

Critical Care Medicine Foundation (CCMF) policy statement

Name of policy statement:	Policy of subsidization for members of HKSCCM to attend local courses related to Acute and Critical Care Medicine
Date	25 June 2010
Version	1

Definitions of terms:

Local courses:	Educational courses that occur in Hong Kong or Macau
CCMF:	Critical Care Medicine Foundation
HKSCCM:	Hong Kong Society of Critical Care Medicine
Member of HKSCCM:	Current members or expired members of less than 3 months with membership fees repaid
Approved courses	Courses pre-approved by CCMF that qualify for subsidization
Days	Working days from Monday to Friday

Background:

According to the constitution of the CCMF clause 1.3.1 “To contribute funds to support activities for the exchange and dissemination of critical care medicine knowledge with local and overseas academia and healthcare institutions”, this policy statement is formulated to regulate the subsidization for members of HKSCCM to attend local courses related to acute and critical care medicine.

Procedure for application of subsidy (for approved courses):

For courses included in the list of approved courses (see below), a member of HKSCCM can send a completed application form by E-mail to the Secretary of HKSCCM at least 10 days before the start of the course. If no E-mail reply is received within 5 days of application, the application form should be sent again to the designated back up Council member.

Approval for subsidies will be considered according to the availability of fund and the number of applications received. Preference would be given to members that have actively contributed to activities organized by HKSCCM. Members that have not applied for subsidies within the past year will also be given priority in selection of the

awardees. The maximum amount of subsidies awarded by the CMMF each year would be HK\$20,000.

After approval for subsidy is granted to a member of HKSCCM, the member should first pay for the course and attend the course as scheduled. After completion of the course, the member should send the receipt and attending certificate from the course via E-mail to the Secretary of HKSCCM within 10 days of finishing the course. If no application for refund is received after the deadline, the approval for subsidy will be void.

For all the approved courses, the amount of subsidies granted would be half of the courses fees or HK\$1000 whichever is lower. A crossed cheque will be sent to the member upon receiving the receipt and attending certificate of the approved course.

Procedure for application of subsidy (for non-approved courses):

Any member interested in local courses/ conferences that are not in the approved list could send the details of the courses/ conferences to the Secretary of HKSCCM for consideration of addition to the list of approved courses. This special approval would require approval by the Council of HKSCCM. The Council of HKSCCM could decide the issue in the following ways:

1. Decline to approve any subsidies for the course/ conference
2. Approve subsidies to the applicant without adding the course/ conference to the approved list
3. Add the course/ conference to the approved list and applicant can apply via the approved courses pathway

The decision of the Council of HKSCCM would be final. It is advised that for application for subsidies in this category, at least 2 months application in advance would be advisable.

List for approved Acute and Critical Care Medicine Related Courses

<u>Name of course</u>	<u>Organizer of course</u>
1. Basic Life Support (BLS) Provider Course	Hong Kong Association of Critical Care Nurses Caritas Medical Center Association of Hong Kong Nursing Staff
2. Advanced Cardiac Life Support (ACLS) Provider Course	Hong Kong Association of Critical Care Nurses Caritas Medical Center Association of Hong Kong Nursing Staff
3. Advanced Difficult Airway Management Workshop for Nurses (ADAM-N)	The Institute of Clinical Simulation, North District Hospital Hong Kong College of Anesthesiologists
4. Nursing Intervention of Clinical Emergencies (NICE) Workshop	The Institute of Clinical Simulation, North District Hospital Hong Kong College of Anesthesiologists
5. Critical Care Nephrology Course for Health Care Profession	Department of Intensive Care, Pamela Youde Nethersole Eastern Hospital
6. Critical Care Respiratory Course	Department of intensive care, Pamela Youde Nethersole Eastern Hospital
7. Inter-Facility and Critical Transport Medicine Course (ICCTM)	Dept of Emergency Medical Services, University of Hawaii Alice Ho Miu Ling Nethersole Hospital Charity Foundation
8. Trauma Nursing Core Course	Emergency Nursing Association
9. Advanced Trauma Life Support (Provider) Course	Emergency Nursing Association
10. Pediatric Advanced Life Support (Provider) Course (PALS)	Association of Hong Kong Nursing Staff
11. Infectious Disease Courses	Department of Microbiology, The University of Hong Kong
12. Postgraduate Diploma in Advanced Nursing Practice (Intensive Care Nursing)	HKU SPACE
13. Professional Certificate Renal Nursing	HKU SPACE

14. Postgraduate Diploma in HKU SPACE
Advanced Nursing Practice
(Enterostomal Therapy
Nursing)

Critical Care Medicine Foundation

Application form for subsidies to attend approved local courses/ conferences

Family name: _____ Given Name _____

中文姓名: _____ Sex: _____ Age: _____

Title: Prof./ Dr./ Mr./ Ms. E mail: _____

Telephone (work): _____ Mobile number: _____

Department: _____ Institution: _____

Address: _____

Profession: ☐ Doctor ☐ Nurse ☐ Physiotherapist ☐ Occupational therapist
☐ Medical student ☐ Nursing student ☐ Others (please specify):

Course/ Conference: _____

Organizer(s): _____ Scheduled date(s): _____

Course/ Conference venue: _____ Course/ Conference fee: _____

I hereby vouch for truthfulness of the information in this form and understand that any subsidies would be withdrawn in case of false information supplied

Date: _____ Signature: _____

Please send the completed application form via E-mail to the Secretary of HKSCCM (Dr Alfred Chan, chanyf02@yahoo.com). In case acknowledgement not received within 5 working days, please re-send to backup HKSCCM council member (Dr KS Tang, kstanghk@gmail.com)