

Hong Kong College of Paediatric Nursing

Opening Forum

15 July 2015

College Membership Examination
and Fellowship Exit Assessment



HONG KONG COLLEGE OF PAEDIATRIC NURSING



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Definition & Importance of HKCPN Membership and Fellowship

- **Credentialing** of individual nurse's qualification and knowledge for advanced practice in child and adolescent health care area upon predetermined standards as validated by The Provisional Hong Kong Academy of Nursing.
- Membership of HKCPN is a structured credentialing system for nurses who do possess **advanced knowledge and skills** and demonstrate a wide spectrum of **advanced competencies** in paediatric nursing practice.
- The HKCPN believes in fairness, honesty to support our nurses to achieve Membership and Fellowship with the ultimate goal of **public protection**. Thus, we will:
 - be **accountable to the public** by upholding and consistently acting in consistence with ethical values and principles
 - be **accountable to the nursing profession** by communicating openly and honestly; and
 - be **vigilantly adhering to the laws of Hong Kong SAR**.

Curriculum and Syllabus of Specialty Training Program (Total of 500 hours Theory Input)

	Generic Core (167 hours)	Advance Practice (167 hours)	Specialty Core (167 hours)
	Illustrated eg:	Illustrated eg:	Illustrated eg:
Structured courses at post-graduate level (60 – 100%)	Research; Healthcare policy; Healthcare system organization; Healthcare financing; Ethics;	Advanced health assessment, Advanced physiology, psychology, sociology and pathophysiology; Advanced pharmacology;	According to the clinical core competence defined by the specialty, including but not limited to:
Structured courses provided by specialty course providers (0 - 40%)	Professional role development; Theoretical function of nursing practice; Human diversity and social issues; Health promotion & disease prevention;	Evidence-base practice; Clinical teaching and research; Team collaboration and communication;	Clinical leadership and patient advocacy; Advanced case management and patient care; Special interventions;
Total:	1/3 of 500 hours	1/3 of 500 hours	1/3 of 500 hours

Clinical Experience –Total of 500 hours

- Show in a **Clinical Log Book**.
- The **500 clinical hours** should be accomplished within a **4 years' time span**.
- The experience can be of **100% under supervision** or with some (**at most 50%**) **in work placement** as follows:
 - **50% - 100%** supervised practice;
 - **0% - 50%** work placement.
- **Supervised Practice** refers experience with **on-site designated appointed mentor** who is an Academy Fellow in current practice.
- **Work Placement** experience is the situation in which there is **no on-site designated appointed mentor**. However, the experience is recognized as a learning component with explicit learning objectives and evidence of learning assessed by a recognized supervisor/mentor.
 - **The evidence of learning can compose one or more of the following :**
 - Case studies
 - Student portfolio (learning progress review)
 - Reflective paper
 - Practice project
 - Nurse round (on-site /simulation)

Membership Examination

- **150 Multiple Choice Questions (MCQ) in 3 Hours.**
- The Competencies required are clearly stated in the **Competency Framework** for Advanced Practice Nurses in paediatric care endorsed by HKCPN in 2015. The questions cover all the competence domains listed in the framework.
- **Advanced development of paediatric nursing practice.**
 - Besides the questions at the recall of knowledge, majority of the test items are written to test candidates for their abilities at the levels of **application, integration, synthesis, analysis and evaluation**. Testing of the competence at higher cognitive levels provides a better indication of the candidates' **critical thinking abilities** when **caring for complex health care needs of children, adolescents and their families**.

PROPOSED TIME LINE

June to May 2016	Year Round Advanced Training Program conducted	Education Committee
17 June 2015	Endorse examination in Council	Council
17 July 2015	Call for membership exam	Admin Committee
17 October 2015	Membership Exam	Edu committee Exam Subcom
February 2016	Fellowship Exam	Edu committee Exam Subcom
May 2016	Fellow Conferment	Promotion Committee

Competence Framework

The HKCPN sets its standards of specialist training based on the competence framework of the Academy outline 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.

Criteria of Mentors

- i. Active Ordinary Member or Fellow of PHKAN.
- ii. Cannot at the same time undergo specialty training in any other specialties within the Academy Colleges.
- iii. Actively engaged in the practice of nursing and/or its specialties.
- iv. Able to conduct training in accredited training programs.
- v. Cannot hold trainer status in more than 2 specialties.
- vi. Ratio on trainee to be decided by individual colleges.

