

申請須知

Guide to Applications

社福界登記護士（普通科）訓練課程

Enrolled Nurse (General)

Training Programme for the Welfare Sector

社福界登記護士（普通科）訓練課程

申請須知

本課程為期兩年，是一個為社福界^(註一)而編訂的全日制訓練課程，由社會福利署（下稱「社署」）資助及主辦，並委託醫院管理局（下稱「醫管局」）提供訓練，以滿足社福界對登記護士（普通科）的需求。

課程目的、結構和修讀模式

- 本課程旨在裝備學員，成為稱職和關懷受助人的專業護士，了解整全健康之道，懂得運用有關原則，以及勝任為受助人（特別是社福界的受助人）提供健康護理的工作。
- 本課程將在醫管局的護士學校舉行，並在醫管局的醫院和福利機構進行臨床實習。
- 課程主要以中文教授，但會輔以英語。此外，課程亦會採用多元化的教學模式，包括課堂講課、研討會、導修、實驗和實習。

課程內容

- 課程涵蓋登記護士須達到的核心才能，理論學習包括護理專業、歷史及倫理、個人及社會健康、心理學、人際關係及溝通技巧、初級微生物學、急救學、食物及營養學、解剖學及生理學、內科及外科疾病及有關護理、藥物學、老人護理、精神疾病及有關護理。

評估

- 導師會根據學員的功課及 / 或考試成績，以及實習表現，評估他們的表現。
- 功課包括測驗、為研討會準備文章和簡介、專題作業、實驗、實習及其他形式的課堂參與。

專業認可資格

- 學員修畢課程後，將符合資格向香港護士管理局申請登記為登記護士（普通科）。

報讀資格

- 申請人如欲報讀本課程，必須符合下列資格：
 - (a) 訓練課程於2009年12月或2010年3月展開時已年滿18歲^(註二)；
 - (b) 在香港修畢中五課程，或具備同等學歷（就本訓練課程的報讀資格而言，社署可按申請人遞交的證明文件，決定是否接受證明文件內所述的學歷等同或高於在香港修畢中五課程的學歷）；以及
 - (c) 操流利廣東話，並能書寫流暢的中英文。
- 申請人如現時在提供安老服務、康復服務、家庭及兒童服務、青年服務或感化服務的非政府機構或私營機構任全職僱員，並有志在修畢本課程後繼續在社福界任職登記護士，將獲優先考慮。雖然來自社福界的學員是按個人意願決定是否參加這項訓練課程，但社署鼓勵僱主與這些學員議訂畢業後的僱用安排，讓學員在畢業後繼續在其機構服務，任職登記護士。
- 其他人士即使並非任職社福界，如有志在社福界任職登記護士，亦會獲當局考慮。

註一 就本訓練課程而言，社福界指獲社會福利署認可提供安老服務、康復服務、家庭及兒童服務或感化服務的非政府機構或私營機構。

註二 如申請人於2009年12月8日至2010年3月1日期間才年滿18歲，該申請人獲取錄後只會被安排入讀於2010年3月展開的課程。惟申請人於2010年3月1日尚未年滿18歲，其申請將不獲處理。

開課日期

- 獲取錄的學員會被安排入讀課程的第一或第二班：
 - (a) 第一班：開課日期為2009年12月7日
 - (b) 第二班：開課日期為2010年3月1日

學費

- 每名學員的全期學費為港幣50,000元，社署將會全數資助。
- 在課程期間，社署或醫管局都不會向學員發放培訓津貼或現金報酬。

遴選學員

- 符合報讀資格(a)及(b)兩項的申請人中，經初步甄選入圍者，方會獲安排進行面試。
- 本署將根據申請人的學歷、工作經驗和面試表現，遴選及安排合適的學員入讀課程的第一或第二班。
- 獲取錄入讀2009年12月7日開課之第一班學員，將於2009年10月收到取錄通知書；而獲取錄入讀2010年3月1日開課之第二班學員，將約於2010年1月收到取錄通知書。
- 申請人如在2010年2月底尚未收到任何回覆，可視其申請不獲接納。

