The Provisional Hong Kong Academy of Nursing Limited

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# THE PROVISIONAL HONG KONG ACADEMY OF NURSING OPERATIONS HANDBOOK

## TABLE OF CONTENTS

1. **Introduction** .................................................................................................................. 3
2. **Mission, Objectives and Functions** .............................................................................. 3
3. **Structure of the Provisional HK Academy of Nursing** ............................................... 4
4. **Membership** .................................................................................................................. 6
5. **Accreditation of Academy Colleges** ............................................................................. 6
6. **Appendices** .................................................................................................................. 7
   - 6.1 **Generic Competency Framework for Advance Practice Nurse** ............................ 9
1. INTRODUCTION

The Provisional Hong Kong Academy of Nursing (PHKAN) is an independent institution to organize, monitor, assess and accredit all nursing specialist training programs and to oversee the provision of continuing specialist nursing education. During the planning stages of its establishment, nurses from every stakeholder group in Hong Kong were invited to open forums, planning meetings and workshops to provide input. The consensus drawn at the various meetings is that there are needs for the advancement of the nursing profession to the advanced practice level, in line with societal demand and the global trend of development in nursing. The PHKAN is charged with the responsibility to regulate the practices of Advanced Practice Nurses to safeguard the public’s right to receive safe and quality health care services.

An Advanced Practice Nurse (APN) is defined as a Registered Nurse and/or Midwife who works both independently and in collaboration with other health care professional to provide a wide range of advanced assessments and specialized interventions in response to the actual and potential health needs of individuals, groups or families. In serving the public in a continuum of health care provision, advanced nursing practice encompasses the specialties in the areas of health promotion and maintenance, disease prevention and management as well as rehabilitation and community care. A generic competency framework for Advanced Practice Nurse is listed in Appendix 1.

The PHKAN exists solely for the purpose of the establishment of the Hong Kong Academy of Nursing (HKAN). The PHKAN serves an important function to undertake preparatory work in constructing the infrastructure and regulatory mechanism and to make way for the impending HKAN. When the HKAN becomes a statutory body, the PHKAN will be resolved and all the rights of the Members / Fellows will be automatically transferred to the HKAN.

2. MISSION, OBJECTIVES AND FUNCTIONS

2.1 Mission

The Provisional Hong Kong Academy of Nursing is to establish the Hong Kong Academy of Nursing which is to promote excellence in nursing and health care in Hong Kong through regulating specialist nursing practice and education.

2.2 Objectives

- To promote the advancement of the art and science of nursing;
- To foster the development of continuing education for nurses and midwives;
- To promote integrity, ethical conduct and standards in the practice of advanced nursing and its specialties;
- To promote the improvement of health care for Hong Kong citizens;
- To foster a spirit of collaboration among nursing and healthcare practitioners; and
- To facilitate the exchange of information and ideas in nursing and matters concerning the nursing profession.

2.3 Functions

- To set, monitor and enforce the standards of academy colleges;
- To accredit academy colleges in reference to the set standards;
- To support and foster development of advanced nursing practice in Hong Kong; and
- To educate the public regarding the roles and benefits of specialization in nursing.
The PHKAN is made up of Academy Colleges supported by a Secretariat Office. As endorsed by HKANPC on 4 March 2010, 14 Colleges are to be set up. Specialty nursing practices will be grouped under similar stream of Academy Colleges. The 14 Colleges are:

- Hong Kong College of Cardiac Nursing
- Hong Kong College of Community and Public Health Nursing
- Hong Kong College of Critical Care Nursing
- Hong Kong College of Education and Research in Nursing
- Hong Kong College of Emergency Nursing
- Hong Kong College of Gerontological Nursing
- Hong Kong College of Medical Nursing
- Hong Kong College of Mental Health Nursing
- Hong Kong College of Midwives
- Hong Kong College of Nursing and Health Care Management
- Hong Kong College of Orthopaedic Nursing
- Hong Kong College of Paediatric Nursing
- Hong Kong College of Perioperative Nursing
- Hong Kong College of Surgical Nursing

3.1 Council

The PHKAN is an autonomous, professional organization advised by a Council, which is made up of members of academy colleges (one nominated by each Academy College and 3 elected from Academy Colleges) and 2 lay persons. Each Council Member shall hold office for an initial term of 3 years. In the case of elected Council Members, the one who has been longest in office shall retire at every AGM, but each retiring elected Council Member is eligible for re-election. Notwithstanding anything above, every Council Member shall serve on the Council for only up to 6 consecutive years.

