



Hong Kong College of Education and Research in Nursing

OM Logbook (2025_1st cohort):

**Guided practice and theoretical
hours record**

Name of Candidate: _____

Working Institute: _____

Training period: From _____ to _____

Application for membership of Education/ Research/ Education and Research

Part I

Experience Work 22/2/2019 to 21/2/2025

Eligibility Requirements:

All applicants must:

- Be a registered nurse in education and/or research areas for at least an accumulative **4 years** and in nursing care or nursing education in the **most recent 6 years** uninterrupted.

No.	Most Recent 6 Years	Months	Position	Working Institution / Hospital	FT/PT (hours /wk)	Education/ Research	Official Use
e.g.	<u>1/5/2018 to 30/4/2019</u> 1 May 2018 – 31 Oct 2018	6	Clinical Instructor	XXX University	FT	Education	
	1 Nov 2018 – 30 Apr 2019	6	Research Assistant	XXX University	PT (9hrs/wk)	Research	
1	22/2/2019- 21/2/2020						
2	22/2/2020- 21/2/2021						
3	22/2/2021- 21/2/2022						
4	22/2/2022- 21/2/2023						
5	22/2/2023- 21/2/2024						
6	22/2/2024- 21/2/2025						
	Subtotal		(working in Education/Research area)				
	Grand Total						

fill in one year for each row

Name of Applicant: _____

Signature: _____

Date: _____

For Education Specialty

Part II: Training Record of Theoretical Hours

NB: 500 theoretical hours [1/3 (167 hours) for each of the generic core, advanced practice core, and specialty core content] and at least 60% of the hours are from postgraduate degree courses and the remaining hours (40%) are from specialty courses.

FOR EDUCATION SPECIALTY

Topics Related to Domains		Theoretical Input of Applicant			
Topics	Hours	Topics	Describe the relevance of theoretical input to meet the criteria of topics of domains	Postgraduate Degree/ Specialty Courses (Year)	Hours
<i>Examples:</i> <i>Management & Leadership in Education & Research</i>		<i>Theory and knowledge of advanced nursing practice</i>	<i>The topic includes "leadership in HK health care context" and "leadership: concept theory & application". The learning content is related to leadership, team building, change management, characteristic of a leader in education & research in nursing and/or health related disciplines.</i>	<i>Master of Science Degree in Nursing / Health Care (2018)</i> <i>Doctor of Nursing (2017)</i>	<i>39</i>
<i>Teaching Methodology</i>		<i>Motivating students to learn in a modern classroom</i>	<i>This topic includes motivation in learning and teaching based on diversity of students</i>	<i>Specialty course (2018)</i>	<i>4</i>
1. Generic Core: (167 hours)					
Management & Leadership in Education & Research	90				
Trend and Development in Nursing/Healthcare Education and Research	30				
Scholarship of Teaching	30				
Educational Research (Also APC 13 hours)	17				
				Subtotal	

2. Advanced Practice Core (167 hours)					
Educational Philosophies and Learning Theories	15				
Curriculum Design	15				
Education Psychology	30				
Educational Measurement	34				
Educational Research	13				
Ethical Consideration in Education Research	30				
Evidence-based Teaching in Education	30				
				Subtotal	
3. Specialty Core (167 hours)					
Micro-teaching	30				
Assessment Strategies, Educational Measurement	26				
Curriculum Development and Evaluation	15				
Instructional Design	30				
Teaching Methodology	65				
				Subtotal	
				Grand total	

Theoretical Input of Applicant (Education)

1) Postgraduate degree (Theoretical Hours ____ ÷ Grand total ____ Hours × 100% = _____ %)

2) Specialty courses (Theoretical Hours ____ ÷ Grand total ____ Hours × 100% = _____ %)

Example:

Postgraduate degree (Theoretical Hours 300 ÷ Grand total 500 Hours × 100% = 60%)

Specialty courses (Theoretical Hours 200 ÷ Grand total 500 Hours × 100% = 40%)

Part III Guided Clinical Practice (to be completed by mentor*)

3.1 Learning and Teaching Activities (Education specialty)

NB: To be Ordinary Member, **completed 250 hours** of guided clinical practice at any clinical practice site recognized by HKCERN.

