

**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
<b>1A. General, behavioural &amp; life sciences relevant to nursing</b>	<b>320</b>		
Human anatomy and human physiology	(180)		
Sociology of health	(40)		
Applied psychology	(40)		
Fundamental pharmacology	(20)		
Microbiology	(30)		
Nutrition and dietetics	(10)		
<b>1B. Professional nursing practice</b>	<b>712</b>		
1B.1 The nursing profession	(4)		
<b>1B.2 Basic nursing for safe practice</b>			
1B.2 I The nursing process	(2)		
<b>1B.2 II Essential nursing techniques in clinical settings for safe practice</b>			
Ensuring a safe and comfortable environment for care	(16)		
Maintenance and promotion of OSH			
Documentation and reporting of care			
Helping the client meet the basic needs of living	(147)		
Assisting the client to undertake diagnostic procedures	(25)		
Administration of medications			
Principles of first aid			
<b>1B.2 III Principles &amp; practice of nursing</b>			
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)		
<b>1C Legal &amp; ethical issues</b>	<b>40</b>		
<b>1D Communication</b>	<b>20</b>		
<b>1F Information technology in nursing &amp; health care</b>	<b>20</b>		
<b>2 Health promotion and health education</b>			
<b>2A Education theories and methods</b>	<b>10</b>		
<b>2B Concepts of health, health education &amp; health promotion</b>	<b>40</b>		

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

\*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		
<b>Total</b>	<b>1400</b>		

### Clinical Training Arrangement

- 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).
- 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.
- Assessment on students' clinical knowledge, skills, problem solving ability & professional attitude.
- 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
<b>1A. Medical, behavioural and social sciences</b>	<b>450</b>		
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)		
<b>1B. Therapeutic communication</b>	<b>60</b>		
Therapeutic communication in psychiatric nursing	(40)		
Nursing therapeutics for clients with mental disorders	(20)		
<b>1C. Professional nursing practice</b>	<b>480</b>		
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)		
<b>1D. Legal and ethical aspects</b>	<b>40</b>		
Ethical and legal issues in mental health nursing	(40)		
<b>1E. Information technology applied to nursing and health care</b>	<b>20</b>		
IT applied to nursing and health care	(20)		
<b>2. Health promotion and education</b>			
<b>2A Education theories</b>	<b>10</b>		
Health education and promotion	(6)		
Psycho education for clients, family and the community	(4)		
<b>2B Concepts of health and mental health; mental health promotion</b>	<b>50</b>		
Concepts of health and mental health	(40)		
Contemporary issues and trends in mental health care	(10)		
<b>3. Management and leadership</b>			
<b>3A Management and leadership theories</b>	<b>30</b>		
<b>3B Health care system and policies</b>	<b>20</b>		
<b>3C.1 &amp; 2 Dimensions of professional nursing</b>	<b>10</b>		
<b>3C.3 Contemporary issues and trends in mental health care</b>	<b>5</b>		
<b>4. Nursing research</b>			
<b>4A Basic knowledge in nursing research</b>	<b>40</b>		
<b>4B Evidence-based practice</b>			
<b>5. Personal and professional development</b>			
<b>5B Professional development</b>	<b>5</b>		
<b>5C Nursing as a profession</b>	<b>10</b>		
<b>Total</b>	<b>1230</b>		

\*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		
<b>Total</b>	<b>1400</b>		

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 nature of 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
<b>1A. Medical, behavioural and social sciences</b>	<b>438</b>		
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)		
<b>1B. Therapeutic communication</b>	<b>60</b>		
Therapeutic communication in mentally subnormal nursing	(40)		
Alternative method of communication	(20)		
<b>1C. Professional nursing practice</b>	<b>535</b>		
1C.1 Concepts of nursing and nursing theories	(20)		
1C.2 Dimensions of professional nursing	(45)		
<b>1C.3 Principles and practice of mentally subnormal nursing</b>			
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)		
<b>1D. Legal and ethical aspects</b>	<b>40</b>		
Ethical and legal issues in mentally subnormal nursing	(40)		
<b>1E. Information technology applied to nursing and health care</b>	<b>20</b>		
IT applied to nursing and health care	(20)		
<b>2. Health promotion and education</b>			
<b>2A Education theories</b>	<b>25</b>		
Health education and promotion	(10)		
Psycho education for clients, family and the community	(15)		
<b>2C Integration and rehabilitation into the community</b>	<b>25</b>		
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
<b>3. Management and leadership</b>			
<b>3A Management and leadership theories</b>	<b>20</b>		
3A.1 Basic management	(10)		
3A.2 Human resources and quality control	(10)		
<b>3B Education and health care system and policies</b>	<b>5</b>		
3B.4 Contemporary issues and trends in mentally subnormal services	(5)		
<b>4. Nursing research</b>			
<b>4A Basic knowledge in nursing research</b>	<b>25</b>		
<b>4B Appraising, disseminating and utilising research findings</b>	<b>15</b>		
<b>5. Personal and professional development</b>			
<b>5A Maintaining optimum health</b>	<b>10</b>		
<b>5B Professional development</b>	<b>10</b>		
5B.1 Information effects on the caring of the mentally subnormal people	(10)		
<b>5C Nursing as a profession</b>	<b>10</b>		
<b>Total</b>	<b>1238</b>		

\*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		
<b>Total</b>	<b>1400</b>		

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 nature of 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.