Admission Criteria to Ordinary Membership

- i. Holder of a valid RN license certified by the Nursing Council of Hong Kong;
- ii. RN who has worked in the specialty for at least an accumulative 4 years in the most recent 6 years;
- iii. RN who has completed recognized 500 hours of theory in the specified specialty;
- iv. RN who has completed 500 hours of clinical practice in the related specialty;
- v. Holder of a master degree in nursing or related practice;
- vi. Make a self-declaration on whether there is criminal conviction / professional misconduct;
- vii. Passing the membership certification examination – A Multiple-choice Questions Examination of 150 questions;
- viii. Presented clinical logbook and relevant documentation that demonstrates the satisfaction of required competence in the 500 hours clinical hours.

Admission Criteria to Fellow Membership

- i. Holder of a valid RN license certified by the Nursing Council of Hong Kong;
- ii. Ordinary Member of the Academy College and PHKAN;
- iii. Worked in the specialty for at least an accumulative 6 years in the most recent 9 years;
- iv. With 6 years specialty experience of which the current 3 years must be working in the specialty applied for;
- v. Make a self-declaration on whether there is criminal conviction / professional misconduct;
- vi. Achieved 60 CNE points within a 3-year Continuing Nursing Education (CNE) Cycle, of which 45 CNE points should be specialty related;
- vii. Demonstrate significant contribution in nursing practice and/or service development;
- viii. Passed the Assessment stipulated by college;
- ix. Recommended by 2 Fellow Members of his/her college to PHKAN for consideration of granting Fellow Membership;

Members need to apply for fellowship within 3 years upon becoming eligible, otherwise the eligibility would lapse.

Membership Examination Administration

- HKCPN runs the **Membership Examination once** a year.
- Exam Dates: Examination Dates (Exact dates to be confirmed in January each year – www.hkcpn.com)
- **Year 2015/2016**
 - Opening Month for Examination Application: **July 2015**
 - Closing Month for Examination Application: **September 2015**
 - Examination Month : **October 2015**
 - Fellowship Exit Assessment: **February 2016**
- Announcement will be made on the website.
- HKCPN does not sponsor any revision courses for the examination.

Examination Fees

- The Exam fee is **HK\$1,000**
- Cheque should be made payable to **Hong Kong College of Paediatric Nursing Limited**. (Post-dated cheque will not be accepted).
- All fees must accompany the **completed application form**.
- An additional **HK\$100 will be charged for a bounced cheque**.
- Fees, once paid, are **neither refundable nor transferable**.
Exceptional conditions are:
 - A **charge of 50%** of the examination fee for deferred case.
 - **Fee will be refunded for candidates who cannot attend the rescheduled examination** in the event of **extreme weather or unforeseen emergencies** on the **day of examination**, the College will determine the need to cancel and reschedule the examination.

Application Process

- **Ensure** that they are an **eligible** candidate
- Download the examination application form & Honor Statement from HKCPN website: www.hkcpn.com
- **Fill in** the required document, **date and sign** the **Honor Statement** and mail them back to HKCPN together with **the payment cheque** before deadline of submission.
- Incomplete or missing information may delay the processing of application.

Notification for Sitting Exam

- HKCPN will notify candidates **via email** when their applications are **incomplete** or when **clarification is required**, or if they are **not eligible** for the examination.
- HKCPN will send **an examination confirmation letter** upon approval of candidate's application. The process normally takes 3-4 weeks from receiving of application.
- If candidates **do not receive** any reply from HKCPN **within 4 weeks of applying for an examination**, candidates should contact the administrative staff of the HKCPN via e-mail.
- If candidates **desire verification of receipt of their application**, they may **mail their application "return receipt requested"** and **include a self-addressed stamped envelope**, which will be mailed to them when their application are received.
- Return of the **"return receipt requested"** envelope indicates receipt of their application only, **NOT** acceptance.

Acceptance

- An **official confirmation letter** will be issued to all qualified candidates **2 weeks before** the examination indicate:
 - **Time to report** for the examination
 - **Exact address** of the examination site.
- Candidates **must bring this confirmation letter and HK ID card** to sit for the examination.
- Arrive at the examination venue **15 minutes** prior to the commencement of the examination.

