Nursing Council of Hong Kong

Handbook for

Accreditation of Training Institutions

For Pre-Enrolment/Pre-Registration Nursing Education

(March 2017)

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I.   Preamble

1.   The Nursing Council is a statutory body established under the Nurses Registration Ordinance (**"NRO"**) (Cap. 164).   It is accountable for reassuring the nursing profession and the public that the pedagogical practices in nursing education in Hong Kong are of distinguished quality and that the local training institutions seeking to offer nursing education are qualified as credible professional providers.

2.   To achieve this, a set of system and procedures for external evaluation and review of training institutions and/or nursing programmes, collectively known as accreditation[1], are developed.

II.   Definition of Accreditation

3.   Training institutions applying to the Nursing Council are required to prove to its satisfaction their standards, levels of educational and pedagogical practices and professional conduct.   They are required to comply with the accreditation criteria (as mentioned in Part IV of this handbook), outlining the minimum requirements for accreditation and such other criteria relevant to the profession which the Nursing Council sees fit and appropriate from time to time, failing which the application will be rejected.   In the accreditation, the Nursing Council will in general:-

(1)   review the educational facilities, environment and processes of the training institution;

(2)   evaluate the curriculum of the nursing programme, and assess its comparability with the local and international standards;

(3)   ascertain the training institution's compliance with the NRO and guidelines, which can be downloaded from the website of the Nursing Council at www.nchk.org.hk, as set down by the Nursing Council for training of nurses, referring to:-

- Reference Guide to the Syllabus of Subjects and Requirements for the Preparation of Registered / Enrolled Nurse in the HKSAR
- Core Competencies for Registered / Enrolled Nurses
- Code of Ethics and Professional Conduct for Nurses in Hong Kong
- Guides to Good Nursing Practice

(4)   advise the training institution on the areas of strength and weakness and the ways to improve in the future, if necessary; and

(5)   determine whether the training institution and/or nursing programme meets the standards and requirements of the Nursing Council for provision of nursing education.

4.   The Nursing Council accredits training institutions and/or nursing programmes for the purpose of registration or enrolment under the NRO.

III. Accreditation Committee, Preliminary Assessment Group, Accreditation Panel and Consultant

5.   To handle applications for accreditation, the Nursing Council has set up an Accreditation Committee (**"AC"**), which in turn forms Preliminary Assessment Groups and Accreditation Panels to assist it to make in-depth assessment.

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[1] Accreditation is defined by the World Health Organization (WHO) to mean *"the process by which an authorized agency or organisation evaluates and recognises an institution or an individual according to a set of 'standards' describing the structures and processes that contribute to desirable patient outcomes"*.

6. The AC consists of members from the Nursing Council, as well as co-opted members appointed by the Nursing Council, having considered their relevant expertise. Members of the AC come from diverse backgrounds, including but not limited to nurses, doctors and other professionals from public, private and academic sectors to maintain the fairness and objectivity of the accreditation.

7. The AC is required to carry out the following functions:-

   (1) to review the professional standard and quality of the training institution and/or nursing programme;

   (2) to validate or re-validate the training institution and/or nursing programme for the purpose of registration or enrolment;

   (3) to promote good practices of accreditation and quality improvement;

   (4) to monitor the professional standard and quality in nursing education;

   (5) to advise the Nursing Council on matters pertaining to accreditation; and

   (6) to carry out such other functions connected with accreditation as directed by the Nursing Council.

8. The AC will form several Preliminary Assessment Groups ("**PAG**") out of its members. Each PAG consists of at least three AC members. Each application for accreditation will be assigned to one PAG for assessment. When assigning to the PAG, special attention is made that members of the panel are not associated with the training institution and/or nursing programme concerned to avoid conflict of interest.

9. The PAG is required to carry out the following functions:-

   (1) to study the submitted documents;

   (2) to assess whether the training institution is operating in compliance with the guidelines set down by the Nursing Council as described under Part II, para 3 (3) above;

   (3) to clarify issues and validate information upon submission by the training institution;

   (4) to submit a written report on its findings in relation to the accreditation criteria to the AC; and

   (5) to make recommendations for improvement if necessary.

10. The Accreditation Panel ("**AP**") will be formed for conducting the accreditation visit. It consists of at least 5 members, including two members from the PAG, one Nursing Council Member, one Consultant, and one External Member to the Nursing Council; together with Secretary of the AC. The Nursing Council will invite renowned professionals who are respectable leaders in the healthcare system or academic field to serve as External Members. They will provide valuable contribution for the AP to make objective and comprehensive recommendations.

11. The Consultant is responsible for assisting the PAG and the AP to assess applications for accreditation/re-accreditation of nursing programmes. The responsibilities of the Consultant are as follows:

   (1) to read self-study reports and other documents provided by the applying institution, and compile summary and checklists in accordance with the "Handbook for Accreditation of Training Institutions for Pre-Enrolment / Pre-Registration Nursing Education";

(2)   to collate comments from PAG / AP members;

(3)   to take part in accreditation visits; and

(4)   to compile assessment reports.

IV.   <u>Accreditation Criteria</u>

12.   In assessing an application for accreditation for being a gazette training school and for new nursing programmes, reference will be made to the factors below.   However, these factors, as well as information required in support, do not mean and will not be treated as exhaustive.   **The Nursing Council may declare a training institution in Hong Kong to be a gazetted training school for nurses at its discretion**.   The applying training institutions bear the burden of providing the Nursing Council with all documents and such evidence which in their professional judgment by reference to their individual circumstances are relevant for assessment, and ultimately satisfying the Nursing Council that they are accordingly qualified for accreditation:-

(1)   <u>Governance and administration</u>

There should be a governing body responsible to ensure that the mission of the applying training institution is properly implemented.   An academic board or committee should be in place to ensure sufficient resources available for the sustainable development of the programme.

Information required
- Membership of the governing body, academic board or committee;
- Terms of reference of the governing body, academic board or committee;
- Annual reports and minutes of meetings related to the development of the training programme in application; and
- Strength of the administrative staff, including full-time and part-time etc.

(2)   <u>Organisational structure and decision making</u>

There should be a clear organisational structure with committees and departments showing the line of authority pertaining to academic decision processes; such as the planning and development of new programmes.

Information required
- An organisational structure showing the major committees and departments;
- Membership and terms of reference of major committees and advisory bodies;
- Information on the academic decision-making process; and
- Statements on the role and duties of school head, programme leaders, external advisers, external examiners and student representatives etc.

(3)   <u>Programme planning, development and design</u>

The applying training institution should have well-defined policies and regulations governing the award of qualifications.   Training programmes are developed and designed in accordance with the stipulated procedures endorsed by the institution.   Reference should be made to the existing nursing programmes accredited by the Nursing Council of Hong Kong.   A master plan for the next three to five years should be developed to cover the existing and new cohorts of students.

Information required
- Organisation policy for awarding qualification;
- Procedures in approval of new programmes;

- Policy and regulation relating to curriculum design, credit weighting, assessment, graduation, grading award, disciplinary and appeal system; and
- The development and implementation plan of the training programme etc.

(4)   <u>Curriculum and Syllabus</u>

The curriculum should be developed taking into account the reference framework listed in "Reference Guide to the Syllabus of Subjects and Requirements for the Preparation of Registered / Enrolled Nurse in the HKSAR" and should meet the requirements of the "Core Competencies for Registered / Enrolled Nurses"; the "Code of Ethics and Professional Conduct for Nurses in Hong Kong" prescribed by the Nursing Council.

