



香港科技專上書院 (非牟利)
Hong Kong Institute of Technology (Non-Profit Making)

書院港島校舍辦事處：

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Website: www.hkit.edu.hk

立法會 CB(2)1572/07-08(02)號文件

探訪通知

《香港科技專上書院護理學副學士課程》 記者招待會

香港科技專上書院(科專)時美真校長及有關代表將於 2008 年 4 月 7 日〔星期一〕在本校港島區校舍舉行護理學副學士課程記者招待會，並派發有關資料文件以供參考，歡迎各大傳媒派員前來探訪，詳情如下：

日期：2008 年 4 月 7 日〔星期一〕

時間：上午十時正

地點：香港西半山卑利士道 2 號 (前那打素醫院)

文件目錄

文件	日期	內容
1	2004 年 10 月 23 日	HKIT 通知護管局開辦課程。
2	2004 年 10 月 27 日	護管局附上評審手冊。
3	2007 年 1 月 19 日	護管局要求 HKIT 每年為 140 學生提供實習安排。 HKIT 同意。
4-9	2007 年 2 月至 12 月	HKIT 校方及學生多次去信要求護管局安排評審 拜訪。
10		由 04 - 07 年與護管局來往信件之總表



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香港九龍長沙灣廣利道 11 號

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23 October 2004

Professor Thomas Wong Kwok-shing
Chairman
The Nursing Council of Hong Kong
1/F Shun Feng International Centre
182 Queen's Road East
Wanchai
Hong Kong

Dear Professor Wong,

BY FAX & MAIL

Hong Kong Institute of Technology (HKIT), a non profit making self financed tertiary institution offering accredited Associate Degree/ Degree programmes (please refer to EMB web site www.emb.gov.hk/postsec for details) in HK.

With the support of EMB, the vacant site of Nethersole Hospital at mid-level was rent to us at a nominal fee from Oct 2003.

In view of the shortage of nurses in Hong Kong, HKIT plans to offer an Associate Degree and/or an Australian Degree in Nursing in Hong Kong from 2005. Both degrees will be accredited by Hong Kong Council for Academic Accreditation.

An advisory group was formed with experienced members in nursing education from Hong Kong and overseas.

We would like to request the following information from The Nursing Council of Hong Kong:

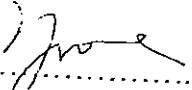
- Criteria for offering accredited Nursing Program in Hong Kong
- Other related information

We would like to propose a meeting in the next week if it is convenient to you.

Thank you for your attention.

Regards.

Yours sincerely,


.....
(for) Joy SHI Mei Chun
President



香港護士管理局
NURSING COUNCIL
OF HONG KONG

香港灣仔皇后大道東182號
順豐國際中心1樓
1st Floor, Shun Feng International Centre,
182 Queen's Road East,
Wan Chai, Hong Kong.

2

貴處編號：
Your Ref. :
本局編號： NC 37/G
Our Ref. :
電話： 2527 8238
Tel. No. :

電郵地址： ncmcdh@netvigator.com
E-mail:
網址： www.nchk.org.hk
Website:
圖文傳真： 2527 2277
Fax No.:

27 October 2004

Ms Joy SHI Mei-chun
President
Hong Kong Institute of Technology
11 Kwong Lee Road
Cheung Sha Wan
Kowloon
Hong Kong

Dear Ms SHI,

Request for Accreditation Criteria for Nursing Programmes

Thank you for your letter dated 23 October 2004 on the above subject.

A copy of the "Handbook for Accreditation of Training Institutions" is attached for your reference. You may wish to note that the Nursing Council would need a minimum of nine months to process an application for accreditation.

If you have any questions, please feel free to contact me on 2527 8238 or Ms Miranda YIP on 2527 8263.

Yours sincerely,

(CHENG Chung-kwong)
Secretary, Nursing Council

The Nursing Council of Hong Kong

Handbook for
Accreditation of Training Institutions

Revised in January 2003

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I. Preamble

As a statutory body, the Nursing Council of Hong Kong is accountable for reassuring the nursing profession and the public that pedagogical practices in nursing education are of distinguished quality, and training institutions are qualified to be a credible provider of professional nursing education.

To achieve this, accreditation system and procedures are developed to provide the Nursing Council with a mechanism to conduct external professional peer review of a training institution.

In addition, it also allows training institutions a formal occasion to demonstrate that standards, agreed levels of educational and pedagogical practice, and professional conduct are prudently maintained.

II. Definition of Accreditation

Accreditation is defined as the evaluation and review of a training institution to assess its suitability for providing nursing education for the purpose of registration with the Nursing Council, and the evaluation of its general academic environment and its academic processes (adapted from the Hong Kong Council for Academic Accreditation Handbook, 1994).

III. Purposes of Accreditation

- (1) To examine the extent a training institution meets the requirements of the Nursing Council for the provision of nursing education.
- (2) To review the educational environment and processes of a training institution.
- (3) To evaluate the curriculum to assess its comparability with similar curricula in Hong Kong and international standards.
- (4) To evaluate the curriculum by making reference to the Nursing Council guidelines for nurse training.
- (5) To advise a training institution on the areas of strength, weakness and vulnerability.

IV. Role of the Education Committee in Accreditation

- (1) To provide independent authoritative advice on academic and professional standards in an institution by carrying out accreditation, that is
 - a) Validating or revalidating any nursing programme for the purpose of registration conducted by the institution; and/or
 - b) Reviewing the general academic and professional standards of the institution.
- (2) To promote good practices of accreditation and quality assurance, and to assist in maintaining and monitoring academic and professional standards.

- (3) To advise the Council on matters pertaining to academic accreditation and academic and professional standards.
- (4) To carry out such other functions connected with academic accreditation and evaluation as may be permitted or assigned to the Education Committee by the Council.

