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MANUAL FOR PROGRAM PLANNING AND EXAMINATION

Version	Review Date	Remarks of Changes
V1 (1 st issue)	01-08-2015	
V2	01-07-2020	Periodic update
V3	01-05-2021	Adoption of new fellowship pathway
V4	01-08-2022	New rules for Re-take Certification Examination

IMPORTANT NOTICE

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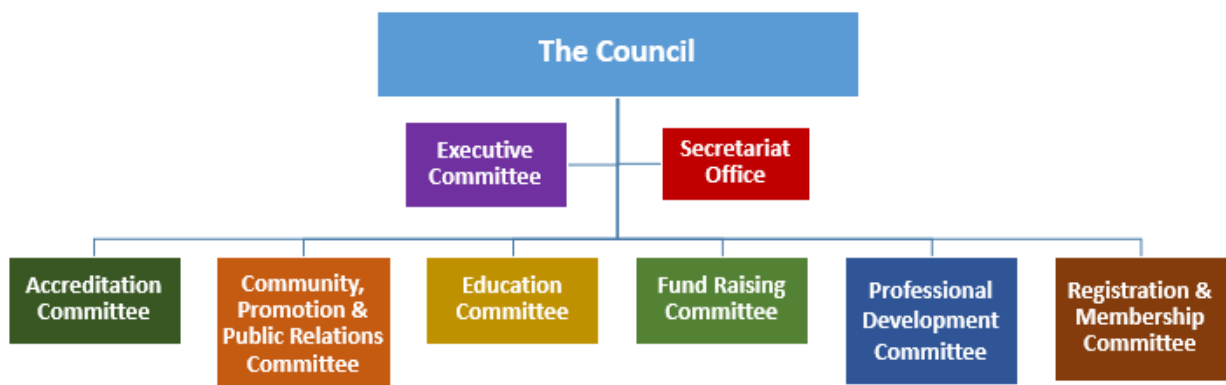
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I. INTRODUCTION

1. The Hong Kong Academy of Nursing (HKAN) is an independent institution responsible for the regulation of advanced nursing practice in Hong Kong. It aims at safeguarding the public to receive safe and quality health care services. The HKAN will ensure the Academy Colleges have attained the required standards when granting Members/Fellow Members practicing a nursing specialty at advanced level.
2. Advanced practice nurse (APN) is an umbrella term to describe nurses practising at an advanced level. Advanced nursing practice involves the emergence of new horizons of clinical nursing practice and expertise that go beyond basic nursing care and activities in meeting the health needs of individuals, families, groups and communities across the health wellness-illness continuum. APNs at a higher level of practice analyze and synthesize knowledge, master complex situations, interpret and apply evidence-based practice and research findings, and advance nursing standards and the profession as a whole. APNs assume collegial relationships in an interdisciplinary team and play a leading role in their area of expertise. These attributes are achieved at a higher educational level interacting with substantial years of nursing experience transiting from proficient to expert level. Incorporating professional leadership, education and research through continued professional development, APNs demonstrate clinical reasoning, judgment, and skills at a higher-level capacity. (Note 1)
(Note 1: HKAN, 2018, Position paper. Advanced Practice Nurse)

II. ORGANIZATION STRUCTURE OF THE HONG KONG ACADEMY OF NURSING




3. Following the incorporation of The Provisional Hong Kong Academy of Nursing Limited (PHKAN) on 6 October 2011, the Accreditation Committee (AC) was set up at the same time and the Education Committee was then formed in May 2014.
4. Terms of reference of Accreditation Committee:
 - To set, monitor and enforce the standards of Academy Colleges.
 - To recommend to the HKAN Council the criteria for the accreditation of

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- professional organizations to be Academy Colleges
 - To recommend to the HKAN Council the procedures, documentations and fees payable for accreditation of Academy Colleges
 - To conduct accreditation processes for Academy Colleges and make recommendations to the HKAN Council.
 - To keep under review the existing policy and process of accreditation, and to make recommendations to the HKAN Council for improvements when necessary.
5. To achieve this, a set of criteria and procedures have been compiled by the HKAN to review, evaluate and confirm the essential requirements required for Academy Colleges. Nursing specialty Colleges are required to provide evidence to the Accreditation Committee for assessment. The Colleges have to satisfy the standards stipulated by the HKAN.
 6. Manual for College Accreditation has been developed to accredit Academy Colleges with a standard procedure. Upon approval of the HKAN Council, accredited Colleges are recognized to be Institutional Members of the HKAN. Since 2012, a total of 14 Academy Colleges have been accredited and it gives them the right to propose College members for the HKAN to granting Members and Fellow Members of the HKAN.
 7. Education Committee is established with the following functions:
 - Coordinating and monitoring the programs of postgraduate education and training of the Colleges to ensure that they are of the standards set by the HKAN.
 - Ensuring the proper organization and conduct of examinations;
 - Advising the HKAN Council on education and training policy of the HKAN, and on any other matters concerning postgraduate education and training.
 8. The Education Committee has an important role in assessing the planning and implementation of specialty training programs and the manner that examinations are conducted leading to certification of advanced practice nurses. The Education Committee sets administrative guidelines and standards in the design of specialty training, methods of assessment and criteria for certification of membership based on the competency framework of the HKAN for advanced practice nurses.