Information required
- Programme details including title, learning outcomes, award, admission requirement, length, mode of teaching, medium of instruction, pattern of attendance and assessment methods;
- Curriculum and syllabus of the training programme including subjects, learning hours, mode of delivery and teaching methods;
- Samples of teaching and learning materials; and
- Samples of study projects and assessment records etc.

(5)   <u>Staff</u>

The applying training institution must have an explicit staff recruitment policy and selection criteria for the programme leader, teaching staff and clinical teachers; including formal qualifications, professional experience, research output, teaching experiences and peer recognition. The applying training institution should have sufficient provision for different teaching settings and undertake to recruit at least 50% of teachers employed on full-time[2] basis. In addition, the minimum full-time equivalent teacher-to-student ratio should be maintained at: 1:25 for classroom teaching; 1:8 for clinical teaching and 1:3 for clinical mentoring.

On top of the three teachers-to-student ratios as mentioned in paragraph 12(5), the applying training institutions should fulfill the following requirements on teacher-to-student ratios:

- 80% of teachers (including full-time teachers and part-time teachers) are with nursing background and hold a license to practice as a registered nurse in Hong Kong;

- the total number of teachers should fulfill the minimum teacher-to-student ratio of 1:25. For clinical teaching, the minimum teacher-to-student ratio should be maintained at 1:8 for clinical teachers who are fully designated for clinical teaching, and 1:3 for clinical mentors who are partly designated for clinical teaching and may have clinical load at the same time;

- the ratios are calculated according to the total number of teachers and the total number of students of the accredited programmes of the applying training institution, but not programme-based;

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[2] Full-time teachers mean "*teaching staff employed by the applying training institution for a nursing programme as full-time staff who have a key education role with students*".

[2] Part-time teachers mean "*teaching staff employed or appointed by the applying training institution for a nursing programme and in a discipline which is relevant to the nursing curriculum. Their roles should at least in planning the teaching content, delivery of teaching activities, and formal assessment of learning outcomes*".

- the total number of full-time teachers of any training institution should not be less than four throughout the programme; and

- new teaching staff recruited on or after 1 January 2017 for teaching accredited nursing programmes of the applying training institution should possess a Master or higher degree in nursing or health care discipline.

Information required
- Curriculum vitae of all teaching staff, including clinical teachers.

(6)   Staff development, research and scholarly activities

There should be explicit requirement for teaching staff to maintain their clinical proficiency including knowledge and skills.   Provision should be made to enhance the teaching staff's competencies.   The academic output of individual staff should be closely monitored to ensure that matches with the institution's requirement.

Information required
- Clinical expertise and updating of each teaching staff;
- Development programme for teaching staff; and
- Report on academic achievement etc.

(7)   Student admission, assessment and support

The applying training institution should provide a student admission policy which includes the selection process and the entry requirement which is in compliance with the current requirements of the NRO.   A record of student profile together with the overall academic attainment of the students upon admission to the programme should be made available.   The applying training institution should also define and state the methods used for assessment of its students, including the criteria for passing examination.

Information required
- Student admission and selection policy;
- Student profile, academic and achievement record;
- Assessment methods, passing criteria and appeal system; and
- Policy for weak performing students etc.

(8)   Clinical practice

Clinical practicum is a key component of the training curriculum and should be arranged to match with the education programme.   Different categories of clinical practices as stipulated in the "Reference Guide to the Syllabus of Subjects and Requirements for the Preparation of Registered Nurse / Enrolled Nurse in the HKSAR" should be ascertained before the start of the training programme.

Clinical teachers[3] and clinical mentors[4] are important resources for the students. They should be trained and appointed to provide clinical skill training and on-the-job coaching for students. The number of clinical teachers to student should be maintained at 1:8 and clinical mentors to students should be 1:3.

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[3] Clinical teachers means *"registered nurses with at least three years of post-registration clinical experience who are teaching staff of the training institution and fully designated for clinical teaching"*.

[4] Clinical mentors means *"registered nurses of clinical venues with at least three years of post-registration clinical experience who are partly designated for clinical teaching and may have clinical load at the same time"*.

Clinical assessors as appointed by the applying training institutions will act for the Nursing Council to certify the student's clinical competencies. They should be registered nurses who have at least three years of post-registration experience and have undertaken assessor training courses.

To ensure sufficient learning opportunities and resources provided for students during their clinical practice, formal communication should be established among the applying training institution, practical settings and students for operational issues, trouble-shooting and quality improvement. A system to assess the students' clinical knowledge, skills and problem-solving ability and professional attitude should also be established.

Information required
- Profile of clinical training grounds;
- Clinical expertise and updating of each teaching staff;
- Profile of the clinical mentors and clinical assessors;
- Preparation of clinical mentors and clinical assessors;
- Clinical learning handbook;
- Clinical assessment record;
- Clinical practice performance assessment system; and
- Channel of communication between the applying training institution and clinical practice organisations etc.

(9) Programme evaluation

The applying training institution should have stipulated policies and procedures to monitor the quality and effectiveness of its programme and operations. There should be committee structure set up for the approval, validation and re-validation of education programmes and their monitoring. External bodies from renowned universities or institutions or those recognised by the profession are invited to advise on quality issues. Profile of the serving members and their contributions should be maintained as on-going basis.

Information required
- Committee structure such as advisory committee or academic board involved in the approval, validation and re-validation, and monitoring of training programmes;
- Terms of reference of any external bodies invited to give advice on quality issues of the applying training institution;
- Appointment criteria of external advisors, external examiners, advisory committee, consultant, etc.;
- Evidence of the work of the external bodies; such as programme review reports and records of meetings etc.; and
- Mechanism for programme evaluation, including the educational process, specific component of the curriculum, teacher and student feedback and the performance of students

(10) Educational resources and facilities

The applying training institution should be self-contained with sufficient educational resources and training facilities such as lecture rooms, classrooms, tutorial rooms, libraries, nursing laboratories, science laboratories, student amenities and other equipment to support the training at an acceptable level of quality. The training facilities should be increased to match with the increased number of student intake. Computers and internet access to clinical databases are made available for both teaching staff and students for evidenced-based practice, learning, teaching and professional development.

Information Required
- Refer to table in paragraph 16(5); and

- (For institution which organises more than one nursing programme) A comprehensive plan on the utilisation of the facilities, specifying details such as the number of programmes and students using the facilities and the utilisation schedule, so as to satisfy the Council that the facilities are sufficient to cater for all the programmes

(11) Programme leadership and management

A programme leader who provides academic and professional leadership is crucial to ensure continuity in the development of the training programme. He/she should have the demonstrable commitment and leadership to implement the programme systematically according to the design and development plan. A system should be in place to ensure an annual review and updating of the structure, policies and functions as part of the programme administration.

Information Required
- Profile of the head of the school and the programme leader ;
- Formal involvement of stakeholders including students in the review process;
- Quality improvement strategies, action plan and outcomes; and
- Annual review report etc.

V. **Application for Being a Gazetted Training School and Process of Accreditation for New Nursing Training Programmes**

13. Application for being a gazetted training school is for non-gazetted training school or gazetted training school but with no intake of students for 5 years.

14. The process will normally take at least 18 months for a new programme. During the process, the Nursing Council will publish the progress of accreditation on its website. No intake of students should be made prior to the Nursing Council's accreditation. If the applying training institution chooses to commence the programme against advice, it proceeds at its own risk and it will forthwith inform the students concerned without delay of the consequence of studying a programme not yet accredited by the Nursing Council to avoid confusion to the detriment of their interests.