Each Council Member shall act in personal capacity and not as a representative of any Academy College. The Council Members shall elect among themselves:
- a President
- up to 4 Vice Presidents
- an Honorary Secretary
- an Honorary Treasurer

who shall serve a term of 2 years from the time of the election so long as they continue to serve as a Council Member. A President-elect will be elected 1 year ahead of the end of the current President’s tenure as President, and the current President may stand for re-election for another term. The candidate with the most votes shall take office as President-elect and at the end of the tenure of the current President shall automatically take office as President for a 2-year tenure.

3.2 Committees

There are 5 Committees formed under the Council of the PHKAN to carry out specific functions for the Academy as below:

Accreditation Committee
- To set, monitor and enforce the standards of Academy Colleges.
- To recommend to the PHKAN Council, the criteria for the accreditation of professional
organizations to be Academy Colleges.
- To recommend to the PHKAN Council the procedures, documentations and fees payable for accreditation of Academy Colleges.
- To conduct accreditation processes for Academy Colleges and make recommendations to the PHKAN Council.
- To make policy recommendations to the PHKAN Council in respect of the standard of specialist nursing practice and education. To keep under review the existing policy and process of accreditation, and to make recommendations to the PHKAN Council for improvements when necessary.

**Registration & Membership Committee**
- To assess the applications for entering the Ordinary, Institutional and Fellow membership and to recommend approval or rejection of these applications.
- To assess the applications for recertification into the Ordinary, Institutional and Fellow membership and to recommend approval or rejection of these applications.
- To assess the applications for the restoration of names to the Ordinary, Institutional and Fellow membership and to recommend approval or rejection of these applications.
- To assess the applications for the removal of names from the Specialist Register and to recommend approval or rejection of these applications.
- To keep and update the Specialist Registry of all academy’s membership
- To consider the various matters relating to the issuing of the specialist certificate.

**Professional Development Committee**
- To review the domain of specialist nursing practice.
- To develop the Code of Professional Conduct and Code of Ethics for specialist nursing practice in accordance with international standard.
- To identify the trends in specialist nursing practice and education.
- To identify the overall cross-specialty continuing educational needs of nursing specialists and to organize courses/programs for related continuing specialist nursing education and research in collaboration with concerned parties.
- To identify strategies to prepare for future developments including health care services delivery and professional development needs.
- To advise and recommend to the Council on guidelines, frameworks and policies relevant to advanced nursing practice and advanced practice nurses.

**Promotion and Public Relations Committee**
- To organize activities to promote and publicize the PHKAN
- To publish the PHKAN newsletter

**Fund Raising Committee**
- To organize activities to raise funds for the PHKAN

**3.3 Secretariat Office**

The Council and the Committees are supported by the Secretariat Office of the PHKAN. Functions of the Secretariat Office are:
- To provide executive support to PHKAN, including website administration, human resources and facilities management;
- To support the PHKAN Committees for public functions and major event organization; and
- To operate the PHKAN offices and administrative support to Academy Colleges.
4. **MEMBERSHIP**

4.1 **Members of PHKAN**

Members of the PHKAN are classified into 4 categories:

1. Institutional Member – Academy College recognized by the Council of PHKAN

2. Ordinary Member – RN/RM completed courses and training prescribed; passed examination, nominated by Institutional Members and recognized by PHKAN

3. Fellow Members – Ordinary Member who passed such examination or assessment recognized and nominated by respective Institutional Members and recognized by PHKAN

Grandfathers / Grandmothers – are RNs / RM with over 15 years in specialized practice within 2 years of the establishment of the PHKAN (on or before 12 May 2014). Among the 15 years of specialty-related experience, 7 years must be in the named specialty (as reflected in the Fellow title in application), including the most recent and current 5 years; and has demonstrated significant contribution to specialty service development, and in the opinion of the Council, the conduct of his / her practice is consistently good throughout such years and at present.

For those who have retired, the last experience practicing in the specialty must not exceed 5 years at the time of application.

4. Honorary Fellow Members – any person whose academic achievement, prominence or contribution recognized by the Council of PHKAN.

4.2 **Fees and Charges**

The following categories of fees will be collected by the Academy College:

- Fellowship fees – HK$2000 annually (Recommended)
- Membership fees - HK$800 annually (Recommended)
- Examination fees - to be confirmed, to be charged when taking the College examinations
Vetting fees - to be confirmed, to be charged when submitting for consideration of Membership or Fellowship

The PHKAN will charge vetting fees for the assessment of applications for Membership/Fellowship. 30% of the recommended membership fee will be rendered to the PHKAN and the remaining 70% collected membership fee will be at the disposal of the Academy College. In addition, each Academy College will pay a minimum fee of HK$10,000 per annum to the PHKAN.

