

Voluntary Scheme on Advanced and Specialised Nursing Practice

Online Briefing for Employers

Nursing Council of Hong Kong

26 January 2021 (Tuesday)

Part I Background & Development

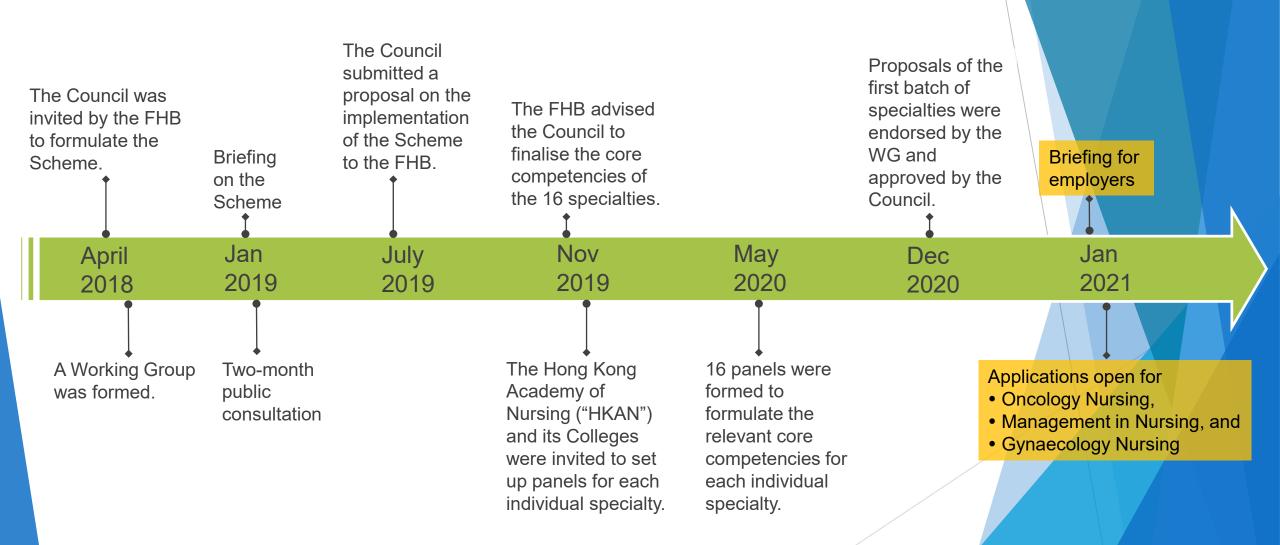
Professor Agnes TIWARI

Chairman of the Nursing Council of Hong Kong, Convenor of the Working Group on Advanced and Specialised Nursing Practice

Background

In view of the ageing population and increasing demand for public healthcare services, the Government recognised the pivotal role played by nurses in revitalising healthcare systems through advanced nursing practice and enhanced clinical specialties.

- ► The Nursing Council of Hong Kong ("the Council") was invited by the Food and Health Bureau ("FHB") to formulate a voluntary scheme on advanced and specialised nursing practice ("the Scheme") with a view to
 - advance the professional competence of nurses; and
 - pave the way for setting up a statutory registration system in the long run.



Part II Eligibility & Vetting Procedures

Secretariat, Nursing Council of Hong Kong

A. Eligibility

OR

A currently employed registered nurse ("RN") in Hong Kong meeting the following criteria should be eligible to apply for recognition as an APN with the Council:

a) obtained a post-RN registration Clinical Master in Nursing / Health Science in the related specialty;

OR

obtained a post-RN registration Master degree in health related stream AND completed the Postregistration Certificate Course ("PRCC") / Hospital Authority's **Specialty Nurse** Recognition Scheme Certificate / recognised in-service training for at least 80 hours;

a Fellow of the Hong Kong Academy of Nursing ("HKAN") or equivalent;

Recognised in-service training should be specialty training with structured content and clear learning outcomes, and have interaction as well as assessment components.