15. According to the NRO, no course of training carried out in Hong Kong will be recognised by the Nursing Council for the purpose of the registration / enrolment of any nurse unless such courses has been carried out in one or more of the training schools as notified in the Gazette[5] (and such nursing training institutions will be referred as gazetted training schools below).

Phase I – Submission of Self-study Report

16. The applying training institution will initiate the process by submitting a self-study report to the Nursing Council. The applying training institution should only submit the self-study report once. Further submission may not be considered unless it is requested by the Council. To facilitate the Nursing Council's assessment, the applying training institution should also complete the relevant checklist at **Appendices I to II**. Completed Appendices I to II should be attached to the self-study report. The report must contain requisite information, including but not limited to the following, in the order / sequence below:-

(1) a short description of the applying training institution and its experience in conducting nursing training programmes;

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[5] Regulation 9(2) of Nurses (Registration and Disciplinary Procedure) Regulations, Cap. 164 A, Laws of Hong Kong and Enrolled Nurses (Enrolment and Disciplinary Procedure) Regulations, Cap. 164 B, Laws of Hong Kong.

(2)   statement of mission, philosophy and objectives, which describes the educational process of producing a nurse who is competent at a basic level. The statement should be consistent with the goals of the applying training institution and that of the profession;

(3)   information on the training programme organised under the 11 Accreditation Criteria as described in Part IV, paragraph 12, of this Handbook in addition to paragraph 16(1) &16(2); and

(4)   information on all other nursing training programmes offered by the applying training institution including the respective number of students, and use of nursing laboratories and other facilities, e.g. classrooms.

(5)   Information including the following –

	Items	Please ✓
a)	floor plan of the nursing school	
b)	the location, the number of classrooms, tutorial rooms, seminar rooms, meeting rooms, conference rooms, lecture halls, lecture theatres, student lounge, discussion areas, science laboratories etc., and the maximum number of students accommodated in each of the facilities	
c)	the location, the number, the size, and the floor plan of nursing laboratories and store rooms, and the number of adult beds and cot beds, if any	
d)	colour photos of nursing laboratories and other facilities	
e)	a list of existing equipment, including names and quantity, if any	
f)	a list of planned-to-buy equipment for the nursing programme	
g)	the size and the capacity of the library, i.e. the maximum number of students which can be accommodated in the library, a list of library books/journals/subscriptions etc. including hard copies and e-copies and a list of planned-to-buy library materials, if any	
h)	(i) Accreditation for New Nursing Training Programme: 3-year plan on student intake, the number of students per intake and the number of intakes per year (ii) Re-accreditation for Existing Nursing Training Programme: 5-year plan on student intake, the number of students per intake and the number of intakes per year	
i)	3-year plan on class schedule	
j)	3-year plan on the utilisation of the classrooms/lecture halls/nursing laboratories, including class size	
k)	3-year budget planning on the programme	
l)	written agreement from the concerned hospitals or clinical training grounds, e.g. the Hospital Authority, private hospitals, for clinical practicum of students	

It is the responsibility of the applying training institution to ensure the accuracy of the report. To facilitate the work of the Nursing Council, the applying training institution is required to submit 10 copies of the report to the Secretary of the AC under the Nursing Council.

Phase II –Assessment of Self-study Report

17.   The self-study report will be assessed by the PAG in accordance with paragraph 9 of the Handbook. A summary of the self-study report prepared by a Consultant should be submitted to the PAG.

18.   When the AC is satisfied with the assessment of the self-study report, the applying training institution will normally be informed of the date and time of the accreditation visit following. In the event of any material change in circumstances, the applying training institution may need to submit a revised self-study report to the Nursing Council again. Should the applying training institution fail Phase II of the accreditation process, the Nursing Council will not further process the application. Any same application from the applying training institution should not normally be processed in 18 months from the date of the rejection letter to the applying training institution, when the Nursing Council's decision was made, unless evidence of substantial changes to the satisfaction of the Nursing Council was adduced.

Phase III - Accreditation Visit

19.   In this final phase of the accreditation process, the AP will be formed for conducting the accreditation visit. The composition of the AP will be endorsed by the Chairman of the Nursing Council.

20.   The accreditation visit is a professional peer review and is part of the accreditation process. It will include visit to physical facilities; interact with, but not limited to head of training institution, head of school, training institution administrators and teaching staff, clinical teachers, hospital staff and clinical mentors.

(1)   Programme and Institutional Materials

The applying training institution must prepare for the AP's review the items listed in the accreditation criteria and any other interpretive materials the applying training institution deems essential for the understanding of the programme offered.

(2)   Conduct of the Accreditation Visit

a)   the length of accreditation visit depends on the size and complexity of the issues concerned and the number of campuses the applying training institution has and will normally last for not more than 2 days;

b)   a tentative agenda for the visit is prepared by the applying training institution before the visit. The training institution is notified of the schedule at least 2 weeks before the visit. The agenda may include the followings:

i.   private meeting of the AP (which should last for 15 minutes at the beginning of the visit);
ii.   meeting with the head of applying training institution, head of school, senior management, and training institution administrators;
iii.   meeting with teaching staff and clinical teachers of the applying training institution;
iv.   a 15-minute session for review of the curriculum and other materials presented etc.;
v.   visit to different facilities of the applying training institution;
vi.   visit to clinical venues where clinical practicum takes place;

> vii. private meeting of the AP (which should last for 30 minutes at the end of the visit); and
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> viii. meeting with the staff of the applying training institution to provide feedback.

c) the applying training institution needs to arrange a temporary office in which the AP can be assembled and in which the AP can read and work during the period of the visit;

d) upon arrival at the training institution, the AP meets with the head before the review or evaluation begins;

e) when the applying training institution has more than one campus, all locations are reviewed before the training institution and its programme/s are accredited;

f) if the AP stipulates some conditions for the applying training institution to meet before commencement of its programme, the applying training institution must provide with such evidence for the Nursing Council. Only when conditions are met, the Nursing Council would approve the application. Normally this can be done through written correspondence.

Accreditation Report

21. Upon final clearance of issues brought up by the AP, members of the AP will make a professional judgment in relation to the established criteria for accreditation; and an accreditation report prepared by the AP should be submitted to the PAG. Upon analysis of information gathered, the PAG will make recommendations to the AC. The AC will then set conditions, make recommendations or provide suggestions, if any, for the consideration of the Nursing Council.

(1) Only when **conditions**[6] are met, the Nursing Council would approve the application.

(2) The Nursing Council will decide the accreditation status and inform the applying training institution of endorsed **recommendations**[7] for continuous improvement of the programme (as set out at paragraph 22 below). The applying training institution is required to follow up on the recommendations and show to the Nursing Council the follow-up work carried out in the progress report and/or at the next round of re-accreditation.

(3) The Nursing Council will also inform the applying training institution of endorsed **suggestions[8]**. The applying training institution can choose whether to follow the suggestions made by the Nursing Council.

Outcomes of Accreditation

22. Depending on the degree that the applying training institution has met the accreditation criteria, the Nursing Council may declare as outcomes of the accreditation and award as follows:

Application for Being a Gazetted Training School

(1) gazettal of nursing school;

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[6] A condition is the criterion which the applying training institution has to fulfill before the commencement of the training programme. Fulfilment of conditions is mandatory for obtaining accreditation status.

[7] A recommendation is the criterion which the applying training institution has to fulfill before and/ or at the next-round of re-accreditation.

[8] A suggestion is the criterion which the applying training institution can opt to fulfill.

(2) rejection of the application and the same application would not normally be processed in 18 months unless evidence of substantial changes to the satisfaction of the Nursing Council is adduced.