承諾和賠償

- 每名獲取錄的學員必須簽署一份承諾書，表示願意遵守下列事項：
 - (a) 願意修畢訓練課程，表現達致令社署和護士學校滿意的程度；
 - (b) 願意在受訓完畢且於受訓期內取得令人滿意的表現後，於社福界任職登記護士（普通科），為期不少於連續兩年；
 - (c) 如出現下列情況，願意向社署償還全部或部分學費：
 - (i) 如在受訓完畢且於受訓期內取得令人滿意的表現後的六個月內，未在社福界受聘為登記護士（普通科），或在社福界受聘為登記護士（普通科）為期少於一個月，必須償還社署港幣50,000元；或
 - (ii) 如在社福界受聘為登記護士（普通科）為期六個月，或六個月以下但不少於一個月，必須償還社署港幣37,500元；或
 - (iii) 如在社福界受聘為登記護士（普通科）為期超過六個月但不多於十二個月，必須償還社署港幣25,000元；或
 - (iv) 如在社福界受聘為登記護士（普通科）為期超過十二個月但少於二十四個月，必須償還社署港幣12,500元。
- 須由他人簽訂賠償保證書，倘若學員違反所簽訂承諾書上訂明的任何條款，有關人士便須賠償社署蒙受或因此而招致的一切損失、成本和開支。

其他規定

- 所有學員於進行臨床訓練前，必須自費接受身體檢查並通過有關檢查。
- 所有學員於臨床實習期間必須穿着制服。

如何申請

- 申請人可於香港灣仔皇后大道東213號胡忠大廈8樓835室社會福利署總部或社會福利署各區福利辦事處^(註三)索取申請表。
- 申請人亦可於社會福利署網頁（網址：<http://www.swd.gov.hk>）「最新消息」一欄下載申請表。
- 申請人應於**2009年7月31日或以前**，把填妥的申請表，連同在香港取得的學歷證書副本、在香港以外的地方取得的學歷證書副本及證明其具備等同於香港有關學歷的文件（如適用）及現時於社福界擔任全職僱員的證明文件（如適用），郵寄（以郵戳為憑）或親身遞交（於2009年7月31日下午5時30分或以前）香港灣仔皇后大道東213號胡忠大廈8樓835室社會福利署。信封上應註明「申請報讀社福界登記護士訓練課程」。**逾期遞交的申請恕不受理。**
- 申請人在遞交填妥的申請表時，必須夾附在申請表上所呈報的有關學歷的證書副本（包括在香港本地或香港以外的地方所取得的學歷）。
- 如申請人在香港以外的地方取得學歷，須向社署遞交證明其等同於香港有關學歷的文件，否則社署將無法考慮該學歷。
- 現時全職在社福界工作的申請人，須於申請表內夾附顯示其現時僱主機構名稱、服務單位名稱、職位名稱及其為全職僱員的證明文件。未有提供上述證明文件的申請，在遴選過程中將不獲優先考慮。
- 在以下任何一種情況下，申請將不獲處理——
 - （a）於2010年3月1日尚未成年滿18歲者；或
 - （b）未有提供學歷證書副本；或
 - （c）申請人未有在申請表上簽署；或
 - （d）逾期遞交的申請。

查詢

- 如有查詢，請聯絡香港灣仔皇后大道東213號胡忠大廈8樓835室社會福利署。
- 此外，亦可於星期一至星期五上午9時至下午1時及下午2時至5時30分致電2110 1495查詢。

社會福利署
2009年6月

註三 有關社會福利署各區福利辦事處的地址及電話，請瀏覽社會福利署網址：http://www.swd.gov.hk/tc/index/site_aboutus/page_districtof/

Enrolled Nurse (General) Training Programme for the Welfare Sector Guide to Applications

This programme is a two-year full-time welfare-oriented training course targeted to meet the manpower demand for Enrolled Nurse (General) [EN(General)] in the welfare sector ^(Note 1). It is organised and funded by the Social Welfare Department (SWD), and the Hospital Authority (HA) is commissioned to provide the training.