V Process of Accreditation

- (1) For a new programme, the head of the training institution will initiate the process by communicating with the Council of its desire for accreditation. To ensure the quality of the programme, re-accreditation is normally conducted between 4 to 6 years depending on the outcome of the previous one.
- (2) The head of the training institution may submit the self-study report when he/she communicates with the Council. If not, he/she must ensure the report arrives at the Council not less than one month before the accreditation visit.
- (3) Official authorization to conduct the accreditation is secured from the Nursing Council. An accreditation panel will then be formed.
- (4) The head of the training institution is normally informed of the date and time when the accreditation visit will take place.
- (5) When a training institution has more than one campus, all locations are reviewed before the institution and its programme/s are accredited.
- (6) The training institution under review is normally informed at the end of the accreditation visit. A written report is given to the head of the institution within two months after the visit.
- (7) If the accreditation panel stipulates some conditions for the training institution to meet before it starts its programme, the institution must provide evidence of such to the Council. Normally this can be done through written correspondence.

VI Submission of a Self-Study Report from a Training Institution

The self-study report prepared by the training institution must be submitted at least one month before the accreditation visit. The report must contain the following information:

- (1) Justification for establishing a nursing programme and/or major curricular changes
- (2) A detailed curriculum for the nursing programme offered
- (3) Teaching and supporting personnel involved in the implementation of the curriculum
- (4) Teaching resources and facilities available for students
- (5) Resources and facilities for clinical practice
- (6) Research and professional work
- (7) Quality assurance mechanism
- (8) Staff development programmes

It is the responsibility of the institution to ensure the accuracy and currency of the report. To facilitate the work of the Council, the institution is required to submit **four** copies of the report to the Secretary of the Council.

VII Role of Accreditation Panel

All members of an accreditation panel are appointed by the Council. The panel consists of seven members, including three Council members, two non-council members of the Education Committee, one external member and the Secretary of the Council or his / her designate. The role of the panel is:

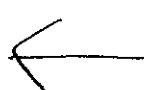
- (1) to clarify and verify the congruency between submitted information and the actual practice of the training institution;
- (2) to prepare a written report on its findings in relation to the accreditation criteria; and
- (3) to make recommendations for programme improvement.

VIII Length of an Accreditation Visit

The length of the visit depends on the complexity of the issues concerned and the number of campuses the training institution has and will normally last for not more than three days.

IX The Accreditation Visit

- (1) Dates

Dates selected for the accreditation visit must assure full operation of the training institution, including conduction of classes and clinical practicum. 

- (2) Programme and institutional materials

The head of the training institution must prepare for the panel members' review of the followings:

- a) annual reports of the institution
- b) timetable and clinical schedule for the week of the visit
- c) samples of assessment or examination
- d) quality assurance tools including reports from external examiner/s or advisor/s
- e) institution and student handbooks
- f) any other interpretive materials the institution deems essential for the understanding of the programme offered

(3) Conduct of the visit

- a) A tentative agenda for the visit is prepared by the panel before the visit. The head of the training institution is notified of the schedule at least two weeks before the visit. The agenda may include the followings:
 - i. Meeting with the head of the institution
 - ii. Meeting with staff, students and graduates of the institution
 - iii. Meeting with senior management and potential employers of graduates
 - iv. Visit to different facilities of the institution
 - v. Visit to clinical venues where clinical practicum takes place
 - vi. Review of the curricula and other materials presented
- b) The training institution needs to arrange a temporary office in which materials for the panel members can be assembled and in which the panel members can read and work during the period of the visit.
- c) Upon arrival at the institution, the panel meets with the head before the review or evaluation begins.

X Accreditation Criteria (adapted from the Hong Kong Council for Academic Accreditation Handbook, 1994)

- (1) Institutional structure

Is the institution an academic community?
Are there opportunities for teachers and students to contribute to the formation of academic policy?
Can the priorities between various institutional activities be successfully determined and action initiated?
- (2) Government and management

What are the standing committees?
What is the committee structure?
What are the committees' terms of reference?
Is the academic body effective in guiding academic policies?
Are the committees and academic body properly accountable?
Is the management structure effective?
Does the institution have adequate processes for internal review?
- (3) Programme development and design

Are the teachers able to make a full contribution to the design and development of programmes?
Does programme development benefit from the research and consultancy work done by teachers or institution?

- (4) Development of new work
Is there adequate management and employment data?
Is academic planning responsive to the changes in community, institutional profile and educational philosophy and vice versa?
- (5) Teachers
What is the quality of the teachers and how is it monitored and maintained?
How do the teachers respond to subject and programme developments?
What are the expectations of the teachers for development?
Do the teachers provide a stimulus for student learning?
- (6) Scholarly activity
Does the institutional environment encourage scholarly activity, including research and innovation?
What is the teachers' track record on scholarly work, for example, research grants, publications, etc?
Does the environment encourage collaboration with clinical units in research and development work?
- (7) Students
Is the environment suitable for teaching?
Are the learning resources and teaching methods appropriate?
How are the students selected for entry to the institution and programme?
How are they guided in relation to their academic programme?
What are the standards of student counselling, accommodation, and recreational facilities?
- (8) Programme evaluation and standards
Is there regular monitoring of programme?
Are review and evaluation mechanisms employed? Are they adequate and are they properly applied?
Has the institution taken account of advice or comments made by external examiners or advisors?
Are appropriate standards set for programme and are these standards achieved?
How is student assessment carried out?
What criteria and methods of assessment are employed?
Do assessment reflects the learning objectives of the programme and subjects?
- (9) Resources and facilities
Are the present and planned resources realistic?
Do they match the future development of the institution?
Is resource appropriately managed?
Does the institution take sufficient account of new technology?

(10) Collaboration
Does the institution actively seek and exploit collaborative teaching and research with clinical units, and local and overseas institutions?

(11) Past reviews
Has the institution taken account of advice given or recommendations made following past reviews?

XI Accreditation Report

(1) The panel members analyze the information gathered and make a professional judgement in relation to the established criteria for accreditation. They will submit a report with conditions, if any and recommendations to the Nursing Council.