III. ACADEMY COLLEGES

9. There are 14 Academy Colleges (see Appendix 1) that are institutional members of the HKAN. These Colleges are authorized by HKAN to provide examinations in certifying individuals to become HKAN Members and Fellow Members. The HKAN Members and Fellow Members will be granted a title that reflects the specialty, and their scope of practice will be governed by the Academy College concerned. Through regulation of advanced practice in the recognized specialty areas, the HKAN and Academy Colleges are held accountable to protect the public by assuring that all Members and Fellow Members meet the required standards of an APN.

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10. Academy Colleges are constituted by specialties and subspecialties. In reference to the Australia national specialization framework (see note 2), there are 6 criteria that one needs to meet in establishing a recognized specialty. They are:
- i. The specialty has broad application in its geographic scope,
 - ii. The specialty defines itself and subscribes to the overall purpose, functions and ethical standards of nursing and/or midwifery,
 - iii. The specialty is a distinct and defined area of nursing and/or midwifery practice, which requires an application of specially, focused knowledge and skill sets,
 - iv. There is both a demand for and a need for the specialty service from the community,
 - v. The specialty service is based on a core body of nursing and/or midwifery knowledge, which is being continually expanded and refined with mechanisms exist for supporting, reviewing and disseminating research,
 - vi. Specialty expertise is gained through various combinations of experience, formal and informal education programs including but not limited to continuing education and professional development.


(Note 2: National Nursing & Nursing Education Taskforce (2006). A National Specialization Framework for Nursing and Midwifery. Melbourne, National Nursing & Nursing Education Taskforce, p.11, see Attachment 1).

IV MEMBERS OF THE HONG KONG ACADEMY OF NURSING

11. As stipulated in the Articles of Association of HKAN, there are 3 types of membership of the Academy:
- *Ordinary Member*
 - *Fellow Member*
 - *Honorary Fellow Member*

As far as Academy College is concerned, the admission of Members and Fellow Members will be included in the assessment criteria in its application to be Academy College of the HKAN.

12. An Ordinary Member is a registered nurse or registered midwife with at least 6 years post-registration experience who has accumulated 4 years of experience working in the specialty in recent 6 years and meets relevant requirements and accredited by the HKAN.
13. An Ordinary Member may, on the recommendation of the Academy College, apply to the HKAN and be admitted to the membership of the HKAN as a Fellow Member if the Council is satisfied that:
- *he or she has passed the certification examination and an exit examination or assessment conducted by the relevant College and Accredited by the HKAN; and*
 - *he or she has completed at least 5 years of guided advanced specialty nursing*

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training *in a manner approved by the HKAN.*


14. To enable a consistent interpretation of the admission condition, the Education Committee has proposed an explicit list of criteria for admission to Member and Fellow Member (Appendix 2).

V ADVANCED PRACTICE CERTIFICATION PROGRAM

15. In general, education of advanced practice nurses in the related specialty is prepared at postgraduate level of qualification framework levels 6 to 8 (see note 3).
16. In reference to the ‘Key elements of the Career Framework, Skills for Health’ (2010) (see note 3) published by the United Kingdom, there are 9 levels differentiated for healthcare workers. Levels 1 to 5 are description of basic professional qualification or below and level 9 belongs to the directorate grade. Levels 6 to 8 are relevant to advanced practice nurses. Practitioners at *level 7* are individuals who have a critical awareness of knowledge issues in the field and can interface between fields, innovative and take responsibility in developing and change practice in a complex and unpredictable environment. Practitioners at *level 8* are people who demonstrate highly specialized knowledge, use original thinking and/or research, leaders with considerable responsibility in service development and delivery and are leaders in the specialized field.
17. The Academy Members are expected to have mastery performance at Level 6 and demonstrable attributes at Level 7. The Academy Fellow Members are expected to have mastery performance at Level 7 and demonstrable attributes at Level 8.
(Note 3:
http://www.skillsforhealth.org.uk/index.php?option=com_mtree&task=att_download&link_id=163&cf_id=24)

Academy Member Training and Admission

18. The entrance requirement of a nurse as mentee for advanced practice certification program in an Academy College should be a registered nurse or registered midwife, a degree holder with at least 2 years post-registration experience. The specialty training should be conducted in a recognized training site and guided by a Fellow Member of the respective Academy College.
19. The training program should cover over a period of 4 years and a master qualification should be attained during such period.
20. In order to meet the competencies required of an advanced practice nurse, the Academy College has to determine the competency framework of the specialty


