Residential Care Homes for the Elderly and
Residential Care Homes for Persons with Disabilities

Guidance Notes on Application for Registration of Health Worker

1. Registration Requirement

Registered Health Worker

1.1 Any person who wishes to apply for registration as a registered health worker under section 4 of the Residential Care Homes (Elderly Persons) Regulation and/or the Residential Care Homes (Persons with Disabilities) Regulation, must meet the following qualification requirement –

(a) having completed a course of training approved by Director of Social Welfare (DSW) (for the list of training courses approved by DSW, please refer to the Social Welfare Department (SWD) website (https://www.swd.gov.hk/en/pubsvc/lr/reghm_hw/reghw/); or

(b) by reason of the person's education, training, professional experience and skill in health work, satisfies DSW that the person is a suitable person to be registered as a registered health worker.

1.2 Apart from meeting the qualification requirement specified above, DSW may register the applicant as a registered health worker if DSW is satisfied that the applicant is competent to perform the duties of a health worker; is fit and proper to be so registered (please refer to paragraph 11.4 of Chapter 11 in Codes of Practice for Residential Care Homes (Elderly Persons) and Residential Care Homes (Persons with Disabilities) for details). DSW may impose on the registration any condition that DSW considers appropriate, including any condition relating to continuous learning.

2. Application Procedure

2.1 If the applicant meets the requirements of registration as a registered health worker, the applicant may make an application electronically (or through the relevant training institutes) on the "CarePro Registration System for Residential Care Homes" (CPRS) (cprs.swd.gov.hk). The applicant shall complete the electronic form and upload the required documents (please refer to the Annex of this Guidance Notes for details).

2.2 Upon receiving the application and the required documents, the Development Section of Licensing and Regulation Branch will conduct a preliminary screening and may contact the applicant or training institutes for supplementary information and documents when necessary.

2.3 The applicant will be notified of the date, time and location of the registration interview by email through CPRS after the preliminary screening.

2.4 The applicant shall attend the registration interview according to the date and time specified in the email and bring along the original Hong Kong Identity Card.

2.5 SWD reserves the right to request the applicant to submit the original documents for verification during the registration process.

2.6 The applicant must undergo the interview, assessment, document verification and settlement of registration fee in order to complete the registration process.

3. Validity Period of Registration

The validity period of a registration or renewed registration as a registered health worker is to be decided by DSW and must not exceed 5 years.

4. Renewal of Registration

A registered health worker may apply for renewal of his/her registration through CPRS. The application must be made at least 3 months before, but not earlier than 6 months before, the expiry of registration*.

[*SWD will arrange those having registered as health workers before 16 June 2024 to submit their renewal applications in phases.**]**

5. Registration Fee and Payment Methods

5.1 The current fee for registration as a registered health worker is $245 and the renewal fee of a registered health worker is $190. All fees paid are non-refundable.

5.2 A "General Demand Note" will be issued through CPRS and email by the Development Section of Licensing and Regulation Branch after the registration interview. The applicant may settle the payment at post office, convenience store, or through Automated Teller Machine (ATM), PPS, etc.

6. Issuance of Certificate

The applicant will receive an email notification and the Certificate through CPRS within 10 working days after payment.

7. Change of Certificate

7.1 If the registered health worker has changed his/her name, he/she shall submit an application for change of certificate through CPRS and upload related supporting documents in relation to change of name (e.g. copy of deed poll, new Hong Kong Identity Card, etc.).

7.2 A "General Demand Note" will be issued to the applicant through CPRS and email after review and approval of the application. The updated Certificate will be issued to the applicant through CPRS and email by the Development Section of Licensing and Regulation Branch after the applicant has settled the application fee of $245.

8. Register of Health Workers

8.1 Under section 5 of the Residential Care Homes (Elderly Persons) Regulation and the Residential Care Homes (Persons with Disabilities) Regulation, DSW must keep a register containing the name and correspondence address of persons registered as registered health worker. The register must be made available for public inspection free of charge at the offices of the Government directed by DSW (the register is currently kept at the office of the Development Section of Licensing and Regulation Branch) during the office hours.