Programme Aims, Structure and Mode of Study

- This programme aims to prepare graduates to become competent, caring professional nurses with an understanding of the holistic nature of health and the ability to apply the principles and demonstrate proficiency in providing health care for clients in particular in the welfare sector.
- This programme is to be conducted in HA nursing schools. Clinical placement will be conducted in HA hospitals and welfare settings.
- Medium of instruction is mainly Chinese, supplemented with English. A variety of teaching and learning methods will be adopted, including lectures, seminars, tutorials, laboratory sessions and field studies.

Programme Content

- This programme covers a wide range of knowledge base from the scope of core competence required of an enrolled nurse (EN). Subjects include professionalism, nursing history and ethics, personal and communal health, psychology, interpersonal relationship & communication skills, elementary microbiology, first aid and emergency care, food and nutrition, anatomy and physiology, medical & surgical nursing, pharmacology, geriatric nursing, psychiatry and related nursing.

Assessment

- Each trainee's performance will be assessed by coursework and/or examinations as well as field assessments.
- Coursework includes tests, seminar papers, seminar presentations, projects, laboratory work, field exercises and other forms of classroom participation.

Professional Recognition

- On successful completion of this programme, graduates are eligible to apply for enrolment with the Nursing Council of Hong Kong as EN(General).

Entry Requirements

- The entry requirements for this programme are —
 - (a) having attained the age of 18 or upwards by the time the training programme commences in December 2009 or March 2010 ^(Note 2);
 - (b) having completed secondary school Form 5 education in Hong Kong, or equivalent (Insofar as the entry requirements for admission to this training programme are concerned, SWD may, subject to the documentary proof submitted by the applicant, accept the educational qualifications concerned as equivalent to or higher than the completion of secondary school Form 5 education in Hong Kong); and
 - (c) fluency in Cantonese, and proficiency in written Chinese and English.

Note 1 Welfare sector refers to non-governmental organisations or private organisations which are recognised by the Social Welfare Department for the purposes of this training programme as providers of elderly, rehabilitation, family and child care, or correctional services.

Note 2 Applicants who have attained the age of 18 between 8 December 2009 and 1 March 2010 and are being selected will only be arranged for admission to the programme commenced in March 2010. For applicants who do not attain the age of 18 as at 1 March 2010, their applications will not be processed.

- Priority will be accorded to applicants who are currently working full time in non-governmental organisations or private organisations providing elderly, rehabilitation, family and child care, youth or correctional services, and who aspire to continue serving in the welfare sector as ENs after graduating from the course. Although trainees from the welfare sector are joining the programme in their personal capacity, their employers are encouraged to work out future employment arrangements with them in order to retain them as ENs upon their completion of the training.
- Individuals not working in the welfare sector but aspiring to start a career as ENs in the welfare sector will also be considered.

Course Commencement Date

- Successful applicants will be arranged for admission to either Class One or Class Two of the programme —
 - (a) Class One commencement date: 7 December 2009
 - (b) Class Two commencement date: 1 March 2010

Tuition Fee

- The tuition fees of HK\$50,000 per trainee for the whole course will be fully subsidised by SWD.
- No training allowance or monetary reward will be paid to the trainees by SWD or HA during the course.

Shortlisting and Selection of Candidates

- Applicants who meet (a) and (b) of the entry requirements will be preliminarily screened. Only those shortlisted will be arranged for selection interview.
- Based on the applicants' academic qualifications, working experience and interview performance, SWD will select and arrange suitable trainees for admission to Class One or Class Two of the programme.
- Trainees who are selected for admission to Class One, to be commenced on 7 December 2009, will receive notification in October 2009; while trainees who are selected for admission to Class Two, to be commenced on 1 March 2010, will receive notification in around January 2010.
- Applicants who do not receive any replies by end February 2010 may consider their applications unsuccessful.