(2) The Nursing Council decides the accreditation status and formulates recommendations to the training institution for programme improvement.



XII Notification of the Accreditation Results

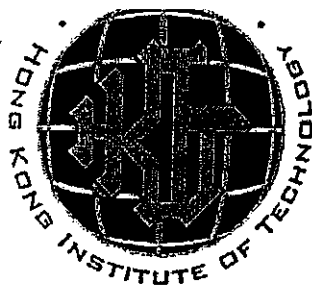
(1) The training institution will be notified the accreditation panel's recommendations after the Council's meeting.

(2) The head of the institution must submit an explanatory report to the Council if some recommended conditions could not be met. Failure to do so may lead to removal of the institution from the approved list of accredited providers for nurse training.

Letter to NCHK on 19 Jan 2007
an extract

HKIT has given all the cooperation to the Nursing Council for the accreditation with the following evidence:

1. Further to the confirmed clinical placement with NTWC (which is evidenced by previous written submission and students already started the clinical placements), Professor Leung Nai-kong, Chairman of Accreditation Committee requested HKIT to confirm 140 clinical placements in the presentation on 7 Nov 2006. Despite this quite unusual procedure in accreditation (as clinical placements should be along with the actual number of students recruited in the year and 140 only refers to the maximum number of students approved by the Hong Kong Council for Academic Accreditation), HKIT has managed to confirm the number with NTWC, which is evidenced by the attached letter in Document 1.



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BY FAX & BY POST *HAND*
[Fax: 2527 2277]

27 Feb 2007

Professor Leung Nai-kong
Chairman, Accreditation Committee
The Nursing Council of Hong Kong
Nursing Council Secretariat
1/F Shun Feng International Centre
182 Queen's Road East
Wanchai, Hong Kong

*Since the Nursing Council did not
indicate accreditation visit date
after receipt of our submission
one and a half years ago,
we made a request for accreditation
visit.*

Dear Prof. Leung,

Associate Degree in Nursing Programme of Hong Kong Institute of Technology

Further information about the captioned programme has been submitted to the Committee / Council for reference on 23 January 2007.

According to the Accreditation procedures indicated to the public, Nursing Council will conduct an official accreditation visit as part of the accreditation process. Nursing Council is thus invited to conduct such an accreditation site visit at our institution accordingly.

We hope the visit will provide Nursing Council with further information about the institution. According to the Ordinance, the visit will also fulfill the role of the Nursing Council, to assist the development of the institution to provide a quality nursing programme by meeting the requirement of the Nursing Council.

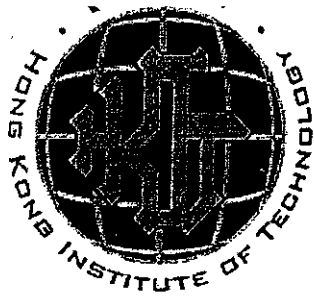
We would appreciate it if the following dates can be considered for the visit: 14, 15, 21, 22, 28 or 29 March 2007.

Thank you for your attention.

Yours sincerely,

.....
Joy Shi
President

- c.c. Ms Lai Shuet-fun, Adela, Chairman of Nursing Council;
Ms Miranda Yip, Secretary of Nursing Council;
Mr. Au Hing-yuen, Head, Boards & Councils (Boards & Council Off);
Legal Advisor of Nursing Council



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BY FAX

6 March 2007

Ms Miranda Yip
Secretary, The Nursing Council of Hong Kong
Nursing Council Secretariat
1/F Shun Feng International Centre
182 Queen's Road East, Wanchai
HONG KONG
[Fax: 2527 2277]

Dear Ms Yip,

Associate Degree in Nursing offered by Hong Kong Institute of Technology

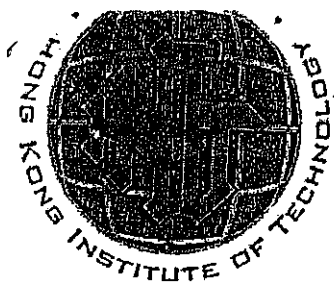
Further to your letter dated 2 March 2007, it is understood from Mr. Cheng Chung Kwong, former Secretary of the Nursing Council, that any policy of Nursing Council on accreditation developed or made known to the public after our submission of application for accreditation of the captioned programme (before August 2005), including the policies on the Process of Accreditation and Rejection Criteria (with effect from 19 December 2005), do **not** apply to our application.

While we are still confirming the legitimacy of the fact-finding visit proposed by the Nursing Council, we would like to indicate our full cooperation in such a visit as evidenced in our letter dated 2 March 2007.

A. Request for an Accreditation Visit

1. Although the new Policy on Rejection Criteria does not apply to our institution, Nursing Council does not provide any evidence that HKIT has met the criteria for rejection as detailed under the Rejection Criteria.
2. The Handbook for Accreditation of Training Institutions, which is updated in November 2005, indicates that the accreditation (including the Accreditation Visit) allows training institution a formal occasion to demonstrate that standards, agreed levels of educational and pedagogical practice, and professional conduct are prudently maintained.

Since it has been 18 months since our submission of application, we would like to invite the Nursing Council to provide the date of Accreditation Visit, which is the statutory duty and social obligation of the Nursing Council under the Ordinance, particularly for the Associate Degree in Nursing, which is academically accredited in Hong Kong (please refer to the Hong Kong Government web site www.emb.gov.hk/postsec) with students are financially supported by the Hong Kong Government (please refer to the Hong Kong Government web site www.sfaa.gov.hk).