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concerned. Each College is to map out its competency details of each of the 7 domains of the generic framework proposed by HKAN as below:

- Domain 1 Managing clients with complex health conditions
- Domain 2 Enhancing therapeutic nurse-client relationship
- Domain 3 Demonstrating effective leadership and team work
- Domain 4 Enhancing quality assurance and improvement
- Domain 5 Managing and negotiating innovative and effective approaches to care delivery
- Domain 6 Enhancing professional attributes of general and advanced practice
- Domain 7 Enhancing personal attributes

The complete HKAN generic competence framework is displayed in Appendix 3.

21. Each Academy College should have an Education Committee responsible for the training program planning, development and design. The Education Committee has to determine the curriculum and syllabus of the advanced practice certification program and to assess a list of programs that are recognized as equivalent to the standards of the training required. The College can be a provider or to recognize training programs that meet the standards and requirement of the advanced practice certification program.
22. The overall training program should consist of not less than 500 hours of theoretical input and not less than 500 hours of specialized clinical practice. The advanced practice certification program consists of three major components including the generic core, advanced practice core and specialty core with at least 60% structured courses offered at the post-graduate level and the remaining not more than 40% structured courses provided by specialty course providers. The hours of the generic, advanced practice and specialty core should be not less than 167 hours respectively. The curriculum requirements of the Membership are as follows:

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Generic Core	Advanced Practice Core	Specialty Core
<p><i>Illustrative examples:</i></p> <ul style="list-style-type: none"> - Research - Healthcare policy - Healthcare system organization - Healthcare financing - Ethics - Professional role development - Theoretical function of nursing practice - Human diversity and social issues - Health promotion & disease prevention 	<p><i>Illustrative examples:</i></p> <ul style="list-style-type: none"> - Advanced health assessment - Advanced physiology, psychology, sociology and pathophysiology - Advanced pharmacology - Evidence-base practice - Clinical teaching and research - Team collaboration and communication 	<p><i>Illustrative examples:</i></p> <p>According to the clinical core competence defined by the specialty, including but not limited to:</p> <ul style="list-style-type: none"> - Clinical leadership and patient advocacy - Advanced case management and patient care - Special interventions
167 hours	167 hours	167 hours


The advanced practice certification program should be attained through: structured courses at post-graduate level (60-100%) and structured courses provided by Specialty Course Providers (0-40%)

The content of the advanced practice certification program should include and not limited to the following:

- basic sciences
- clinical skills
- review of current literature
- communication skills
- prevention and treatment of illness and the promotion of health
- teamwork
- management skills
- knowledge and skills which cross specialty boundaries
- professional ethics and conduct

23. The 250 clinical hours of initial guided clinical practice at any clinical practice site recognized by the related Academy College should be accomplished in a 4 years' time span in the specialty in recent 6 years.

24. The definition of initial guided clinical practice refers to the mentee is under guidance of a designated Fellow Member or mentor recognized by the related Academy College in a local clinical specialty department.


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Guided clinical practice includes:

1. Experiential learning with mentor guidance at local clinical specialty departments;
 2. Practicum at work/ non-workplace with mentors at local clinical specialty departments under university programs;
 3. Practicum at work/non-workplace with mentors at local clinical specialty departments under HA PRCC Program (only the part to be recognized by the Academy Colleges)
25. The mentee should attend an admission interview conducted by the related Academy College and completed the self-declaration of criminal conviction or professional misconduct before admission to membership.

Post Membership Training and Fellow Member Admission

26. The Post Membership Training program is the continuation of Membership training of advanced practice certification program. The mentee who is admitted to the Academy College should possess a master degree (post-registration), completed initial guided clinical practice, showed satisfactory performance at admission interview conducted by the related Academy College then prepare to take the certification examination as early as possible. The Post Membership training program is normally 3 years upon the completion of Membership qualification focusing on the advanced nursing practice level targeting at levels 7 to 8 of the qualification framework referencing the ‘Key Elements of the Career Framework in the Skills for Health’ in the United Kingdom (2010) (Note 3).
27. The additional 250 clinical hours of final guided clinical practice at any clinical practice site recognized by the related Academy College should be accomplished.
28. The definition of final guided clinical practice refers to the mentee is under guidance of a designated Fellow Member in a local clinical specialty department appointed by the Academy College. The clinical learning is guided by a logbook designed by the Academy College for the program in the accredited training site(s). When situation arises that no fellow member of respective specialty is available, a doctor or the nursing supervisor meeting the requirement developed by the Academy College may be appointed by the Academy College to be the mentor in the local clinical specialty department to guide the mentee clinical learning. However, a fellow member of the respective specialty should be appointed by the Academy College to be the off-site mentor to facilitate the mentees’ clinical learning. In the situation in which there is no designated appointed mentor in the local clinical specialty department, the experience is recognized as a learning component with explicit learning objectives and evidence of learning assessed by the designated off-site mentor.
29. The evidence of learning may compose one or more of the following outputs:
- Case studies
 - Student portfolio (learning progress review)

