



Hong Kong College of Surgical Nursing

Guide for Mentor

2nd edition

June 2018

1st edition

November 2017

1. Introduction

Mentoring is a reciprocal and collaborative learning relationship between two individuals with mutual goals and shared accountability for the success of the relationship. The mentor is the guide, expert, and role model who helps develop a new or less experienced mentee. It is expected that learning new skills require a progression through stages or levels, these levels are novice, advanced beginner, competent, proficient, and expert as described by Dr. Patricia Benner 1982.

Clinical Mentor (Mentor) of the Hong Kong College of Surgical Nursing (HKCSN, called College below) must be active Fellow Member of the Hong Kong Academy of Nursing (HKAN) and is currently practicing in the surgical specialty of recognized clinical training sites under the Hospital Authority (Appendix 1) or private hospital (Appendix 2).

2. Mentor

- 2.1 Attend a Mentor Training Program conducted by the HKCSN
- 2.2 Apply to become a HKCSN Mentor for Associate Member and/or Ordinary Member (Appendix 3)
- 2.3 Appoint by the College for a 2-years period and review regularly
- 2.4 Register in the Mentor list of the College posted in the College website
- 2.5 Shall not be a mentor of more than two clinical specialties
- 2.6 Is a designated Mentor for a maximum of two mentees at any one time, but he / she can be an associate Mentor to other mentees as well

Mentor(s) must be Fellow(s) of the Hong Kong College of Surgical Nursing and is/are in current practice in Surgical Nursing. Mentee must be assigned to a designated mentor at the training site. One mentor should supervise no more than 2 mentees at one time.

For a hospital / institution where there is no fellow of the specialty / subspecialty on-site:

- A specialist doctor who is in charge of the service can be invited as the mentor of the mentee approved for training
- A nurse supervisor, who meets the criteria set out by the College, can be invited as the mentor

These mentors are to submit own curriculum vitae and be appointed by the College prior to the start of training. The College is responsible to appoint a Visiting Mentor to meet with the specialist doctor / nurse supervisor regularly to discuss the progress of the mentee.

3. Mentee

A mentee (Associate Member or Ordinary Member of the HKCSN) is assigned to a designated qualified Surgical / Surgical-related specialty Mentor at the training site. During the absence of the designated mentor, the mentee may also be supervised by other associated mentors also HKCSN Mentors but the designated mentor is responsible to facilitate final discussion and signing the logbook / post membership program for the mentee.

4. Roles and Responsibilities of the Mentor

- 4.1 Provide learning opportunities to the mentee in practicing advanced surgical care throughout the training period to take up an independent and leadership role
- 4.2 Facilitate the mentee to gain experiences and in exercising professional autonomy in clinical case management
- 4.3 Facilitate the mentee to be innovative and change practice when providing care to patients and families with complex and unpredictable specialty care conditions
- 4.4 Facilitate and guide the mentee to research and analyse evidences in improving and developing the advanced practice skills in patient care
- 4.5 Review strength and weakness of the mentee periodically, give support and positive feedbacks, advise on areas for improvement
- 4.6 Encourage mentee to extend and expand his / her professional attributes when opportunities arise
- 4.7 Facilitate the mentee to take up responsibility and exercise professional autonomy in service delivery;
- 4.8 Facilitate and guide the mentee to prepare for Ordinary Membership Examination and Fellowship Exit Assessment.

5. Roles and responsibilities of the Mentee

- 5.1 Take a proactive approach in learning and development
- 5.2 Make full use of learning opportunities during training
- 5.3 Identify areas for observation and feedback
- 5.4 Complete and sign the logbook as stipulated by the training curriculum within the timeframe
- 5.5 Initiate regular meetings with mentor once every 6 months
- 5.6 Maintain up to date learning portfolio
- 5.7 Regular reflective practice

6. Clinical Practicum for Mentee

Associate Member

Mentees should have a minimum of 500 hours of direct bedside care of surgical nursing in accredited training site(s) within a 4 years' time span. The clinical experience can be 50% under mentor guidance i.e. 50-100% guided clinical practice, 0%-50% work placement.

The definition of guided clinical practice refers to the experience in which there is an on-site designated appointed mentor who is an Academy Fellow in current practice.

Guided clinical practice guided by log-book includes:

- Experiential learning with mentor guidance on-site
- Practicum at work/ non-work place with mentor on-site under university programme
- Practicum at work/non-work place with mentor on-site under specialty training programme conducted by recognized institution

If the practicum at workplace in which there is no on-site designated appointed mentor, the experience is recognized as a learning component with explicit learning objectives and evidence of learning assessed by a recognized supervisor / mentor.

Ordinary Member

Mentee is expected to sit for Fellowship exit examination within 3 years after being an Ordinary Member. The clinical experience will be mainly in work placement with Mentor guiding and supervising mentee on hospital based or community based nursing projects such as community health care projects, nursing audit, evidence-based nursing projects and researches. Mentee should discuss and agree with the Mentor how he / she can best achieve his or her learning objective within the set time frame.

