



香港危重病學護士協會  
**Hong Kong Association of Critical Care Nurses**

# 20 Nursing 22 English Writing Course



In Hong Kong, as related to hospital managerial and administration issues, precise and accurate documentation in English is currently in used and applied. It is therefore, we nurses should master the high skills of legible English writing which is essential and significant in our daily practice of nursing in hospitals.

### Course Objective

To enhance nursing career development in management, this course will serve the purpose of improving competency in writing skills, especially in English.

### Teaching Contents:

| Lesson | Date & Time                                  |  | Topics   |
|--------|--|--|--|
|        | Class 1<br>(Every Thursday)<br>(18:00-21:00) | Class 2<br>(Every Monday)<br>(18:00-21:00) |  |
| 1      | 16/6   | 17/10                                      | <ul style="list-style-type: none"> <li>✓ Self introduction (CV) for post applied</li> <li>✓ Annual Working Report / Action Plan for ward/department</li> </ul> |
| 2      | 23/6   | 24/10                                      | <ul style="list-style-type: none"> <li>✓ Medical Incident report</li> <li>✓ Replying complain from patient / relative / staff</li> </ul>                       |
| 3      | 30/6   | 31/10                                      | <ul style="list-style-type: none"> <li>✓ Staff annual SDR</li> <li>✓ Recommendation letter for staff applied for promotion</li> </ul>                          |

Target participants: Senior RN or above rank nurses  
 Class Capacity: 20  
 Speaker: Mr. Peter TSANG ( Ex. DOM, Hospital Authority & Nurse Educator)  
 Language medium: English and Cantonese  
 Venue: HKACCN office. Room 501, 5/F, Great Smart Tower, 230 Wan Chai Road, H.K.  
 Award: Certificate of Achievement will be rewarded to participants who have attended at least 80% of the lectures (CNE: 9 points)  
 Course Fee: HK \$1,000 (member), HK\$ 1,300 (non-member)

### Application and Payment

1. Please complete online registration form. Office administrator will confirm the application in two working days with payment details provided. **OR**
2. Please mail completed application form to the address below together with a crossed cheque payable to “Hong Kong Association of Critical Care Nurses Limited”. Office administrator will confirm the application in two working days after we have received your application form.

**HKACCN:** Rm 501, 5/F, Great Smart Tower, 230 Wan Chai Road, Hong Kong  
 Tel: 2861 2972 WhatsApp: 6894 5051 Fax: 2861 2784  
 Website: [www.hkaccn.org](http://www.hkaccn.org) E-mail: [hkaccn@hotmail.com.hk](mailto:hkaccn@hotmail.com.hk)

The course may be changed to zoom according to COVID-19 situation. Please contact us for any enquiries.