Course Memorandum 2023

A. Course Fees

- Member price per course: HK$2,200 or non-member price per course: $2,600

B. Course Handout

1. The copyright of the handouts is reserved by the respective speaker.
2. The handouts will be available for downloading at https://app.glueup.com/event/certificate-course-on-basic-infection-control-for-nurses-2023-82304/. Details will be emailed to the course participants before the course starts.

B. Attendance

- Course participants have to sign in for attendance of each talk at or before 6:20 pm.

C. Course Assessment: Multiple Choice Questions(MCQ)

- Only those who have attendance >80% are eligible to sit for the assessment scheduled on **23 November 2023**

D. Certificate:

1. An electronic certificate will be sent by email if either is achieved
   a. Certificate of attendance will be issued if attendance >80%; or
   b. Certificate of achievement will be issued if attendance >80% **AND** passing the MCQ.
2. If the certificate does not reach you by the end of February 2024, please email to hkicna.hkicna@gmail.com.
3. Re-issuing electronic certificate (copy) only for those certificates issued within 3 years and a management fee of $400 will be charged.

E. Scholarship

- A scholarship of $ 1,000 will be awarded to the top one of the course assessment.

F. Typhoon no. 8 / Black Rain Warning

1. When Typhoon no.8 / Black Rain Warning is issued by Hong Kong Observatory, the talk will be cancelled.
2. The cancelled talk will be re-arranged and the details will be announced in the coming session.
3. The talk will be continued if the Typhoon no.8 / Back Rain Warning is lowered or cancelled at or before 4 pm.

G. Course Evaluation / Enquiries

1. Please enter the course evaluation form and return to HKICNA.
2. For enquiries, please contact HKICNA via site manager or email at hkinca.hkicna@gmail.com