4.3 Termination of Membership

The Council of the PHKAN has the power and discretion to terminate a person’s membership, if a member
- has been convicted of a serious offence punishable by imprisonment;
- has been found guilty of serious professional misconduct by the PHKAN or The Nursing Council of Hong Kong and/or the Midwives Council of Hong Kong
- has acted in a manner injurious to the character or interest of the PHKAN
- has ceased to be a member of the Academy College

5. THE ACCREDITATION of ACADEMY COLLEGES

5.1 Submission of Self Study Report

An applicant organization interested should apply to the PHKAN Council by way of submission of a self-study report by the date published. The report must contain requisite information, including but not limited to the following, in the order below:

- A short description of the institution;
- Statement of mission, philosophy and objectives of the institution. The statement should be consistent with the goals of the institution and that of the profession;
- The education programs with curricular details including content, methods of instruction and evaluation;
- Criteria for certification of clinical experience;
- Assessment of trainees which includes the methods used for assessment and the reliability and validity evaluation of these methods;
- Trainees admission policy and selection;
- Mechanism for program evaluation, including the educational process, specific component of the curriculum, and the performance of trainees;
- Governance structure, resources input and administration of the program; and
- Continuous renewal and updating of the program, how the past experiences, present activities and future perspectives are incorporated in the structure, policies and practices.

It is the responsibility of the applicant to ensure the accuracy and currency of the report.

5.2 Assessment

The Self Study Report will be assessed by the Accreditation Committee of the PHKAN in accordance with the set criteria. The Accreditation Committee shall invite renowned professionals who are respectable leaders in the nursing specialty areas or healthcare system or academic field to serve as
They shall provide valuable contribution for the accreditation panel to make objective and comprehensive recommendations.

5.3 Outcomes of Accreditation

The Accreditation Committee will make recommendation to the PHKAN Council on the outcomes of the accreditation. The PHKAN Council shall decide the accreditation status and formulate recommendations to the applicants.

Depending on the extent that the institution has met the accreditation criteria, the PHKAN may declare as outcomes of the accreditation as follows:
- full accreditation for a period of 5 years normally;
- provisional accreditation for less than 5 years, subject to compliance with such condition or requirement as stipulated by the PHKAN;
- rejection of the application

If the application is rejected, the same application would not normally be processed within the next 6 months unless there is evidence of substantial changes to the satisfaction of the PHKAN.

5.4 Appeal

An appeal system is set up for applicant against the PHKAN decision on the accreditation result. If an appeal is to be made, it should be submitted to the PHKAN Council within 28 days from the delivery date to the applicant of the decision served by the PHKAN Council in writing, setting out clearly the grounds of appeal, namely the basis on which the appealing applicant contends the subject decision to be wrong, and the supporting evidence and/or documents.

Upon the receipt of the appeal, the President of the PHKAN will appoint an Appeal Panel with three PHKAN Council members who are independent of the accreditation process. The Appeal Panel shall study the submissions made by the appealing applicant and review the accreditation process and any relevant documents with respect to the grounds of appeal raised by the appealing applicant.

The Appeal Panel shall report to the PHKAN Council in four weeks of its result. The PHKAN Council will then consider the Appeal Panel’s recommendation and may affirm, vary or discharge the decision under appeal and such decision made by the PHKAN Council will be final. The appealing applicant will be notified the PHKAN’s decision in ten weeks from the date of submission of appeal under.
A. Key domains of the competence framework for advanced practice nurses

Domain 1: Managing clients with complex health conditions
- Manages complete episode of care for complicated health cases and refers aspects of care to own and other professions.
- Provides case management services to meet multiple client health care needs.
- Plans and implements diagnostic strategies and therapeutic interventions to help clients with unstable and complex health care problems regain stability and restore health in collaboration with the client and multidisciplinary health care team.
- Rapidly assesses client’s unstable and complex health care problems through synthesis and prioritization of historically and immediately derived data.
- Selects, may perform, and interprets common screening and diagnostic laboratory tests.
- Diagnoses and manages acute and chronic diseases while attending to the illness experience.
- Diagnoses unstable and complex health care problems utilizing collaboration and consultation with the multidisciplinary health care team as indicated by setting, specialty, and individual knowledge and experience.
- Reviews medication regime and counsels clients concerning drug regimens, drug side effects, and interactions.
- Assesses and adjusts plans for continuous management of client's health status by monitoring variation in wellness and illness.
- Obtains specialist and referral care for clients while remaining the primary care provider.
- Monitors client data base for follow-up, consultation, referral, and outcomes.