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9 March 2007

BY FAX & BY HAND

Ms Lai Shuet-fun, Adela
Chairman, The Nursing Council of Hong Kong
Nursing Council Secretariat
1/F Shun Feng International Centre
182 Queen's Road East
Wanchai
HONG KONG
[Fax: 2527 2277]

(Total: 16 pages)

Dear Ms Lai,

Associate Degree in Nursing Programme of Hong Kong Institute of Technology

It has been two years since the operation of our Associate Degree in Nursing, which has already been accredited by the Hong Kong Council for Academic Accreditation. The first cohort of students will be completing their 2nd year by May 2007. After the summer break, they will proceed to the 3rd year. Along with the Degree training policy for nurses, they would proceed to apply for part-time top-up Nursing Degrees for Registered Nurse while they are working in the industry.

Since a lot of these top-up degrees will start their recruitment exercises while the students are at final year, further delay in the confirmation of accreditation status of our programme will jeopardize the future of our nursing students.

We would like to invite the Nursing Council to conduct the official Accreditation visit in the period around 17 April 2007. This is also to avoid the examination of students, which will take place before the end of the term.

Our invitation to Nursing Council is based on the following justifications:

1. The Nurses Registration Ordinance, Cap.164 indicates that one of the statutory functions of the Nursing Council is to recognize courses of nursing training for the purpose of registration or enrolment under the Ordinance.
2. The Handbook of Accreditation was given to us from the Nursing Council on 27 October 2004 indicates that, under the Accreditation Visit (1) Dates: Dates selected for the accreditation visit must assure full operation of the training institution, including conduction of classes and clinical practicum. Please be informed our programme has met the requirement.
3. Further delay of accreditation visit will affect the future development of students.



香港科技大學 (非牟利)
Hong Kong Institute of Technology (Non-Profit Making)

7

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BY FAX & BY POST
[total: 3 pages]

6 August 2007

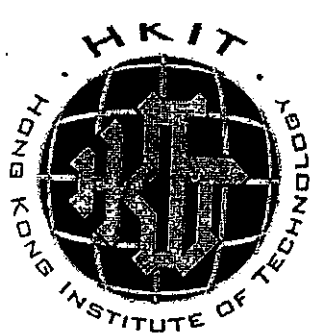
Professor Ho Pak-chung
Chairman of Accreditation Committee
The Nursing Council of Hong Kong
Nursing Council Secretariat
1/F Shun Feng International Centre
182 Queen's Road East
Wanchai, Hong Kong
[Fax: 2527 2277]

Dear Professor Ho,

Hong Kong Institute of Technology – Associate Degree in Nursing

The Hong Kong Institute of Technology would like to invite the Nursing Council to conduct the accreditation visit for the 3-year full-time Associate Degree in Nursing programme at its earliest convenience for the following reasons:

1. Kindly note that the application for accreditation has been submitted to the Nursing Council for more than two years.
2. The programme has been academically accredited by the Hong Kong Council of Academic Accreditation (HKCAA) since October 2005. Recognition of the programme has also been announced by the Government on its web sites www.edb.gov.hk/postsec and www.ipass.gov.hk. As such, all students of the programme are entitled to government grant and loan. This is a self-financed programme with limited indirect funding support from the Government. In view of the high expenditures in training nurses at universities, our training does save a lot of resources from the Government while providing nurses up to the requirement of the Nursing Council, making significant contribution to the society. As a matter of fact, the United States is training more than half than of their registered nurses (RNs) in community colleges.
- 3. Attached please find an impressive list of full-time and part-time staff for the programme. They are all up to the requirement of the Nursing Council and with good experience in tertiary teaching.



香港科技大學 (非牟利)

(8)

Hong Kong Institute of Technology (Non-Profit Making)

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港島校舍:

2 Breezy Path, Hong Kong (Former Nethersole Hospital) 香港卑利士道 2 號 (前那打素醫院舊址) (註冊中)

Tel: 2782 2433

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Website: www.hkit.edu.hk

URGENT BY FAX
[Fax: 2527 2277]

13 December 2007

Professor Ho Pak-chung
Chairman of Accreditation Committee
The Nursing Council of Hong Kong
1/F Shun Feng International Centre
182 Queen's Road East, Wanchai
HONG KONG

Dear Professor Ho,

Hong Kong Institute of Technology – Associate Degree in Nursing Programme

As requested Ms. Miranda Yip, Secretary of the Nursing Council, we have updated and submitted by hand the self-study report on the captioned programme to the Nursing Council on 7 November 2007.

As the first cohort of students of the AD in Nursing programme will soon complete their study by May 2008, may I enquire about the date of accreditation visit for the programme?

Looking forward to hearing from you soon.

Yours sincerely,

Dr. K. S. Chan
Vice President

c.c. Ms. Miranda Yip, Secretary, The Nursing Council of Hong Kong



香港科技專上書院 (非牟利)

Hong Kong Institute of Technology (Non-Profit Making)

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香港護士管理局主席黎雪芬女士

香港護士管理局

香港灣仔皇后大道東 182 號

順豐國際中心

黎雪芬主席：

香港科技專上書院為一間非牟利專上院校。為配合香港成為亞洲教育樞紐的教育政策，我校於五年前開辦副學士及本港唯一通過評審並獲認可的澳洲政府大學學士／碩士／博士課程，現時學生人數達一千人。

我校於 2004 年 10 月 23 日致函香港護士管理局，通知該局本校計劃於 2005 年舉辦護理學副學士課程，其後護士管理局於 2004 年 10 月 27 日覆函列出，評審所需時間及附上課程評審手冊。手冊內清楚列明課程需於開課後才能進行護士管理局評審（原文錄自手冊：Dates selected for the accreditation visit must assure full operation of the training institution, including conduction of classes and clinical practicum.）。

本港所有專業評審(包括工程師學會、會計師公會)均在課程正式開辦後才會開始評審，因此護士管理局之指引與其他專業團體相同；但希望閣下留意，本港尚未有任何有認可學歷課程，因未能達到專業學會認可，而影響學生就業及浪費認可課程所需之公帑。主因是專業學會通常會通過評審機制，引導院校達到學會之標準。