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- Reflective paper
- Practice project
- Group project

Logbook

30. The logbook is a record of learning opportunities in clinical practices. The mentor can make use of the logbook to provide support and guidance to the mentee in accomplishing the training program and help assess the competence of the mentee. There should be on-going assessment during training and the logbook is used to identify training priorities between the mentor and the mentee.
31. Content of the logbook should include specific learning objectives of the training program. Case reports or scenarios are used to demonstrate the competencies achieved but not restrictive to the following areas:
- physical and pathophysiological assessment of patient;
 - patient care management of acute conditions / emergency situation of the specialty;
 - proficiency in the application of condition-specific assessment tools;
 - establishment of effective therapeutic relationship with patients;
 - ability to work with the interdisciplinary team
 - application of evidence-based practice and use of research findings;
 - active participation in clinical audits, research and quality improvement programs;
 - engagement in clinical teaching, mentoring and professional development activities.
32. Manual for Mentee should be provided separately or incorporated in the logbook to include information of the structure of the training program, the use of the logbook, learning objectives of each module/parts of the program, format of examinations/assessments, requirement of logs/ study cases relevant to the clinical practice and experiential learning, etc.


Training Sites

33. The Academy Colleges should have formal and pre-determined criteria for recognition of the training venues for the mentees. Profile of clinical training sites should include the following:
- clinical establishment, such as number of specialty beds
 - patient volume, updated workload statistics
 - nurse to patient ratio
 - specialty nursing services
 - in-service training facilities
 - learning resources
 - management support

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– mentor to mentee ratio

34. Academy Colleges should be responsible for the assessment of training sites (Appendix 4) that would suit the needs in providing learning opportunities for the mentees. Training sites recognized by the Hospital Authority (HA) for post registration certificate training programs are duly acknowledged to be suitable for training of the respective specialties. Other training sites, apart from those aforementioned, would need to be accredited by the Academy Colleges. A College team must visit each training site at least once every 5 years and when there is any significant change to its training capacity.

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Mentors

35. The Academy Colleges should have established standards in clinical teaching, including the minimum qualification of mentors. These are Fellow Members of the specialty and are engaged in clinical teaching of mentees at advanced nursing practice. Each mentee should be designated with a mentor who will provide clinical guidance and sign the logbook as required.
36. In assessing the suitability of mentors, the following items should be considered:
 - active Fellow Members (with paid up status) of the HKAN.
 - actively engaged in the practice of specialty nursing
 - ability to conduct training.
 - not being a mentor of more than 2 specialties
37. The College should keep current records of the mentors for each training site. The lists (mentors and training sites) should be provided to the Education Committee for approval before commencement of training.
38. There should be sufficient number of recognized mentors at the training site. The mentor to mentee ratio should not exceed 1:2.
39. For a hospital/institution where there was no fellow member of the specialty/subspecialty on-site:
 - a specialist doctor who was in charge of the services could be invited and appointed by the Academy College as the mentor of specialty for a mentee approved for training in the specialty, or
 - the supervisor, who met the criteria set out by the Academy College, could be invited as the mentor, and
 - The Academy College must appoint a Fellow Member of the specialty/subspecialty to maintain close contact with the specialist doctor/supervisor and the mentee and provide proper guidance to ensure optimal learning.
40. A Manual for Mentor should be provided for all mentors stipulating the structure of the training program, criteria for recognizing the training site, roles and responsibility of the clinical mentors (on-site mentors) and mentors of specialties (off-site mentors); and the criteria for appointing the clinical mentors and mentors of specialties.
41. The Fellowship Exit Assessment can be conducted in the form of viva or other assessment methodology to ascertain the competency attained by the mentee demonstrating the competence in managing complex client conditions of the specialty concerned.
42. Upon passing the Fellowship Exit Assessment, the mentee is eligible to be recommended to HKAN Council to be admitted as Fellow Member of the HKAN.