i. Guided Teaching Practice

Training Institute	Department / School	Name of Mentor	Period of guided practice		Guided Practice Hours
			From	To	
Domain 1: Managing learning and teaching situations					
Domain 2: Facilitate student/ learner development and socialization					
Domain 3: Demonstrate effective leadership and team work					
Domain 4: Enhancing quality assurance and improvement and education					

Domain 5: Managing and negotiating innovative and effective approaches to education					
Domain 6: Enhancing professional attributes of educators					
Domain 7: Enhancing personal attributes of educators					
				Total	

Guided Practice Assessment Record

Name of Candidate: _____

Training Institute: _____

Mentoring period: From _____ to _

ii. TO BE COMPLETED BY CANDIDATE FOR EDUCATION SPECIALITY (can use separate sheet)

A. Learning Objectives	B. Learning and Teaching Activities	C. Learning Outcomes	D. Date achieved

Part IV. ASSESSMENT BY MENTOR *

4.1 Learning and Teaching Assessment

Items		Formative Assessment				Summative Assessment			
		4 Performed competently	3 Performed independently	2 Supervision required	1 Observer	4 Performed competently	3 Performed independently	2 Supervision required	1 Observer
1	Managing learning and teaching situation								
2	Facilitate learner development and socialization								
3	Demonstrate effective leadership and teamwork								
4	Enhancing quality assurance and improvement in education								
5	Managing and negotiating innovative and effective approaches to education								
6	Enhancing professional attributes of educators								
7	Enhancing personal attributes of educators								

Please tick the appropriate box that best represents the candidate competency.

Assessment Period

Formative: from _____ to _____

Summative: from _____ to _____

Overall Score

Formative: _____% (_____ /28 x 100%)

Summative: _____% (_____ /28 x 100%)

Result of Assessment

Formative: Pass / Fail

Summative*: Pass / Fail

Pass = have obtained at least 60% of overall score and score at least 3 in item 1-5.

Fail = have obtained less than 60% of overall score or score less than 3 in any item 1-5.

*(*Candidate must have attained a "Pass" in summative assessment)*

Comments from mentors:

(Formative)

(Summative)

Signature of Mentor:

Signature of Candidate:

(Formative)

Date:

(Summative)

Date:

(Formative)

Date:

(Summative)

Date:

For Research Specialty

Part II: Training Record of Theoretical Hours

NB: 500 theoretical hours [1/3 (167 hours) for each of the generic core, advanced practice core, and specialty core content] and at least 60% of the hours are from postgraduate degree courses and the remaining hours (40%) are from specialty courses.

FOR RESEARCH SPECIALTY

Topics Related to Domains		Theoretical Input of Applicant			
Topics	Hours	Topics	Describe the relevance of theoretical input to meet the criteria of topics of domains	Postgraduate Degree/ Specialty Courses (Year)	Hours
<i>Examples:</i> <i>Advanced in Research Design</i>		<i>Theory and knowledge of advanced research</i>	<i>The topic includes design of qualitative and /or qualitative research</i>	<i>Master of Science Degree in Nursing / Health Care (2018)</i>	<i>60</i>
<i>Writing a Research Proposal</i>		<i>How to write a successful research proposal.</i>	<i>This topic includes do's and don'ts in writing a research proposal</i>	<i>Doctor of Nursing (2017)</i> <i>Specialty course (2018)</i>	<i>10</i>
1. Generic Core: (167 hours)					
Introduction to Research	7				
Management and leadership in Education and Research	60				
Advanced in Research Design	10				
Trend and Development in Education & Research	30				
Ethical Consideration in Research	30				
Strategies and Methods for Disseminating	30				

Research Findings					
				Subtotal	
2. Advanced Practice Core (167 hours)					
Introduction to Research	47				
Writing a Research/EBP Proposal	60				
Strategies & Methods for Disseminating Research Finding	60				
				Subtotal	
3. Specialty Core (167 hours)					
Introduction to Research	7				
Advanced Quantitative Research	30				
Advanced Qualitative Research	30				
Introduction to Biostatistics	30				
Evidence-base Practice	40				
Research Quality and Outcome Evaluation	30				
				Subtotal	
				Grand total	

Theoretical Input of Applicant (Research)

3) Postgraduate degree (Theoretical Hours ____ ÷ Grand total ____ Hours × 100% = _____ %)

4) Specialty courses (Theoretical Hours ____ ÷ Grand total ____ Hours × 100% = _____ %)

Example:

