

EXAMINATION POLICY HANDBOOK

Hong Kong College of Orthopaedic Nursing

POLICY HANDBOOK FOR THE ORDINARY MEMBERSHIP EXAMINATION AND FELLOW EXIT ASSESSMENT

A. Membership Examination

1. The Membership Examination is an assessment of whether or not an Advance Orthopaedic Nursing Trainee (AONT) has acquired the necessary knowledge and skills to enable him / her to practice independently as an advance practice nurse in orthopaedic nursing.
2. The Membership Examination forms part of the requirements for an AONT to qualify as a specialist in Orthopaedic Nursing. He / She has to pass the examination besides completion of all the training requirements. Training is incomplete if an AONT cannot pass the examination within the permitted time frame and will not be eligible to be admitted as a Member of the HKCON.
3. Having passed the Membership Examination, and on satisfactory completion of all training requirements, the AONT can apply to be admitted as a Member of the HKCON.
4. The HKCON will nominate Members with recognized assessments to be admitted as Fellows of the HKAN in Orthopaedic Nursing.

B. Admission Criteria to Member and Eligibility of Candidates for Examinations

1. Admission Criteria to Member

- i. Trainees must be nurses who are eligible to register with the Hong Kong Nursing Council
- ii. Trainees must be also registered as an Associate Member with the College.

2. Eligibility of Candidates for the Ordinary Membership Examination

- i. Candidate must be a holder of a valid license as a Registered Nurse certified by the Nursing Council of Hong Kong.
- ii. Candidate has accumulated 4 years in orthopaedic practice in the most recent 6 years
- iii. Candidate should present the clinical logbook and relevant documents that demonstrating successful completion of a minimum of 500 hours of the

theoretical input in the specialty

- iv. Candidate should present relevant documents that demonstrate successful completion of 500 hours of specialized clinical practice in the specialty in a training site accredited by HKCON. The 500 clinical hours should be accomplished within a 4 years' time span with at least 50% under supervision:
 - a. 50% -100% supervised practice*
 - b. 0% - 50% work placement**
- v. Candidate should achieve 60 CNE points within a 3-year Continuing Nursing Education(CNE) of which 45 points must be specialty related;
- vi. Candidate must be a holder of Master's Degree in Nursing or related subject from an accredited or recognized university
- vii. Candidates are required to make a self-declaration of good health and character including no criminal convictions or investigations into or proven professional misconduct
- viii. Candidate should submit the required documents and pay the required examination fees.

* The definition of supervised practice refers to the experience in which there is an on-site designated appointed mentor who is Academy Fellow in current practice

** The definition of work placement refers to the situation in which there is no on-site designated appointed mentor. However, the experience is recognized as a learning component with explicit learning objectives and evidence of learning assessed by a recognized supervisor/mentor. The evidence of learning may compose one or more of the following outputs:

- Case studies
- Student portfolio (learning progress review)
- Reflective paper
- Practice project
- Nurse round(on-site/simulation)
- Group project(should compose less than 10% of the total marks)

3. Admission Criteria For Fellow Membership

- i. Candidate must be a holder of a valid RN license certified by the Nursing Council of Hong Kong;
- ii. Candidate must register as an Ordinary Member of the HKCON
- iii. Candidates are required to make a self-declaration of good health and character including no criminal convictions or investigations into or proven professional misconduct
- iv. Candidates have worked in the specialty for at least an accumulative 6 years in the most recent 9 years; of which the current 3 years must be working in Orthopaedics
- v. Candidate must be a holder of Master's Degree in Nursing or related subject from an accredited or recognized university.
- vi. Candidate should achieve 60 CNE points within a 3-year Continuing Nursing Education(CNE) Cycle, of which 45 CNE points should be orthopaedics-related;
- vii. Candidates are required to obtain a pass for the ** Fellow Exit Assessment
- viii. Candidates are required to have recommendation by 2 Fellow Members of HKCON to PHKAN for consideration of granting Fellow Membership
- ix. Candidate need to apply for fellowship within 3 years upon becoming eligible as member , otherwise the eligibility would lapse
- x. Candidate should apply to the College and have paid the assessment fees.

