



Guidelines for completing Clinical Nurse Specialist Application Form

Section I: Personal Particulars

1. Please print all details as clearly as possible in type or black pen.
2. All legal names should be included as shown on Hong Kong Identity Card.
3. Unexpected changes in correspondence address must be communicated to the College in writing as this may slow down the application considerably.

Section II: Membership

1. All photocopies of documents and certificates must be verified by a senior nurse manager (e.g. Department Manager, GM (Nursing), professional (e.g. doctor, lawyer) or person who is upstanding in the local community (e.g. JP, regional and local council members). **The person should sign each document and include his/her name, ID number (only first 4-digit number), designation and the date.**
2. Please indicate if you are already a member of the College.
3. Please include membership of other nursing, non-nursing and workers societies, associations, colleges and unions.

Section III: Education

1. Include all education after Form 7. Include certificates, diplomas and degrees awarded by bona fide educational institutions. Do not include hospital-based nursing courses or nurse specialist training. (See Section IV)
2. If space is insufficient please ensure that you include the highest awards relevant to this application on this form.

Section IV: Academic/Professional qualifications

1. Include all courses toward nurse registration, post-registration specialist nurse qualifications (e.g. renal, critical care, anaesthetics) and in-service and continuing education courses of more than six hours. Do not include attendance at conferences.
2. If space is insufficient please ensure that you include the highest awards relevant to this application on this form.

Section V: Clinical Experience

Include nursing grade and the title of the specialty e.g. RN, medical wards, DOM, ITU.

Section VI: Publications

Include your five most important publications in the five years on the form. Articles in refereed and indexed journals, should be considered as most important, books and non-refereed (non-indexed) journals next and conference presentations last.

Section VII: Application for Accreditation in the Nursing Specialty

Please state a nursing specialty acceptable to the Hospital Authority or General Manager Nursing for a specialist nursing service currently being provided in Hong Kong.

Section IX: Declaration

Any proven willful inaccuracies in this application will make accreditation null and void.