Domain 2: Enhancing therapeutic nurse-client relationship
- Demonstrates skills in promoting therapeutic interaction to effect clients’ change in health behaviour.
- Provides guidance and counseling regarding symptom management.
- Provides emotional and informational support to clients and their families.
- Uses human skills to enhance effectiveness of relationship.
- Applies principles of self-efficacy/empowerment in promoting behaviour change.
- Monitors and reflects own emotional response to client interaction and uses as data to further therapeutic interaction.
- Facilitates staff to debrief on overwhelming emotion and grief associated with nurse-client relationship.
- Communicates a sense of "being present" with the client.

Domain 3: Demonstrating effective leadership and team work
- Enhancing quality assurance and improvement
- Managing and negotiating innovative and effective approaches to care delivery
- Enhancing professional attributes of general and advanced practice
- Enhancing personal attributes

B. Statements describing the competence for advanced practice nurses

The following statements will not apply to the College of Education & Research and College of Nursing Management which will derive their own statements reflecting the same 7 key domains specified above.
**Domain 3  Effective leadership and team work**
20. Coordinates human and environmental resources necessary to manage rapidly changing situations.
21. Leads hospital/community health education and promotional activities.
22. Empowers staff to assume increasing responsibilities for complicated client care with delegation, support and supervision.
23. Provides leadership in the interdisciplinary team through the development of collaborative practices or innovative partnerships.
24. Demonstrate effective leadership skills and be able to exert influence in a group.
25. Provides leadership in professional activities.

**Domain 4  Quality assurance and improvement**
26. Leads the on-going process of setting and revising guidelines, protocols, standards and contingency plan.
27. Develops a tracking system within the practice to ensure that clients receive appropriate preventive services.
28. Monitors peers, self and delivery system through Quality Assurance, Total Quality management, as part of Continuous Quality Improvement.
29. Manages complaints and monitors malpractice.
30. Benchmarks various care programs with outcome measures and advise on clinical management or recommend review of intervention as indicated.
31. Initiates and implements quality improvement strategies and clinical audits in collaboration with various health disciplines.

**Domain 5  Managing and negotiating innovative and effective approaches to care delivery**
32. Employs appropriate diagnostic and therapeutic interventions and regimens for specific client groups with attention to safety, cost, acceptability, efficacy and cost-effectiveness.
33. Suggests implementation of evidenced-based practice and facilitates changes.
34. Uses evidence and rationale to leverage senior and other on decision making.
35. Contributes to the development of overall client care delivery system and adopts appropriate nursing models in system to achieve optimal outcomes.
36. Re-engineers the work process.
37. Establishes detailed implementation schedules, resources planning, achievement indicators, and monitoring mechanism to support the service development plan.
38. Envisions change impacts. Be prepared to take reasonable risk to facilitate change and open to innovations.

**Domain 6  Enhancing professional attributes of general and advanced practice**
39. Applies principles of epidemiology and demography in clinical practice.
40. Promotes and fosters ethical practice and advocacy for clients.
41. Applies/develops a theory-based conceptual framework to guide practice.
42. Attains self-advancement professionally through initiating and involving in evidence based practice and research activities.
43. Masters the application of advanced health care technology in specific area and shows knowledge on the evidence found.
44. Critically evaluates and applies research studies pertinent to client care management and outcomes.
45. Applies/conducts research studies pertinent to primary care and/or specialty practice management.
46. Demonstrates expertise on area(s) of nursing. Be a resource person for referrals in this area.
47. Interpretes own professional strengths, role, and scope of ability to peers, clients and colleagues.
48. Acts as a role model and sets exemplary standard of professional behaviours.
49. Supports socialization, education, and training of novice practitioners by serving as a preceptor, role model and mentor.
50. Motivates and supports staff to be self-developing and achieve higher professional goals.
51. Interprets and markets the advanced practising nurse role to the public and other health care professionals.
52. Participates in legislative and policy-making activities which influence advanced nursing practice and health services.

**Domain 7 **
*Enhancing personal attributes*

53. Analyzes situation critically and draws relationship among issues.
54. Maintains active membership in professional organization.

**References**

Hospital Authority, Hong Kong (2002) Core competencies for registered nurses & advanced nursing practice in the Hospital Authority. Hong Kong: the Author.