	Document No. : <b>HKCCPHN-HB-002-V2</b>	Effective Date : <b>15 Jan 2021</b>
	Type of Document : <b>Handbook</b>	Next Review Date : <b>14 Jan 2023</b>
	Title: <b>Advanced Practice Certification Programme Mentor's Handbook</b>	Page <b>1</b> of <b>13</b>



# The Hong Kong College of Community and Public Health Nursing

## Advanced Practice Certification Programme Mentor's Handbook

**The Hong Kong College of Community and Public Health Nursing Limited**

LG1, School of Nursing, Princess Margaret Hospital, 232 Lai King Hill Road, Lai Chi Kok, Kowloon, Hong Kong


Email: [hkccphn@ymail.com](mailto:hkccphn@ymail.com)

Website: [www.hkccphn.org.hk](http://www.hkccphn.org.hk)

Current Version: 15 January 2021


Created on: 18 March 2019

Last Revision on: 18 March 2019

	Document No. : <b>HKCCPHN-HB-002-V2</b>	Effective Date : <b>15 Jan 2021</b>
	Type of Document : <b>Handbook</b>	Next Review Date : <b>14 Jan 2023</b>
	Title: <b>Advanced Practice Certification Programme Mentor's Handbook</b>	Page <b>2</b> of <b>13</b>

## Advanced Practice Certification Programme Mentor's Handbook Table of Contents

<b>1</b>	<b>Certification.....</b>	<b>3</b>
<b>2</b>	<b>Values of Certification.....</b>	<b>3</b>
<b>3</b>	<b>Belief of Hong Kong College of Community and Public Health Nursing</b>	<b>3</b>
<b>4</b>	<b>Advanced Practice Level in Community and Public Health Specialty Nursing</b>	<b>3</b>
<b>5</b>	<b>Subspecialties of Hong Kong College of Community and Public Health Nursing</b>	<b>4</b>
<b>6</b>	<b>Advanced Practice Certification Program.....</b>	<b>4</b>
<b>7</b>	<b>Advanced Practice Certification Program Examination.....</b>	<b>5</b>
<b>8</b>	<b>Eligibility for Certification Examination (Membership Certification Examination/ Fellowship Member Exit Assessment).....</b>	<b>6</b>
<b>9</b>	<b>Mentorship .....</b>	<b>7</b>
<b>10</b>	<b>Appointment of Mentor.....</b>	<b>9</b>
<b>11</b>	<b>Suggestion or Enquires .....</b>	<b>9</b>
	<b>Appendix 1 Application Form for mentor .....</b>	<b>10</b>

	Document No. : <b>HKCCPHN-HB-002-V2</b>	Effective Date : <b>15 Jan 2021</b>
	Type of Document : <b>Handbook</b>	Next Review Date : <b>14 Jan 2023</b>
	Title: <b>Advanced Practice Certification Programme Mentor's Handbook</b>	Page <b>3</b> of <b>13</b>

## **THE HONG KONG COLLEGE OF COMMUNITY AND PUBLIC HEALTH NURSING**

### **Advanced Practice Certification Program Mentor's Handbook**

#### **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 or 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 clients/patients and their families/carers; maximizing their coping to health problems, illness and recovery
- 2.2 Promoting health to clients /patients and their families/ carers 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 evidence based practice research finding to bring about innovation that benefit the community and advance nursing profession

#### **3. Belief of The Hong Kong College of Community and Public Health Nursing**

The Hong Kong College of Community and Public Health Nursing (HKCCPHN) believe in fairness and reliance to support the nurses in achieving certification with the ultimate goal of public protection.

#### **4. Advanced Practice Level in Community and Public Health Nursing Speciality**


- 4.1 The Advanced Practice Certification Programme is to prepare nurses working in the Community and Public Health related subspecialties to be certified as competent nurses with the knowledge and competence to provide quality nursing care to safeguard and foster community and public health nursing practice for the public in needs.

