



Hong Kong College of Medical Nursing

Advanced Practice Nursing Certification Program Examination Handbook

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Hong Kong College of Medical Nursing

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HONG KONG COLLEGE OF MEDICAL NURSING

Advanced Practice Nursing Certification Program

1. Certification

Certification refers to the credentialing of an individual nurse's qualification and knowledge for practice in a defined functional or clinical area of nursing based upon predetermined standards as validated by a non-governing agency. It is a voluntary testing for a nurse against recognized standard. Certified nurse is a model of professional accountability; he/she distinguishes oneself through commitment to lifelong learning and professional advancement. By certification, the nurse's knowledge and competency within the spectrum of specialty is validated.

2. Values of Certification

Nursing certification benefits patients, employers and nurses themselves by:

- 2.1 Providing excellent and quality care to patients and their families; maximizing their coping to illness and recovery
- 2.2 Promoting health to patients and their families to enforce healthy life style
- 2.3 Ensuring safe care delivery and minimizing risk-prone activities
- 2.4 Contributing to health planning and policies to achieve health for the community at large
- 2.5 Integrating research finding to bring about innovation that benefit the community and advance nursing profession

3. Belief of Hong Kong College of Medical College

Hong Kong College of Medical Nursing (HKCMN) believes in fairness and reliance to support the nurses in achieving certification with the ultimate goal of public protection.

4. Advanced Practice Level in Medical Nursing Specialty

- 4.1 The Advanced Practice Certification Program is to prepare nurses working in the medical related subspecialty to be certified as competent nurses with the knowledge and competence to provide expert clinical care to the patients and families as autonomous practitioner.
- 4.2 The "Key elements of the Career Framework, Skills for Health" published by the United Kingdom (appendix 1) suggested a structured nine levels of skills intending for healthcare workers. HKCMN is making reference and tagged the Advanced Practice Certification Program at level 6-8 of the structured levels of skills.
- 4.3 Members of HKCMN are competent nurses who demonstrate critical understanding of detailed theoretical and practical knowledge of medical nursing and are working as specialist with leadership and/ or management responsibilities. They are initiative and creative to tackle problems. Working as active team members of the clinical teams, Members of HKCMN

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share responsibilities for team performance and service performance.

4.4 Fellows of HKCMN are possessing highly specialized medical nursing knowledge and skill to function as team leaders with considerable responsibilities to improve and/ or develop medical nursing service in their working areas. They serve as nurse experts/ resource persons to lead the clinical nursing teams and be accountable for service delivery and improvement.

5. Advanced Practice Nursing Certification Examination

5.1 The Advanced Practice Nursing Certification composes

- 5.1.1 Registered Nurse (RN) accepted by the Hong Kong Academy of Nursing to be Ordinary Member
- 5.1.2 The Ordinary Member passed the Certification Examination organized by HKCMN
- 5.1.3 The Ordinary Member passed the Fellowship Exit Assessment organized by HKCMN

5.2 Registered Nurse must apply to HKCMN to be Associate Member and apply to sit the Admission Interview

5.3 To qualify for sitting the Admission Interview, the Associate Member must

- 5.3.1 Have completed RN registration in Hong Kong with a valid practicing certificate,
- 5.3.2 Have accumulated 4 years of experience working in the medical specialty in recent 6 years,
- 5.3.3 Have obtained A Master Degree in Nursing or health care related discipline after RN registration,
- 5.3.4 Have completed 500 theoretical hours in advanced practice certification program, with a minimum 300 hours at postgraduate level and the remaining hours being recognized by HKCMN;
- 5.3.5 Have completed 250 hours of guided clinical practice recognized by HKCMN

5.4 After the Associate Member showed satisfactory performance at admission interview, he/she with the recommended by two Fellows of HKCMN, would be recommended to apply for Ordinary Membership of Hong Kong Academy of Nursing (HKAN).

6. Eligibility for Certification Examination (Certification Examination / Fellowship Exit Assessment)

6.1 HKCMN conducts Certification Examination and Fellowship Exit Assessment once a year.

6.2 To be eligible to sit the Certification Examination (MCQ), the Ordinary Member should be holder of Registered Nurse Certificate and valid Practicing Certificate issued by the Nursing Council of Hong Kong;

6.3 The Ordinary Member should start to prepare for Fellowship Assessment once he/she was accepted by HKAN as Ordinary Member and possess the following requirements:

- 6.3.1 Accepted as Ordinary Member HKAN,
- 6.3.2 Holder of Registered Nurse Certificate and valid Practicing Certificate issued by the