AND

d) possessed six years of full time post-registration nursing experience immediately prior to his/her application in which at least the most recent four years must be serving in the related specialty area

B. Vetting Procedures

B. Vetting Procedures

Employers

1. Certifying documents

2. Assessing the eligibility (a / b / c + d)

3. Submitting ascertained applications (in one lot w/ cover)

Applications of unconfirmed / unascertained eligibility

1. Conducts preliminary checking

2. Seeks endorsement of the Council

3. Informs the applicants of the results via employers

Pursing Council of Dong Rong

Recognition No.: No1-000001

Dursing Council of Dong Rong

Recognition No.: No1-000001

Date of Recognition: 1 July 2020

**I hereby certify that CHAN TAI MAN (除大文) [Registered Nurse Registration No.: RNG000000X] was recognised as Advanced Practice Nurse under the specialty of Cardiac Nursing in the Voluntary Scheme on Advanced and Specialised Nursing Practice of the Nursing Council of Hong Kong.

Tortessor Agness TIWARI

**Chairman of the Council Chairman Chairman Of the Council Chairman Of the Chairman Of the Council Chairman Of the Council Chairman Of the Chairman O

Council

Applicants

1. Certifying documents

by authorised person(s) of your company/organisations

On photocopy of each document

Signed: Chan
Date: 07-Jan-2021
Name: CHAN Tai-man
Position: HR Manager

CERTIFIED TRUE

COPY

Signed:
Date:
07-Jan-2021

Name:
CHAN Tai-man

Position:
HR Manager

> Part B on page 3 of the application form

B. To be filled in by the current employer

I certify that I have personally checked the personal particulars, the post-registration academic and professional qualifications and the post-registration clinical experience in the relevant specialty area together with the supporting documents provided in the application form.

Signature: Chan

Name: CHAN Tai-man

Name of organisation: ABC Medical

Position: HR Manager

Tel No.: 2123 4567

Date: 07-Jan-2021

(Last updated in November 2020)

2. Assessing the eligibility: criterion (a)

- Go to Part A(i) on page 1 of the → application form, as well as the corresponding documentary proof(s), and
- 2) Check if the programme is on the List of Clinical Master in Nursing / Health Science Programmes.
- → If ascertained, go to Part A(iii) on page 2 of the application and check the applicant's <u>full time post-registration clinical experience</u> (eligibility criterion d).

THE NURSING COUNCIL OF HONG KONG APPLICATION FOR RECOGNITION AS AN ADVANCED PRACTICE NURSI

APPLICATION TO	OK KECOGNITION AS AN	AD VANCED FRA	TICE NURSE				
Note 1: The provision of personal data is voluntary. If you do not provide sufficient information, however, the Nursing Council of Hong Kong ("the Council") may not be able to process your application for recognition as an advanced practice nurse. Note 3: Any amendments made should be initialed by the respective person, i.e., the person who has made the amendments. If there is any change in your address as recorded in the register of nurses, please notify the Council Secretariat separately by the prescribed form. Note 4: Applicants whose applications are not supported by their employers may appeal to the Council in 30 days upon receipt of notification by the employers. Such applications for appeal should be submitted with a letter issued by the employers setting out details of the reasons for not recommending the applications, and full set of supporting documents provided by the applicants in support of the applications. A. To be filled in by the applicant							
A. To be filled in by the appli	icant						
I, (*Mr/Ms/Miss/Mrs/Dr)	(Full name in English and Chinese (
holder of *Hong Kong Identity C	Card No./Passport No		,				
- II W Di-t 1 No							
a Hong Kong Registered Nurse	(Registration No.)	registered on	(Date of Registration)				
of							
(Corres	spondence address in Hong Kong in						
Tel. No							
hereby apply for recognition as a current employer:	an advanced practice nurse in	the following specia	lty^ with the Council via my				
Prin	mmunity, Critic mary and Public Nurs alth Nursing	cal Care ing	Education and Research in Nursing				
1 2 2	rontology rsing Gyna Nurs	necology ing	Infection Control in Nursing				
Management in Med	dical Nursing Ment	tal Health ing	Oncology Nursing				
Orthopaedic Paed Nursing Paed	~	perative and sthesia	Surgical Nursing				
I voluntarily provide the following	ng information with document	tary support to facilita	nte the application:				
(i) Post-registration Academic	Qualifications / Related Speci	ialty Training Note:					
Training Institution (name and address)	Title of the Program		Training Period From To nth/Year) (Month/Year)				
Note: Applicants may be requir Hong Kong Council for A	red to provide documentary p						

→ Ascertained, go to Part A(iii) on page 2 of the application and check the applicant's full time post-registration clinical experience (eligibility criterion d).