Undertaking and Indemnity

- Each applicant selected for admission to this programme is required to sign an undertaking to indicate the following —
 - (a) readiness to complete the training programme to the satisfaction of SWD and the nursing school;
 - (b) readiness to be employed as EN(General) in the welfare sector for a continuous period of no less than two years after satisfactory completion of the training;
 - (c) agreement to repay SWD the tuition fees in full or in part under the following conditions —
 - (i) to repay SWD HK\$50,000 if he/she is not employed to work as EN(General) in the welfare sector within six months after satisfactory completion of the training or if the period of employment as EN(General) in the welfare sector is less than one month; or
 - (ii) to repay SWD HK\$37,500 if the period of employment as EN(General) in the welfare sector is six months or less but no less than one month; or
 - (iii) to repay SWD HK\$25,000 if the period of employment as EN(General) in the welfare sector is more than six months but no more than 12 months; or
 - (iv) to repay SWD HK\$12,500 if the period of employment as EN(General) in the welfare sector is more than 12 months but less than 24 months.
- An indemnity is required to be signed by a party who undertakes to indemnify SWD against all losses, costs and expenses suffered or incurred in the event that the trainee is in breach of any of the terms of the undertaking signed.

Other Requirements

- All trainees will be required to pass a health check at their own cost before clinical training.
- All trainees will be required to wear uniform during clinical placement.

How to Apply

- Application forms may be obtained at the Headquarters, Social Welfare Department, Room 835, 8/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong or at the District Social Welfare Offices of Social Welfare Department. ^(Note 3)
- Application forms may also be downloaded from "What's New" of the homepage of Social Welfare Department at <http://www.swd.gov.hk>.
- Completed application forms, together with copies of education certificates for the qualifications obtained in Hong Kong and outside Hong Kong, documentary proof of the Hong Kong equivalent of the education attainment obtained outside Hong Kong (if applicable) and documentary proof of an existing full time employment in the welfare sector (if applicable), should be submitted to the Social Welfare Department, Room 835, 8/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong **on or before 31 July 2009** either (i) by post (according to postmark) or (ii) by hand (at or before 5:30 p.m. on 31 July 2009). The envelope should be marked "Application for Enrolled Nurse Training Programme for the Welfare Sector". **Late applications will not be accepted.**
- Applicant must attach to the completed application form copies of the education certificates for the qualifications entered in the application form, including those obtained in Hong Kong and outside Hong Kong.
- For education attainment obtained outside Hong Kong, applicants are required to submit to SWD documentary proof of its Hong Kong equivalent; otherwise, SWD will not be able to consider that education attainment.
- Applicant currently working full time in the welfare sector should attach to the application form documentary proof showing the name of the employing organisation, the name of the service unit where the applicant is working, the position held and the full time nature of the employment. Applications without the above documentary proof will not be accorded priority in the shortlisting and selection process.
- Applications will not be processed under any of the following circumstances —
 - (a) applicant has not attained the age of 18 on 1 March 2010; or
 - (b) application with no attachment of copies of education certificates; or
 - (c) application without the applicant's signature; or
 - (d) late application.

Enquiries

- For enquiries, please contact Social Welfare Department, Room 835, 8/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong.
- Telephone enquiries may be directed to 2110 1495 from 9:00 a.m. to 1:00 p.m. and from 2:00 p.m. to 5:30 p.m. from Mondays to Fridays.

Social Welfare Department
June 2009



社會福利署

Social Welfare Department

查詢電話：

Enquiry:

2110 1495

社會福利署網頁：

Social Welfare Department Website:

<http://www.swd.gov.hk>