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VI Examination

43. Each Academy College should have an Examination Committee responsible for planning and the conduct of Admission Interview and examinations. The Admission Interview should be determined by individual Academy Colleges according to the guidelines of the HKAN. An explicit policy for accepting mentee sitting the examinations should be in place.
44. The contents of the examinations should be determined by individual Academy College according to the guidelines of the HKAN. Certification Examinations normally consist of 150 multiple-choice questions (MCQ) and to be completed in 3 hours.
45. The passing mark is 70%. Marking is criterion-based. In setting the MCQs, 3 levels of cognitive ability are to be addressed with recommended distribution as follows and 30% to 60% of the MCQs should be scenario-based.
- Knowledge / comprehension (20 - 30%)
 - Skills application(20 - 30%)
 - Critical thinking (40 - 50%)
46. For the Fellowship Exit Assessment of Members, the relevant Academy College has the flexibility to decide whether it should be a formal examination conducted by a Board of Examiners, or other forms of examination such as viva, case study and/or project or other assessment methodology. The format of the examination should be endorsed by the Education Committee of the HKAN before it can be considered valid.
47. Each Academy College is to develop its Admission Interview, Certification Examination and Fellowship Exit Assessment handbook to incorporate the examination policy for admission; committee structure, Interview/examination schedule, application process, setting and conduct of Interview/examination, grading system, post Interview/examination arrangement and appeal system. An Interview/examination process and grading system is attached in Appendix 5 for reference.
48. As part of the Program Assessment process, the syllabus of the advanced practice certification program, methods of education, training sites, list of mentors / mentees and format Interview/of examinations have to be formally structured and presented to the Education Committee.

VII PROGRAM EVALUATION & QUALITY ASSURANCE

49. Each College should have explicit policies and procedures to govern the quality outcomes of training programs and examinations. Such policies and procedures are available to all mentees.

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50. The governing body (council) of the Academy College is responsible for the process, outcomes, as well as quality improvement measures of each training program. Internal audits, user feedback and international benchmarking can be used as mechanism for program evaluation.
51. The Academy College has to establish effective communication among Academy College, education providers, universities, clinical training facilities, mentees and mentors. Both formal and informal channels are considered as part and partial of the quality assurance process.
52. As a regulatory requirement, each Academy College shall submit the biennial report to the Accreditation Committee of the HKAN including the updated governance structure of the College, committees, number of Members/Fellow Members, examinations held, and summary of achievements of mentees, program audits and improvement plan.

VIII ASSESSING ADVANCED PRACTICE CERTIFICATION PROGRAMS OF ACADEMY COLLEGES

53. The Academy Colleges, applying to the HKAN to prove its satisfaction of their standards, levels of educational requirements and advanced practice certification examinations are required to provide evidence substantiated with documents supplemented with site visits or other proof as appropriate. An Assessment Team (AT) under the Education Committee of the HKAN will be formed to execute the assessment function.
54. Composition of the Assessment Team
- i. Chair of the Education Committee or Delegate,
 - ii. One Member from the Education Committee,
 - iii. One Member from another Academy College,
 - iv. One External Member in the related specialty,
 - v. Any other External Member as appropriate.

When assigning members to the Assessment Team, special attention is made that members do not have any possible conflict of interest in the exercise.

55. Responsibilities of the Assessment Team
- i. Study the submitted evidence for accreditation,
 - ii. Assess whether the Academy College satisfies the requirements as specified in Section V to VII of this document,
 - iii. Submit a written report with recommendations of the outcome of the exercise to the Academy Council with the endorsement of the Education Committee.

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IX APPLYING FOR ASSESSMENT OF ADVANCED PRACTICE CERTIFICATION PROGRAM

56. Since the Education Committee (EC) is responsible to coordinate and monitor advanced practice certification program; and to ensure proper organization and conduct of examinations, Academy Colleges are required to comply with the guidelines as outlined in this document.
57. Academy College(s) should recommend an external expert for the Chair of Education Committee consideration at least 8 weeks before the assessment visit. Upon consideration, the Chair of Education Committee may invite the expert to join the Assessment Team.
58. Academy College submits the application form which includes the following program documents to the Chair of Education Committee at least 6 weeks before the assessment visit.

58.1 Program Planning, Development and Design

- *Structure, Membership and Terms of Reference of Education Committee*
- *CV of the Chair of Education Committee*
- *Curriculum and syllabus of the Advanced Practice Certification program*
- *Admission criteria to member and fellow member examinations*
- *A Logbook Sample*

58.2 College Examination and Certification

- *Membership and Terms of Reference of Examination Committee*
- *Types and length of examination, admission criteria, grading of examination results.*
- *Process of setting examination questions and the approval process*
- *Appeal procedure*
- *Sample certificate*
- *CV of the Chair of Examination Committee*

58.3 Recognized Education Program and Teaching Faculties


- *Membership and Terms of Reference of Assessment Panel*
- *List of recognized education programs*
- *List of recognized training instructions*

58.4 Accreditation of Training Sites and Mentors

- *Membership and Terms of Reference of Accreditation Committee*
- *Profile of clinical training sites*
- *List of fellow members qualified to be mentors.*
- *CV of the Chair of Accreditation Committee*

58.5 Program Evaluation and Quality Assurance

- *Committee structure for the approval, validation and re-validation and monitoring of training programs*
- *Membership and Terms of Reference of any external bodies/advisory committee, if any*