本校其後按護士管理局指示邀請香港學術評審局進行評審以便開辦課程，此質素保證機制已立法，為香港政府承認，經評審之資歷等同本港大學的學歷。由於課程已通過評審，所以學生可享有助學金，部份清貧同學甚至全數學費可獲政府資助，與一般醫院培訓只有高息貸款不同。香港學術評審局亦慎重其事，除評審主席為澳洲公立大學醫療系院長外，另三位評審員亦是本港資深的護理教育人員。本校並於 2007 年 7 月 25 日經教育局來函證實於本校修畢副學士之學生在公務員聘用上，等同高級文憑。

為達到有質素的護理課程，本校斥資近四百萬開辦課程，甚至包括並非本港所有護理課程院校均有提供的兩個設備先進校內實驗室，同學毋須只透過電腦模擬實習。本校學生所有實習均於新界西聯網醫院進行，導師學生比例與本港其他大學護理課程相同。

本校並邀請各界資深人士為本課程顧問。自申請以來，本校與護士管理局充份合作，呈交所有要求文件務求達到護士管理局的評審要求。護士管理局評審小組於 2007 年 5 月 11 日赴屯門醫院進行 Fact Finding 實地審察，醫院同時亦向評審小組詳細解釋我們實習情況。

本校第一批學生將於 2008 年 5 月畢業，但至今仍未獲護士管理局進行課程評審。校方已多次向護士管理局表示願意投放更多資源，以達到護士管理局要求，但護士管理局仍未能安排 accreditation visit 的日期或其他具體要求。

以本港一所大學的社會工作課程在社會工作者註冊局之註冊為例；雖然該大學嚴重違反社會工作者註冊局評審時已頒發的社工員工要求，但註冊局仍照顧學生之無助，給予註冊。護士管理局為本港護士專業之審查機制，嚴守護理人員質素，保持香港醫療水準。但希望亦循評審途徑，讓更多願意付上資源的學校，在局方引導下帶出優質課程讓清貧學生也有同等受教並加入護理行業的機會。

希望 閣下支持我們對投入護理行業的誠意。若我們的申訴未獲關注，本校學生會及其他同學將無奈被迫以遊行、靜坐及請願行動呼籲本港市民支持我們。

最後，雖然本校校方一直充份配合護士管理局之要求，但至今已超過三年，仍連評審日期也未能訂出，貴局目前之運作形式令我們擔心我們的前途及會否令本港護士荒情況加劇。

希望 貴局了解本校學生的境況，並盡快訂出評審日期或具體的要求。

祝
工作愉快!!

[Handwritten signatures and names including: Bobo, Leticia, Peter Wilk, Kelly, Doris, Polly, Sharon, Nathan, Idy, Victoria, Kay, Yuen Po, Jessica, Cindy, Debbie, Anson, Mandy, etc.]

香港科技專上書院
護理學副學士學生
二零零七年十二月十七日

副本呈：
周一嶽醫生（食物及衛生局局長）
林秉恩醫生（衛生署署長）
張偉麟醫生（醫院管理局總辦事處總監（聯網服務））

[Handwritten signatures and names including: Janice, Mandy, etc.]

Associate Degree in Nursing of Hong Kong Institute of Technology

1. Academic Accreditation: The programme was accredited by the Hong Kong Council for Academic Accreditation in 2005.
2. Commencement of Programme: Oct 2005 (1st intake), Feb 2006 (2nd Intake) and Oct 2006 (3rd intake)
3. Commencement of Clinical Placement: Jan 2006
4. Application for Professional Accreditation submitted to the Nursing Council: Since Oct 2004

List of Correspondences related to the Application for Accreditation by the Nursing Council

NCHK = Nursing Council

HKIT = Hong Kong Institute of Technology

FROM	TO	DATE	REMARKS
	NCHK	23-Oct-2004	HKIT wrote to the Chairman of Nursing Council, indicating the plan to offer Associate Degree in Nursing and asking for Criteria for offering accredited Nursing Programme in Hong Kong
NCHK		27-Oct-2004	Reply from NCHK attached with a copy of the Handbook for Accreditation indicated that the minimum time for processing accreditation is 9 months. The Handbook indicated that 'Dates selected for the accreditation visit must assure full operation of the training institution, including conduction of classes and clinical practicum.'
	NCHK	3-Sep-2005	Submission of full set of documentation of Associate Degree (AD) in Nursing for accreditation, which included a letter from Hospital Authority about its in-principle clinical placement in NTWC. Content included: Justification for the course, Philosophy of the course, Conceptual frame work,

			Aim of the programme, Programme outcomes, Academic accreditation, Admission requirements, Programme structure, Clinical placements, Teaching and learning methods, Examination and Assessments (academic assessments and clinical assessments), Resources (library, book list, computer facilities, demonstration laboratory including equipment), Quality assurance, Staff development, Counselling and career development, Course description and syllabuses, Curriculum vitae of Academic staff.
		Nov-2005	Handbook for Accreditation of Training Institutions of Nursing Council revised in November 2005. As indicated in the Handbook, '(it (the Accreditation visit) allows training institutions a formal occasion to demonstrate that standards, agreed levels of educational and pedagogical practice, and professional conduct are prudently maintained.' The Handbook also indicated 'The Nursing Council decides the accreditation status and formulates recommendations to the training institution for programme improvement.'
		19-Dec-2005	A new set of Rejection Criteria and process of accreditation announced by the Nursing Council. According to the process of accreditation indicated, "Accreditation Panel studies the self-study report to determine if all requisite information has been provided. If not, accreditation panel determines the degree of inadequacy in accordance with the rejection criteria. The Accreditation Committee seeks the Council's approval to reject the application. The application for accreditation of the same nursing programme will not be considered within the coming 18 months at least or a duration as deemed appropriate by the Committee." The accreditation process takes at least nine months to complete. (According to the new accreditation procedures, rejection can be made without the accreditation visit being conducted, approval of accreditation can also be made without accreditation visit, contradicted to the Handbook of the Accreditation of the Nursing Council).