Postgraduate degree (Theoretical Hours 300 ÷ Grand total 500 Hours × 100% = 60%)

Specialty courses (Theoretical Hours 200 ÷ Grand total 500 Hours × 100% = 40%)

Part III. Guided Clinical Practice (to be completed by mentor*)

Research Activities (Research specialty)

NB: To be Ordinary Member, completed 250 hours of guided clinical practice at any clinical practice site recognized by HKCERN. For Fellow Member, completed additional 250 hours of guided clinical practice

i. Guided Research Practice

Training Institute	Department / School	Name of Mentor	Period of guided d practice		Guided Practice Hours
			From	To	
Domain 1: Managing research process of nursing and /or health-related topics					
Domain 2: Facilitate development and socialization to enhancing participation in research					
Domain 3: Demonstrate effective leadership, team work, and collaboration in research					
Domain 4: Enhancing quality assurance and improvement in research					

Domain 5: Managing and negotiating innovative and effective approaches to research					
Domain 6: Enhancing professional attributes of researchers					
Domain 7: Enhancing personal attributes of researchers					
				Total	

Guided Research Assessment Record

Name of Candidate: _____

Training Institute: _____

Mentoring period: From _____ to _____

ii. TO BE COMPLETED BY CANDIDATE for RESEARCH SPECIALITY (can use separate sheet)

A. Learning Objectives	B. Learning and Teaching Activities	C. Learning Outcomes	D. Date achieved

Part IV. ASSESSMENT BY MENTOR *

4.1 Learning and Teaching Assessment

Items		Formative Assessment				Summative Assessment			
		4 Performed competently	3 Performed independently	2 Supervision Required	1 Observer	4 Performed competently	3 Performed independently	2 Supervision required	1 Observer
1	Managing research activities								
2	Facilitate development, socialization, and participation in research								
3	Demonstrate effective leadership, teamwork and collaboration in research								
4	Enhancing quality assurance and improvement in research								
5	Managing and negotiating innovative and effective approaches to research								
6	Enhancing professional attributes of researchers								
7	Enhancing personal attributes of researchers								

Please tick the appropriate box that best represents the candidate competency.

Assessment Period

Formative: from _____ to _____

Summative: from _____ to _____

Overall Score

Formative: _____% (_____ /28 x 100%)

Summative: _____% (_____ /28 x 100%)

Result of Assessment

Formative: Pass / Fail

Summative*: Pass / Fail

Pass = have obtained at least 60% of overall score and score at least 3 in item 1-5.

Fail = have obtained less than 60% of overall score or score less than 3 in any item 1-5.

*(*Candidate must have attained a "Pass" in summative assessment)*

Comments from mentors:

(Formative)

(Summative)

Signature of Mentor:

Signature of Candidate:

(Formative)

Date:

(Summative)

Date:

(Formative)

Date:

(Summative)

Date:

Hong Kong College of Education and Research in Nursing

Acceptance to be appointed as the mentor for HKCERN*

I, _____, Fellow of HKCERN, accept to be appointed as a mentor for HKCERN to give supervision to candidates who sit for membership examination.

Signature: _____ Fellowship Number: _____

Date: _____

Mentor's responsibilities

- The Fellows of HKCERN can be appointed as the mentors of the candidates who want to apply for membership examination.
- Each candidate should be designated with a mentor who will provide teaching and learning supervision and to sign the logbook as required.
- The Fellows of HKCERN who work with the candidate in the same institution may be appointed as a mentor for the candidate, in case, there is no Fellow of the HKCERN in that institution, the Council of the HKCERN may appoint a Fellow to be the mentor for that candidate.
- In assessing the suitability of mentors, the following criteria should be considered:
- The Fellow must be an active Fellow member of HKCERN with the relevant part of fellowship with the candidate who is applying for.
- The Fellow is actively engaged in the practice of specialty in education and/or research.
- The Fellow cannot take more than 3 candidates at the same period of time.
- After the candidate has passed the membership examination, the mentor should provide continue support and supervision to the candidate to prepare the candidate to sit for examination.
- The HKCERN should keep a current record of the mentors in teaching and learning.

Terms of reference for mentors in teaching and learning

Appointed by the Council of HKCERN for a period of 3 years.

Provide learning and teaching supervision to the candidate who is applying for membership examination.

Sign the learning and teaching logbook of the candidate.

Prepare the candidate to sit for membership examination.