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- *Program evaluation report*
- *Meeting minutes with clinical department(s), mentees and mentors*

59. The Assessment Team will review the documents and meet the Academy College representatives on the day of assessment visit to discuss the program.
60. If supplementary information/revised program are required, the College should submit the supplement on the specified date (2 months following the visit)
61. If further time is required, the College should seek the Chair of Education Committee agreement to extend the submission for one month.
62. The Chair of Education Committee should acknowledge and respond to the College within one month upon receiving the information.
63. When the assessment is proved to satisfaction or otherwise, the Assessment Team shall furnish a report to the Education Committee within one month. The Education Committee will report to the HKAN Council on the recommendation of accreditation. The HKAN Council shall decide the followings:
 - Accreditation of the new program for a period of 2 years or as directed.
 - Reject the program


Appeal against the result of accreditation -

- 63.1 The HKAN has an appeal mechanism for all applications. The College has to file an appeal to the HKAN Council within one month from the announcement of results of accreditation. All appeals shall be made in writing together with all necessary documents to support the appeal against the result of application.
- 63.2 Upon receipt of an appeal, the President of the HKAN will appoint an Appeal Panel within one month of receiving the application to review the application. The panel will consist of at least one external expert together with two HKAN Council Members who have not involved in the accreditation of the education program of this college. The Appeal Panel shall study the submissions made by the appealing applicant and review the accreditation process and any relevant documents.
- 63.3 The Appeal Panel shall report the recommendations to the HKAN Council within one month. The HKAN Council will then consider the Appeal Panel's recommendation and may affirm, vary or discharge the appeal and such decision made by the HKAN Council will be final. HKAN will inform the college of its decision 5 months from the date of submission of appeal.

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X APPLYING FOR RE-ASSESSMENT OF ADVANCED PRACTICE CERTIFICATION PROGRAM


64. The Academy Colleges are invited to apply for re-accreditation of the Advanced Practice Certification Program 6 months before the last date of validity period. The Academy College would submit the completed application form on or before the specified date. The College has to ensure the information contained in the application is current and accurate.
65. The Education Committee will review the application and may appoint Assessment Team to assess the program when there is a significant change. The Education Committee will report to the HKAN Council on the recommendation of reassessment. The HKAN Council shall decide the followings:
 - Accreditation of the program for a period of 5 years within the validity period of the Academy College
 - Reject the program
66. When there is no response from the College, the College will be reminded again to apply reaccreditation 3 months before the last date of validity period.
67. If still no response, the Chair of Education Committee will bring forth the case to the HKAN for consideration.
68. Any appeal will follow the mechanism laid out in paragraph 63.

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Appendix 1

Fourteen Academy Colleges

1.		Hong Kong College of Cardiac Nursing
2.		Hong Kong College of Community and Public Health Nursing
3.		Hong Kong College of Critical Care Nursing
4.		Hong Kong College of Education and Research in Nursing
5.		Hong Kong College of Emergency Nursing
6.		Hong Kong College of Gerontology Nursing
7.		Hong Kong College of Medical Nursing
8.		Hong Kong College of Mental Health Nursing
9.		Hong Kong College of Midwives
10.		Hong Kong College of Nursing and Health Care Management
11.		Hong Kong College of Orthopaedic Nursing
12.		Hong Kong College of Paediatric Nursing
13.		Hong Kong College of Perioperative Nursing
14.		Hong Kong College of Surgical Nursing

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Appendix 2

Admission Criteria to Ordinary Membership


1. Completed RN/RM registration in Hong Kong with a valid practicing certificate.
2. Accumulated 4 years of experience working in the specialty in recent 6 years.
3. Obtained a master's or higher degree in Nursing or healthcare related discipline after RN/RM registration
4. Completed 500 theoretical hours in advanced practice certification program, with a minimum of 300 hours at postgraduate level and the remaining hours being recognized by the related Academy College.
5. Completed 250 hours of #guided clinical practice at any clinical practice site recognized by the related Academy College
#Guided clinical practice includes:
 - i. Experiential learning with mentor guidance at local clinical specialty departments;
 - ii. Practicum at work/non-workplaces with mentors from local clinical specialty departments under university/tertiary institution programs
 - iii. Practicum at work/non-workplaces with mentors from local clinical specialty departments under the HA PRCC Program (only the part to be recognized by the related Academy College)
6. Showed satisfactory performance at admission interview conducted by the related Academy College.
7. Completed the self-declaration of criminal conviction or professional misconduct*

Admission Criteria to Fellow Membership

1. Possessed RN/RM registration in Hong Kong with a valid practicing certificate.
2. Being an Ordinary Member of the HKAN and the Academy College of the related specialty
3. Passed the Certification Examination offered by the Academy College of the related specialty#
4. Accumulated 5 years of experience working in the specialty in recent 7 years.
5. Completed additional 250 hours of guided clinical practice.
6. Completed the clinical log-book.
7. Achieved 60 CNE points within the recent 3-year cycle, with 45 points relating to the specialty.
8. Demonstrated significant contributions to nursing practice or service development.
9. Completed the self-declaration of criminal conviction or professional misconduct*
10. Passed the assessment stipulated by the Academy College of the related specialty.
11. Recommended by 2 Fellows of the Academy College of the related specialty.

