**Chapter A2 – Human Resources Management**

1. **Medical Staff**
   1. Number of resident medical staff

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Establishment**  **(a)** | **Full time**  **(b)** | **Part-time**  **(c)** | **Vacancy**  **(a-b-c)** |
| Resident medical practitioners |  |  |  |  |
| Resident dentists |  |  |  |  |
| Others, please specify: |  |  |  |  |

* 1. Number of visiting medical staff with admission privilege

|  |  |  |
| --- | --- | --- |
|  | **Medical Practitioners** | **Dentists** |
| 1. Total number with admission privilege |  |  |

* 1. Arrangement of medical staff

|  |  |
| --- | --- |
| 1. There is at least one registered medical practitioner resident in the hospital at all times | Choose an item. |
| 1. There is a roster for medical practitioners to deal with emergencies. The roster is devised in such a manner so as to avoid the same medical practitioner being put on duty for a prolonged period without replacement or backup | Choose an item. |
| 1. Where the patient requests a specialist to provide the service, the medical staff providing the service is one whose name has been included in the Specialist Register of the Medical Council of Hong Kong or the Dental Council of Hong Kong respectively, or equivalent | Choose an item. |

1. **Other Healthcare / Supplementary Medical Professional Staff**

|  | **Establishment**  **(a)** | **Full time**  **(b)** | **Part-time**  **(c)** | **Vacancy**  **(a-b-c)** |
| --- | --- | --- | --- | --- |
| Chinese Medicine Practitioner |  |  |  |  |
| Clinical Psychologist |  |  |  |  |
| Dental Hygienist |  |  |  |  |
| Dietitian |  |  |  |  |
| Medical Laboratory Technologist |  |  |  |  |
| Occupational Therapist |  |  |  |  |
| Optometrist |  |  |  |  |
| Pharmacist |  |  |  |  |
| Physiotherapist |  |  |  |  |
| Radiographer |  |  |  |  |
| Speech Therapist |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total** |  |  |  |  |

1. **Medical Practitioners and Healthcare Professionals with Admission / Practising Privileges**

|  |  |
| --- | --- |
| 1. There is a mechanism : |  |
| 1. to vet their fitness in terms of qualifications, experience and training | Choose an item. |
| 1. to check the identification / medico-legal protection | Choose an item. |
| 1. to monitor their performance | Choose an item. |
| 1. to update them of current requirements of the hospital | Choose an item. |
| 1. to cancel their admission privileges if they are not fit or   where the services provided are not of quality or that their performance violates the relevant codes of professional practice or that they have not complied with requirements of the hospital | Choose an item. |
| 1. for staff to report to the Chief Medical Executive on   irregular or unsatisfactory performance of medical  practitioners and healthcare professionals | Choose an item. |
| 1. Prior approval is obtained from the Medical Advisory Committee for those who wish to carry out new procedures, techniques or treatment modalities | Choose an item. |
| 1. A personal record is kept for each medical practitioners and healthcare professionals | Choose an item. |
| 1. There is a written agreement with medical practitioners and healthcare professionals setting out the details of practising privileges and his / her consent to comply with the rules and regulations of the hospital. Such agreement is renewed on a regular basis. | Choose an item. |
| 1. Medical practitioners and healthcare professionals are required to place a copy of all clinical notes relating to the period of stay in the hospital in the patient’s medical record | Choose an item. |
| 1. Medical practitioners and healthcare professionals are required to respond to complaints raised against their performance | Choose an item. |
| 1. The communication arrangements of medical practitioners and healthcare professionals are documented and updated where appropriate | Choose an item. |

1. **Nursing Staff** 
   1. Information of Nurse-in-charge

|  |  |
| --- | --- |
| Name in English |  |
| Name in Chinese |  |
| Qualification |  |
| Experience in nursing administration |  |
| Tel. |  |
| Fax |  |
| Email |  |

* 1. Information of Deputising Nurse-in-charge

|  |  |
| --- | --- |
| Name in English |  |
| Name in Chinese |  |
| Qualification |  |
| Experience in nursing administration |  |
| Tel. |  |
| Fax |  |
| Email |  |

* 1. Number of Registered Nurses registered with Nursing Council of Hong Kong and possesses a valid practicing certificate, including Registered Nurses with midwifery qualifications registered with Midwives Council of Hong Kong and possesses a valid practicing certificate

| **Rank** | **Establishment**  **(a)** | **Full time**  **(b)** | **Part-time**  **(c)** | **Vacancy**  **(a-b-c)** |
| --- | --- | --- | --- | --- |
| Nursing Officer and above  (without midwifery Qualifications) |  |  |  |  |
| Nursing Officer and above  (with midwifery Qualifications) |  |  |  |  |
| Registered Nurse  (without midwifery Qualifications) |  |  |  |  |
| Registered Nurse  (with midwifery Qualifications) |  |  |  |  |

* 1. Number of Enrolled Nurses enrolled with Nursing Council of Hong Kong and possesses a valid practicing certificate

|  | **Establishment**  **(a)** | **Full time**  **(b)** | **Part-time**  **(c)** | **Vacancy**  **(a-b-c)** |
| --- | --- | --- | --- | --- |
| Enrolled Nurse |  |  |  |  |

* 1. Number of Registered Midwives registered with Midwives Council of Hong Kong and possesses a valid practicing certificate (excluding registered nurses with midwifery qualifications)

|  | **Establishment**  **(a)** | **Full time**  **(b)** | **Part-time**  **(c)** | **Vacancy**  **(a-b-c)** |
| --- | --- | --- | --- | --- |
| Registered Midwife |  |  |  |  |