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Nursing Council of Hong Kong,

- 6.3.3 Passed the Certification Examination offered by HKCMN,
- 6.3.4 Accumulated 5 years of medical nursing including at least three years related to the subspecialty experience in the most recent 7 years,
- 6.3.5 Completed 250 hours of elective subspecialty clinical experience with not less than 100 hours of independent practice, and the Clinical Log Book is signed by the mentor,
- 6.3.6 Evidence of not less than 2 case presentations / studies within the framework of Clinical Log Sheet,
- 6.3.7 Achieved 60 CNE points within the recent 3-year Continuing Nursing Education (CNE) cycle, of which 45 CNE points should be medical specialty related,
- 6.3.8 Demonstrated significant contributions to nursing practice or service development,
- 6.3.9 Completed the self-declaration on criminal conviction or professional misconduct.

7. Definition of Guided Clinical Practice

This is referred to the experience when an on-site designated mentor who provides supervision to the candidate.

- 7.1 Experiential learning with mentor guidance at local clinical specialty departments
- 7.2 Practicum at work/ non-work place with mentors from local clinical specialty departments under university/ tertiary programs
- 7.3 Practicum at work/ non-work place with mentors from local clinical specialty departments under HA PRCC Program (only the part that is recognized by HKCMN)

8. Definition of Workplace Work Placement Experience

This is referred to the situation when there is no on-site designated mentor. The experience is recognized as 'workplace work placement' when there is explicit learning objectives and evidence of learning assessed by a recognized supervisor/mentor.

The followings are accepted as evidence of learning:

- 8.1 Case studies presentation
- 8.2 Student portfolio (learning progress review)
- 8.3 Mortality /morbidity meetings
- 8.4 Reflective paper
- 8.5 Practice project presentation
- 8.6 Participate in group project: patient safety activity, staff occupational safety activity, risk management and quality improvement activity

9. Application Process

- 9.1 The Candidate should ensure his/ her eligibility to sit for examination before processing the

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application procedure.

- 9.2 The Candidate should complete the Application Form for Ordinary Member/ Application Form for Certification Examination/ Application Form for Fellow Member according to his/ her eligibility, together with the payment cheque to HKCMN before the deadline of submission. It is the responsibility of the Candidate to ensure valid and correct correspondence address and email address. The required forms are available for printing at HKCMN website <https://www.hkcmn.com>.
- 9.3 The Candidate will receive the acknowledge receipt from HKCMN via e-mail within 14 working days upon HKCMN acceptance of the application.
- 9.4 If further information or clarification is required, the Candidate will be informed via e-mail.
- 9.5 Upon approval from HKCMN, the Candidate will be notified the detailed arrangement of Admission Interview/examination. The process normally takes 4 to 5 weeks from receiving of application.
- 9.6 The Candidate should contact HKCMN via e-mail hkcmn2015@gmail.com if there is no reply from HKCMN within 5 weeks after the deadline of submission.
- 9.7 Upon receipt of the Notification of Examination, the Candidate should confirm that the correct specialty/ subspecialty examination is applied. The candidate should also check that the name on the Notification is the same as that on his/ her HK Identity Card. If the information is incorrect, the Candidate should inform HKCMN for amendment.
- 9.8 The Candidate should sit for the Admission Interview, Certification Examination/ Fellow Exit Assessment according to schedule.

10. Examination Fee for Certification Examination and Fellowship Exit Assessment

- 10.1 The examination fee of respective examination/assessment is currently set at HK\$1000. Cheque should be made payable to Hong Kong College of Medical Nursing Limited. Candidate should refer to HKCMN website <https://www.hkcmn.com> for the latest examination fee.
- 10.2 Examination fee is neither refundable nor transferable if the candidate is accepted to the examination.
- 10.3 Administrative fee of HK\$100 will be charged for each bounced cheque.

11 Rules and Regulations for Certification Examination

- 11.1 The Candidate should report to the designated examination site at least 15 minutes earlier than the scheduled time.
- 11.2 If the Candidate is unable to attend the examination due to reasons that are beyond control; e.g. illness or emergencies, the Candidate should apply to HKCMN for resit of examination. Such application has to be supported by documentary evidence e.g. medical certificate from a doctor in the case of illness.
- 11.3 The candidate should complete a paper with 150 Multiple Choice Questions (MCQ) in 3

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hours.