*Exceptional cases will be reviewed by the related Academy College and endorsed by HKAN.


Members need to pass the Certification Examination as early as possible upon becoming eligible as an Ordinary Member then apply for Fellowship Exit Assessment within 3 years, otherwise the eligibility would lapse.

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[scenario1: candidate takes and passes Admission Interview in 2021; he/she must make the first attempt of the Certification Examination in 2021 then Fellowship Exit Assessment the latest by 2024]

[Scenario 2: candidate takes and passes Admission Interview in 2021. He/she attempted Certification Examination in 2021 but failed. He/she must make the second attempt of the Certification Examination the latest by 2024 then the Fellowship Exit Assessment the latest by 2027]

[Scenario 3: candidate takes and passes Admission Interview in 2021. He/she has attempted and passed the Certification Examination in 2022. He/she attempts the Fellowship Exit Assessment in 2022 but failed; then again in 2023. He/she must make the third attempt of the Fellowship Exit Assessment the latest by 2026 and so on]

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Appendix 3

The Hong Kong Academy of Nursing Competence Statements for Advanced Practice Nurses


Key domains of the competence framework for advanced practice nurses

- Domain 1 Managing clients with complex health conditions
- Domain 2 Enhancing therapeutic nurse-client relationship
- Domain 3 Demonstrating effective leadership and team work
- Domain 4 Enhancing quality assurance and improvement
- Domain 5 Managing and negotiating innovative and effective approaches to care delivery
- Domain 6 Enhancing professional attributes of general and advanced practice
- Domain 7 Enhancing personal attributes

Note: APN role is developmental, that is, there is a process for the APNs to mature in their role. The highlighted statements are expected of all entry APNs but over time, all the competence statements are expected of the advanced practice nurses (APNs).

Domain 1 Managing clients with complex health conditions

1. Manages complete episode of care for complicated health cases and refers aspects of care to own and other professions.
2. Provides case management services to meet multiple client health care needs.
3. 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.
4. Rapidly assesses client's unstable and complex health care problems through synthesis and prioritization of historically and immediately derived data.
5. Selects, may perform, and interprets common screening and diagnostic laboratory tests.
6. Diagnoses and manages acute and chronic diseases while attending to the illness experience.
7. 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.
8. Reviews medication regime and counsels' clients concerning drug regimens, drug side effects, and interactions.
9. Assesses and adjusts plans for continuous management of client's health status by monitoring variation in wellness and illness.
10. Obtains specialist and referral care for clients while remaining the primary care provider.
11. Monitors client data base for follow-up, consultation, referral, and outcomes.

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Domain 2 Enhancing therapeutic nurse-client relationship


12. Demonstrates skills in promoting therapeutic interaction to effect clients' change in health behavior.
13. Provides guidance and counseling regarding symptom management.
14. Provides emotional and informational support to clients and their families.
15. Uses human skills to enhance effectiveness of relationship.
16. Applies principles of self-efficacy/empowerment in promoting behavior change.
17. Monitors and reflects own emotional response to client interaction and uses as data to further therapeutic interaction.
18. Facilitates staff to debrief on overwhelming emotion and grief associated with nurse-client relationship.
19. Communicates a sense of "being present" with the client.

Domain 3 Demonstrating 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 Enhancing 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 advises on clinical management or recommends review of intervention as indicated.
31. Initiates and implements quality improvement strategies and clinical audits in collaboration with various health disciplines.


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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 mechanisms to support the service development plan.
38. Envisions change impacts. Is 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 being involved in evidence-based practice and research activities.
43. Masters the application of advanced health care technology in specific areas and shows knowledge of 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 in area(s) of nursing. As a resource person for referrals in these areas.
47. Interprets 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 behaviors.
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 to achieve higher professional goals.
51. Interprets and markets the advanced practicing 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.

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Domain 7 Enhancing personal attributes

- 53. Analyzes situations critically and draws relationships among issues.
- 54. Maintains active membership in professional organization.

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

American Association of Colleges of Nursing (1996). The Essentials of Master's Education for advanced practice nursing. Washington: The Author.

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Appendix 4

Accreditation Criteria for Training Site


Purpose

1. To facilitate approval of training programs.
2. To ensure the standards of practice of training site.
3. To determine the sufficiency of clinical experience.
4. To provide public confidence in training site.

