

**HONG
KONG**



**INFECTION CONTROL
NURSES' ASSOCIATION**

Course Memorandum 2011

A. Course Handout :

1. The Course handout will be distributed at our home page: <http://www.hkicna.org>.
2. Log in for the course handouts and download yourself.
3. The copy right of the handouts is reserved by the respective speaker.
4. The details of log-in and course handouts downloading will be e-mailed to the course participants before the course starts.
5. The handouts will be available online shortly before or after the talk for two weeks, if provided by speakers.
6. Handouts downloading will be demonstrated **by 5:50 pm on 5th September 2011 (1st talk)**

B. Attendance

Course participants have to sign for attendance **not later than 6:20 pm**.

C. Course Assessment

1. An assessment of Multiple Choice Questions (MCQ) is scheduled on **21st November 2011**.
2. Only those attendance **>75%** are welcome to sit for the MCQ.

D. Certificate

1. **Certificate of attendance** : issued if attendance **>75%**.
2. **Certificate of achievement**: issued if attendance **>75%** **AND** passing the MCQ.
3. **Issuing Certificate**: if the certificate does not reach you 3 months after the course assessment, please visit home <http://www.hkicna.org> to contact us.
4. **RE-issuing Certificate**: may be applied within 2 years and management fee of \$200 will be charged. \$400 will be charged if **> 2** years.

E. Scholarship

A scholarship of \$ 1000 will be awarded to the TOP one of the MCQ assessment.

F. Typhoon no 8 /Black Rain Warning

1. When Typhoon no 8 / Black Rain Warning is issued or Hong Kong observatory has announced to issue it by 6pm, the talk will be cancelled accordingly.
2. The cancelled talk will be re-arranged and the details will be announced in the coming talk.
3. If the Typhoon no 8 / Black Rain Warning is lowered or cancelled at or before 2pm, the schedule will continue.

G. Course Evaluation / Enquiries

1. Please enter the course evaluation form and return to HKICNA.
2. For enquiries, please contact HKICNA site manager or <http://www.hkicna.org>.