- 11.4 All personal belongings such as books, papers, reference materials, purses, briefcases, and coats should be placed in the designated area.
- 11.5 The Candidate should switch off his/ her mobile phone throughout the examination.
- 11.6 The Candidate should place the HK identity card and the Notification of Examination on the desk for verification by the Invigilator.
- 11.7 The Candidate should observe the time allowed for the examination and complete the examination within the time allowed.
- 11.8 The Candidate is allowed to ask questions arising from the question paper within the first 20 minutes of examination.
- 11.9 The Candidate should fill in the candidate number in the designated area of the examination paper.
- 11.10 The Candidate should not leave the Examination Room in the first and the last 30 minutes of the examination. When approved by the Invigilator, he/she would be accompanied. The leaving and returning time shall be logged for reference/record.
- 11.11 There should be no communication between the candidates once seated in the Examination Room.
- 11.12 No candidates should do anything that causes unnecessary distraction to other candidates. No Examination paper/answer sheet can be taken out of the Examination Room.
- 11.13 At the end of the examination, the Candidate should remain seated until all answer sheets and examination papers are collected.
- 11.14 When the candidate failed the Certification Examination, he/she would be arranged to second attempt the Certification Examination within a month with no additional fee charged.

12 Rules and Regulations for Fellowship Exit Assessment

12.1 The Fellowship Exit Assessment composes of written assignment and viva.

12.2 Written assignment could be:

- 12.2.1 Patient Care study - the Candidate should review the log book and select a patient with complex clinical profile for presentation as agreed by the mentor. The case study should cover the essential topics as stipulated by HKCMN. The word limit of the case study should be 4000 words $\pm$ 10% and in the format of academic essay with proper referencing. The candidate will be asked to submit softcopy of the case study on/before the deadline set by HKCMN.
- 12.2.2 The project could be 1) evidenced based project; 2) clinical guideline development; or 3) initiation of a change in practice. The project outline should be approved by the mentor before work commenced. The word limit of the project paper is 4,000 words $\pm$ 10% in the format of academic essay with proper referencing. The Candidate should submit the softcopy of project paper

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on/before the deadline set by HKCMN.

12.3 There is no extension of patient care study/project submission.

12.4 All written assignment should be submitted with the Assignment Cover Sheet (Appendix 2) and follow the instruction below:

12.4.1 Written in English and typed in font size of 12 and double line spacing

12.4.2 Inserted the membership number at the top of each page

12.4.3 Numbered each page

12.4.4 Attached with a reference list according to APA citation Referencing Style

12.4.5 Submitted by email, in WORD format

12.5 Only upon a satisfactory grade of the written assignment, the Candidate is notified to attend the viva.

12.6 When the candidate failed the written assignment, upon approval by the Examination Panel, the candidate might be arranged to resubmit the written assignment within the date specified. Only if the candidate resubmission is satisfactory, then he/she would be scheduled to attend the viva.

12.7 The Candidate should submit the Clinical Log Book when attending the viva on the day.

12.8 The Candidate should note that the viva session would not be less than one hour.

12.9 The viva is consisting of two parts:

12.9.1 Part 1 – the candidate is to present the gist of the case study/report to the Panel. Time duration is 15 minutes. The members of the Panel will then raise follow up questions related to the case study/project to critically assess the candidate's clinical competence and application of theory to clinical practice to ensure patient safety and enhance quality of care.

12.9.2 Part 2- Evidence based practice and professional nursing knowledge. The Panel will assess the candidate's proficiency in the aspect of linking evidence based practice to clinical practice, development of professional nursing knowledge through nursing research, contribution of nursing in the health care team and health promotion and protection of health to the community at large.

12.10 The Candidate should arrive to the examination centre at least 15 minutes before the designated time.

12.11 The Candidate should present to the Invigilator his/her HK identity card and the Notification of Examination for verification.

12.12 The Candidate should switch off his/ her mobile phone throughout the examination.

12.13 The Candidate should only leave the examination centre as advised by the Invigilator.

12.14 The passing grade of Fellowship Exit Assessment is "Satisfactory".

12.15 When the candidate failed the Viva, upon approval by the Examination Panel, the candidate might be arranged to re-attempt the Viva within the date specified.

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13. Arrangements during Bad Weather

- 13.1 If Tropical Cyclone Signal No 8 or above or Black Rainstorm Warning is hoisted by 7 am or likely to be hoisted within the next two hours, the examination scheduled in the morning will be cancelled.
- 13.2 If Tropical Cyclone Signal No 8 or above or Black Rainstorm Warning is hoisted by 11 am or likely to be hoisted within the next two hours, the examination scheduled in the afternoon will be cancelled.
- 13.3 The Candidate will be notified by HKCMN within two weeks about the rescheduled examination date.
- 13.4 When Black Rainstorm Warning is hoisted when the examination has started, the Candidate should continue with the examination.
- 13.5 When the Tropical Cyclone Signal No 8 or above is hoisted or likely to be hoisted within the next two hours when the examination has started, the Candidate should continue with the examination.

