ii) Isordil

#### Vaso-Constrictor

- i) Adrenaline
- ii) Nor-adrenaline
- iii) Ephedrine
- iv) Aramine

### 3. Antihypertensive Drugs

- i) Methyldopa (Aldomet)
- ii) Inderal

### 4. Haemostatics

- i) Vit K
- ii) Fibrinogen
- iii) Protamine Sulphate

### 5. Anicoagulant

- i) Heparin
- ii) Warfarin

### III. Drugs Acting on the Respiratory System

1. Expectorants
  - i) Exp. stim
  - ii) Exp. Benadryl
  
2. Cough Depressants
  - i) Syr. Codeine
  - ii) Phensedyl
  
3. Bronchodilator
  - i) Aminophylline
  - ii) Ventolin
  - iii) Bricanyl
  - iv) Intal
  
4. Mucolytic
  - i) Bisolvon
  - ii) Flumucil

### IV. Drugs Acting on Nervous System

1. Analgesics and Antipyretics
  - i) Aspirin
  - ii) Brufen
  - iii) Dologesic
  - iv) Indocid
  - v) Panadol
  
2. Analgesics
  - i) Doloxene
  - ii) Methadone (Physeptone)
  - iii) Morphine
  - iv) Pethidine
  
3. Sedatives and Hypnotics
  - i) Mogadon
  - ii) Phenobarbitone

4. Tranquilisers/ Anxiolytics

- i) Ativan
- ii) Largactil
- iii) Librium
- iv) Valium

5. Anaesthetics

- i) Cocaine
- ii) Xylocaine

V. Drugs Acting on the Urinary System

1. Diuretic

- i) Dichlotride (Or Equiv)
- ii) Lasix
- iii) Aldactone A

2. Urinary Antiseptic

- i) Furadantin
- ii) Wintomylon

3. Pyridium

VI. Hormones

1. Pituitary Gland

- i) A.C.T.H.
- ii) Oxytoxin
- iii) Vasopressin

2. Corticosteriod Hormones

- i) Dexamethasone
- ii) Hydrocortisone
- iii) Prednisone

## VII. Metabolism

1. Thyroid Preparation
  - i) Thyroxine
  
2. Antithyroids
  - i) Lugol's Iodine
  - ii) Neomercazole
  
3. Insulin
  
4. Oral Hypoglycaemic agents
  - i) Daonil (euglucon)
  - ii) Diabinese
  - iii) Tolbutamide
  
5. Sex Hormones
  - i) Ergometrine
  - ii) Progesterone
  - iii) Provera (Or Equiv)
  - iv) Syntocinon
  - v) Oestrogens

## VIII. Antibiotics

1. Penicillin (Procaine Penicillin ) ( Benzyl Penicillin)
2. Ampicillin (Penbritin)
3. Cloxacillin (Orbenin)
4. Erythromycin (Erythrocin)
5. Gentamicin
6. Amikin
7. Chloramphenical (Kemicetine, Ghloromycetine)
8. Neomycin

## IX. Anti-Tuberculosis

1. Streptomycin
2. Isoniazid (INAH)
3. Pyrazinamide
4. Ethambutal (Myambutol)
5. Rifampicin

X. Anti-Fungal

1. Nystatin (Mycostatin)
2. Griseofulvin

Other Chemotherapeutics

1. Septrin
2. Flagyl

XI. Cytotoxic Drugs

1. Endoxan
2. Fluror-Uracil (5Fu)
3. Mehotrextate
4. Vincristine

XII. Antihistamine

1. Benadryl
2. Piriton

XIII. Vitamins

1. Vit. A
2. Vit. Bco, B<sub>1</sub>, B<sub>2</sub>, B<sub>6</sub>, B<sub>12</sub>
3. Vit. D
4. Vit. C
5. Vit. K
6. Folic Acid
7. Nicotinic Acid
8. Multi-Vitamin
9. Multi-Vitamin with mineral

XIV. Mineral

1. Iron-Ferrous Sulphate
2. Imferon
3. Calcium Gluconate
4. KCl
5. NaCl (normal saline)
6. Sodium Bicarbonate (NaHCO<sub>3</sub>)

## XV. Antiseptics and Disinfectants

1. Alcohol
2. Printol
3. Savlon
4. Acriflavine
5. Dettol
6. Hibitane
7. Hydrogen Peroxide
8. Phenol
9. Potassium Permanganate

## XVI. Vaccines

1. Bacillus Calmette – Guérin (BCG) Vaccine
2. Measles, Mumps and Rubella (MMR) Vaccine
3. Oral Poliomyelitis Vaccine (OPV), Inactivated Polimyelitis Vaccine (IPV)
4. Diphtheria, Tetanus and Pertussis (DTP) Vaccine
5. Diphtheria and Tetanus (DT) Vaccine
6. Hepatitis B Vaccine
7. Anti-tetanus Toxoid (ATT)
8. Typhoid Vaccine
9. Influenza Vaccine

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