Essential Elements for Accreditation

1. Clinical establishment
 - Facilities of the clinical service; such as number of wards and beds, clinic sessions and centres.
2. Staff Establishment
 - Nursing staff; the number for each rank.
 - Availability of Fellow Members.
 - Medical and other disciplines.
3. Workload Statistics
 - Case load for the specialty / subspecialty, average bed occupancy.
4. Service Provision
 - Specialty services; acute, sub-acute, extended and home care, including nurse-led service.
5. Professional Development
 - CNE and PEM system.
 - Recognized or accredited training site for specialty training programs.
 - Availability of in-service or structured specialty training for staff.
6. Resources
 - Availability of specialty mentors – number and years of experience.
 - Learning resources – clinical guidelines and protocols, clinical learning objective or logbook.

The Academy Colleges are required to lay out the accreditation criteria of training sites in accordance to the specialty characteristic.

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Appendix 5

Examination Process and Grading System

Certification Examination

Examination after Ordinary Membership

- State the Examination Eligibility Requirements in the Examination Handbook.
- Applicant should complete 150 MCQ in 3 hours.
- The examination is to be held once every year.
- Failed mentee(s) would take second attempt in the same year

Examination Panel

- An examination panel appointed by the Academy College Council reporting to the Examination Committee of the Academy College.
- The Panel consists of 3 persons who are experienced in education and examinations:
 - A Chief Examiner
 - 2 Members
- The panel shall be responsible for:
 - Setting examination questions;
 - Validating and testing of questions;
 - Finalize examination questions;
 - Review the result of the computerized marking of examination papers;
 - Report result and make recommendations to the Examination Committee.

Examination Application Process


- The mentees should register to Academy Colleges 1 month prior to the examination date.
- Vetting of applicants by the Examination Committee of the Academy College.
- Confirmation to mentees of their eligibility of sitting the examination at least 15 days before the examination date.
- Payment of examination fees (no refund for no show, refund for special reasons).
- Notify HKAN Education Committee one week before the examination held.

Examination Arrangement

- Examination is administered by the Examination Committee of the Academy College.
- Prepare setting and seating arrangement.
- Check the mentees' identity, distribute paper and collect papers.

Post Examination Arrangement

- All MCQ answer sheets should be sent to HKAN Office (sealed cover) for computer marking and generation of results within 7 working days.
- the Examination Committee of the Academy College should:
 - conduct random check of examination paper and 10% of the highest and lowest marks.
 - report examination result to the Education Committee of HKAN within 4 weeks after the examinations together with recommendation
 - inform candidate(s) of the result.

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- inform the candidate(s) to make appeal in writing within 4 weeks upon release of examination results.
- The Academy College shall appoint a reviewer/review panel to review the paper and make recommendation.
- The Academy College shall report to HKAN the appeal and recommendation.

Re-take Certification Examination (2nd attempt)

- Should mentees fail the Certification Examination, The Academy College can conduct 2nd attempt of examination within the same year.
- The Academy College shall notify HKAN Education Committee one week before examination to be held.
- Post examination arrangement follows the same as above.

Grading of Examination Results

- Passing mark 70%

Fellowship Exit Assessment

Exit Assessment leading to Fellow Membership


- State the Exit Assessment Eligibility Requirements in the Examination Handbook.
- Applicant should sign the **Honor Statement of Application Form for Fellow Members**.
- Applicant should complete Fellowship Exit Assessment as stipulated by the Academy College.
- The Fellowship Exit Assessment is to be held once every year.

Examination Panel

- An examination panel appointed by the College Council reporting to the Examination Committee.
- The Panel consists of 3 persons who are experienced in education and examinations:
 - A Chief Examiner
 - 2 Members
- The panel shall be responsible for
 - Proper conduct of the Fellowship Exit Assessment.
 - Validation of the result.
 - Review the result of the Fellowship Exit Assessment.
 - Report result and make recommendations to the Examination Committee.

Examination Application Process

- The candidate should register to Academy College 1 month prior to the assessment date.
- Vetting of applicants by the Examination Committee of the Academy College.
- Confirmation to Applicants of their eligibility of taking the assessment at least 15 days before the assessment date.
- Payment of examination fees (no refund for no show, refund for special reasons).
- Notify HKAN Education Committee one week before the assessment to be held.

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Post Exit Assessment Arrangement

- The Examination Committee of the Academy College should endorse and report the assessment result to the Education Committee of HKAN within 4 weeks after the assessment together with recommendation.
- The Academy College should inform:
 - the candidate(s) of the result
 - the candidate(s) to make appeal in writing within 4 weeks upon release of examination results
- The Academy College shall appoint a reviewer/review panel to review the paper and make recommendation.
- The Academy College shall report to HKAN the appeal and recommendation.