** Fellow Exit Assessment

- The aim of the assessment is to verify that the candidate has demonstrated the requisite skills, knowledge and competence to practice at an advanced level in the field of orthopaedic nursing.

- It will include submission of 2 case study on in-depth management of one of 7 different sub-specialties in orthopaedics, 80% completion of the Module III Logbook and a viva assessment.

Case Review/Project Report/Research Study

It should be submitted to the Examination Committee 4 weeks before the candidate's scheduled Viva Assessment.

The candidate must be the first author of the written report (cases review/project report/research study paper).

An original thesis written for a postgraduate degree is not allowed.

It is not allowed to submit the written report after the deadline of application.

If the candidate's written report is considered as **exceptionally unacceptable** by the Panel of the Viva Assessment, he/she will fail the Fellow Exit Assessment irrespective of his/her overall score.

Outline of the Written Report

1. The written report should be type-written on A4-size paper.
2. The written report should have the cover page with the candidate's name, membership number, Fellow Mentor's name and job position, report title and date of submission.
3. The written report should consist of 3,000 words.
4. The following is the outline of the written report, plus other relevant documents inserted in the appendix, that should be included in the written report of candidate's selected cases review/ project report / research study paper:
 1. Outlined of the case / project with explicit goal
 2. Using a holistic nursing assessment approach in presentation
 3. Health status of client is reviewed in pathophysiology related / project is reviewed under present status in professional related
 4. Identify nursing problems, treatment plans and interventions used
 5. Set up the goals and plans for the patient with consideration on the principle of treatment and cultural safety
 6. Outlining the evaluation according to the nursing care plan goals and health outcomes / Outlining the evaluation of the project according to the goals and outcomes measurement
 7. The best practice of the case study is supported by research articles which back up rationale for nursing intervention

Viva Assessment

The 1.5hours Viva Assessment consists of three components: Oral presentation focuses on candidate's written report (25%), Clinical Competency Domains (50%) and Service Related Impact (25%).

- (1) 30 minutes Oral Presentation focuses on candidate's written report (25%)
 - 20-minute PPT slides presentation with 10-minute question and answer from the assessment panel

- (2) 30 minutes on Clinical Competency Domains (50%)

Candidate would be assessed on the approaches to deal with the identified problems and advanced clinical nursing management skills and knowledge with update evidence-based information to selected topic area, more than just book- knowledge. He/She would be assessed on their clinical judgment and decision-making process based on the seven competence domains of the HKCON in dealing with the pre-set scenario on his/her specialty in the Viva Assessment.

- (3) 30minutes on Services Related Impacts (25%)

Candidates would be assessed on how their clinical experience enables them to handle service related matters, e.g. ethical issues, risk management, communication skills, nurse and patient relationship, clinical audit, quality assurance programs, training and supervision of staff, etc.

- Candidate should also demonstrate significant contribution in nursing practice and/or service development by means of:

- Plenary or poster presentation at a refereed national or international conference in a topic relevant to the Specialty or
- A report/paper detailing a service development or research project/literature review relevant to the specialty and submitted to a peer reviewed academic or professional journal. The candidate must be the first author or the project leader

C. The Conduct of the Membership Examination and Fellow Exit Assessment

1. The Membership Examination and the Fellow Exit Assessment is conducted once a year.
2. An examination panel appointed by the HKCON will be set up. The panel will consist of no less than 3 persons who are experienced in education and examinations including a chief examiner and at least 2 members.