(i) → Post-registration Academic Qualifications / Related Specialty Training Note:

Training Institution ↓ (name and address) ↓	Title of the Programme ₽	From -	gibility criterio	1
The Chinese University of Hong Kong	MSc in Health Services Management	(Month/Year). 09/2017.	(Month/Year) ₽ (08/2019 ₽ (P
τ,	42	¢.	٠	42\

List of Local Clinical Master in Nursing / Health Science Programmes to be recognised under the Voluntary Scheme on Advanced and Specialised Nursing Practice

No.	Institution	Faculty/ Department	Programme	Categorisation	Specialty	
1		Department of Medicine and Therapeutics	MSc in Cardiology	Clinical	Cardiac	
2	7 The Chinese University of Hong Kong ("CUHK")	Department of Medicine and Therapeutics	MSc in Clinical Gerontology and End-of-Life Care	Clinical	Gerontology	
3		Department of Medicine and Therapeutics	MSc in Endocrinology, Diabetes & Metabolism	Clinical	Medical	
4		Department of Medicine and Therapeutics	MSc in Gastroneterology	Clinical	(i) Medical (ii) Surgical	
5		Department of Medicine and Therapeutics	MSc in Stroke and Clinical Neurosciences	Clinical	(i) Medical (ii) Surgical	
6		Department of Obstetrics and Gynaecology	MSc in Obstetric and Midwifery Care	Clinical	Gynaecology	
7		Department of Orthopaedics and Traumatology	MSc in Musculoskeletal Medicine, Rehabilitation and Geriatric Orthopaedics	Clinical	Orthopaedic	
8		The Jockey Club School of Public Health and Primary Care	MSc in Health Services Management	Clinical	Management	
9		The Jockey Club School of Public Health and Primary Care	Master of Public Health	Clinical	Community, Primary & Public Health	
10		Department of Psychiatry	MSc in Mental Health	Clinical	Mental Health	_

2. Assessing the eligibility: criterion (b)

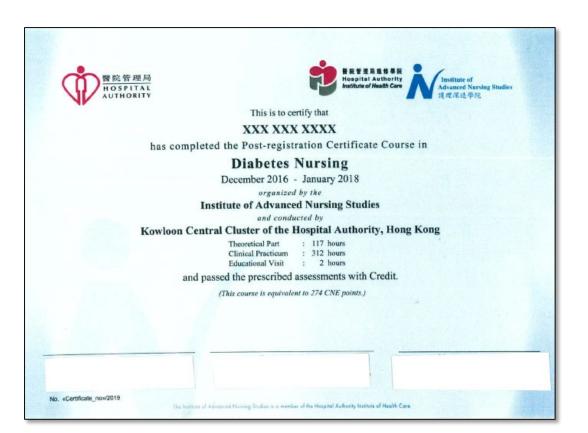
- 1) Go to Part A(i) on page 1 of the application form, as well as the corresponding documentary proof(s),
- 2) Check if the programme is on the <u>List of Master</u>

 Programmes in Health

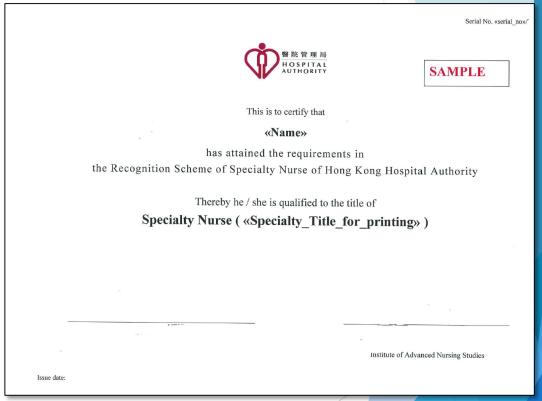
 Related Stream, and

- 3) Check if he/she fulfilled any of the following with respect to **the related specialty**:
 - completed Post-registration Certificate Course ("PRCC"),
 - ➤ HA's Specialty Nurse Recognition Scheme Certificate, or
 - recognised in-service training for at least 80 hours.
- → If ascertained, go to Part A(iii) on page 2 of the application and check the applicant's <u>full time</u> <u>post-registration clinical experience (eligibility criterion d)</u>.

