

## **Appendix 2: Application Information**

### **Who can apply?**

- Holder of a valid Registered Nurse (RN) registration in Hong Kong with a valid practicing certificate;
- RN who has worked in a cardiac-related specialty for an accumulated period of at least four years in the most recent six years;
- RN who has completed 500 hours of recognized theory input in the cardiac care nursing curriculum;
- RN who has completed a minimum of 500 hours of clinical practice in cardiac-related specialty nursing in an accredited training site(s) within a four-year period. The clinical experience can be under complete supervision (100%) or with some supervision (at most 50%) in work placement situations as follows:
  - 50%–100% supervised practice <sup>[Note1]</sup>
  - 0%–50% work placement experience <sup>[Note2]</sup>
- Holder of a master's degree in nursing or related practice from an accredited/recognized university by HKCCN;
- No criminal conviction or professional misconduct (self-declaration).
- Current Associate Member of HKCCN.

*[Note 1] Definition of supervised practice*

*Refers to experience with an on-site designated appointed mentor who is a fellow of HKCCN and HKAN in current practice.*

*[Note 2] Definition of work placement experience*

- *The situation in which no on-site designated appointed mentor exists. However, the experience is recognized as a learning component, with explicit learning objectives and evidence on learning assessed by a recognized supervisor/mentor.*
- *The evidence of learning can be, but not limited to, case studies, reflective papers, and learning contracts.*

### **Application procedure**

- a. The applicant should complete the application form and enclose the following documents to support the application:
  - Copy of valid RN registration certification
  - Copy of a valid registered nurse practicing certificate
  - Copy or copies of specialty nursing related certificate(s)
  - Copy of the certificates of the highest academic qualification
  - A completed and signed practice logbook
  - HKCCN associate membership application form (for non-member only)
  - No criminal conviction or professional misconduct (self-declaration)

- b. Those duly completed applications with all the required documents received by HKCCN will be vetted by the Examination Committee of HKCCN for the eligibility to sit for the 'Certification Examination for Ordinary Membership examination.
- c. The Secretariat will inform eligible applicants of the details of the examination procedure and payment method for the Certification Examination for Ordinary Membership in writing directly a month before the examination.
- d. Applications for Part I 'Certification Examination for Ordinary Membership' and Part II 'Assessment for Fellow Membership' are two separate applications. Applicant who pass Part I will become Ordinary member of HKAN (Cardiac). The applicant must pass Part I 'Certification Examination for Ordinary Membership' before he/she will be allowed to apply for the Part II 'Assessment for Fellow Membership', and must pass both parts before he/she can be eligible to apply for Fellow membership of HKAN (Cardiac – medical OR surgical OR rehabilitation).
- e. An examination fee of HK\$ 1,000 will be charged to cover the cost of processing the candidates' applications. All examination payments must be accompanied by a completed application form, which can be obtained from the HKCCN website. Examination fees are non-refundable and non-transferrable, and subject to change without notice.
- f. Please note that if the bearer's name on the documentary proofs appears differently, the applicant may be required to approach a statutory body to make a statutory declaration verifying different names appear on the documentary proofs submitted for his/her application are all referring to the same person. The original/notarized copy of the statutory declaration should be sent to HKCCN for assessment upon request.

g. Deadline of application

- Those duly completed applications with all the required documents received by HKCCN **by 31 Dec 2017** will be assessed and the applicants concerned will be notified whether they are eligible to sit for Part I 'Certification Examination for Ordinary Membership' before 15 Feb 2018.
- Please send the application form and a crossed cheque for HK\$1,000 (non-refundable and non-transferrable) payable to Hong Kong College of Cardiac Nursing to:

**Administrative Office, Hong Kong College of Cardiac Nursing,  
LG1, School of Nursing, Princess Margaret Hospital,  
232 Lai King Hill, Lai Chi Kok, Kowloon, Hong Kong**

h. Examination arrangement

- Tentative date of examination: March 2018, venue to be confirmed
- A candidate would sit for a three-hour written examination with 150 multiple-choice questions (MCQs).
- MCQ examination areas are in alignment with the seven competence domains of the advanced development of cardiac nursing.

i. The passing score required to become an HKCCN ordinary member is 70% of all items in the set of MCQs. Marking is criterion-based.

j. Re-taking examination

Candidates who fail an examination in the first attempt are not allowed to retake the examination in the same year. They can re-take the examination in the following 4 years for maximum 2 attempts and once each year.