14. Integrity of Candidates taking the Certification Examination and/or Fellowship Exit Assessment

- 14.1 Individual(s) who removes or attempts to remove materials from the examination/assessment site by whatever means, or who receives, discusses, discloses, distributes or otherwise misuses a test question or any part of an examination question will be subject to legal action and monetary damages,
- 14.2 Should the candidate commit misconduct, HKCMN will disqualify the candidate's score. HKCMN may void examination result if investigation shows that the candidate violated the regulation.

15. Result Announcements

- 15.1 The Candidate will be notified of the result in due course via e-mail.
- 15.2 The Candidate should contact HKCMN by email if no notification is received within 12 weeks after examination.

16. Comments or Complaints

Should the Candidate have any comments or complaints towards examination facilities, invigilation or matters related to the Membership Certification Examination/Fellowship Exit Assessment, he/she should write to the HKCMN within 12 working days via e-mail hkcmn2020@gmail.com or correspondence address:

LG1, School of Nursing, Princess Margaret Hospital, 232, Lai King Hill Road, Kowloon.

17. Appeal

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- 17.1 All requests for appeal must be submitted in writing within 30 days of the formal notification of the decision or communication of the examination result.
- 17.2 The Candidate should state the reason of the appeal
- 17.3 If the Candidate submitted any additional information to support the appeal, which has not been submitted previously, the candidate must state the reason for not having the information provided. Failure to disclose known illness or other factors that likely to affect a candidate's performance would only be accepted by HKCMN after due consideration
- 17.4 upon receipt of the appeal, HKCMN will appoint an Appeal Panel to examine the case. The Candidate will be notified in writing of the Appeal Panel's decision within 150 days which shall be final.

18. Record Keeping

18.1 Certification Examination

- 18.1.1 The attendance sheet, the question and answer sheets (MCQ) will be disposed 90 days after the announcement of result.
- 18.1.2 The Candidate will be informed to collect individual Log Book. These Log Books, if not collected will be disposed 90 days after the announcement of result or return to the candidate for safe keep.
- 18.1.3 The soft copy of examination report (MCQ) will be discarded 180 days after the announcement of result.

18.2 Fellowship Exit Assessment

- 18.2.1 The WORD file of the candidates' written assignment (soft copy) will be discarded 180 days after the announcement of result.
- 18.2.2. The examiners' marking schemes on the written assignments (soft copy) and the marked written assignment (soft copy) will be disposed 180 days after the announcement of result.
- 18.2.3 The attendance sheet of the Fellowship Exit Assessment (hard copy) will be disposed 90 days after the announcement of result; (soft copy) will be disposed 180 days after the announcement of result.
- 18.3 The Notification and Report of Examination of the Admission Interview (soft copy); the Notification and Report of Examination of the Certification Examination (soft copy); the Notification and Report of the Fellowship Exit Assessment (soft copy) will be disposed 180 days after the announcement of result



Appendix 1



Access from

http://www.skillsforhealth.org.uk/index.php?option=com_mtree&task=att_download&link_id=163&cf_id=24

On 7 February 2018

Please refer to the HKCMN website for the most updated version

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Appendix 2



Hong Kong College of Medical Nursing

LG1, School of Nursing PMH 232 Lai King Hill Road Kowloon.

Website: www.hkcmn.com

Email :hkcmn2015@gmail.com

Assignment Cover Sheet

Advanced Practice Nursing (Medicine) Certification Program

(Sub-Specialty Module)

Name				
Membership Number				
Title of assignment				
Word count				
Date Due				
Date submitted				
Subspecialty *please tick	Advanced Medicine ☐	Chinese Medicine ☐	Diabetes ☐	Haematology ☐
	Infection Control ☐	Infectious Disease ☐	Neurology ☐	Oncology ☐
	Palliative ☐	Rehabilitation ☐	Renal ☐	Respiratory ☐
	Rheumatology ☐			

Declaration:

- ☐ I hold a copy of this assignment if the original is lost or damaged.
- ☐ I hereby certify that no part of this assignment has been copied from any other nursing colleague's work or from any other source except where due acknowledge is made in the assignment

By submitting this assignment indicated that I declare the above and comply to the rules and regulation set by Hong Kong College of Medical Nursing