Accreditation for New Nursing Training Programme

(3) accreditation for a period of 3 years or 3 intakes, whichever is shorter.   The training institution is also required to submit 2 progress reports within 6 months and 12 months respectively of the first year of training;

(4) accreditation for less than 3 years or 3 intakes, whichever is shorter.   The training institution is required to comply with such recommendations as the Nursing Council sees proper and necessary;

(5) rejection of the application and the same application would not normally be processed in 18 months unless evidence of substantial changes to the satisfaction of the Nursing Council is adduced.

Notification of Accreditation Results

23. The applying training institution will normally be notified within 8 to 10 weeks after the accreditation visit the decision of the Nursing Council.

VI. **Process of Re-accreditation for Existing Nursing Training Programmes**

Phase I – Submission of Self-study Report with Executive Summary

24. The training institution interested in continuing to offer professional nursing training should apply to the Nursing Council for re-accreditation by way of submission of a self-study report **with an executive summary**.   The applying training institution should only submit the self-study report once.   Further submission may not be considered unless it is requested by the Council.   A training institution seeking for re-accreditation of an existing programme should furnish the Nursing Council with a self-study report at least 9 months before expiry of the present accreditation status.   It is the responsibility of the training institution to take the initiative to apply for re-accreditation.   The applying training institution should be aware that if it is late in submission of a self-study report for re-accreditation, the training institution may not be able to obtain the approval for re-accreditation before the accreditation status expires.   During the process, the Nursing Council will publish the progress of re-accreditation on its website.   No new intake of students should be made prior to the Nursing Council's re-accreditation. If the applying training institution chooses to commence the programme against advice, it proceeds at its own risk and it will forthwith inform the students concerned without delay of the consequence of studying a programme not yet re-accredited by the Nursing Council to avoid confusion to the detriment of their interests.   To facilitate the Nursing Council's assessment, the applying training institution should also complete the relevant checklist at **Appendices I to II**.   Completed Appendices I to II should be attached to the self-study report.   The report must contain requisite information, including but not limited to the following, in the order / sequence below:-

(1) an executive summary highlighting the progress reports of existing programme that have submitted to the Nursing Council and the major changes in the new submission of self-study report comparing to the last submission.

(2) a short description of the applying training institution and its experience in conducting nursing training programmes;

(3) a statement of mission, philosophy and objectives, which describes the educational process of producing a nurse who is competent at a basic level, and includes the difference between this submission and the previous submission. The statement should be consistent with the goals of the applying training institution and that of the profession; and

(4) information on the training programme organised under the 11 Accreditation Criteria as described in Part IV, paragraph 12, of this Handbook in addition to paragraph 24(1) , 24(2)& 24(3).

It is the responsibility of the applying training institution to ensure the accuracy of the report. To facilitate the work of the Nursing Council, the applying training institution is required to submit 10 copies of the report to the Secretary of the AC under the Nursing Council.

Phase II – Assessment of Self-study Report

25. The self-study report will be assessed by the PAG in accordance with paragraph 9 of the Handbook. A summary of the self-study report prepared by a Consultant should be submitted to the PAG.

26. When the AC is satisfied with the assessment of the self-study report, the applying training institution will normally be informed of the date and time of the accreditation visit following. In the event of any material change in circumstances, the applying training institution may need to submit a revised self-study report to the Nursing Council again. Should the applying training institution fail Phase II of the accreditation process, the Nursing Council will not further process the application. Any same application from the applying training institution should not normally be processed in 18 months from the date of the rejection letter to the applying training institution, when the Nursing Council's decision was made, unless evidence of substantial changes to the satisfaction of the Nursing Council was adduced.

Phase III - Accreditation Visit

27. In this final phase of the re-accreditation process, the AP will be formed for conducting the accreditation visit. The composition of the AP will be endorsed by Chairman of the Nursing Council.

28. The accreditation visit is a professional peer review and is part of the re-accreditation process. It will include visit to physical facilities; interact with but not limited to head of applying training institution, head of school, administrators, teaching staff, clinical teachers, students, hospital staff and clinical mentors.

(1) Programme and Institutional Materials

The applying training institution must prepare for the AP's review the items listed in the accreditation criteria and any other interpretive materials the applying training institution deems essential for the understanding of the programme offered.

(2) Conduct of the Re-accreditation Visit

a) the length of visit depends on the size and complexity of the issues concerned and the number of campuses the applying training institution has and will normally last for not more than 2 days;

b) a tentative agenda for the visit is prepared by the applying training institution before the visit. The applying training institution is notified of the schedule at least 2 weeks before the visit. The agenda may include the followings:

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private meeting of the AP (which should last for 15 minutes at the beginning of the visit);
meeting with the head of applying training institution, head of school, senior management, and administrators;
meeting with teaching staff, clinical teachers and clinical mentors of the applying training institution;
meeting with students and graduates of the existing nursing programme for 45 minutes;
a 15-minute session for review of the curriculum and other materials presented etc.;
visit to different facilities of the applying training institution;
visit to clinical venues where clinical practicum takes place, if deemed necessary;
private meeting of the AP (which should last for 30 minutes at the end of the visit); and
meeting with the staff of the applying training institution to provide feedback.

c) the applying training institution needs to arrange a temporary office in which the AP can be assembled and in which the AP can read and work during the period of the visit;

d) upon arrival at the applying training institution, the AP meets with the head before the review or evaluation begins;

e) when applying training institution has more than one campus, all locations are reviewed before the training institution and its programme/s are re-accredited;

f) if the AP stipulates some conditions for the applying training institution to meet before it starts its programme, the applying training institution must provide with such evidence for the Nursing Council.   Only when conditions are met, the Nursing Council would approve the application.   Normally this can be done through written correspondence.

Accreditation Report

29. Upon final clearance of issues brought up by the AP, members of the AP will make a professional judgment in relation to the established criteria for accreditation; and an accreditation report prepared by the AP should be submitted to the PAG.   Upon analysis of information gathered, the PAG will make recommendations to the AC.   The AC will then set conditions, make recommendations or provide suggestions, if any, for the consideration of the Nursing Council.

(1) Only when **conditions** are met, the Nursing Council would approve the application.

(2) The Nursing Council will decide the re-accreditation status and inform the applying training institution of endorsed **recommendations** for continuous improvement of the programme (as set out at paragraph 30 below).   The applying training institution is required to follow up on the recommendations and show to the Nursing Council the follow-up work carried out before and/or at the next round of re-accreditation.

(3) The Nursing Council will also inform the applying training institution of endorsed **suggestions**. The applying training institution can choose whether to follow the suggestions made by the Nursing Council.

Outcomes of Re-accreditation

30. Depending on the degree that the applying training institution has met the accreditation criteria, the Nursing Council may declare as outcomes of the re-accreditation and award as follows:

(1)   re-accreditation for a period of 5 years or 5 intakes, whichever is shorter, for applications for re-accreditation;

(2)   re-accreditation for less than 5 years or 5 intakes, whichever is shorter.   The applying training institution is required to comply with such recommendations as the Nursing Council sees proper and necessary;

(3)   rejection of the application and the same application would not normally be processed in 18 months unless evidence of substantial changes to the satisfaction of the Nursing Council is adduced.

Notification of Re-accreditation Results

31.   The applying training institution will normally be notified within 8 to 10 weeks after the accreditation visit the decision of the Nursing Council.

32.   The applying training institution must submit an explanatory report to the Nursing Council for the recommended conditions that could not be met.   Failure to do so may lead to removal of the training institution from the approved list of accredited provider for nurse training.