Post-registration Certificate Course ("PRCC")



HA's Specialty Nurse Recognition Scheme Certificate



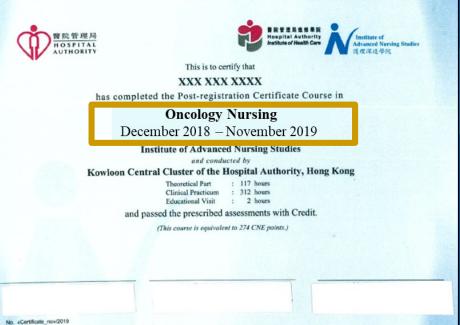
> Recognised in-service training for at least 80 hours

→ Ascertained, go to Part A(iii) on page 2 of the application and check the applicant's full time post-registration clinical experience (eligibility criterion d).

(i) → Post-registration Academic Qualifications / Related Specialty Training Note:

Training Institution.	Title of the Programme ₽	(eligibility criterio		7 (
(name and address) ₽		From (Month/Year)	To↓ (Month/Year)↓	42
The Chinese University of Hong Kong.	Master in Nursing.	09/2015₽	08/2017₽	ته
Hospital Authority.	PRCC·in·Oncology·Nursing ₽	12/2018	11/2019	ته

No.	Institution	Faculty/ Department	Programme
1		Department of Anatomical and Cellular Pathology	MSc in Medical Laboratory
2		School of Biomedical Sciences	MSc in Genomics and Bioinf
3		School of Chinese Medicine	Master of Chinese Medicine
4		School of Chinese Medicine	MSc in Acupuncture
5]	School of Chinese Medicine	MSc in Chinese Medicine
6]	Department of Imaging and Interventional Radiology	MSc in Diagnostic Ultrasono
7	The Chinese University of Hong Kong	The Nethersole School of Nursing	Master of Nursing
8	("CUHK")	The Nethersole School of Nursing	Master of Philosophy



2. Assessing the eligibility: criterion (c) (ii) - Post-registration - Professional Qualification Organisation - Specialty

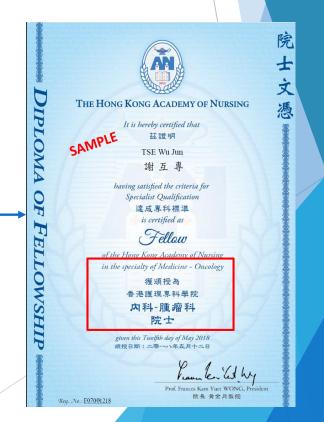
 (ii)→ Post-registration Professional Qualifications: □

 Organisation □
 Specialty □
 Fellow Number □
 Year obtained □

 Hong·Kong·Academy □
 FHKAN (Medicine □
 F07001218 □
 2018 □

 of ·Nursing □
 Oncology) □
 □

- Go to Part A(ii) on page 2 of the → application form, as well as the relevant documentary proof such as the diploma of → fellowship issued by the HKAN, and
- 2) Check whether he/she is on the Lists of Fellow Members at www.hkan.hk/main/en/about-us/member-types/fellow-members
- → If ascertained, go to Part A(iii) on page 2 of the application and check the applicant's <u>full</u> time post-registration clinical experience (eligibility criterion d).



2. Assessing the eligibility: criterion (d)

- ► Consider ALL the applicant's full time post-registration clinical experience as indicated in Part A(iii) on page 2 of the application
- ▶ Please refer to either of the following:

		Applicants who have been RNs currently employed by your company/organisation for six years and/or above
Documentary proof(s)	 ✓ issued by previous employer(s), and ✓ the current employer (i.e. your company/organisation) 	✓ solely issued by your company/organisation
Your action	requirements by certifying his/her durat	licant concerned has fulfilled the Council's ion of full time post-registration clinical is applying for immediately prior to the

Certification for Clinical Experience

Certification letter for clinical experience (sample)

		(Full name in	English and Chin	iese of the applicant)
has been in the	employment of			
			(Name of orga	nisation)
from	to_		_serving in	
(Star	ting date)	(Completion date)		(Name of the specialty area)