Remarks

The College is responsible to vet the experience and qualification gained by the mentee prior to his / her application to sit for the Ordinary Membership Examination or Fellowship Exit Assessment. Any issues relating to the mentee's conduct, work performance, course work, course examination etc. should be referred to the training institution and / or work place supervisor.

Hong Kong College of Surgical Nursing
Recognized Clinical Training Sites
 (as at May 2018)

Hospital Authority (not exhaustive)

Clusters	H K E C				H K W C	K C C			K E C		K W C			N T E C			N T W C	
	P Y N E H	R H	T W H	T W E H	Q M H	Q E H	K W H	H K E H	U C H	T K O H	C M C	P M H	Y C H	P W H	N D H	A H M L N H	T M H	P O H
Surgery	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓			✓	✓
Breast Care	✓		✓			✓	✓		✓			✓	✓		✓			✓
Burn & Plastic					✓	✓	✓							✓			✓	
Cardiothoracic					✓	✓								✓				
Colorectal																		
Ear Nose & Throat	✓		✓		✓	✓			✓	✓			✓	✓		✓	✓	
Gynaecology	✓				✓	✓	✓		✓			✓		✓			✓	
Head & Neck					✓		✓											
Hepatobiliary & Pancreas	✓				✓	✓	✓					✓		✓			✓	
Neurosurgery	✓				✓	✓	✓					✓		✓			✓	
Ophthalmology	✓			✓	✓	✓		✓	✓		✓			✓		✓	✓	
Organ Donation																		
Stoma & Wound	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓		✓	
Urology	✓		✓		✓	✓	✓		✓	✓		✓		✓	✓		✓	
Vascular																		

Abbreviations:

AHMLNH	Alice Ho Miu Ling Nethersole Hospital	CMC	Caritas Medical Centre
HKEC	Hong Kong Easter Cluster	HKWC	Hong Kong West Cluster
HKEH	Hong Kong Eye Hospital	KEC	Kowloon East Cluster
KWC	Kowloon West Cluster	NDH	North District Hospital
NTEC	New Territories East Cluster	NTWC	New Territories West Cluster
PMH	Prince Margaret Hospital	POH	Pok Oi Hospital
PWH	Prince of Wales Hospital	QMH	Queen Mary Hospital
PYNEH	Pamela Youde Nethersole Eastern Hospital	RH	Ruttonjee Hospital
TKOH	Tseung Kwan O Hospital	TMH	Tuen Mun Hospital
TWH	Tung Wah Hospital	UCH	United Christian Hospital
YCH	Yan Chai Hospital		

Hong Kong College of Surgical Nursing
Recognized Clinical Training Sites
(as at June 2018)

Private Hospital (not exhaustive)

Hospitals Specialties	H K A H (SR)	H K B H	H K S H										
Surgery	✓	✓	✓										
Breast Care													
Burn & Plastic													
Cardiothoracic													
Colorectal													
Ear Nose & Throat													
Gynaecology													
Head & Neck													
Hepatobiliary & Pancreas													
Neurosurgery													
Ophthalmology		✓	✓										
Organ Donation													
Stoma & Wound		✓	✓										
Urology													
Vascular													

Abbreviations:

HKAH Hong Kong Adventist Hospital – Stubbs Road
HKBH Hong Kong Baptist Hospital
HKSH Hong Kong Sanatorium & Hospital

Hong Kong College of Surgical Nursing
Application to be a Clinical Mentor in HKCSN

I would like to apply to be a Clinical Mentor in the College of Surgical Nursing in

(1) _____ (Specialty) (2) _____ (Specialty)

 *Associate Member / Ordinary Member

 *Associate Member / Ordinary Member

*Circle as appropriate

Name: _____

Gender: **Female** **Male**

Rank: _____

**Dept. /
Institution:** _____

Contact: **Mobile** _____

Personal Email: _____

**HKAN Fellow
Membership No.:** _____

Specialty: _____

Date: _____

Signature: _____

#If you are not a HKAN Fellow, please submit your curriculum vitae with this application form for consideration.

Recommended and supported by (active HKCSN Fellow)

Name: _____ **HKAN Fellow
Membership No.:** _____

**Position /
Institution:** _____ **Email Address:** _____

FOR OFFICAL USE

By Administration and Registration Committee

Checked & approved

Not approved, reason(s) _____

1) Panel Member Signature: _____ Date: _____

Name: _____

2) Panel Member Signature: _____ Date: _____

Name: _____

Please send this form with your curriculum vitae (if applicable) to:
Hong Kong College of Surgical Nursing
LG1, School of Nursing,
Lai Chi Kok,
Kowloon, Hong Kong