VII   Application for Prior Approval in respect of Major Programme Changes

33.   The award of accreditation / re-accreditation is based upon information given and circumstances whereby the training programme is carried out.   Training institutions are required to **apply for prior approval** from the Nursing Council for any change that affects the direction of the nursing training programme; such as:

(1)   title of award, programme content and structure;

(2)   admission criteria and policy;

(3)   number of students (application for increase in annual student intake would only be considered after graduation of first cohort of students for a new nursing training programme);

(4)   relocation of nursing school / nursing laboratory; and / or

(5)   phasing out of the programme

34.   Supporting document in respect of the changes should be submitted to the Secretariat of the Nursing Council for examination.   If necessary, the AC may recommend further action to be taken.   The training institution will be informed of the recommendation in writing accordingly.

VIII   Notification of Changes on Staffing

35.   Training institutions are required to notify the Nursing Council for any change on staffing that affects the minimum teacher-to-student ratio.

36.   Supporting document in respect of the changes should be submitted to the Secretariat of the Nursing Council for examination.   If necessary, the AC may recommend further action to be taken.   The training institution will be informed of the recommendation in writing accordingly.

References

Definition of Accreditation - http://www.euro.who.int/observatory/Glossary/TopPage?phrase=L

Hong Kong Council for Accreditation of Academic & Vocational Qualifications (2015). *Guidance Notes on Initial Evaluation, Learning Programme Accreditation and Learning Programme Re-accreditation*.
http://www.hkcaavq.edu.hk/en/services/accreditation/academic-accreditation

WHO Regional Office for Africa (2005). *Guidelines for Evaluating Nursing and Midwifery Education and Training Programmes*.
http://www.hrh-observatory.afro.who.int/images/Document_Centre/guidelines_nursing_midwifery.pdf

Nursing Council of Hong Kong
Checklist for Pre-registration (General) Training
(December 2016)

Syllabus Details

Subjects	Minimum Hours	Hours proposed	Indicate which part of the curriculum covers the subject
1A. General, behavioural & life sciences relevant to nursing	*320*		
Human anatomy and human physiology	(180)		
Sociology of health	(40)		
Applied psychology	(40)		
Fundamental pharmacology	(20)		
Microbiology	(30)		
Nutrition and dietetics	(10)		
1B. Professional nursing practice	*712*		
1B.1 The nursing profession	(4)		
1B.2 Basic nursing for safe practice			
1B.2 I The nursing process	(2)		
1B.2 II Essential nursing techniques in clinical settings for safe practice			
Ensuring a safe and comfortable environment for care			
Maintenance and promotion of OSH	(16)		
Documentation and reporting of care			
Helping the client meet the basic needs of living	(147)		
Assisting the client to undertake diagnostic procedures			
Administration of medications	(25)		
Principles of first aid			
1B.2 III Principles & practice of nursing			
Accident & emergency nursing	(4)		
Peri-operative nursing & anaesthetic nursing	(8)		
Medical and surgical nursing	(214)		
Rehabilitative nursing	(16)		
Oncology nursing and palliative care	(16)		
Paediatric & adolescent nursing	(50)		
Obstetric nursing	(40)		
Gerontological nursing	(30)		
Mental health nursing	(40)		
Public health & community nursing	(40)		
Communicable diseases & related nursing	(20)		
Chinese medicinal nursing and complementary and alternative medicine	(40)		
1C Legal & ethical issues	*40*		
1D Communication	*20*		
1F Information technology in nursing & health care	*20*		
2 Health promotion and health education			
2A Education theories and methods	*10*		
2B Concepts of health, health education & health promotion	*40*		

3 Management and leadership				
3A Management	*20*			
3B Leadership	*5*			
3C Health care policies	*15*			
4. Research				
4A Basic knowledge in conducting research in health care settings	*40*			
4B Appraising and utilising research findings				
5. Personal effectiveness and professional development				
5B Professional development	*2*			
5C Establishing & maintaining nursing as a profession	*6*			
Total	**1250**			

*Numbers in bold are the total hours and those in brackets are the breakdown of hours for reference only.

Details of Clinical Practice Arrangement

Clinical Areas	Minimum Hours	Hours proposed	Remarks
Medical Nursing	440		
Surgical Nursing	330		
Paediatric & Adolescent Nursing	60		
Obstetric Nursing	60		
Gerontological Nursing	60		
Mental Health Nursing	60		
Community Nursing	60		
Primary Health Care	60		
Accident and Emergency Nursing	60		
Any clinical area(s) among the above items	210		
Total	**1400**		

Clinical Training Arrangement

1. Category A – hospitals or medical institutions under the management of the Hospital Authority or private hospitals registered under the Hospitals, Nursing Homes and Maternity Homes Registration Ordinance (Cap. 165, Laws of Hong Kong), where in-patient care is provided (Not less than 70% of the total hours of clinical education).

2. Category B – community settings with first level care (Not more than 30% of the total hours of clinical education). Not more than one-tenth of this part of training may be conducted outside Hong Kong.

3. Assessment on students' clinical knowledge, skills, problem solving ability & professional attitude.

4. Comply with Clinical Assessment Guidelines as referred at the Reference Guide and evidence must be produced on the assessment of -
   ☐ aseptic technique;
   ☐ administration of medications; and
   ☐ professional nursing competencies.

Nursing Council of Hong Kong
Checklist for Pre-registration (Psychiatric) Training
(December 2016)

Syllabus Details

Subjects	Minimum Hours	Hours proposed	Indicate which part of the curriculum covers the subject
1A. Medical, behavioural and social sciences	**450**		
Human development	(20)		
General psychology	(30)		
Clinical psychology	(40)		
Sociology and health care	(40)		
Anatomy and physiology of human body	(60)		
Pharmaco-therapeutics	(30)		
Microbiology in nursing	(40)		
Psychiatry	(150)		
Chinese medicine & complementary & alternative medicine	(40)		
1B. Therapeutic communication	**60**		
Therapeutic communication in psychiatric nursing	(40)		
Nursing therapeutics for clients with mental disorders	(20)		
1C. Professional nursing practice	**480**		
Concepts of nursing and nursing theories	(20)		
Dimensions of professional nursing	(40)		
Fundamentals of psychiatric nursing practice	(100)		
First-aid management	(40)		
Principles and practice of psychiatric nursing	(180)		
Common general medical and surgical conditions	(100)		
1D. Legal and ethical aspects	**40**		
Ethical and legal issues in mental health nursing	(40)		
1E. Information technology applied to nursing and health care	**20**		
IT applied to nursing and health care	(20)		
2. Health promotion and education			
2A Education theories	**10**		
Health education and promotion	(6)		
Psycho education for clients, family and the community	(4)		
2B Concepts of health and mental health; mental health promotion	**50**		
Concepts of health and mental health	(40)		
Contemporary issues and trends in mental health care	(10)		
3. Management and leadership			
3A Management and leadership theories	**30**		
3B Health care system and policies	**20**		
3C.1 & 2 Dimensions of professional nursing	**10**		
3C.3 Contemporary issues and trends in mental health care	**5**		
4. Nursing research			
4A Basic knowledge in nursing research	**40**		
4B Evidence-based practice			
5. Personal and professional development			
5B Professional development	**5**		
5C Nursing as a profession	**10**		
Total	**1230**		

*Numbers in bold are the total hours and those in brackets are the breakdown of hours for reference only.