NCHK		22-Feb-2006	<p>Letter from Nursing Council indicating our institution had met the Rejection criteria no. 2, 3 and 4. (Criteria no. 1 did not meet the rejection criteria, implying the fulfillment of curriculum requirement (Curriculum developed by the Nursing Council included in the <i>A Reference Guide to the Syllabus of Subjects and Requirements for the preparation of registered nurse (General)</i> included Competence Areas in Item IV and Appendix I). Rejection criteria and accreditation procedure attached.</p> <p>Rejection criteria no. 1: curriculum of the programme Rejection criteria no. 2 : teaching team Rejection criteria no. 3 : student entry requirements Rejection criteria no. 4: clinical placement</p>
	NCHK	23-Feb-2006	<p>HKIT replied with evidence to prove that our submission did not meet the rejection criteria 2, 3 and 4 (imply fulfillment of criteria), including supporting evidence. For criteria no. 2: CV of lecturers, for criteria no.3 students' entry requirements of the programme, and for criteria no. 4 letter from NTWC confirming the clinical placement.</p>
	NCHK	1-Mar-2006	<p>HKIT suggested a meeting the Nursing Council in connection with the application for accreditation of the programme.</p>
	NCHK	8-Mar-2006	<p>HKIT indicated that further information will be provided by mid-March.</p>
	NCHK	13-Mar-2006	<p>HKIT submitted further information in clinical placement, student profile (including public examination results of all students) and CVs of academic staff. The evidence confirmed that the programme did not meet any rejection criteria (fulfillment of all criteria).</p>
NCHK		21-Mar-2006	<p>Letter from Nursing Council indicated that the set of rejection criteria and the operational procedures associated with them first became effective at a time when our institution had already</p>

			submitted the application. Further to our submission, the Council was going to re-consider the application. The Council also requested for the submission of further information by 21 April 2006.
	NCHK	30-Mar-2006	Letter to Nursing Council indicated our concerns whether the new rejection criteria and procedures of accreditation should be applied to our application as the application was made before the rejection criteria and procedures.
	NCHK	13-Apr-2006	Submission to NCHK: Mission of HKIT, Rationale for the programme, Programme synopsis, Institutional structure (board of Governors, Council, Academic Board, Academic Unit, Schools/department/programmes, Programme team), Philosophy of the programme, Conceptual framework Aims of the programme, Objectives of the programme, Programme structure, Teaching and learning, Clinical placements, Quality assurance, Academic Regulations (Admission requirements, admission interview, academic assessment, format of assessment, assignments, examination regulations, examination results, appeal against examination results, internal review, re-enrolment, attendance, grading, requirements for the award, graduation, deferment, withdrawal), Staff development, Computer and library facilities, Teaching facilities and venue, Counseling and career services, Student discipline
NCHK		28-Apr-2006	In response to HKIT's letter of 30 March 2006, Nursing Council indicated: "In assessing the suitability of a training institution for providing nursing education for the purpose of registration with the Council, the Council refers to the Handbook for Accreditation of Training Institutions, which became effective in 1997, There has been no change to the Handbook since then." (We noted that the Accreditation Handbook was revised in January 2003, December 2004 and

			November 2005.)
	NCHK	19-Jul-2006	<p>Concern about no further response or interim reply to our Submission made in April 2005, indicating that rejection criteria not made known to the public/our institution should not be applied to our application. Our letter also points out that 'The programme is accredited by the Hong Kong Council for Academic Accreditation (HKCAA). We would like to bring to your attention that the reference of the accreditation of the Nursing Council related to the HKCAA at page 1 (Definition of Accreditation) and Page 4 (Accreditation Criteria) of the Handbook.'</p> <p>'According to the Hong Kong Government recognition /qualification framework, Associate Degree is considered to be equivalent to the Higher Diploma.' Our nursing programme students receiving Students Grant Loan from the Government is the indication of the involvement of tax payer's money.</p>
	NCHK	24-Jul-2006	<p>Our institution provided further information including student-mentor ratio, schedule of clinical placement and minutes of meeting between NTWC and HKIT, which details the confirmed clinical placement. Lists of instruments, equipment and library books are also submitted. The letter highlighted that accreditation of Nursing Council should be conducted in a fair and just manner.</p>
	NCHK	26-Jul-2006	<p>Our institution provided a letter from the Hong Kong Council for Academic Accreditation dated 15 September 2005 indicating that the programme is accredited.</p>
	NCHK	26-Jul-2006	<p>To confirm that all students admitted to the programme have met the Nursing Council's requirement, attached with the information from the Education and Manpower Bureau web site confirming the programme is accredited.</p>
NCHK	hospitals	31-Jul-2006	<p>Nursing Council issued a circular memo on clinical placement to all hospitals, nurse associations,</p>

			Social Welfare Department and Department of Health. The memo said that priority should be given to studies from accredited courses run by gazetted training schools. (According to the Handbook, accreditation visit is conducted after clinical placement is in place.)
	Secretary for Health, Welfare and Food	7-Aug-2006	HKIT indicated its concerns about the operation of Nursing Council with all facts listed.
Secretary for Health, Welfare and Food		16-Aug-2006	Reply from Secretary confirmed receipt of our letter and the issue was being processed.
Legislative Council		23-Aug-2006	Reply from the Secretariat of the Legislative Council indicating that the Secretariat wrote to the Secretary for Health, Welfare and Food for follow-up actions.
NCHK		29-Aug-2006	Nursing Council pointed out that clinical placement is one of the important criteria to be considered in the accreditation of nursing programmes, and requested for further information about clinical placement.
	NCHK	30-Aug-2006	HKIT replied with 3 years of confirmed clinical placement in compliance with the requirements for the preparation of registered nurses (general) in HK, and letter from NTWC confirming the clinical placement arrangement.
Legal representative of HKIT	NCHK	4-Sep-2006	Upon the Circular memo on clinical placement issued by the Nursing Council, HKIT, through its Legal representative indicated "the circular from the Nursing Council dated 31-Jul-2006 was a sign of the Council's attempt to interfere with hospitals' decision to offer clinical placement to nursing