This is to certify that	to certify that			ıll time post-registration clir ea is years erience in our organisation is	mical experience of the applicant in the months while the total number of years months.	
has been in the employment of	has been in the employment of Hospital Authority					
	(Ne	ame of organis	sation)	_		
from 01/08/2010 to	31/01/2021 serv	ving in	Oncolo	gy Nursing		
(Starting date)	(Completion date)		(Name of th	e specialty area)	Signature:	
					Name:	(n. hl. h l. u)
Total number of years of full abovementioned specialty area		_		he applicant in the the total number of	Name of organisation: Position:	(in block letters)
years of full time clinical experi	ence in our organisation i	is 16	years	months.	Date :	

3. Submitting ascertained applications (with standardised covering cover)

- Send the applications of your current employees whose eligibility can be preliminarily confirmed or ascertained in one lot to the Central Registration Office of the Department of Health
- By <u>a standardised</u> covering letter, which should be signed by the authorised person of your company/organisation

To: Central Registration Office, Boards & Councils Office, Department of Health 17/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong (Please mark "Application for Recognition as an Advanced Practice Nurse" in the envelope)

Applications for Recognition as Advanced Practice Nurses

This is to confirm that the registered nurses as listed in Appendix have met all the requirements of the Nursing Council of Hong Kong ("the Council") for recognition as advanced practice nurses, including the requirements of academic / professional qualifications and clinical experience in the relevant specialty area as required by the Council.

The applications for recognition as advanced practice nurses are submitted on behalf of the applicants. One set of the following documents for each applicant is also enclosed:

- (a) a duly completed application form for recognition as an advanced practice nurse in Hong Kong;
- (b) a true copy of graduation certificate / transcripts of studies showing that the applicant concerned has obtained a Clinical Master in Nursing / Health Science in the related specialty, or a Master degree in health related stream, and where applicable, a true copy of the qualifications assessment report issued by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications, certified by our organisation;
- (c) a true copy of proof of completion of the training programme, i.e. Post-registration Certificate Course ("PRCC") / Hospital Authority's Specialty Nurse Recognition Scheme Certificate / Recognised in-service training for at least 80 hours, certified by our organisation, if any;
- (d) a true copy of diploma of fellowship of the Hong Kong Academy of Nursing ("HKAN") certified by the HKAN / our organisation, if any;
- (e) original and/or true copy of documentary proof(s) certifying the total number of years
 of full time post-registration clinical experience immediately prior to the application and
 in the related specialty area respectively issued and/or certified by the applicant's
 employer(s); and
- (f) an original declaration form completed not more than six months before the application

Signature:	
Name:	
	(in block letter)
Name of organisation:	
Position:	
Date:	

Appendix

List of Applicants Qualified for Recognition as Advanced Practice Nurses

	Name in English	Name in Chinese	Year of Registration	Specialty Code	Academic / Professional Qualification	Clinical Experience Note 3 (e.g. 7 Y 3 M)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Notes

Specialty Specialty Code Cardiac Nursing Community, Primary and Public Health Nursing Critical Care Nursing N03 Education and Research in Nursing Emergency Care Nursing Gerontology Nursing N07 N08 Gynaecology Nursing Infection Control in Nursing Management in Nursing N09 N10 Mental Health Nursing N11 Oncology Nursing N12 Orthopaedic Nursing Paediatric Nursing N14 Perioperative and Anaesthesia Nursing Surgical Nursing

- 2) Please fill in either (a), (b) or (c) with reference to the following:
- (a) the applicant has obtained a post-RN registration Clinical Master in Nursing / Health Science in related specialty; or
- (b) the applicant has obtained a post-RN registration Master degree in health related stream AND completed the Post-registration Certificate Course ("PRCC") / Hospital Authority's Specialty Nurse Recognition Scheme Certificate / Recognized in-service training for at least 80 hours; or
- (c) the applicant is a fellow of HKAN or equivalent.
- Please fill in the total number of years of clinical experience of the applicants in the format of "xx Years xx Months" as at the month of application.