	Document No. : <b>HKCCPHN-HB-002-V2</b>	Effective Date : <b>15 Jan 2021</b>
	Type of Document : <b>Handbook</b>	Next Review Date : <b>14 Jan 2023</b>
	Title: <b>Advanced Practice Certification Programme Mentor's Handbook</b>	Page <b>4</b> of <b>13</b>

- 4.2. Members of HKCCPHN are competent nurses who demonstrate critical understanding of detailed theoretical and practical knowledge of community and public health nursing and are working as specialist with leadership and/or management responsibilities. Community and Public Health Nurses work independently and in collaboration with other health care professionals to provide wide range of advanced assessments and specialised interventions in response to the actual and potential health needs of individual, groups or families/carers. In servicing the public in a continuum of health care service delivery, the scope of advanced practice nurse encompasses areas of health promotion and maintenance, disease prevention and management, as well as rehabilitation and community care in the respective specialty
- 4.4 Fellows of HKCCPHN are possessing highly specialized community and public health nursing knowledge and skill to function as leaders with considerable responsibilities to improve and/or develop community and public health nursing services in their working areas. They serve as nurse experts / resource persons to lead the community and public health nursing teams and be accountable for service delivery and improvement.

## **5. Subspecialties of The Hong Kong College of Community and Public Health Nursing**

- 5.1 Under HKCCPHN, there are altogether 4 nursing specialties: Community Health Nursing, Occupational Health Nursing; Primary Health Care Nursing, Public Health Nursing. It is the belief of HKCCPHN that nurses should be prepared on a broad based education that is dedicated to promote excellence and professional standards in community health, occupational health, primary health care and public health related nursing through the core competencies in advanced nursing, quality educational and research based practices to meet the complex needs of the community.
- 5.2 The HKCCPHN Advanced Practice Certification Programme Syllabus of Membership Examination is a broad based certification programme to prepare nurses with advanced knowledge and skills to meet the contemporary practice in the community and public health specialty. After successfully completed the programme, nurses who passed the Membership Certification Examination then can proceed to pursue the Sub-Specialty Modules: Community Health Nursing, Occupational Health nursing; Primary Health Care Nursing, Public Health Nursing. With successful completion of the Sub-Specialty programme and meeting the entry criteria, the nurses will be entitled as Fellows Hong Kong Academy of Nursing.

	Document No. : <b>HKCCPHN-HB-002-V2</b>	Effective Date : <b>15 Jan 2021</b>
	Type of Document : <b>Handbook</b>	Next Review Date : <b>14 Jan 2023</b>
	Title: <b>Advanced Practice Certification Programme Mentor's Handbook</b>	Page <b>5</b> of <b>13</b>

## 6. Advanced Practice Certification Programme (APCP)

6.1 The nurse candidate must complete the Advanced Practice Certification Programme which composed of 2 parts: [part 1 – a minimum of 500 hours theory learning; part 2 – a minimum of 500 hours #guided clinical practice].

# Guideline clinical practice includes

- i) *Experiential learning with mentor guidance at local clinical specialty departments;*
- ii) *Practicum at work / non-work places with mentors from local clinical specialty departments under university / tertiary institution programmes*
- iii) *Practicum at work/non-work places with mentors from local clinical specialty departments under the HA PRCC Programme (only the part to be recognized by The Hong Kong College of Community and Public Health Nursing)*

6.2 Composition of 500 hours theory learning: Generic Core 167 hours; Advanced Core 167 hours and Specialty Core 167 hours


6.3 The composition of 500 hours guided clinical practice: not less than 250 hours guided clinical practice should be completed before award of the Ordinary Member. The remaining 250 hours with on-site designated mentor who is an Academy Fellow should be completed before Fellow Exit Assessment. The experience is recognised as a learning component with explicit learning objectives and evidence of learning is assessed by a recognised supervisor/mentor.