Details of Clinical Practice Arrangement

Clinical Areas	Minimum Hours	Hours proposed	Remarks / Hospital placement
Nursing management for acute / subacute clients	340		
Nursing management for psychiatric rehabilitation / long-stay clients	340		
Community psychiatric nursing and mental health out-reaching services	310		
Nursing management for psychogeriatric clients	120		
Nursing management for clients with medical and surgical problems	120		
Nursing management for child and adolescent clients	60		
Nursing management for clients with learning disabilities	60		
Nursing management for clients with substance-related disorders	50		
Total	**1400**		

Note: No minimum requirement of night duty.

Clinical Training Arrangement

1. Category A – hospitals or medical institutions under the management of the Hospital Authority or private hospitals registered under the Hospitals, Nursing Homes and Maternity Homes Registration Ordinance (Cap. 165, Laws of Hong Kong), where in-patient care is provided (60% - 70% of the total hours of clinical education).

2. Category B – community settings with first level care (30% - 40% of the total hours of clinical education). Not more than one-tenth of this part of training may be conducted outside Hong Kong.

3. Continuing Clinical Assessment (CCA) on students' clinical knowledge, skills, problem solving ability & professional attitude.

4. Comply with CCA Guidelines as referred at the Reference Guide and evidence must be produced on the assessment of –

   (1) Assessment areas - The natures clinical placement where the CCA would be conducted including:
       a. Psychiatric acute/subacute unit
       b. Psychiatric rehabilitation unit
       c. Community psychiatric nursing/out-reach service

   (2) The areas to be assessed in each CCA placement unit include:
       a. basic knowledge and skills
           ☐ provision of therapeutic milieu;
           ☐ communication and observation skills;
           ☐ nurse-patient relationship
           ☐ planning, implementation and evaluation of psychiatric nursing interventions; and
           ☐ professional and ethical practice.

       b. specific knowledge and skills
           ☐ mental health promotion and education;
           ☐ assessing client's needs;

- ☐ therapeutic communication and counselling skills;
- ☐ pharmaceutical treatments;
- ☐ administration and monitoring of treatment regimes and nursing care; and
- ☐ management of clinical areas.

Nursing Council of Hong Kong
Checklist for Pre-registration (Mentally Subnormal) Training
(December 2016)

Syllabus Details

Subjects	Minimum Hours	Hours proposed	Indicate which part of the curriculum covers the subject
1A. Medical, behavioural and social sciences	**438**		
Human development	(20)		
Applied psychology	(30)		
Sociology of health	(63)		
Human anatomy, physiology and pathophysiology	(60)		
Pharmacology-therapeutics	(30)		
Microbiology	(40)		
Causation, nature and effects of mentally subnormal	(110)		
Normalization and human rights	(45)		
Chinese medicine & complementary & alternative medicine	(40)		
1B. Therapeutic communication	**60**		
Therapeutic communication in mentally subnormal nursing	(40)		
Alternative method of communication	(20)		
1C. Professional nursing practice	**535**		
1C.1 Concepts of nursing and nursing theories	(20)		
1C.2 Dimensions of professional nursing	(45)		
1C.3 Principles and practice of mentally subnormal nursing			
1C.3.1 Administration of treatment and skills training e.g. medication and behaviour modification programme	(40)		
1C.3.2 Nursing therapeutics for mentally subnormal children	(30)		
1C.3.3 Nursing therapeutics for mentally subnormal adolescents	(30)		
1C.3.4 Nursing therapeutics for mentally subnormal adults	(30)		
1C.3.5 Nursing therapeutics for mentally elderly persons	(30)		
1C.3.6 Nursing people with multiple handicaps	(50)		
1C.3.7 Developing care and training programmes	(30)		
1C.3.8 Developing individual care and training programmes	(30)		
1C.3.9 Education and mentally subnormal people	(30)		
1C.3.10 Partnership with family	(30)		
First-aid management in mentally subnormal care settings	(40)		
Common general medical and surgical conditions	(100)		
1D. Legal and ethical aspects	**40**		
Ethical and legal issues in mentally subnormal nursing	(40)		
1E. Information technology applied to nursing and health care	**20**		
IT applied to nursing and health care	(20)		
2. Health promotion and education			
2A Education theories	**25**		
Health education and promotion	(10)		
Psycho education for clients, family and the community	(15)		
2C Integration and rehabilitation into the community	**25**		
2C.2 Assessing needs and service provision	(10)		
2C.3 Individual challenges in the integration	(15)		

Subjects	Minimum Hours	Hours proposed	Indicate which part of the curriculum covers the subject
3. Management and leadership			
3A Management and leadership theories	*20*		
3A.1 Basic management	(10)		
3A.2 Human resources and quality control	(10)		
3B Education and health care system and policies	*5*		
3B.4 Contemporary issues and trends in mentally subnormal services	(5)		
4. Nursing research			
4A Basic knowledge in nursing research	*25*		
4B Appraising, disseminating and utilising research findings	*15*		
5. Personal and professional development			
5A Maintaining optimum health	*10*		
5B Professional development	*10*		
5B.1 Information effects on the caring of the mentally subnormal people	(10)		
5C Nursing as a profession	*10*		
Total	**1238**		

*Numbers in bold are the total hours and those in brackets are the breakdown of hours for reference only.

Details of Clinical Practice Arrangement

Clinical and field experience	Minimum Hours	Hours proposed	Remarks / Hospital placement
Mentally subnormal clients in early developmental stage	230		
Mentally subnormal clients with mental health problems	310		
Mentally subnormal clients with multiple handicaps	310		
Mentally subnormal clients requiring services in community	310		
Mentally subnormal clients requiring positive learning and education services	120		
Mentally subnormal clients with medical and surgical problems	120		
Total	**1400**		

Note: No minimum requirement of night duty.

Clinical Training Arrangement

1. Category A – hospitals or medical institutions under the management of the Hospital Authority or private hospitals registered under the Hospitals, Nursing Homes and Maternity Homes Registration Ordinance (Cap. 165, Laws of Hong Kong), where in-patient care is provided (60% - 70% of the total hours of clinical education).

2. Category B – community and special education settings where the provision of first level care is evident (30% - 40% of the total hours of clinical and field training).   Not more than one-tenth of this part of training may be conducted outside Hong Kong.

3. Continuing Clinical Assessment (CCA) on students' clinical knowledge, skills, problem solving ability & professional attitude.

4. Comply with CCA Guidelines as referred at the Reference Guide and evidence must be produced on the assessment of –

(1) Assessment areas - The natures clinical placement where the CCA would be conducted including:

    a. Care of mentally subnormal clients with multiple handicaps

    b. Care of mentally subnormal clients with mental health problems

    c. Care of mentally subnormal clients requiring positive learning and education services

(2) The areas to be assessed in each CCA placement unit include:

    a. basic knowledge and skills

- [ ] provision of therapeutic milieu;
- [ ] communication and observation skills;
- [ ] nurse-client and family relationship;
- [ ] planning, implementation and evaluation of mentally subnormal nursing interventions; and
- [ ] professional and ethical practice.

    b. specific knowledge and skills

- [ ] normalisation and human rights;
- [ ] developing an Individual Programme Plan;
- [ ] therapeutic communication and teaching skills;
- [ ] pharmaceutical treatments;
- [ ] administration and monitoring of treatment regimes and nursing care; and
- [ ] management of service areas.

