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## MANUAL ON CONTINUING EDUCATION SYSTEM

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V1 (1 <sup>st</sup> issue)	02-03-2014	
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V3	01-10-2021	Periodic update

### IMPORTANT NOTICE


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## I. INTRODUCTION


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 in receiving 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 professionals to provide a wide range of advanced assessments and specialized interventions in response to the actual and potential health needs of the individuals, groups or families. The APNs encompass practice in the areas of health promotion and maintenance, disease prevention and management as well as rehabilitation and community care.

The HKAN believes in commitment to life-long learning so that APNs can meet the rapid changes during the era of knowledge expansion, technology advancement, changes in population demographics, disease pattern and evolving health service models. The APNs should be personally responsible for ensuring their competencies in fulfilling the evolving roles and functions for their practice.

Continuing Nursing Education (CNE) is a continuous life-long learning process. CNE for Members/Fellows of the Academy of Nursing comprises activities that serve to:

- Develop and update the knowledge, skills and competencies of Members and Fellows, thus enabling them to meet future challenges;
- Enhance professional performance to enable the delivery of quality professional care and safe standard of practice to patients and public that Members and Fellows serve; and
- Facilitate Members and Fellows to remain competent throughout their professional career.


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## II. PROFESSIONAL DEVELOPMENT COMMITTEE

Following the incorporation of the Provisional Hong Kong Academy of Nursing on 6 October 2011, the Professional Development Committee (PDC) was set up with the following terms of reference:

- To recommend guidelines for establishing defined areas of specialty and subspecialty.
- To develop the Code of Professional Conduct and Code of Ethics for specialist nursing practice in accordance with international standard.
- To identify trends and support educational activities in overall advanced nursing practice and education in collaboration with concerned parties.
- To advise and recommend to the Council on guidelines, frameworks and policies relevant to advanced nursing practice, and
- To advise the Council on the needs of continuing education of nursing specialists and to recommend the Council on the guideline of membership renewal.

To address the needs of continuing education for advanced nursing practice, a set of guiding principles have been compiled by the HKAN to foster the mandatory requirement of CNE. Each Academy College affiliated to the HKAN is required to develop its own CNE development plan to facilitate its Members and Fellows to pursue life-long learning. The CNE requirement should be clearly defined including its approval for the purpose of renewal of Members and Fellows status in alignment with the principles outlined in this document.

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### III. GUIDING PRINCIPLES FOR CONTINUING NURSING EDUCATION

#### 1. The CNE Cycle

- a. A CNE cycle shall consist of 3 years.
- b. The Academy adopts fixed CNE cycles from 1 April. Members and Fellows will commence their first cycle on the first day of the month immediately after their admission to Academy Membership or Fellowship. The required CNE points for the first cycle will be counted on a pro-rata basis.
- c. Notwithstanding (b) above, if a Member has already started a CNE cycle prior to his/her admission as an Academy Fellow, there will be no change in this CNE requirement of the existing cycle.


#### 2. Requirement for a CNE Cycle

- a. In the 3-year CNE Cycle, the minimum CNE requirement is **60 CNE Points within which 45 points have to be specialty-related**. CNE points accumulated in excess of the requirement for one cycle cannot be carried forward to the next cycle.
- b. Members and Fellows holding multiple Membership / Fellowships under different Academy Colleges must fulfill requirements for each of these Membership / Fellowships.
- c. The number of CNE points required for Members and Fellows of different sub-specialties within the same College shall be the same and as stipulated in aforementioned paragraph 2a.

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### 3. General Principles of CNE for Academy Members

- a. **The purpose of this document** is to lay down broad principles for Academy Colleges, Members and Fellows to follow. This framework has built in flexibility to cater for individual professional, educational and development needs.
- b. **Each Academy College shall develop and set out its CNE development plan** to facilitate its Members and Fellows to pursue the fulfillment of CNE requirement.
- c. **Educational programs** established by Academy Colleges will be classified as Continuing Nursing Education (CNE) programs. For every CNE program to be approved, each Academy College shall assign the number of specialty-related CNE points and specify if it is a CNE program for the Academy College.
- d. **Academy Colleges should keep proper record of every CNE program** for at least 6 years. A summary of their Members' and Fellows' total number of CNE points shall be submitted to the Registration & Membership Committee (R&MC) of the Academy within 3 months upon the completion of a 3-year cycle. Academy Colleges shall keep up-to-date record of the CNE situation of their Members and Fellows and subject to audit by the HKAN. A summary record form is enclosed in Appendix 1.
- e. **Members and Fellows must respond to call for CNE returns** from Academy Colleges, and submit all returns within the defined period of time. Members and Fellows failing to submit the return on time shall be regarded as CNE non-compliant. Penalty will be enforced as the HKAN thinks fit (A CNE Record form is enclosed in Appendix 2).
- f. **On renewal of Membership or Fellowship status** - Members and Fellows shall submit the CNE summary form for the annual renewal. Such information will be subjected to audit and Members and Fellows will be required to provide evidence of the CNE submitted.
- g. **To ensure compliance with CNE requirement stipulated by HKAN** - The Registration & Membership Committee of the Academy may recommend to the Academy Council the suspension of a Member or Fellow who has failed to comply with

