



# Hong Kong College of Nursing and Health Care Management

## Record of Guided Clinical Practice for Application of Ordinary Members

Name of Nursing Specialty Mentor: \_\_\_\_\_

Venue of Guided Clinical Practice: \_\_\_\_\_ Hospital

Name of Applicant: \_\_\_\_\_

Period of Coaching: \_\_\_\_\_



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### Aims of the coaching:

- Improve the competency of nurse by acquiring specialized knowledge and skills in “Nursing and Health Care Management” so that they can deliver a higher standard of care in Hospital and Health Care Organization .
- Increase nurses’ awareness on integration of theory and evidence-based findings into practices through interactive learning in Nursing.
- Enhance nurses’ abilities in critical thinking and decisions making so as to achieve best outcome for Health Care Organization and Hospital.

### Requirement to obtain Ordinary Members:

- Completed 250 hours of initial guided clinical practice at any clinical practice site recognized by HKCNHCM;

### Language Medium:

- Both English and Cantonese

### Teaching/ Learning Strategies:

- Lectures and demonstrations
- Group discussions
- Coaching and tutorials
- Projects and presentations
- Case studies
- Clinical teaching & supervised clinical practice

### Intended Learning Outcomes. Upon completion of the guided clinical practice period, participants should be able to:

- Apply evidence-based knowledge and practice in advanced practice nurse;
- Evaluate the effects of communicate effectively with multidisciplinary team to make necessary recommendations in nursing management;
- Anticipate and work as a team in emergency clinical situations within the organization;
- Integrate and apply skills and knowledge in promoting patient safety and nursing- sensitive patient outcomes;
- Apply principles of bioethics in resolving situation with ethical dilemmas and legal implications.



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Record of Guided Clinical Practice- Experiential learning with mentor guidance at local clinical specialty departments according to the 7 Core Competencies Domains set by the HKCNHCM	Period of training	Hours of guided clinical practice declared by the applicants
<p><b>Domain 1</b></p> <p>✧ To provide nursing leadership in managing clients with complex health condition.</p> <ul style="list-style-type: none"> <li>• <i>Managing complex case individually</i></li> </ul>		
<p><b>Domain 2</b></p> <p>✧ To enhance therapeutic nurse-client relationship.</p> <ul style="list-style-type: none"> <li>• <i>Lead health promotion program</i></li> <li>• <i>Provide Patient education on _____</i></li> </ul>		
<p><b>Domain 3</b></p> <p>✧ To perform effective leadership in teamwork building.</p> <ul style="list-style-type: none"> <li>• <i>Staff supervision / clinical teaching</i> <ul style="list-style-type: none"> <li>- <i>Manpower planning &amp; skills mixed matching</i></li> <li>- <i>Bed and overflow management</i></li> </ul> </li> <li>• <i>Equipment management:</i> <ul style="list-style-type: none"> <li>- <i>Preparation of equipment and supplies for unit/ department</i></li> <li>- <i>Equipment maintenance and repair</i></li> </ul> </li> <li>• <i>Management of complaints and appreciations:</i> <ul style="list-style-type: none"> <li>- <i>Handling complaints and share lessons learnt</i></li> <li>- <i>Recognition of good performance</i></li> </ul> </li> <li>• <i>Management of Change</i></li> </ul>		



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<ul style="list-style-type: none"> <li>• Human Resource Management:               <ul style="list-style-type: none"> <li>- <i>Recruitment</i></li> <li>- <i>Planning of duty roster (including annual leave) for nursing/supporting personnel</i></li> <li>- <i>Handling of sick leave and staff on injury (IOD)</i></li> <li>- <i>Staff training and development plan</i></li> <li>- <i>Staff performance management</i></li> </ul> </li> </ul>		
<p><b>Domain 4</b></p> <p>✧ To lead quality management and improvement.</p> <ul style="list-style-type: none"> <li>• Quality and Safety management:               <ul style="list-style-type: none"> <li>- <i>Developing/ review guidelines &amp; standards for patient care</i></li> <li>- <i>Patient safety management e.g. Fall, suicide, missing, sharp injury, data privacy, medication safety &amp; infection control.</i> <ul style="list-style-type: none"> <li>➤ <i>Using problem solving approach to identify the problems of unit/ department and develop plan of actions</i></li> <li>➤ <i>Participate in quality improvement project</i></li> </ul> </li> </ul> </li> <li>• Incidents/accidents management:               <ul style="list-style-type: none"> <li>➤ <i>Formation of review panel</i></li> <li>➤ <i>Investigation of root cause &amp; recommend preventive measures</i></li> <li>➤ <i>Prepare investigation report</i></li> </ul> </li> <li>• Emergency response:               <ul style="list-style-type: none"> <li>➤ <i>Disaster Management</i></li> <li>➤ <i>Infectious disease outbreak management</i></li> </ul> </li> </ul>		



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<p><b>Domain 5</b></p> <p>✧ To implement best practice in managing, and negotiating an innovative and strategic approaches to care delivery.</p> <ul style="list-style-type: none"> <li>• Strategic Management:               <ul style="list-style-type: none"> <li>- Discussion on and make reference to Health policy &amp; corporate strategy</li> <li>- Participate in the Hospital Strategic plan development</li> <li>- Contribute in hospital annual planning</li> <li>- Assist in department annual planning and budgeting</li> </ul> </li> </ul>		
<p><b>Domain 6</b></p> <p>✧ To enhance the development of professional attributes of general and advanced practice.</p> <ul style="list-style-type: none"> <li>• Present or contribute to Nursing Forum, Conference and Seminar</li> <li>• Publish article / study in _____</li> </ul>		
<p><b>Domain 7</b></p> <p>✧ To embrace personal attributes in commitment and responsibility in learning.</p> <ul style="list-style-type: none"> <li>• Contribute in _____ program.</li> </ul>		
<b>Total guided clinical practice hours</b>		



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Verify by the applicant / mentor and HKCNHCM vetting personal	
Applicant declared that the above reported clinical practice period and hours are accurate.	Applicant signature
Mentor verified that the above reported clinical practice period and hours are <b>under supervision</b> with <b>satisfactory performance</b> .	Mentor signature
HKCNHCM vetting personnel checked that the above reported clinical practice period and hours have <b>fulfilled the requirement for college ordinary member application*</b> .	Vetting personnel signature

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