6.4 The followings are accepted as evidence of learning:

- a. Patient pre-discharge interview and planning
- b. Handling of complicated patient episode(s)
- c. Learning progress review
- d. Reflective paper
- e. Case studies
- f. Practice project
- g. Group projects
- h. Quality improvement/patient safety activities
- i. Research project related to the specialty

## 7. Advanced Practice Certification Programme Examination

7.1 HKCCPHN conducts the certification examination once every year. Announcement will be made via its webpage <http://www.hkccphn.org/>. Currently, the College does not endorse or sponsor any revision courses for the certification examination.

	Document No. : <b>HKCCPHN-HB-002-V2</b>	Effective Date : <b>15 Jan 2021</b>
	Type of Document : <b>Handbook</b>	Next Review Date : <b>14 Jan 2023</b>
	Title: <b>Advanced Practice Certification Programme Mentor's Handbook</b>	Page <b>6</b> of <b>13</b>

7.2 The certification programme comprises the followings:

7.2.1 Fulfilling of the requirement of theory and guided clinical practice hours in the related specialty

7.2.2 A pass of the Membership Certification Examination conducted by HKCCPHN

## **8. Eligibility for Certification Examination (Membership Certification Examination / Fellowship member Exit Assessment)**


8.1 Membership Certification Examination - the Candidate should possess the following requirements:

- Completed RN/RM registration in Hong Kong with a valid practising certificate
- Accumulated 4 years of experience working in the Community and public health related specialty in recent 6 years
- Obtained a master's or higher degree in Nursing or healthcare related discipline after RN/RM registration
- Completed 500 theoretical hours in advanced practice certificate programme, with a minimum of 300 hours at postgraduate level and the remaining hours being recognised by The Hong Kong College of Community and Public Health Nursing
- Completed 250 hours of # guided clinical practice at any clinical practice site recognised by The Hong Kong College of Community and Public Health Nursing  
# Guideline clinical practice includes
  - i) *Experiential learning with mentor guidance at local clinical specialty departments;*
  - ii) *Practicum at work / non-work places with mentors from local clinical specialty departments under university / tertiary institution programmes*
  - iii) *Practicum at work/non-work places with mentors from local clinical specialty departments under the HA PRCC Programme (only the part to be recognized by The Hong Kong College of Community and Public Health Nursing)*
- Showed satisfactory performance at admission interview conducted by The Hong Kong College of Community and Public Health Nursing
- Completed the self-declaration of criminal conviction or professional misconduct\*

*\*Exceptional cases will be reviewed by The Hong Kong College of Community and Public Health Nursing and endorsed by HKAN*

8.2 Fellowship Member Exit Assessment - the Candidate should possess the following requirements:

- Possessed RN/RM registration in Hong Kong with a valid practising certificate
- Being an Ordinary Member of the HKAN and The Hong Kong College of Community

	Document No. : <b>HKCCPHN-HB-002-V2</b>	Effective Date : <b>15 Jan 2021</b>
	Type of Document : <b>Handbook</b>	Next Review Date : <b>14 Jan 2023</b>
	Title: <b>Advanced Practice Certification Programme Mentor's Handbook</b>	Page <b>7</b> of <b>13</b>

and Public Health Nursing of the related specialty

- Passed the Certification Examination offered by The Hong Kong College of Community and Public Health Nursing of the related specialty
  - Accumulated 5 years of experience working in the community and public health related specialty in recent 7 years
  - Completed additional 250 hours of guided clinical practice
  - Completed the clinical log-book
  - Achieved 60 CNE points within the recent 3-year cycle, with 45 points relating to the community and public health related specialty
  - Demonstrated significant contributions to nursing practice or service development
  - Completed the self-declaration of criminal conviction or professional misconduct\*
- *\*Exceptional cases will be reviewed by The Hong Kong College of Community and Public Health Nursing and endorsed by HKAN*

## 9. Mentorship

9.1 A mentor is described as a “trusted counselor or guide”, and a personalized one-to-one approach to learning grounded in a personal and professional relationship between a mentor and a mentee. The mentor is the role model and vested with the responsibility to teach and guide, inspire the novice and identify potential of the novice for development.