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the CNE requirements by the end of the cycle, unless the Academy Council is satisfied that there are relevant and exceptional circumstances.


- h. **CNE Portfolio** - It is the duty of Members and Fellows to keep up-to-date practice in their specialty areas. Members and Fellows are encouraged to devise an individual professional education portfolio to help monitor and achieve the CNE points required.
- i. **Members of Academy College or HKAN residing outside Hong Kong** - Members and Fellows, residing in or outside Hong Kong, must fulfill the full CNE requirements by the end of each cycle.
- j. **Change of correspondence address** - All notices sent to the address last provided by a Member or Fellow to the Academy and Academy Colleges will be deemed to have been received by that Member or Fellow. It is the responsibility of a Member or Fellow to update the Academy and Academy College of his/her contact address whenever it is changed.

#### 4. Measurement of Activities

A point of CNE activity is equivalent to one hour of participation as an attendee in a CNE program. Academy Colleges will decide on the number of points to be awarded to activities that normally cannot be accredited on a time basis and to individual CNE category taking into consideration the nature of their specialties.

Specialty-related CNE points would be awarded corresponding to the CNE system of the Nursing Council of Hong Kong:


No. of CNE points awarded	Type of Activities	
1	Each hour of learning activity *	
20	One research project with publication in professional journal	Principal Research
10		Co-Researcher
10	Author of an article published in	First Author / Corresponding

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	professional journal	Author
5		Co-Author
30	Author / editor of a published book on nursing / health care related areas	Sole Author / Editor
15		Joint Author / Editor
10	Author / editor of a chapter of a published book on nursing / health care related areas	Author / Editor
5		Joint Author / Editor
1	Any 2-hour clinical practicum / structured visit to hospitals or health care institutions	
8	Each oral presentation in health care related scientific conference	In international / national conference
5		In local conference
6	Each poster presentation in health care related scientific conference	First / sole author in international / national conference
3		Co-author / joint author in international / national conference
2		First / sole author in local conference
1		Co-author / joint author in local conference
1	Each oral presentation in approved nursing course / seminar / nurse round clinical presentation (excluding those lectures / presentations that are part of an educator's job expectation)	

- \* Learning activities include structured programs organized or co-organized by HKAN as an accredited provider of CNE, such as professional seminars, conference, workshop or courses.



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## 5. E-learning Mode for Educational Activities

In line with the global advancement of information communication technologies, electronic and distant learning modes are becoming significant modalities for CNE.

“**E-Learning**” course is defined as a course delivered through online teaching session(s) or real-time interactive tutorial, structured self-learning electronic package, or a mixed mode of these 2 modalities, examples include pre-recorded presentation / webinar,


### Criteria of Granting CNE to e-learning Activity

- a. For real time online learning mode :
  - (i) CNE is calculated on an hour-to-hour basis;
  - (ii) Participant must be identifiable and authenticated with a secured time log and verified against the data record via a login system.
- b. For self-learning package :
  - (i) the learning objectives must be specified together with the expected number of study hours expected (excluding the assessment time);
  - (ii) the activity shall have a minimum of 1 *hour of study*;
  - (iii) an end-of-activity assessment should be included.

Guidelines are defined and endorsed by PDC as attached in Appendix 3.

## 6. Maximum and Minimum Points for Activities

Each Academy College shall determine the maximum number of hours to be accredited for a single **CNE program**. And unless already specified in this document, each Academy College can determine the maximum / minimum points that can / must be obtained by their Members and Fellows in a year and / or a cycle for each category of activities.

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## 7. Exemptions

### *Acute / Prolonged Illness and Permanent Disability*

- a. A Member or Fellow who falls short of the required CNE because of acute / prolonged illness or permanent disability can be exempted from the CNE requirements, on condition that he / she is not in active practice.
- b. When a Member or Fellow recovers from prolonged illness and resumes his / her nursing practice, he / she will be required to re-start his / her CNE cycle and to obtain at least 20 CNE points in the first 12 months of the cycle.

