



HONG KONG SOCIETY FOR NURSING EDUCATION LIMITED

P.O. Box 98898, Tsim Sha Tsui Post Office, Kowloon, Hong Kong

<http://www.hksne.org.hk>

Tracheostomy: knowledge and care for nurses

Objectives:

1. to identify the indications of tracheostomy, its complications & risks;
2. to differentiate between tracheostomy & laryngectomy;
3. to outline medical treatment for tracheostomy;
4. to describe different types of tracheostomy tube;
5. to understand pre-operative & post-operative preparation and related nursing care;
6. to recognize tracheostomy emergencies and management; and
7. to discuss nursing care of tracheostomy wound

Speakers: Dr. Chong Hou Ming
Mr. Cheung Man Fai

Dr. Chong Hou Ming is the Chief-of-Service of Ear Nose Throat Department in Queen Elizabeth Hospital. His special interest includes head and neck surgery and endoscopic skull base surgery. He is the fellow of Hong Kong Academy of Medicine (Otorhinolaryngology), Hong Kong College of Otorhinolaryngologists, Royal College of Edingburgh (Otorhinolaryngology), and Royal College of Physicians and Surgeons of Glasgow.

Mr. Cheung Man Fai is the Ward Manager of Ear Nose Throat Department in Queen Elizabeth Hospital. With over 20 years of work experience in ENT unit, he has extensive knowledge of ENT nursing care. He is the fellow member in ENT specialty of Hong Kong Academy of Nursing, and is currently the mentor of PRCC ENT nursing specialty.

Date & Time: 12 December 2015 (Saturday), 9:00 am – 1:00pm

Venue: Classroom AG101, The Hong Kong Polytechnic University

Fee: HK\$400 for Associate/ Full Members; HK\$200 for Affiliated Members;
HK\$800 for Non-Members

Language media: English & Cantonese

Award: Attendance Certificate with 100% attendance (CNE/PEM points: 4)

Registration: Please send the Registration Form with a crossed cheque (payable to the “Hong Kong Society for Nursing Education Ltd.”) to PO Box 98898, Tsim Sha Tsui Post Office, Kowloon by **28 November 2015**. Confirmation will be made by emails. **Please note that the course will be run subject to the minimum required number of applicants. For withdrawal, 10% of fees paid will be charged before deadline of application. No refund of payment will be made after the deadline.**

Enquiry: Mobile: Ms. Phoenix Ng 94737983; Ms. Emily Li 62839710;
Email: info@hksne.org.hk

Course Attendance Regulations

The following are policies regarding attendance to all courses organized by the Hong Kong Society for Nursing Education Ltd. Participants of courses will be awarded an attendance certificate for observing these rules appropriately.

1. Attendance certificate will be granted to participants who have 100% attendance (for courses with 4 sessions or less) and 80% or above attendance (for courses with 5 sessions or more); and
2. Late arrival of 30 minutes or more for a session does not account for attendance of that session.

Typhoon and Rainstorm Warning Arrangements

When the Hong Kong Observatory announces during the time/period specified that Typhoon Signal No. 8 or above/ Black Rainstorm Warning is likely to be hoisted within the next two hours **OR** when the signal is hoisted during the period:

From 4:30 p.m.: All classes commencing from 4:30 p.m. onward will be cancelled.

Schedule for a make-up class will be announced shortly.

When the Hong Kong Observatory announces during the time/period specified that Typhoon Signal No.8 or above / Black Rainstorm Warning is lowered:

Before or at 4:30 p.m.: All classes commencing from 6:30 p.m. will be held as scheduled unless otherwise announced by the Society.

Thank you for your attention. The Hong Kong Society of Nursing Education Ltd reserves the final right of making the decision regarding course attendance. We wish you an enjoyable and fruitful learning experience with the course you attend.

HKSNE Course/Activity Registration Form

Name of Course/Activity: Tracheostomy: knowledge and care for nurses

Date of Course/Activity: 12 December 2015, 09:00-13:00

Name: (Chinese) _____ (English) _____

Membership status: Associate/Full Member Affiliated Member Non-Member*
(If you would like to register as a member, please use a separate cheque for your membership registration)

Contact number: (mobile) _____ (office) _____

Email: _____

Institute: _____ Unit: _____ Position: _____

Enclosed Cheque:

Bank: _____ Cheque no.: _____ Amount: HKD _____

Remarks:

Date:

Signature:

*Please tick the box if you do not wish to receive our news in the future via emails