**Nursing Council of Hong Kong**  
**Checklist for Pre-registration (Sick Children) Training**  
**(December 2016)**

**Syllabus Details**

Subjects	Minimum Hours	Hours proposed	Indicate which part of the curriculum covers the subject
<b>1A. General, behavioural and life sciences relevant to nursing</b>	<b>320</b>		
Human anatomy, physiology, and pathophysiology	(180)		
Sociology of health	(40)		
Applied psychology	(40)		
Fundamental pharmacology	(20)		
Microbiology	(30)		
Nutrition and dietetics	(10)		
<b>1B. Professional nursing practice</b>	<b>712</b>		
1B.1 The nursing profession	(4)		
1B.2 I The nursing process	(2)		
<b>1B.2 II Essential nursing techniques in clinical settings for safe practice</b>			
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			
<b>1B.2 III Principles &amp; practice of paediatric nursing</b>			
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)		
<b>1C Legal &amp; ethical issues</b>	<b>40</b>		
<b>1D Communication</b>	<b>20</b>		
<b>1F Information technology in nursing &amp; health care</b>	<b>20</b>		
<b>2 Health promotion and health education</b>			
<b>2A Education theories and methods</b>	<b>10</b>		
<b>2B Concepts of health, health education &amp; health promotion</b>	<b>40</b>		
<b>3 Management and leadership</b>			
<b>3A Management</b>	<b>20</b>		
<b>3B Leadership</b>	<b>5</b>		
<b>3C Health care policies</b>	<b>15</b>		

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

\*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			
<b>Total</b>	<b>1400</b>		

### 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
<b>Competency area 1: Professional, Legal and Ethical Nursing Practice</b>				
<b>A</b>	<b>Professional Nursing Practice</b>			
	<ul style="list-style-type: none"> <li>- Nursing profession</li> <li>- Personal qualities of a nurse</li> <li>- Concepts of nursing and caring</li> <li>- Introduction to theories of nursing and caring</li> <li>- Introduction to evidence-based nursing practice</li> </ul>	30		
<b>B</b>	<b>Legal and Ethical</b>			
	<ul style="list-style-type: none"> <li>- Legal aspects pertinent to enrolled nurse practice</li> <li>- Professional conduct and nursing ethics</li> <li>- International and local nursing organisations</li> <li>- Principles of safe practice</li> <li>- Contemporary ethical practice</li> </ul>	30		
<b>C</b>	<b>Communication</b>			
	<ul style="list-style-type: none"> <li>- Introduction to concepts of communication and counselling, interpersonal relationship and team work</li> </ul>	10		
<b>D</b>	<b>Fundamental Principles on</b>			
	<ul style="list-style-type: none"> <li>- Human rights and responsibilities</li> <li>- Patients' rights and responsibilities</li> </ul>	10		
<b>Competency area 2: Provision of Care</b>				
<b>A</b>	<b>Basic Understanding of Biological and Integrated Life Sciences</b>			
	<ul style="list-style-type: none"> <li>- Anatomy and physiology</li> <li>- Growth and development</li> <li>- Microbiology</li> <li>- Pharmacology</li> <li>- Nutrition and dietetics</li> </ul>	125		
<b>B</b>	<b>Introduction to Behavioural and Social Sciences Pertaining to Healthcare</b>			
	<ul style="list-style-type: none"> <li>- Psychology</li> <li>- Sociology</li> </ul>	30		
<b>C</b>	<b>Concepts of Health and Health care</b>			
	<ul style="list-style-type: none"> <li>- Health care system</li> <li>- Personal and community health</li> <li>- Health promotion</li> <li>- Prevention of communicable and non-communicable diseases</li> </ul>	40		
<b>D</b>	<b>Principles and Practice of Nursing</b>			
	<ul style="list-style-type: none"> <li>- Basic nursing care</li> <li>- First aid and emergency nursing</li> <li>- Infection control</li> <li>- Assisting in the care of clients with alteration in various body system functions</li> <li>- Preventive and promotive care</li> </ul>	360		