- A Chief Examiner (Appointed by HKCON Council)
 - At least 2 members (HKCON Fellows with at least 2 years post-fellow experience)
 - Renowned professionals (overseas or local) who are recognised leaders in the field of orthopaedics may be invited to serve as external examiner)
3. The panel shall be responsible for
- setting examination questions,
 - validating and testing of questions,
 - finalising examination papers,
 - marking of examination papers,
 - Verification of the marks awarded by an external examiner who will provide a written report of the marks awarded to the Examination Committee
4. External Examiner is an expert in orthopaedics with following duties
- To scrutinize examination paper to ensure quality and fairness, identify possible areas of overlap or ambiguity
 - To scrutinize the process of Exit assessment
 - To ensure an appropriate standard of marking
 - To make a report and recommendation on the assessment
5. Examination fees
- The fee for the Ordinary Membership Examination is HK\$ 800 and for the Fellow Exit Assessment is HK\$2000, which covers the cost of processing candidate's application
 - Cheque should be made payable to "HONG Kong College of Orthopaedic Nursing Limited"
 - All fees must accompany the completed application form for the HKCON to proceed with the application. Fees are subject to change without notice.
 - Fee, once paid, is neither refundable nor transferrable. In the event of extreme weather or unforeseen emergencies on the day of examination, the College will determine the need to cancel and reschedule the examination. Fees will be refunded for candidate who cannot attend the rescheduled examination.
 - An additional HK\$100 will be charged for a bounced cheque.

6. The Membership Examination consists of 2 parts, but the Council may change the format and content as necessary according to the prevailing circumstances, requirements and standards. The 2 parts are:
 - a. Continuous assessment of the trainee's during the clinical practicum
 - b. A written examination with 150MCQs to be completed in 3 hours
7. Candidates should sign the Examination Honor Statement.
8. A candidate may either pass or fail the examination. There is no pull-up viva or supplementary examination for failed candidates. The failed candidates may re-sit the examination at future sittings of the examination. There will be no retake of the same MCQ examination in the same year.
9. Regulations for candidates who have failed the examination previously and are applying to re-sit the examination:
 - a. The applicant should be a currently registered Examination Eligible Candidate (EEC) of the College in good standing with supervisor reference
 - b. Submit the required documents and pay the required examination fees.

D. Application procedures for the Membership Examination

1. Candidates are advised to ensure that they are an eligible candidate before processing the application procedure for examination.
2. The date of the Membership Examination will be announced not less than 6 months before the examination unless otherwise approved by the Council.
2. Candidates should make registration to the College 3 months prior to the examination date
3. The application must be completed with all the required documents and examination fees.
4. No allowance will be made for postal or other delays.

5. Calendar

Application for Associate Memberships	Every February
Conduction of Membership Examination(MCQ Examination)	Every June
Application for Ordinary Memberships	Every July
Conduction of Fellow Exit Assessment	Every October
Application for Fellow Member	Every November

E. Acceptance of Examination Candidates

1. All applications for the Membership Examination are assessed by the Examination workgroup under the Education Committee of the College which will decide whether or not to accept the applicant for the examination. The Committee may request clarification or additional information from the applicant.
2. Successful applicants will be notified in writing a minimum of 1 month before the examination
3. For unsuccessful applicant, written feedback will be provided outlining requirements for eligibility of the applicant which may include additional documents or remedial training.

F. Cancellation and Change of Date of the Examination

1. The Council may under special circumstances decide to cancel or change the date of the examination.
 - a. The College does not hold responsibility for any consequences that may arise for its decision to cancel an examination or to alter the date of an examination.
 - b. The decision to cancel or alter the date of an examination will be made at a reasonable time before the date of the examination.
2. Special Circumstances
 - In the event that a candidate CANNOT sit for a scheduled examination due to the reasons that are beyond her/his control, e.g. illness or emergencies, she/he should apply to HKCON for re-scheduling of examination date. Such application has to be supported by strong reason(s) and documentary

evidence, e.g. medical certificate from a doctor in case of illness. Second re-scheduling request would not be entertained.

- Supporting document of the event must be submitted to HKCON in writing (by mail) no later than 7 days after the scheduled examination. Email requests would not be accepted.
- The College reserves the right to approve or reject for the request of re-scheduling examination
- An administrative fee of HK\$500 for a re-scheduled examination will be charged.