			students for the sole purpose of creating difficulty for our client to meet the accreditation requirement set by your Council.”
NCHK	Legal representative of HKIT	11-Sep-2006	The Secretary of Nursing Council denied that the circular as a sign of the Council’s attempt to interfere with hospitals’ decision to offer clinical placement to nursing students for the sole purpose of creating difficulty for HKIT to meet the accreditation requirement set by the Council.
	NCHK	12-Sep-2006	Further details of the Clinical placement including learning objectives, strategies for clinical supervision, methods of assessment, standards consisting skills for a pass to be granted, record of practical instructor and experience, and appendices (including student form, teacher form, assessment, form, clinical progress report, BNC form, content of textbook, record of practical instruction and experience for registered nurses).
	NCHK	15-Sep-2006	HKIT suggested that the accreditation board proceeds for the campus visit as the usual practice. Some local university will consider our graduates to proceed to study their part-time top-up degree programme. More than one year has lapsed since our submission of application.
NCHK		24-Oct-2006	NC invited HKIT to make a presentation to make clarification and to justify application on 7 November 2006. The presentation should not last for more than 20 minutes.
	NCHK	26-Oct-2006	HKIT confirmed the attendance in the presentation and provided further information about clinical placement : letter of support form HA, clinical practice requirement of the programe, schedule of clinical placement of the programme, and introductory workshop for clinical mentors of the programme.
		7-Nov-2006	HKIT attended the presentation. The accreditation panel member from Hong Kong Polytechnic University indicated a lack of an item in the curriculum and thus concluded that there was a lack of quality assurance in the programme. Later, it was indicated by HKIT that the item did exist. A

			<p>member of the accreditation committee from the Prince of Wales Hospital indicated that in their midwife training programme of the hospital, no English is used at all, and concluded that the HKIT's Medium of Instruction should be conducted purely in Chinese, rather than Chinese supplemented with English, as HKIT is now applying. Nursing Council also indicated that the number of clinical placements should be the same as the maximum number of students approved regardless of the actual student numbers. HKIT indicated that the number of placements should be equal to the actual number of students admitted rather than the maximum number of students approved. Otherwise, there will be a waste of clinical placements, which can be made use of by other institutions instead.</p>
	NCHK	9-Nov-2006	<p>HKIT indicated that HKIT was requested a different set of standards in clinical placement, as universities may not have their number/date of clinical placements confirmed even after their intake of students. HKIT indicated that in the future, HKIT would supply information to the Nursing Council confirming the clinical placement arrangements for the Oct intake in May of the same year. Through this approach, the clinical placements would not be wasted because the number of placements matches with the actual number of students admitted.</p>
	NCHK	13-Nov-2006	<p>HKIT reflected the growing pressure of students, and asked whether the Nursing Council could expedite the accreditation process, particularly for the first two cohorts of students for whom all clinical placements had already been confirmed and started with NTWC.</p>
	NCHK	13-Nov-2006	<p>HKIT asked Nursing Council if there was any outstanding information.</p>
Secretary for Health, Welfare and		22-Nov-2006	<p>The Secretary said "HKIT can refer to the Handbook for Accreditation of Training Institutions for details. In principle, if there is evidence that an institution is applying for accreditation of its nursing programme, Hospital Authority will consider providing clinical placements to the</p>

Food			programme.” The Secretary indicated that the circular dated 31-Jul-2006 cannot represent the view of the Hospital Authority, and the same standard should apply to all accredited nursing programmes.
Students of HKIT	NCHK	23-Nov-2006	Students indicated that the quality of the programme is good and they are confident in HKIT and NTWC gave them very good support. They wished that Nursing Council should appreciate their worries and anxiety, and hope that the process of accreditation should speed up, so that they can have the opportunity to serve the community.
	NCHK	8-Dec-2006	HKIT indicated that further to the meeting with Nursing Council on 7 November 2006 and our letters to the Council on 9 and 13 November 2006, HKIT did not receive any response from the Council. HKIT highlighted two principles to the Council: > All conditions/ requirements of the accreditation would be those made known to the public before our application is made. > All condition /requirements are applied to all accredited programmes in Hong Kong.
NCHK		3-Jan-2007	Council indicated that HKIT has not yet confirmed clinical placement. Further questions were asked about clinical supervision and assessment, student intake, core competences, medium of instruction, mode of study, single entry and multi-exit programme, facilities, and teaching team. (all information was included in the previous submission of HKIT)
	NCHK	5-Jan-2007	HKIT asked Nursing Council to support with evidence their quote as mentioned in their letter dated 3 January 2007 that HKIT has not yet confirmed clinical placement. HKIT asked Nursing Council to provide evidence for : 1. HKIT did not provide documentary proof to ensure the availability of such clinical placement. 2. HKIT has so far not been able to have confirmed clinical placement arrangements with

			<p>appropriate supervision with Hospital Category A, Category B and Category C.</p> <p>3. There are no Hospitals in Category A, Category B and Category C to cater for the whole of the planned intake of students for the whole programme.</p>
NCHK		17-Jan-2007	Nursing Council was unable to provide evidence as required by our letter dated 5 Jan 2007. It refers HKIT to the <i>Handbook for Accreditation</i> again.
	NCHK	23-Jan-2007	HKIT has confirmed clinical placement for the AD in Nursing programme up to the maximum student number as requested by Nursing Council on 7 November 2006. Detail clinical placement schedules were confirmed for all the existing and future intake students, schedules were confirmed with signature by the NTWC. HKIT further confirmed that even if such demand did exist, it would not train part-time nurses upon the request of the Nursing Council as agreed at the meeting on 7 November 2006. Although multi-exit is encouraged in Hong Kong, HKIT also endorsed removing the intermediate exit point as agreed during the 7 November 2006 presentation. The letter also indicated that HKIT fulfilled all the requirements of the Council, including Clinical Placement, staff Qualification and student admission standards and course curriculum (as indicated in the rejection criteria of the Council's letter dated 22 February 2006) and other requests from the Council. HKIT also indicated, "although the all the Council and Accreditation Committee members were appointed by the HK Government on a personal basis, they are providing a community service to the society without any intention of protecting personal or related institutions' interest in particular."
	NCHK	27-Feb-2007	HKIT invited Nursing Council to conduct an official accreditation visit as part of the accreditation