9.2 To be a mentor, the fellow should have acquired fellow membership not less than one year.

9.3 Being a mentor in the same workplace with the candidate, the mentor should encourage the candidate to adopt reflective learning through logging of his/her clinical experiences.

9.4 What should be logged?

9.4.1 To prepare for Membership Certification Examination

- All supervised health care assessment on clients / patients
- All supervised interventions on clients / patients
- All independent/ supervised complicated client / patient care managements (including health advice and counselling)
- All special encounters with the clients / patients / families / groups / stakeholders / institutions / community at large
- All nursing activities in nurse-led clinic/ patient support group / institutions

	Document No. : <b>HKCCPHN-HB-002-V2</b>	Effective Date : <b>15 Jan 2021</b>
	Type of Document : <b>Handbook</b>	Next Review Date : <b>14 Jan 2023</b>
	Title: <b>Advanced Practice Certification Programme Mentor's Handbook</b>	Page <b>8</b> of <b>13</b>

/ community at large

- All emergency / resuscitation episodes including handling the families
- All emergency / incident response episodes including handling clients / families / groups / stakeholders / institutions / community at large
- Case conference attendance
- Participate in journal club reading, sharing and reflection
- Participate in population-based / target-based health promotion / disease prevention programmes

#### 9.4.2 To prepare for Fellowship Member Exit Assessment

- All independent complicated client / patient care management
- Leading nursing team in the execution of health promotion / disease prevention / emergency or incident response activities
- Leading case conferences
- Leading evidence-base practice/ research activities
- Leading journal club sharing
- Case presentation
- Being speaker/ having poster presentation in conferences/education seminars
- Leading service / patient quality and safety activity
- Leading staff occupational safety and health activities
- Leading risk management and continue quality improvement activities

*The above list is not exhaustive as the logbook serves as a means that demonstrate reflective learning of the candidate*

9.5 The mentor should guide the candidates to gain from these clinical / working with community experiences through active dialogue.

9.6 The Functional / Clinical Logbook serve a guide and record of what the candidates had experienced through the Advanced Practice Certification Programme.


9.7 During the supervised function / clinical practicum and working experiences, the mentor is responsible to verify and endorse the function / clinical log book.

9.8 To prepare for Fellowship Member Exit Assessment, the mentor provides guidance to the candidate in selection of case study or to advice on the project report outline in accordance to the pre-arrangement of the subspecialty.

9.9 Responsibilities of the mentor (included in the functional / clinical logbook)

9.9.1 The mentor facilitates the candidates to map learning opportunities in the



	Document No. : <b>HKCCPHN-HB-002-V2</b>	Effective Date : <b>15 Jan 2021</b>
	Type of Document : <b>Handbook</b>	Next Review Date : <b>14 Jan 2023</b>
	Title: <b>Advanced Practice Certification Programme Mentor's Handbook</b>	Page <b>9</b> of <b>13</b>

functional / clinical practices to the competence framework

9.9.2 The mentor has the responsibility to guide the candidates to reflect on encounters in the functional / a clinical area any enquiring what and why has happened, and what the learning point) s) is/ are.

9.9.3 The mentor is to facilitate the candidates to develop health promotion / disease prevention programme and to guide them throughout the process.

9.9.4. The mentor is to facilitate the candidates to identify opportunities to develop the leadership abilities to lead the team.

9.9.5 The mentor is to polish the candidates' presentation, writing skills and encourage him/her to present cases and papers.

9.9.6 The mentor is to encourage the candidate to be an active team player in function / clinic rounds.

9.9.7 The mentor should not take more than two candidates at the same work place.

9.9.8. The mentor should not hold trainer status in more than two specialties

9.9.9. The mentor has the responsibility to guide the candidate to prepare for the Advanced Practice Certification Programme.