3. Examination Deferral

- Requests to defer from a scheduled examination must be received in writing one month prior to the examination date.
- Requests should be supported by sound reason(s).
- Email requests would not be accepted.
- Second deferral request would not be considered.
- The College reserves the right to approve or reject for the request of re-scheduling examination
- An administrative fee of HK\$500 would be charged for a deferment from a scheduled examination.

1. In the event of extreme weather or unforeseen emergencies on the day of examination, the College will determine the need to cancel and reschedule the examination. Fee will be refunded for candidates who cannot attend the rescheduled examination.

- Adverse weather - If the Typhoon No. 8 or the Black Rainstorm signal is /will be* hoisted on or after the following times, examination will be cancelled:
 - 0630: All examinations before 1400 will be cancelled
 - 1000: All examinations between 1400-1800 will be cancelled
 - 1400: All examinations in that evening will be cancelled

The re-arrangement of examination will be announced as soon as possible. Candidates are advised to check the latest announcement at HKCON website

G. Examination Arrangement

1. Examination is administered by the Examination Panel supervised by the Chief Examiner
2. Preparation of examination materials
 - The preparation of examination must be handled by the examiners
 - All typing must be carried out in a restricted area of the office and the computers used for typing must not be accessible to potential examination candidates
 - Softcopies of all examination materials must be encrypted or password-protected and should be kept in a detectable storage device under lock and key
 - Drafts and final version of examination materials in printed form should be kept in sealed envelopes under lock and key
 - All printed examination materials must be wax-sealed or tape sealed in envelopes and stored in a secure location which only the Chief Examiner or authorized personnel have access
 - Retrieving materials or removing materials to examination center must only be carried out at the presence of the Chief Examiner or authorized personnel
3. Confirmation of the seating arrangement
 - Four weeks before the examination/assessment, an official confirmation letter/e-mail will be issued to all accepted candidates
 - The confirmation letter/e-mail indicates the exact venue, date and time of the examination
4. On the day of Ordinary Membership Examination/Fellow Exit Assessment
 - Candidates are advised to arrive at the examination/assessment venue 15 minutes prior to the commencement of the examination/assessment
 - Candidates are requested to bring the examination confirmation letter/e-mail and his/her identity card for identity verification
5. At the examination venue
 - Candidates are not allowed to communicate with each other in the examination venues
 - No books, papers, other reference materials are allowed to bring into the examination venue. All personal belongings including purses, valuable items, briefcase and coats should be placed under the seat and kept as self-responsible
 - Mobile phones must be switched off throughout the examination

- Recording in both sound and image or other electronic devices that can enable communication outside the venue are not permitted. Candidates are not allowed to take away any paper notes from the venues

6. Integrity of the candidates

- Individual who removes or attempts to remove materials from the examination/assessment site by whatever means, or who receives, discuss, discloses, produces, distributes, displays or otherwise misuses an examination question or any part of an examination question will be subjected to legal action and/or financial penalty

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H. Post Examination Arrangement

1. For Ordinary Membership Examination:

- The Chief Examiner will distribute papers to examination panel members for marking
- Each examination paper will be marked and the result will be verified by 2 individual markers.
- Moderation of papers including a minimum of 10% of each marking band and all fails and followed by verification by the external examiner.

2. For Fellow Exit Assessment:

- Each assessment section will be conducted by 2 examiners coming from different training units of institutions

3. External examiner will ratify the marks and Examination panel will report examination results to Education Committee together with recommendation

4. Result will be endorsed by College Council and candidates will be informed of the result by Secretariat Office through e-mail at 6-8 weeks after the examination.

I. Successful Pass in the Membership Examination and Award of Certification

1. The successful candidate will be informed by the Secretarial Office after endorsement of result by the Council Meeting.

