

HONG  
KONG



INFECTION CONTROL  
NURSES' ASSOCIATION

## Course Memorandum 2009

### A. Course Handout :

1. The 2009 Course handout will be distributed at our home page: <http://www.hkicna.org>.
2. Please log in for the course powerpoint and download yourself. The details of log-in and downloading course handouts 2009 ( powerpoint ) will be e-mailed to the course participants before course starts.
3. The handouts will mostly reach HKICNA and be available online just before or after the talk. It will then be kept on web for about two weeks.
4. A demonstration of downloading handouts will be done by 5:50 pm on 7<sup>th</sup> September 2009 ( 1<sup>st</sup> talk)

### B. Attendance

Course participants have to sign for attendance not later than 6:20 Pm (the talk usually starts at 6pm).

### C. Course Assessment

1. An assessment of Multiple Choice Questions (MCQ) is scheduled on 23rd November 2009.
2. **Only** those attendance ≥75% are welcome to sit for the MCQ.

### D. Certificate

1. **Certificate of attendance** : issued if attendance reaches ≥75%.
2. **Certificate of achievement** : issued if attendance reaches ≥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 arrangement 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 lecture will continue.**

### G. Course Evaluation / Enquiries

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