

# **Hong Kong College of**

**Education and Research in Nursing**

**Education and/or Research Logbook for FM Application (2023 cohort)**

## **Name of Candidate:**

**Working Institute:**

**Training period:** From to

**Applying for Membership of:** Education **OR** Research **OR** Education and Research

**Part I**

**Experience Work**

**(16/12/2016 – 15/12/2023)**

**Eligibility Requirements:**

All applicants must:

* Be a registered nurse in education and/or research areas for at least an accumulative 5 years and in nursing care or nursing education in the most recent 7 years uninterruptedly.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Most Recent 7 Years** | **Months** | **Position** | **Working Institution** **/** **Hospital** | **FT/PT****(hours /wk)** | **Education/ Research** | **Official Use** |
| **e.g.** | 16/12/2016-15/6/201716/6/2017-15/12/2017 | 66 | Lecturer instructor | XXX UniversityXXX University | FTPT (9hrs/wk) | EducationEducation |  |
| **e.g.**  | 16/12/2017-15/12/2018 | 12 | Lecturer  | YYY university | FT | Education  |  |
| 1 |  |  |  |   |   |  |   |
| 2 |  |   |   |   |   |  |   |
| 3 |  |   |   |   |   |  |   |
| 4 |  |   |   |   |   |  |   |
| 5 |  |   |   |   |   |  |   |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
|   | Subtotal |  | (working in Education/Research area) |  |
|  | Grand Total |  |  |

|  |  |
| --- | --- |
| *Please 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** |
| ***Examples:****Management & Leadership in Education & Research**Teaching Methodology* |  | *Theory and knowledge of advanced nursing practice**Motivating students to learn in a modern classroom* | *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.**This topic includes motivation in learning and teaching based on diversity of students* | *NUR 1122**Master of Science Degree in Nursing / Health Care (2018) in Appendix A**NUR 1212 Doctor of Nursing (2017) in Appendix B**Specialty course* *(2018) ) in Appendix C* | *39**4**4* |
| 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 |  |
| 1. **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. For Fellow Member, completed **additional 250 hours** of guided clinical practice.

### 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** |
|  |  |  |  |  | During OM: |
|  |  |  |  |  | After OM:  |
|  |  |  |  |  |  |
| **Domain 2: Facilitate student/ learner development and socialization** |
|  |  |  |  |  | During OM: |
|  |  |  |  |  | After OM:  |
|  |  |  |  |  |  |
| **Domain 3: Demonstrate effective leadership and team work** |
|  |  |  |  |  | During OM: |
|  |  |  |  |  | After OM:  |
|  |  |  |  |  |  |
| **Domain 4: Enhancing quality assurance and improvement and education**  |
|  |  |  |  |  | During OM: |
|  |  |  |  |  | After OM:  |
|  |  |  |  |  |  |
| **Domain 5: Managing and negotiating innovative and effective approaches to education** |
|  |  |  |  |  | During OM: |
|  |  |  |  |  | After OM:  |
|  |  |  |  |  |  |
| **Domain 6: Enhancing professional attributes of educators** |
|  |  |  |  |  | During OM: |
|  |  |  |  |  | After OM:  |
|  |  |  |  |  |  |
| **Domain 7: Enhancing personal attributes of educators**  |
|  |  |  |  |  | During OM: |
|  |  |  |  |  | After OM:  |
|  |  |  |  |  |  |
|  |  |  | **During OM Total** **(at least 250 hrs)** |  |
|  |  |  | **After OM Total** **(additional 250 hrs)** |  |
|  |  |  | **Total (≥500 hrs)** |  |

Guided Practice Assessment Record

Name of Candidate:

Training Institute:

Mentoring period: From to

### TO BE COMPLETED BY CANDIDATE FOR EDUCATION SPEAILITY (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 PeriodFormative: from\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Summative: from\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Overall ScoreFormative: \_\_\_\_\_\_\_\_% ( /28 x 100%)Summative: \_\_\_\_\_\_\_\_% ( /28 x 100%) |
| Result of AssessmentFormative: Pass / FailSummative\*: 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:*(Formative) (Summative)*  | Signature of Candidate:*(Formative) (Summative)*  |
| Date: Date: | Date: 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** |
| ***Examples:****Advanced in Research Design**Writing a Research Proposal*  |  | *Theory and knowledge of advanced research* *How to write a successful research proposal.* | *The topic includes design of qualitative and /or qualitative research* *This topic includes do’s and don’ts in writing a research proposal*  | *Master of Science Degree in Nursing / Health Care (2018)**Doctor of Nursing (2017)**Specialty course* *(2018)* | *60**10* |
| 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 Research Findings  | 30 |  |  |  |  |
|  | Subtotal |  |
| 1. **Advanced Practice Core (167 hours)**
 |  |
| Introduction to Research  | 47 |  |  |  |  |
| Writing a Research/EBP Proposal | 60 |  |  |  |  |
| Strategies & Methods for Disseminating Research Finding | 60 |  |  |  |  |
|  | Subtotal |  |
| 1. **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)***

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\*)

### 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

### 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

### 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 PeriodFormative: from\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Summative: from\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Overall ScoreFormative: \_\_\_\_\_\_\_\_% ( /28 x 100%)Summative: \_\_\_\_\_\_\_\_% ( /28 x 100%) |
| Result of AssessmentFormative: Pass / FailSummative\*: 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:*(Formative) (Summative)*  | Signature of Candidate:*(Formative) (Summative)*  |
| Date: Date: | Date: 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.