2. For candidates who have successfully completed the membership examination and application of the ordinary membership, candidates will be conferred to becoming an ordinary member of the HKCON. Certification will be issued directly by the HKCON.

3. The successful candidate would undergo a continuous assessment by the College. After they pass the Fellow Exit Assessment as stipulated by the College, they can

apply to be admitted as Fellows of the HKCON with recommendation of 2 Fellow Members of the College. The College will subsequently nominate these new Fellows to be admitted as Fellows of the HKAN.

J. Failure at the Membership Examination /Fellow Exit Assessment

1. Candidates who fail the Membership Examination/Fellow Exit Assessment will be informed by the College after endorsement of result by the Council meeting. There is no “pull-up” viva or supplementary examination.
3. In the event that a candidate wishes to appeal his / her case, he / she should do so in writing to the Chairman of the Appeal panel as soon as possible and not more than 4 weeks after release of the examination result.
4. The candidate’s appeal will be directed to the Chairman of the Appeal Panel.
5. The failed candidate may apply to re-sit the examination, subject to regulations.

K. The Appeal Panel

1. The Council will form an Appeal Panel for each Membership Examination and Fellow Exit Assessment. The Chairman of the Appeal Panel is appointed before the Membership examination.
2. The Appeal Panel will consider every case of appeal independently and will report to the Council.
3. The Council based on the recommendation of the Appeal Panel will make a final decision on the status of each appeal case.

L. Grading of the Examination Results

1. Pass for marks 50-70%
2. Credit for marks 71-80%
3. Distinction for marks 81-100%

M. Review and Disposal of the Marked Examination Papers

1. Request for reviewing examination paper must be submitted to the College in writing no later than 3 months after the result notification.
2. HKCON will inform the candidate the arrangement for examination review. Proof

of identity is required.

3. Candidate is not permitted to take a copy of the paper or take any notes
4. Examination paper review should be under supervision
5. Administrative fee of HK\$500 will be charged for each request
6. All examination papers with marks will be destroyed by the College three years after the examination

N. Process of setting Examination Questions and the approval process

1. Grandfather fellows shall be engaged to contribute to the design and validation of the examination questions
 2. International and local experts will be consulted to ensure the questions are properly constructed
 3. The examination questions are pilot tested and validated before they can be used for the examination
 4. Strict confidentiality should be maintained in the whole process
- Ordinary Membership qualifying examination consists of 150MCQs and to be completed in 3 hours. Area of examination can be referred to the Competency framework for Advanced Practice Nurse. The ratio of MCQs is criterion based with 30-60% of the MCQs being scenario-based and 40-70% independent questions. The questions cover all the competencies domain listed in the framework. Taxonomy for examination questions is at 3 levels of cognitive ability at the ratio of:

• Knowledge	20 – 30%
• Skills application	20 – 30%
• Critical thinking	40-50%

The cognitive level of examination items is based on the advanced development of orthopaedic practice. The examination questions target at the recall of knowledge and skills, majority of the questions are written to test the candidates for their abilities at the levels of application, integration, synthesis and evaluation. Test for the competence at higher cognitive levels provides a better indication of the candidates' critical thinking abilities when managing and caring complex health needs of the orthopaedic patients.

6. For the qualifying assessment of Fellowship Members, viva examination as Exit Assessment will be conducted by at least 2 examiners coming from different training units or institutions. Trainee should not be examined by her designated supervisor/trainer. College must give justification for and get approval from the

Education Committee when they need flexibility on this guideline.

O. INTERPRETATION OF THESE REGULATIONS

The College Council has the final authority in the interpretation of these regulations, and may make revisions from time to time. The most updated information and current resolutions of the Council may be obtained from the College Secretary.

MEMBERSHIP AND FELLOWSHIP CERTIFICATES (SAMPLES)

Sample certificate



This is to certify that

*Passed Membership Examination of
The Hong Kong College of Orthopaedic Nursing and
awarded the title of
Advance Practice Nurse in Orthopaedic Nursing*

President
HKCON

Date: _____