Syllabus Details

Subjects	Minimum Hours	Hours proposed	Indicate which part of the curriculum covers the subject
1A. General, behavioural and life sciences relevant to nursing	*320*		
Human anatomy, physiology, and pathophysiology	(180)		
Sociology of health	(40)		
Applied psychology	(40)		
Fundamental pharmacology	(20)		
Microbiology	(30)		
Nutrition and dietetics	(10)		
1B. Professional nursing practice	*712*		
1B.1 The nursing profession	(4)		
1B.2 I The nursing process	(2)		
1B.2 II Essential nursing techniques in clinical settings for safe practice			
Ensuring a safe and comfortable environment for client care	(16)		
Maintenance and promotion of OSH			
Documentation and reporting of care			
Helping the client meet the bio-psycho-social needs	(147)		
Assisting the client to undertake diagnostic procedures			
Administration of medications	(25)		
First aid			
1B.2 III Principles & practice of paediatric nursing			
Medical nursing	(240)		
Surgical nursing	(95)		
Adolescent nursing	(28)		
Peri-operative nursing	(10)		
Rehabilitation nursing	(30)		
Haematology and oncology nursing	(30)		
Palliative care nursing	(10)		
Mental health nursing	(25)		
Public health and community nursing	(20)		
Communicable diseases and their related nursing	(20)		
Complementary and alternative therapies	(10)		
1C Legal & ethical issues	*40*		
1D Communication	*20*		
1F Information technology in nursing & health care	*20*		
2 Health promotion and health education			
2A Education theories and methods	*10*		
2B Concepts of health, health education & health promotion	*40*		
3 Management and leadership			
3A Management	*20*		
3B Leadership	*5*		
3C Health care policies	*15*		

Subjects	Minimum Hours	Hours proposed	Indicate which part of the curriculum covers the subject
4. Research			
4A Basic knowledge in conducting research in health care settings	*40*		
4B Appraising and utilising research findings			
5. Personal effectiveness and professional development			
5B Professional development	*2*		
5C Establishing & maintaining nursing as a profession	*6*		
Total	**1250**		

*Numbers in bold are the total hours and those in brackets are the breakdown of hours for reference only.

Details of Clinical Practice Arrangement

Clinical Areas	Minimum Hours	Hours proposed	Remarks
Medical Nursing	640		
Haematology and Oncology Nursing			
Palliative Care Nursing			
Communicable Diseases and their Related Nursing			
Surgical Nursing	240		
Peri-operative Nursing			
Adolescent Nursing	160		
Mental Health Nursing	160		
Rehabilitation Nursing	200		
Public Health and Community Nursing			
Complementary and Alternative Therapies			
Other Relevant Areas e.g. Paediatric Primary Care, School Health, Rehabilitation, Out-Patient Department			
Total	**1400**		

Clinical Training Arrangement

1. Assessment on students' clinical knowledge, skills, problem solving ability & professional attitude.

2. Comply with Clinical Assessment Guidelines as referred at the Reference Guide and evidence must be produced on the assessment of -
   - ☐   aseptic technique;
   - ☐   administration of medications; and
   - ☐   professional nursing competencies.

The Nursing Council of Hong Kong
Checklist for Pre-Enrolment (General) Training
(December 2016)

Syllabus Details

	Topics	Minimum requirement (hours)	Hours proposed	Indicate which part of the curriculum covers the subject
Competency area 1:	**Professional, Legal and Ethical Nursing Practice**			
A	**Professional Nursing Practice**			
	- Nursing profession - Personal qualities of a nurse - Concepts of nursing and caring - Introduction to theories of nursing and caring - Introduction to evidence-based nursing practice	30		
B	**Legal and Ethical**			
	- Legal aspects pertinent to enrolled nurse practice - Professional conduct and nursing ethics - International and local nursing organisations - Principles of safe practice - Contemporary ethical practice	30		
C	**Communication**			
	- Introduction to concepts of communication and counselling, interpersonal relationship and team work	10		
D	**Fundamental Principles on**			
	- Human rights and responsibilities - Patients' rights and responsibilities	10		
Competency area 2:	**Provision of Care**			
A	**Basic Understanding of Biological and Integrated Life Sciences**			
	- Anatomy and physiology - Growth and development - Microbiology - Pharmacology - Nutrition and dietetics	125		
B	**Introduction to Behavioural and Social Sciences Pertaining to Healthcare**			
	- Psychology - Sociology	30		
C	**Concepts of Health and Health care**			
	- Health care system - Personal and community health - Health promotion - Prevention of communicable and non-communicable diseases	40		
D	**Principles and Practice of Nursing**			
	- Basic nursing care - First aid and emergency nursing - Infection control - Assisting in the care of clients with alteration in various body system functions - Preventive and promotive care	360		

E	**Introduction to Specialty Nursing**			
	- Gerontological nursing - Obstetric nursing - Public health & community nursing - Mental health nursing	50		
F	**Basic Knowledge on**			
	- Quality assurance - Occupational safety & health practice - Risk identification - Patient safety - Incidents reporting	30		
G	**Communication**			
	- Basic skills on effective communication	10		
H	**Introduction to Information Technology in Health Care**			
	- Basic understanding on information technology (IT) - Application of IT in nursing and health care	8		
Competency area 3:	**Personal and Professional Attributes**			
A	**Personal Attributes**			
	- Knowledge of self, environment, stress coping, responsibility and accountability, and adaptation to change	10		
B	**Professional Attributes**			
	- Knowledge of professional development and lifelong learning - Knowledge of professional organisations and strategies in achieving professionalism - Fundamental principles on evidence-based practice and nursing research	15		
Competency area 4:	**Teamwork**			
A	**Effective Communication**	4		
B	**Basic Principles of Team Building**	8		
C	**Basic Principles of Coaching and Mentoring**	10		
	Total	**780**		

Details of Clinical Practice Arrangement

	Clinical Areas	Minimum Practice Requirement (hours)	Hours proposed
1	**Medical Nursing**	**800**	
2	**Surgical Nursing**	**700**	
3	**Night Duty**	**100**	
Total		**1600**	

Clinical Training Arrangement

1. Assessment in pupil nurses' knowledge, skills, problem solving ability and professional attitude.
2. Evidence must be produced on the assessment of -
   - ☐ aseptic technique; and
   - ☐ administration of medications.
3. The first night duty should not be commenced before the completion of the first 6 months of training.

Syllabus Details

	Topics	Minimum requirement(hours)	Hours proposed	Indicate which part of the curriculum covers the subject
Competency area 1: Professional, legal and ethical nursing practice				
A	**Medical, behavioural and social sciences**			
	- Psychology and human development - Sociology and health care - Anatomy and physiology of human body - Microbiology in nursing - Psychiatry and psychotherapeutic interventions - Pharmacology	220		
B	**Therapeutic communication**			
	- Theories of communication and counselling - Interpersonal relationships and team building - Concept of therapeutic communication	70		
C	**Professional nursing practice**			
	- Principles and practice of basic general nursing - Principles and practice of psychiatric nursing - General medical and surgical conditions - First aid and emergency nursing	190		
D	**Legal and ethical aspects**			

	- Professional conduct and nursing ethics
	- Legal aspects related to psychiatric nursing
	    - Duty of care
	    - Confidentiality
	    - Informed consent
	    - Patients' rights and responsibility
	    - Mental Health Ordinance
		30		

E	**Professional studies**			
	- Nursing profession - Introduction to nursing models and nursing process - Modern trends in nursing - Historical development of psychiatric nursing - Personal qualities of the psychiatric nurse - Role of an enrolled psychiatric nurse in the therapeutic team	20		
Competency area 2: Health promotion and education				
A	**Concepts of health and mental health; health education and mental health promotion**			
	- Concept of health - Concept of mental health - Mental health assessment - Mental health promotion - Promotion of health of the individual and the community - Concept of institutionalization - Rehabilitation and resocialization of the client - Community resources in the care of the client	50		