			process. The visit will also fulfill the role of the Nursing Council to assist the development of the institution to provide a quality nursing programme by meeting the requirement of the Council. The following dates are proposed for consideration: 14, 15, 21, 22, 28 and 29 March 2007.
NCHK		1-Mar-2007	Nursing Council asked for information about clinical placement, clinical supervision and assessment, intake of students, core competencies, medium of instructions and teaching team. The Council proposed a visit solely for the purpose of fact-finding. It indicated that such a visit is not an accreditation visit, and will contact HKIT for further details.
	NCHK	2-Mar-2007	<p>HKIT indicated that fact-finding visit is neither indicated under the Ordinance nor in the Handbook for Accreditation of Training Institutions. The purpose of the visit also overlapped with the 'Role of Accreditation Panel' as indicated in Chapter VII of the Handbook, which is part of the roles of the Accreditation Panels during the Accreditation visit: '(1) to clarify and verify the congruency between submitted information and the actual practice of the training institution.'</p> <p>HKIT indicated its full cooperation with instructions from the Nursing Council about the fact-finding visit. HKIT indicated the concern about the legitimacy/legality of the fact-finding visit, and suggested the Nursing Council to provide a written confirmation about the legitimacy/legality of the fact-finding visit, particularly about the procedures which are not included in the Handbook to avoid possible legal dispute in the future.</p> <p>HKIT urged the combination of the fact-finding visit and the accreditation visit, a visit with legal status with reference to the Ordinance and the Handbook for Accreditation of Training Institutions. The visit is proposed to be conducted in April 2007.</p>

NCHK		2-Mar-2007	Nursing Council missed a fax from HKIT just a few hours before Nursing Council issued their letter. In the letter, Nursing Council indicated that HKIT was not agreeable to the offer of fact-finding visit.
	NCHK	2-Mar-2007	HKIT reminded Nursing Council that the Council had missed HKIT's letter faxed to Council a few hours before Nursing Council's letter dated 2 March 2007.
	NCHK	6-Mar-2007	HKIT asked according to the Ordinance of Nursing Council Chapter 164, Section 27, Nurses Registration Ordinance, Heading: Regulations: The Secretary of Health, Welfare and Food may by regulation provide for the duties of the legal adviser. It is noted that the Annual Report of the Nursing Council that the Legal Adviser Mr. Simon Lam was no longer in position, and asked the name of present legal adviser and whether he/she is a staff member of the Department of Justice.
	NCHK	6-Mar-2007	<p>HKIT indicated that information from the former Secretary of the Nursing Council that any policy of Nursing Council on accreditation developed or made known to the public after our submission of application for accreditation of the programme (before August 2005), including the policies on the Process of Accreditation and Rejection Criteria (with effect from 19 December 2005) do not apply to our application. (Letter from nursing council dated 21 March 2006).</p> <p>HKIT invited Nursing Council to conduct accreditation visit (as the public obligation and power of the Nursing Council under the ordinance) according to the Accreditation Handbook, and asked for the names of Panel members as indicated in the Handbook and process of Accreditation.</p>
	Secretary for Health,	6-Mar-2007	<p>HKIT expressed our concerns and described the history of accreditation:-</p> <ul style="list-style-type: none"> ● The programme successfully accredited by the Hong Kong Council of Academic

	Welfare and Food		<p>Accreditation (HKCAA) in August 2005 with the Panel Chairman Prof. Carol Morse from Monash University (Australia) and the three other Panel members, Dr. Susie Lum, Ms. Mavis Lee, Mr. Allen Ng (some members once served at the Nursing Council).</p> <ul style="list-style-type: none"> ● Our teaching team, who is led by Ms. Paula Li, the former Principal of the Nursing School of Yan Chai Hospital, with a record of no failure in the Nursing Board's/Council's Licensing Examination Part 1 (General Registration) which is a public examination for students of all registered nurse programmes offered by nursing hospitals and universities. ● Our students were highly recommended by NTWC for their commitment to the Nursing profession and good attitude since their practicum started in 2005. ● All students and parents have been patiently waiting for almost 2 years for the accreditation of the programme, which would lead to the eligibility of registration of them upon graduation.
	Director of Health	8-Mar-2007	HKIT provided copies of the following correspondences between HKIT and Nursing Council dated 1, 2 and 6 March 2007 and copied to Mr. Au Hing-yuen, Head, Boards and Councils.
	NCHK	9-Mar-2007	<p>HKIT gave further details in clinical placement, clinical supervision and assessment, intake of students, core competencies, medium of instructions. HKIT indicated that clinical mentors serving our programme were the same group of experienced clinical mentors serving the programmes offered by The Hong Kong Polytechnic University and The University of Hong Kong.</p> <p>Core competencies together with the curriculum are indicated as not meeting the rejection criteria (implying that the curriculum has satisfied the Council).</p>

			The same set of information has been repeatedly submitted to the Nursing Council in previous submissions.
	NCHK	9-Mar-2007	<p>The first cohort of students will be completing their 2nd year by May 2007. To avoid jeopardizing their chance of admission to part-time top-up degree courses for registered nurses. Nursing Council is invited to conduct the official accreditation visit (Nurses Registration Ordinance, Cap 164) in the period around 17 April 2007.</p> <p>List of correspondences between Nursing Council and HKIT since 2004 attached.</p>