## **10. Appointment of Mentor**

10.1 HKCCPHN is responsible to appoint a designated mentor to the candidate who is taking the Advanced Practice Certification Programme. HKCCPHN will match the mentor and the candidate's workplace and subspecialty.

10.2 Fellows with one year post fellow experience are eligible to apply to be a mentor. The Application Form for Mentor (appendix 2) could be accessed from <http://www.hkccphn.com>.


10.3 The term of office for mentor is for three years. Re-application of mentorship after three years

10.4. Should there is no fellow of the subspecialty is available for the candidate,

10.4.1 The nurse supervisor meeting the requirement of HKCCPHN will be appointed as the mentor to guide the candidate functional / clinical experience learning and documentation in the functional / clinical log book. OR

10.4.2 A physician of the related subspecialty is to be appointed as the mentor to guide the candidate functional / clinical experience learning and documentation in the functional / clinical log book. And

10.4.3 A fellow of related subspecialty will be appointed as off-site designated mentor to review the candidate's functional / clinical learning and responsible to review the case study. The meeting interval should be set at an optimal period to facilitate learning of the candidate.

	Document No. : <b>HKCCPHN-HB-002-V2</b>	Effective Date : <b>15 Jan 2021</b>
	Type of Document : <b>Handbook</b>	Next Review Date : <b>14 Jan 2023</b>
	Title: <b>Advanced Practice Certification Programme Mentor's Handbook</b>	Page <b>10</b> of <b>13</b>

## 1. Suggestions or Enquiries


For any suggestions or enquiries:

- Mentor should contact the Chairman of Education Committee of the Advanced Practice Certification Programme.
- For matter related to the mentees, the Mentor should contact the Chairman of Membership & Administration Committee.

Please write to the HKCCPHN

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



	Document No. : <b>HKCCPHN-HB-002-V2</b>	Effective Date : <b>15 Jan 2021</b>
	Type of Document : <b>Handbook</b>	Next Review Date : <b>14 Jan 2023</b>
	Title: <b>Advanced Practice Certification Programme Mentor's Handbook</b>	Page <b>12</b> of <b>13</b>

## II. Record of Mentor-related Training / Education

( The following entries should be written in descending chronological order)

Course Title	Organiser	Period / Year (DD/MM/YY to DD/MM/YY)

## III. Record of Mentor Experience (The following entrees should be written in descending chronological order)

Position	Target Participants	Period / Year (DD/MM/YY to DD/MM/YY)


### **SUPPORTIVE DOCUMENTS**

I enclose the following documents to support my application:

- (1) Copy of curriculum vitae
- (2) Others:

### **DECLARATION**

- I hereby declare that I agree to provide the above information to The Hong Kong College of Community and Public Health Nursing and the information provided in support of this application is accurate to this date.
- I understand that the information provided herewith will be forwarded to The Hong Kong Academy of Nursing for processing mentorship application.
- I understand that it is my responsibility to inform the College of any change in the above

	Document No. : <b>HKCCPHN-HB-002-V2</b>	Effective Date : <b>15 Jan 2021</b>
	Type of Document : <b>Handbook</b>	Next Review Date : <b>14 Jan 2023</b>
	Title: <b>Advanced Practice Certification Programme Mentor's Handbook</b>	Page <b>13</b> of <b>13</b>

information, such as place of work, correspondence address and additional related qualification(s), etc. The College will not have to be responsible for any issues arise as a result of my failure to inform.

4. I have\*/ have not\* been convicted of a criminal offence punishable with imprisonment (irrespective of whether actually sentenced to imprisonment) in Hong Kong or elsewhere.
  
5. I have\*/ have never\* been found guilty of professional misconduct by any professional body in Hong Kong or elsewhere.

\* Delete as appropriate

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Note: Please mail this application form and the supportive documents to:

**The Hong Kong College of Community and Public Health Nursing,  
LG1, School of Nursing,  
PMH, 232 Lai Hill Road,  
Kowloon**