One SET of the following documents for each applicant

of Hong Kong (" Note 2: Any amendments Note 3: If there is any a separately by the Note 4: Applicants whose of notification by setting our detail	paramed dan z. valentery. Eyes do not provide afficient splements, however, des Novings Cancell de Consol's que les parts de provessi y angigitation splements, however, des Novings Cancell and de Consol's que les parts de provessi y angigitation de provingent and part and servine hange en your adhere as recorded in the registre of muses, place unity the Consol's Concornate and the splement of the consolidation of the registre of muses, place unity the Consol's Concornate and part and the Consol of Societames and the splement of the consolidation and a Societames and the splements and the splement of the splement of the consolidation and the consolidation and the splement and th
A. To be filled in by t	he applicant
I, (*Mr/Ms/Miss/Mrs/Dr	
	(Full name in English and Chinese (if applicable) must match with the Register of Nurse)
holder of *Hong Kong Io	lentity Card No / Passport No.
a Hong Kong Registered	
of	(Registration No.) (Date of Registration)
	(Correspondence address to Hong Kong to both English and Chinese)
Tel No	and E-mail address
nereby apply for recogni current employer:	tion as an advanced practice nurse in the following specialty\ with the Council via my
Cardiac Nursing	Community. Primary and Public Nursing Education and Research in Health Nursing Nursing Nursing Research in Nursing Nursing
Emergency Care Nursing	Gerontology Gamacology Infection Control in
Management in	DECLARATION FORM
Nursing	I declare that:
Orthopaedic Nursing	 I have / have not* been convicted of any offence punishable with imprisonment in Hong Kong or elsewhere.
I voluntarily provide th	(b) there are / are no* criminal proceedings in progress against me in Hong Kong or elsewhere. [Non 3]
(i) Post-registration A	(c) I have / have not* been found guilty of unprofessional conduct in place(s) outside Hong Kong. [Sea 1]
Training Institut	 there are / are no* professional disciplinary proceedings in progress against me in place(s) outside Hong Kong. [New 3]
(name and addo	In the event of any change in the accuracy of the declarations unde in paragraphs (s) to (d) shows, following my connection of any offices opunishable with imprincement in flowing four of esloweths, commencement of any criminal proceedings against as in Hong Kong or elsewhere, being found guilty of any unprefereional conduct in place(s) outside Hong Kong and/or commencement of any professional diventional proceedings against use in place(s) outside Hong Kong pathor completes of the Declaration Form.
Note: Applicants may	trunderstands to notify and to update the Secretary of the Nursing Council of Hong Kong with the same as soon as it is practicable and with no delay.
Hong Kong Cou	Signature of applicant:
	Name of applicant: (English) (Chinese)
	Correspondence address of applicant:
	Contact tel. no. (preferably in Hong Kong):
	Contact tel. no. (presentorly in Hong Kong): Email address (if any):
	Signature of witness: Name of witness:
	(English) (Chinese)
	Correspondence address of witness:
	Telephone no. of witness (preferably in Hong Kong):
	Date of Declaration (DD/MM/YYYY) Pow 4]:
	* Delaw bischever is inagalisable New 1: If it is the affirmative, fail identify must be anached. New 2: No exemption will be granted under the Redublisation of Offenders Ordinance (Cap. 207), I am therefore required to not hear and a declaration in one yet exemationes. New 3: If there are any userly proceedings, full death must be anached. New 4: The death of delearation must not be not the test modes before the application for registration into obsent it received.
	The day question that see for mer to an electric question of parties of the parti
	4

Duly completed application form and the original declaration form (page 4)