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

### 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	
	<b>Total</b>	<b>1600</b>	

### 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.

**The Nursing Council of Hong Kong**  
**Checklist for Pre-enrolment (Psychiatric) Training**  
**(December 2016)**

**Syllabus Details**

	Topics	Minimum requirement(hours)	Hours proposed	Indicate which part of the curriculum covers the subject
<b>Competency area 1: Professional, legal and ethical nursing practice</b>				
<b>A</b>	<b>Medical, behavioural and social sciences</b>			
	<ul style="list-style-type: none"> <li>- Psychology and human development</li> <li>- Sociology and health care</li> <li>- Anatomy and physiology of human body</li> <li>- Microbiology in nursing</li> <li>- Psychiatry and psychotherapeutic interventions</li> <li>- Pharmacology</li> </ul>	220		
<b>B</b>	<b>Therapeutic communication</b>			
	<ul style="list-style-type: none"> <li>- Theories of communication and counselling</li> <li>- Interpersonal relationships and team building</li> <li>- Concept of therapeutic communication</li> </ul>	70		
<b>C</b>	<b>Professional nursing practice</b>			
	<ul style="list-style-type: none"> <li>- Principles and practice of basic general nursing</li> <li>- Principles and practice of psychiatric nursing</li> <li>- General medical and surgical conditions</li> <li>- First aid and emergency nursing</li> </ul>	190		
<b>D</b>	<b>Legal and ethical aspects</b>			
	<ul style="list-style-type: none"> <li>- Professional conduct and nursing ethics</li> <li>- Legal aspects related to psychiatric nursing               <ul style="list-style-type: none"> <li>- Duty of care</li> <li>- Confidentiality</li> <li>- Informed consent</li> <li>- Patients' rights and responsibility</li> <li>- Mental Health Ordinance</li> </ul> </li> </ul>	30		
<b>E</b>	<b>Professional studies</b>			
	<ul style="list-style-type: none"> <li>- Nursing profession</li> <li>- Introduction to nursing models and nursing process</li> <li>- Modern trends in nursing</li> <li>- Historical development of psychiatric nursing</li> <li>- Personal qualities of the psychiatric nurse</li> <li>- Role of an enrolled psychiatric nurse in the therapeutic team</li> </ul>	20		
<b>Competency area 2: Health promotion and education</b>				
<b>A</b>	<b>Concepts of health and mental health; health education and mental health promotion</b>			
	<ul style="list-style-type: none"> <li>- Concept of health</li> <li>- Concept of mental health</li> <li>- Mental health assessment</li> <li>- Mental health promotion</li> <li>- Promotion of health of the individual and the community</li> <li>- Concept of institutionalization</li> <li>- Rehabilitation and resocialization of the client</li> <li>- Community resources in the care of the client</li> </ul>	50		

<b>Competency area 3: Quality improvement and teamwork</b>				
<b>A</b>	<b>Basic knowledge on</b>			
	<ul style="list-style-type: none"> <li>- Continuous quality improvement</li> <li>- Environmental screening</li> <li>- Clinical risk identification</li> <li>- Patient safety</li> <li>- Incidents reporting</li> <li>- Occupational safety and health</li> <li>- Infection control</li> </ul>	40		
<b>B</b>	<b>General management of the ward</b>			
	<ul style="list-style-type: none"> <li>- Ward routines</li> <li>- General cleanliness of the ward</li> <li>- Ventilation, lighting, heating and noise control in the ward</li> <li>- Cleansing and storing of linen, equipment and articles used in the ward</li> <li>- Economical use of supplies and equipment</li> <li>- Fire prevention, fire fighting, and evacuation of patients</li> </ul>	40		
<b>C</b>	<b>Introduction to health care system</b>			
	<ul style="list-style-type: none"> <li>- Health care system</li> <li>- Health care settings and health care teams</li> <li>- Mental health services in Hong Kong</li> </ul>	10		
<b>D</b>	<b>Introduction to information technology in health care</b>			
	<ul style="list-style-type: none"> <li>- Basic understanding on information technology (IT)</li> <li>- Application of IT in nursing and health care</li> </ul>	10		
<b>E</b>	<b>Basic principles of team building</b>	10		
<b>F</b>	<b>Basic principles of coaching and mentoring</b>	10		
<b>Competency area 4: Personal and professional attributes</b>				
<b>A</b>	<b>Personal attributes</b>			
	<ul style="list-style-type: none"> <li>- Knowledge of self, environment, stress coping, healthy lifestyle, responsibility and accountability, and adaptation to change</li> </ul>	30		
<b>B</b>	<b>Professional attributes</b>			
	<ul style="list-style-type: none"> <li>- Knowledge of professional development and continuing learning opportunities</li> <li>- Knowledge of professional organisations and strategies in achieving professionalism</li> <li>- Fundamental principles on evidence-based practice and nursing research</li> </ul>	20		
	<b>Total</b>	<b>750</b>		