* 1. Part-time nurses

|  |  |
| --- | --- |
| 1. There is employment of part-time nurses in the hospital   *(If no, please choose “NA” for items (b) to (f))* | Choose an item. |
| 1. Scope of nursing practice performed by part-time nurses: | |
| 1. Source of part-time nurses | |
| * List of nurses maintained by the Hospital | Choose an item. |
| * External agency | Choose an item. |
| * Other, please specify: | Choose an item. |
| 1. There is mechanism to verify that those part-time nurse have valid practising certificates | Choose an item. |
| 1. There is mechanism to supervise and monitor part-time nurses’ performance | Choose an item. |
| 1. All part-time nurses have effective induction | Choose an item. |

* 1. Other requirements

|  |  |
| --- | --- |
| 1. Where a registered nurse with relevant training is required to be available as the duty nurse-in-charge of a service, there is another registered nurse with relevant training who is authorized to act for him / her in his / her absence | Choose an item. |
| 1. There is a routine relieving mechanism and an emergency staff mobilisation plan in place to ensure adequate nursing manpower at all times and whenever necessary | Choose an item. |

1. **Supporting Care Staff**
   1. Number of other care workers

|  | **Establishment**  **(a)** | **Full time**  **(b)** | **Part-time**  **(c)** | **Vacancy**  **(a-b-c)** |
| --- | --- | --- | --- | --- |
| Health Worker (HW) |  |  |  |  |
| Health Care Assistants (HCA) |  |  |  |  |
| Nurse Aide (NA) |  |  |  |  |
| Ward Aide (WA) |  |  |  |  |
| Clinic Aide (CA) |  |  |  |  |
| Operating Theatre Assistant (OTA) |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total** |  |  |  |  |

* 1. Other requirements

|  |  |
| --- | --- |
| 1. All supporting care staff have undergone the relevant training and being assessed to be competent for undertaking their duties | Choose an item. |
| 1. They work under the supervision of nurses or other healthcare professionals | Choose an item. |
| 1. Policies and procedures that are relevant to their areas of work are presented in a form that they can understand | Choose an item. |

1. **Agency Staff**

*(Please choose “NA” for items (a) to (f) if no agency staff is allowed in the hospital)*

|  |  |
| --- | --- |
| 1. All agency staff have an appropriate induction to the hospital and be made aware of current policies and procedures of the hospital | Choose an item. |
| 1. The hospital vets the qualification of agency staff if they are employed at the request of the patient or his / her family as professional staff | Choose an item. |
| 1. The performance of the agency staff is monitored | Choose an item. |
| 1. The staff of the hospital do not influence the patients or their family in employing agency staff | Choose an item. |
| 1. Where a patient or his / her family wishes to employ agency staff, there is written information made available to them on the qualifications and charges of different types of agency staff | Choose an item. |
| 1. The patients or his / her family are informed of the responsibilities of agency staff, the relationship of the agency staff with the hospital and the legal liability in case of medical incidents arising from the performance of the agency staff concerned | Choose an item. |

1. **General Requirements**

|  |  |
| --- | --- |
| 1. There is a regular checking mechanism on registration status / practising certificate of registrable professional personnel | Choose an item. |
| 1. Every person working in the hospital receive appropriate training and supervision | Choose an item. |
| 1. Every person working in the hospital has received effective induction | Choose an item. |
| 1. Every person working in the hospital is regularly appraised on his / her performance | Choose an item. |
| 1. Every person working in the hospital is conversant with policies and procedures relevant to his / her duties | Choose an item. |
| 1. All staff involved in clinical care are appropriately trained including training in the use of any medical equipment and in assisting in medical procedures | Choose an item. |
| 1. There is a written and dated job description for different ranks and grades of staff. There is also a clearly defined organisation chart so that the staff are aware of their responsibilities to facilitate team work | Choose an item. |
| 1. A record is kept for each employee with name and identifier of the person, details of his / her position and duties, date of employment and change in working locations, details of professional qualifications and valid registration with relevant professional regulatory body, and record and / or valid certificate of all training and educational activities | Choose an item. |
| 1. All clinical staff are required by the hospital to abide by relevant codes of professional practice | Choose an item. |
| 1. A record of duty roster is kept for all services / wards | Choose an item. |

1. **Health and Safety of Staff**

|  |  |
| --- | --- |
| 1. The Occupational Safety and Health Ordinance (Cap 509) is complied with to safeguard the health and safety of staff | Choose an item. |
| 1. A report and record on the accidents of staff on duty are kept | Choose an item. |

1. **Staff Development and Education**

|  |  |
| --- | --- |
| 1. There is a job orientation programme to introduce the relevant aspects of the hospital service to new staff | Choose an item. |
| 1. The orientation programme includes: |  |
| 1. information about the philosophy and objectives of the hospital and of each department / unit | Choose an item. |
| 1. information about the relationship between each department / unit and the hospital | Choose an item. |
| 1. duties and functions, lines of authority, areas of responsibility and methods of obtaining appropriate resources | Choose an item. |
| 1. methods for evaluating the service provided as well as the performance of staff | Choose an item. |
| 1. Orientation programmes are conducted for services / specialties which demand special awareness of technology or safety | Choose an item. |
| 1. Opportunities are provided for staff to receive on-the-job training, in-service education and continuing education where appropriate | Choose an item. |
| 1. There are current operation manuals and clinical guidelines easily accessible and available to staff for their reference | Choose an item. |