Sitting Examination

- Candidates please **confirm their names** on the confirmation letter received from HKCPN match their names on **Hong Kong Identity Card**. If the information they received from HKCPN is **incorrect**, please **email to HKCPN for amendment**.
- Candidates should sit for the **written examination** according to **schedule and instructions** listed in the confirmation letter.
- **Confidentiality** of Examination Application Status – Information regarding the status of an examination application submitted to HKCPN will not be released to anyone without the candidate's written authorization.

Membership Examination Preparation

- HKCPN will endorse revision courses to prepare candidates for the examination. Study bibliographies/ references are also included in each of the individual program handbooks to provide candidates with resources to prepare for certification examination.

Examination Rescheduling and Cancellation

- If candidate **CANNOT** sit for a scheduled examination due to the reasons that are beyond her/his control, e.g. illness or emergencies, she/he should apply to HKCPN for re-seat of examination. Such application has to **be supported by documentary evidence**, e.g. medical certificate from a doctor in case of illness.
- **Supporting document** of the event must be submitted in writing by mail **no later than 10 days after the scheduled examination**.
- **Examination Deferral**
Requests to defer from a scheduled examination must be received **in writing one month** prior to the examination date. Email requests are not accepted.
- **In the event of extreme weather or unforeseen emergencies on the day of examination**, the College will determine the need to cancel and reschedule the examination. Fee will be refunded for candidates who cannot attend the rescheduled examination.
- Adverse weather - If the Typhoon No. 8 or the Black Rainstorm signal is /will be* hoisted on or after the following times, examination will be cancelled:
 - **0630: All examinations before 1400 will be cancelled**
 - **1000: All examinations between 1400-1800 will be cancelled**
 - **1400: All examinations in that evening will be cancelled**
- The re-arrangement of examination will be announced as soon as possible. Candidates are advised to check the latest announcement at HKCPN website: www.hkcpn.com

Passing Score

- **The passing score required to become a HKCPN**
- 70% of all items in the set of examination questions.
- The questions are designed to test both your abilities to recall specific facts/knowledge and to apply, integrate and synthesis knowledge through critical analysis/evaluation in order to perform your practice as a paediatric nurse at the membership level.

Membership Examination Result Notification

- 4-6 weeks after the examination.
- This official result will indicate a “**pass**” or “**fail**”.
- Examination results are released to individual candidates in **written form** only.
- Results are NOT reported over the telephone or via e-mail.

Request for Additional copy of their result

- Candidates are allowed to request an additional copy of their result for \$100 per copy.

Award for HKCPN Membership

Collection of Parchment after passing the membership exam

- After passing the exam, Parchment will be available for collection at HKCPN office about 12 weeks after result notification.
- No replacement will be issued for any loss. However, candidates can apply a letter to certify the award obtained.

Verification of True Copies of certificates

- Candidates should make arrangement with HKCPN in writing and bring along the original document together with a completed application form to HKCPN office for processing. Application form will be available in HKCPN website.

Re-sit and Appeal Against Examination Result

Re-sit the examination

- If candidates do not pass the examination, candidates may re-apply for examination again. The examination is to be held once every year.

Appeal Against Examination Result

- All requests for appeal must be submitted in writing and should include the following:
 - ⇒ The reason(s)
 - ⇒ Any additional information requested was not submitted, if applicable
 - ⇒ The expected outcome of appeal

Appeal Panel consisting of at least **three members** will review the case. Candidate will be notified in writing of the Appeal Panel's decision which shall be final.

Application for Fellowship Assessment

- **Pass** the HKCPN Membership Examination
- Become **Full members** of HKCPN.
- **Self Declaration** on no Criminal Conviction or Professional Misconduct
- **Recommended by 2 Fellow Members** of HKCPN
- **Significant contributions** in nursing practice and service development.
 - Research/Evidence Based Project

Procedure

- Complete the application form downloaded from HKCPN website: www.hkcpn.com and mail the completed applications to HKCPN for consideration.
- Sit for **Viva Assessment**

Fellowship Fee and Membership Fee

- Examination Fee: \$1,000
- Ordinary Member Annual Fee: \$800
- Fellowship Assessment Fee: \$1,000
- Fellowship Annual Fee: \$2,000

- Fellow Initiation Fee \$2,000 one off for 2016 would be waived

Q&A