8.2 Under section 5(3) of the Residential Care Homes (Elderly Persons) Regulation and the Residential Care Homes (Persons with Disabilities) Regulation, DSW may make any amendment to the register that DSW consider necessary for securing its accuracy or keeping it up-to-date.

8.3 DSW must remove the name of a person from the register if –

(a) the person has died;
(b) the person's registration ceases to have effect on expiry or cancellation;
(c) the person makes a written request to DSW for cancelling the registration; or
(d) the person was also registered as a registered health worker under the Residential Care Homes (Elderly Persons) Regulation/the Residential Care Homes (Persons with Disabilities) Regulation; and

that registration is cancelled under section 8.(1)(a) or (b) of the Regulations.

9. Appeal

If the applicant disagrees with the decision of DSW to refuse registration/renewal of registration or cancel registration, he/she may, by written notice, appeal to the Secretary for Labour and Welfare through the Development Section of Licensing and Regulation Branch of SWD.

10. Reporting Requirements

10.1 Under section 10B of the Residential Care Homes (Elderly Persons) Regulation/the Residential Care Homes (Persons with Disabilities) Regulation, a registered health worker must report to DSW if –

(a) a prosecution is started against the health worker for an indictable offence in Hong Kong;
(b) the health worker is convicted of an indictable offence in Hong Kong;
(c) a prosecution is started against the health worker for an offence punishable with imprisonment (however described) in a place outside Hong Kong;
(d) the health worker is sentenced to imprisonment (however described) in a place outside Hong Kong, whether or not the sentence is suspended; or
(e) there is a change in the name or correspondence address of the health worker.

10.2 If any event specified above occurs, the registered health worker–

(a) shall report through CPRS as soon as reasonably practicable after the event occurs for 10.1(a) to (d).
(b) shall update the personal profile and submit an application for change of Certificate through CPRS in accordance with paragraph 7 of this Guidance Notes (if applicable) within 3 months from the date of the change occurs for 10.1(e) so as to maintain the updated register of health workers

11. Continuous Learning

11.1 A health worker should enhance his/her competence in providing health and care services in residential care homes (RCHs) and the overall service quality of RCHs through continuous learning, including taking relevant training courses.

11.2 If a registered health worker has been registered for a long period of time before taking up employment or returning to the residential care service industry, he/she should take relevant training courses prior to taking up employment in order to revise and update his/her knowledge and skills in nursing care

12. Points to note

Under normal circumstances, application for registration/ renewal of registration would take about 3 months if all the submitted documents are accurate and in order. In-service applicants must allow sufficient time when submitting applications for renewal of registration, in order to avoid any disruption to their current employment.

13. Enquiry

Tel	:	3104 0714 / 3104 0702
Fax	:	3793 4184
Email	:	cprs_hmhw@swd.gov.hk
Website	:	www.swd.gov.hk
Office	:	Development Section Licensing and Regulation Branch Social Welfare Department
Address	:	5/F, THE HUB, 23 Yip Kan Street, Wong Chuk Hang, Hong Kong

Annex

Application for Registration as a Registered Health Worker

List of Required Document

Please upload the following supporting documents upon submission of the application form in relation to registered health worker through CPRS (cprs.swd.gov.hk) –

• Completed application form
• Copy of Hong Kong Identity Card
• Copy of certificates in Health Worker Training Course or supporting documents
• Supporting documents in relation to change in name (if any)
• Copy of prosecution documents or court documents of the relevant conviction (if any)
• Copy of proof of employment in RCHD (if any)
• Copy of Health Worker Registration Card/ Certificate of Health Worker Registration under the Residential Care Homes (Elderly Persons) Regulation (if any)

(Note: The above list is for reference only. Submission of additional supporting documents may be required depending on the merits of individual application.）