## 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	
<b>Total</b>	<b>1,000</b>	

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 nature of 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	
<p>3. Governance and administration</p> <p>Information required</p> <ul style="list-style-type: none"> <li>• Membership of the governing body, academic board or committee;</li> <li>• Terms of reference of the governing body, academic board or committee;</li> <li>• Annual reports and minutes of meetings related to the development of the training programme in application; and</li> <li>• Strength of the administrative staff, including full-time and part-time etc.</li> </ul>	
<p>4. Organisational structure and decision making</p> <p>Information required</p> <ul style="list-style-type: none"> <li>• An organisational structure showing the major committees and departments;</li> <li>• Membership and terms of reference of major committees and advisory bodies;</li> <li>• Information on the academic decision-making process; and</li> <li>• Statements on the role and duties of school head, programme leaders, external advisers, external examiners and student representatives etc.</li> </ul>	
<p>5. Programme planning, development and design</p> <p>Information required</p> <ul style="list-style-type: none"> <li>• Organisation policy for awarding qualification;</li> <li>• Procedures in approval of new programmes;</li> <li>• Policy and regulation relating to curriculum design, credit weighting, assessment, graduation, grading award, disciplinary and appeal system; and</li> <li>• The development and implementation plan of the training programme etc.</li> </ul>	
<p>6. Curriculum and syllabus</p> <p>Information required</p> <ul style="list-style-type: none"> <li>• Programme details including title, objective, award, admission requirement, length, mode of teaching, medium of instruction, pattern of attendance and assessment methods;</li> </ul>	

<ul style="list-style-type: none"> <li>• Curriculum and syllabus of the training programme including subjects, learning hours, mode of delivery and teaching methods;</li> <li>• Samples of teaching and learning materials; and</li> <li>• Samples of study projects and assessment records etc.</li> </ul>	
<p>7. Staff</p> <p>Information required</p> <ul style="list-style-type: none"> <li>• Curriculum vitae of all teaching staff, including clinical teachers.</li> </ul>	
<p>8. Staff development, research and scholarly activities</p> <p>Information required</p> <ul style="list-style-type: none"> <li>• Clinical expertise and updating of each teaching staff;</li> <li>• Development programme for teaching staff; and</li> <li>• Report on academic achievement etc.</li> </ul>	
<p>9. Student admission, assessment and support</p> <p>Information required</p> <ul style="list-style-type: none"> <li>• Student admission and selection policy;</li> <li>• Student profile, academic and achievement record;</li> <li>• Assessment methods, passing criteria and appeal system; and</li> <li>• Policy for weak performing student etc.</li> </ul>	
<p>10. Clinical practice</p> <p>Information required</p> <ul style="list-style-type: none"> <li>• Profile of clinical training grounds;</li> <li>• Clinical expertise and updating of each teaching staff;</li> <li>• Profile of the clinical mentors and clinical assessors;</li> <li>• Preparation of clinical mentors and clinical assessors;</li> <li>• Clinical learning handbook;</li> <li>• Clinical assessment record;</li> <li>• Clinical practice performance assessment system; and</li> <li>• Channel of communication between the training institution and clinical practice organisations etc.</li> </ul>	
<p>11. Programme evaluation</p> <p>Information required</p>	

<ul style="list-style-type: none"> <li>• Committee structure such as advisory committee or academic board involved in the approval, validation and re-validation, and monitoring of training programmes;</li> <li>• Terms of reference of any external bodies invited to give advice on quality issues of the training institution;</li> <li>• Appointment criteria of external advisors, external examiners, advisory committee, consultant, etc.;</li> <li>• Evidence of the work of the external bodies; such as programme review reports and records of meeting; and</li> <li>• Mechanism for programme evaluation, including the educational process, specific component of the curriculum, teachers and student feedback and the performance of students</li> </ul>	
<p>12. Educational resources and facilities</p> <p>Information required</p> <ul style="list-style-type: none"> <li>• Refer to table in paragraph 16(5) of Handbook for Accreditation of Training Institutions For Pre-Enrolment/Pre-registration Nursing Education; and</li> <li>• (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</li> </ul>	
<p>13. Programme leadership and management</p> <p>Information required</p> <ul style="list-style-type: none"> <li>• Profile of the head of the school and the programme leader;</li> <li>• Formal involvement of stakeholders including students in the review process;</li> <li>• Quality improvement strategies, action plan and outcomes; and</li> <li>• Annual review report etc.</li> </ul>	