its for	each appli	Cc	arit -	
ORIGINAL SEEN Signed: Chan	4			
Date: 07-Jan-2021 Name: CHAN Tai-man Position: HR Manager				
The Chinese University of I	Hong Kong 學 大 文 中	港香		
	香港學有及職業資程評會局 Hong Keng Council for Accreditation of Academic & Vacational Qualifications		S 4 M B Service No In 4 M M HOCCALADO Bed	
	Report for Qualificat	ions Asse	essment	
	Issued to: ID No		1 September 2014	
	2 4 A 100 JB	KG Hong Kong Co	And the second s	
	() () () () () () () () () ()		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
	A C		ORIGINAL SEEN Signed: Chan	
	Andrew Ho Registrar)	Date: 07-Jan-2021 Name: CHAN Tai-man Position: HR Manager	
	Summary of educational qualification con	sidered:	The Street Control of	
	ORIGINAL SEEN			
HOSPITAL NE	gned: Clan ale: 07-Jan-2021 Respired Authority ame: CHAN Tai-man	N Instit	nte of Cod Nurshing Studies 15.45-90	
PC	continue: CHAN Tai-man Distition: HR Manager This is to certify that			
has	completed the Post-registration Certificate Course Diabetes Nursing	se in	1-11	
Г	December 2016 - January 2018 organized by the		6////	
Kow	ORIGINAL SEEN Signed: Chan	*"	Serial No. eserial_non/	
	Date: 07-Jan-2021 Name: CHAN Tai-man Position: HR Manager	W 100	常產局 PITAL SAMPLE	
	1	This is to cert		
_	has attain the Recognition Scheme of Spe-	-	GINAL SEEN	B
No. «Certificate_nox/2019	Thereby he	Signed: Date: _ Name:	Clan 07-Jan-2021 CHAN Tai-man	
	Specialty Nurse («	Position	: HR Manager	11 11 11
		JIP	THE HONG KONG ACADEMY OF NURSING It is hereby certified that	1
		LO	SAMPLE 蓝證明	
		MA		
L	Issue date:	0	having satisfied the criteria for Specialist Qualification 違 成 專 科 標 準	
		FF	is certified as	
		EL	Fellow of the Hong Kong Academy of Nursing	
		LO	in the specialty of Medicine - Oncology 獲頭授為	
		SM	香港護理專科學院 內科-腫瘤科	
. Acad	demic &	PLOMA OF FELLOWSHIP	院士 given this Twelfih day of May 2018	
		D	项授日期:二等一八年五月十二日 ,-	
prote	essional		Prof. Frances Kam Yuce WONG, Presidence	
13	:f: t:	1	Roy. No.: F07001218 院長 黄金月春授	

qualifications (certified true copies)

	Certification for Clinica	l Experience	
This is to certify that			
	(Full name in Engl	ish and Chinese of the applicant)	
has been in the employment o		ame of organisation)	
fromto	(Completion date)		
(Starting date)		(Name of the specialty are	
specialty area is years months while the total number of years of full time clinical experience in our organisation is years months.			
	Certification for Clinical Experience		
	This is to certify that		
Official Chop	(Full name in English and Chinese of the applicant)		
has been in the employment of			
	from(Starting date)	toservi: (Completion date)	(Name of the specialty area)
	(Staring tarie)	(Completion date)	(state of the special) area
	Total number of years of post-registration clinical experience of the applicant in the abovementioned specialty area is		
		ur organisation isyears	
	·		
		Signature:	
		Name:	(c. bl. d. letters)
		Name of organisation:	(in block letters)
	Official Chop	Position:	
		Date :	

3. Clinical experience issued by employer(s)

3. Submitting ascertained applications (with standardised covering cover)

- Starting from <u>27 January 2021 (Wednesday)</u>, applications for recognition as advanced practice nurses are accepted for the following specialties -
 - Oncology Nursing
 - Management in Nursing
 - Gynaecology Nursing
- ▶ Please submit applications by specialty in a single covering letter.



Enquiries

 Documents and further details are available on the Council's website [from 27 January 2021 (Wednesday)]:

> https://www.nchk.org.hk/ en/advanced_specialised _nursing_practice/index. html



Please contact the Council Secretariat at (852) 2527 8334 during office hours, or by e-mail at pa1_nmc@dh.gov.hk

The office hours of the Council Secretariat are as follows:

Mondays: 9:00 a.m. to 6:00 p.m. (Lunch Hours: 1:00 p.m. to 2:00 p.m.)

Tuesdays to Fridays: 9:00 a.m. to 5:45 p.m. (Lunch Hours: 1:00 p.m. to 2:00 p.m.)

Closed on Saturdays, Sundays and Public Holidays

Part III Q&A Session

Professor Agnes TIWARI, Council Chairman, Convenor of the Working Group

Professor Frances WONG, Convenor of Sub-group on establishment of the categorisation, training standards and requirements/competencies of APNs

Professor Joseph LEE, Convenor of Sub-group on establishment of the mechanisms for recognising the training institutes and/or programmes, and the implementation plans for recognition and regulation of APNs

Thank you!