



香港護士管理局
**NURSING COUNCIL
OF HONG KONG**

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5 March 2025

To: Person-in-charge
Accredited Providers of Continuing Nursing Education of
the Nursing Council of Hong Kong

Dear Sir/Madam,

**Proper Documentation of Records of
Continuing Nursing Education ("CNE") Programmes / Activities**

I write to remind that your organisation, being an accredited provider of CNE of the Council, should strictly comply with the requirements of keeping records of CNE programmes / activities as laid down in the "Manual for Accreditation as a Provider of CNE" ("the Manual").

As stipulated in the Manual, accredited CNE providers should keep proper documentation of records of all CNE programmes / activities for six years and that such information should be made easily accessible by the Council or programme participants. The relevant requirements are reproduced below –

6.9 Records of all CNE programmes/activities should be kept for six years and easily accessible for the Council's or programme participants' reference. The following essential information should be included: -

- Title of the educational programme/activity
- Programme/Activity design
 - ✧ Aims and objectives of ...
- **Attendance Record**
 - ✧ **Total number of participants**
 - ✧ **Number of nurse participants**
 - ✧ **Participants' profile: Name/Working Area**

In view of the emergence of increasing number of online programmes / activities, your organisation is reminded to maintain an effective monitoring mechanism to track and verify continuously the attendance of the participants during the conduct of these online training. Proper documentation, such as the list of participants with their login and logout time, should be kept for all online programmes / activities for the Council's verification upon request.

In case of any non-compliance with the Council's requirements, the Council may withdraw the accreditation / re-accreditation status granted to the organisation any time and shall not be liable for any claim for damages or loss suffered by the provider or any other party arising therefrom. The Council may also require the organisation to rectify any non-compliance of the requirements set out in the Manual during the accreditation period or prior to the grant of re-accreditation status.

If you have any enquiries, please contact Miss Kathy LAM, Assistant Executive Manager of the Council, at 2527 8334.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'Harriet Chan', with a stylized flourish at the end.

(Ms Harriet CHAN)

Secretary, Nursing Council of Hong Kong