## 8. Certification for Specialist Registration

- a. If a Member or Fellow who has been exempted from CNE for reasons other than prolonged illness, or whose Membership or Fellowship has been suspended due to CNE non-compliance, subsequently wants the Academy to certify him / her for Specialist Registration, he / she will be required to have obtained at least **60 CNE Points** within 36 months counting back from the date of application for certification. A pro-rata number of the 60 points required must be obtained within the period between the date of Membership or Fellowship removal (or CNE exemption) and the date of application for certification.
- b. If a Member or Fellow who had been suffering from prolonged illness and has been exempted from CNE subsequently wants the Academy to certify him /her for Specialist Registration, he / she will be required to have obtained at least **20 CNE points in the first 12 months** of his / her resumed cycle.
- c. A Member or Fellow shall be certified to have fulfilled the CNE requirements for the purpose of Specialist Registration, as long as he /she has obtained the required number of CNE points for a cycle.

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To: The Hong Kong Academy of Nursing

Appendix 1

HONG KONG COLLEGE OF \_\_\_\_\_

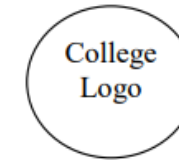
**Continuing Nursing Education Activities Record Summary  
of HKAN Ordinary Members / Fellows**

**for 3-year CNE period from \_\_ date / month / year \_\_ to \_\_ date / month / year \_\_**

No.	Membership Cert / Fellowship Diploma No.	Name in English	Name in Chinese	Recorded CNE Cycle period <i>(if different from caption)</i>	Require at least 60 CNE points		Fulfill the requirement of this CNE Cycle (Y/N)	Remarks (e.g. points in pro-rata for 1 <sup>st</sup> year admission)
					Generic CNE Points	Specialty Related CNE Points (at least 45 points)		
1.								
2.								
999.								



**[College Name]**  
**Members and Fellows' Continuing Nursing Education Record Form**  
 (for 3-year CNE Cycle: \_\_date/month/year\_\_ to \_\_date/month/year\_\_)



Appendix 2

**Full Name:** \_\_\_\_\_  
**Ordinary Member Certificate**  
**/ Fellow Diploma No.:** \_\_\_\_\_  
**Date of Admission of**  
**Membership / Fellowship :** \_\_\_\_\_ (date) \_\_\_\_\_ (month) \_\_\_\_\_ (Year)

**Generic CNE Points:** \_\_\_\_\_ **Point(s)**  
**Specialty Related CNE Points:** \_\_\_\_\_ **Point(s)**  
**Total CNE Points:** \_\_\_\_\_ **Point(s)**  
 (required CNE points for  
 the 1<sup>st</sup> cycle is counted on  
 pro-rata basis) \_\_\_\_\_

*Commencement of 1<sup>st</sup> cycle is on the 1<sup>st</sup> day of the month immediately after admission*

In the 3-year CNE Cycle, the minimum CNE requirement is **60 CNE Points within which 45 points have to be specialty-related.**  
 CNE points accumulated in excess of the requirement for one cycle cannot be carried forward to the next cycle.

No.	Nature of CNE Activities	Programme Title of the CNE Activities	Date of Attendance		Generic CNE points	Specialty Related CNE points	Organizing Institute
			From	To			
e.g.	<i>Conference, seminar, talk, workshop</i>	<i>Development of the Advanced Practice Nurse (APN): Singapore (NUH) experience</i>	<i>6 May 2016</i>	<i>6 May 2016</i>	<i>3</i>		<i>HKAN</i>
1.							
2.							
999.							

## **Guiding Principles for Setting Up On-line Self-Learning Mode**

- (i) Colleges will provide learning materials for participants to study on-line, such as:
  - a) Publications including articles/papers,
  - b) Clippings (e.g. 45 minutes) from some virtual conferences,
  - c) Structural courses jointly organized with the Academy (out of the 167 hours in the advanced practice domain at non post-graduate level in pre-membership program).
- (ii) All learning materials posted on-line should preferably have open access or permission granted by the author
- (iii) A quiz/assessment is needed after the study activity.
- (iv) Participants will grant one CNE point after completed a 5-question quiz with 4 or above correct answers after reading the materials. Each participant would be allowed to have three attempts.
- (v) Certificate with CNE points could be generated automatically.
- (vi) Frequency of study activities should preferably be one activity per month per College to keep up with the momentum.
- (vii) HKAN office would provide logistical and administration supports, whilst Colleges would mainly focus on program planning and delivery.
- (viii) HKAN will charge an administration fee or incentive for the supporting service.

### **Endorsed by Professional Development Committee (PDC)**

#### **Task Force on On-line Learning Platform**

(at meeting held on 17 September 2020)