Competency area 3:	**Quality improvement and teamwork**			
A	**Basic knowledge on**			
	- Continuous quality improvement - Environmental screening - Clinical risk identification - Patient safety - Incidents reporting - Occupational safety and health - Infection control	40		
B	**General management of the ward**			
	- Ward routines - General cleanliness of the ward - Ventilation, lighting, heating and noise control in the ward - Cleansing and storing of linen, equipment and articles used in the ward - Economical use of supplies and equipment - Fire prevention, fire fighting, and evacuation of patients	40		
C	**Introduction to health care system**			
	- Health care system - Health care settings and health care teams - Mental health services in Hong Kong	10		
D	**Introduction to information technology in health care**			
	- Basic understanding on information technology (IT) - Application of IT in nursing and health care	10		
E	**Basic principles of team building**	10		
F	**Basic principles of coaching and mentoring**	10		
Competency area 4:	**Personal and professional attributes**			
A	**Personal attributes**			
	- Knowledge of self, environment, stress coping, healthy lifestyle, responsibility and accountability, and adaptation to change	30		
B	**Professional attributes**			
	- Knowledge of professional development and continuing learning opportunities - Knowledge of professional organisations and strategies in achieving professionalism - Fundamental principles on evidence-based practice and nursing research	20		
	Total	**750**		

Details of Clinical Practice Arrangement

Clinical Experience	Minimum requirement (hours)	Hours proposed
Nursing management for acute / subacute clients	**230**	
Nursing management for psychiatric rehabilitation / long-stay clients	**230**	
Community psychiatric nursing and mental health outreaching services	**200**	
Nursing management for psychogeriatric clients	**100**	
Nursing management for clients with medical and surgical problems	**100**	
Nursing management for child and adolescent clients	**50**	
Nursing management for clients with learning disability	**50**	
Nursing management for clients with substance–related disorders	**40**	
Total	**1,000**	

Note – No minimum requirement of night duty

Clinical Training Arrangement

1. The above should include a period of continuous clinical practice of not less than 3 months.

2. Category A – hospitals or medical institutions under the management of the Hospital Authority or private hospitals registered under the Hospitals, Nursing Homes and Maternity Homes Registration Ordinance (Cap. 165, Laws of Hong Kong), where in-patient care is provided (60% - 70% of the total hours of clinical education).

3. Category B – community settings with first level care (30% - 40% of the total hours of clinical education). Not more than one-tenth of this part of training may be conducted outside Hong Kong.

4. Continuing Clinical Assessment (CCA) on students' clinical knowledge, skills, problem solving ability & professional attitude.

5. Comply with CCA Guidelines as referred at the Reference Guide and evidence must be produced on the assessment of –

   (1) Assessment areas - The natures clinical placement where the CCA would be conducted including:
      a. Psychiatric acute/subacute unit
      b. Psychiatric rehabilitation unit
      c. Community psychiatric nursing/out-reach service

(2) The areas to be assessed in each CCA placement unit include:

    a. basic knowledge and skills
- ☐ provision of therapeutic milieu;
- ☐ communication and observation skills;
- ☐ nurse-patient relationship
- ☐ planning, implementation and evaluation of psychiatric nursing interventions; and
- ☐ professional and ethical practice.

    b. specific knowledge and skills
- ☐ mental health promotion and education;
- ☐ assessing client's needs;
- ☐ therapeutic communication and counselling skills;
- ☐ pharmaceutical treatments;
- ☐ administration and monitoring of treatment regimes and nursing care; and
- ☐ management of clinical areas.

The Nursing Council of Hong Kong
Checklist for Accreditation of Training Institutions
for Pre-Enrolment and Pre-Registration Nursing Education

To be completed by the applying institution

Information of the Applying Institution

1. Name of the Institution(s)   _____

2. Gazetted Training School   Yes ☐   No ☐

3. Existing accredited nursing education programmes

_____
_____
_____
_____
_____
_____

Nursing Education Programme in Application

1. Title   _____

2. Number of students per annual intake   _____

3. Medium of teaching   _____

4. Tentative commencement date   _____

5. Duration of programme   _____

6. Entrance requirements

_____
_____
_____
_____
_____
_____
_____

Self-Study Report

If the following information has been included in the self-study report, please √.   Otherwise, please give reason(s) in separate sheets.

1. A short description of the training institution and its experiences in conducting nursing education programmes	
2. Statement of mission, philosophy and objectives, which describes the educational process of producing a nurse who is competent at a basic level. The statement should be consistent with the goals of the institution and that of the profession	

3. Governance and administration
 	
Information required
    • Membership of the governing body, academic board or committee;
    • Terms of reference of the governing body, academic board or committee;
    • Annual reports and minutes of meetings related to the development of the training programme in application; and
    • Strength of the administrative staff, including full-time and part-time etc.	

4. Organisational structure and decision making
 	
Information required
    • An organisational structure showing the major committees and departments;
    • Membership and terms of reference of major committees and advisory bodies;
    • Information on the academic decision-making process; and
    • Statements on the role and duties of school head, programme leaders, external advisers, external examiners and student representatives etc.	

5. Programme planning, development and design
 	
Information required
    • Organisation policy for awarding qualification;
    • Procedures in approval of new programmes;
    • Policy and regulation relating to curriculum design, credit weighting, assessment, graduation, grading award, disciplinary and appeal system; and
    • The development and implementation plan of the training programme etc.	

6. Curriculum and syllabus Information required • Programme details including title, objective, award, admission requirement, length, mode of teaching, medium of instruction, pattern of attendance and assessment methods;	

• Curriculum and syllabus of the training programme including subjects, learning hours, mode of delivery and teaching methods; • Samples of teaching and learning materials; and • Samples of study projects and assessment records etc.	
7. Staff Information required • Curriculum vitae of all teaching staff, including clinical teachers.	
8. Staff development, research and scholarly activities Information required • Clinical expertise and updating of each teaching staff; • Development programme for teaching staff; and • Report on academic achievement etc.	
9. Student admission, assessment and support Information required • Student admission and selection policy; • Student profile, academic and achievement record; • Assessment methods, passing criteria and appeal system; and • Policy for weak performing student etc.	
10. Clinical practice Information required • Profile of clinical training grounds; • Clinical expertise and updating of each teaching staff; • Profile of the clinical mentors and clinical assessors; • Preparation of clinical mentors and clinical assessors; • Clinical learning handbook; • Clinical assessment record; • Clinical practice performance assessment system; and • Channel of communication between the training institution and clinical practice organisations etc.	
11. Programme evaluation Information required	

• Committee structure such as advisory committee or academic board involved in the approval, validation and re-validation, and monitoring of training programmes; • Terms of reference of any external bodies invited to give advice on quality issues of the training institution; • Appointment criteria of external advisors, external examiners, advisory committee, consultant, etc.; • Evidence of the work of the external bodies; such as programme review reports and records of meeting; and • Mechanism for programme evaluation, including the educational process, specific component of the curriculum, teachers and student feedback and the performance of students	
12. Educational resources and facilities Information required • Refer to table in paragraph 16(5) of Handbook for Accreditation of Training Institutions For Pre-Enrolment/Pre-registration Nursing Education; and • (For institution which organises more than one nursing programme) A comprehensive plan on the utilisation of the facilities, specifying details such as the number of programmes and students using the facilities and the utilisation schedule, so as to satisfy the Council that the facilities are sufficient to cater for all the programmes	
13. Programme leadership and management Information required • Profile of the head of the school and the programme leader; • Formal involvement of stakeholders including students in the review process; • Quality improvement strategies, action plan and outcomes; and • Annual review report etc.	