

The Midwives Council of Hong Kong
Application for Recognition as an Advanced Practice Midwife
under the Voluntary Scheme on Advancement on Midwifery Practice
Notes to Employers

Eligibility

A currently employed **registered midwife (“RM”)** in Hong Kong meeting the following criteria should be eligible to apply for recognition as an advanced practice midwife (“APM”) with the Midwives Council of Hong Kong (“the Council”):

- (a) has obtained a Master degree in midwifery; **or**
- (b) has obtained a Master degree in health related stream AND completed a total of 60 hours of the specialised midwifery courses as recognised by the Council Note 1; **or**
- (c) is a Fellow of the Hong Kong Academy of Nursing (“HKAN”) in the specialty of Midwifery who was admitted in 2012, 2013 or 2014; or is a Fellow of the HKAN in the specialty of Midwifery who has obtained a Master degree in health related stream; **AND**
- (d) possessed six years of **full time post-registration experience in midwifery practice immediately prior to his/her application.**

Vetting Procedures

1. Upon the receipt of an application, an authorised person appointed by the current employer should complete Part B on page 3 of the application form and certify the corresponding photocopy of each required document provided by the applicant accompanying his/her duly completed application form with a stamp containing the following information:
 - 1.1 signature of the authorised person and date marked under “Original Seen” / “Certified True Copy” or any wording with equivalent meaning; and
 - 1.2 full name and position in block letters of the authorised person.
2. Please assess whether the applicant concerned could apply for recognition as an APM by meeting the eligibility criteria (a), (b) or (c), and (d).
 - 2.1 To ascertain the eligibility of the applicant by criterion (a), please refer to the information as indicated in Part A(i) on page 1 of the application form, as well as the corresponding documentary proof(s), and check if the programme concerned is on the List of Master Programmes in Midwifery Note 2.

Note 1: Specialised midwifery courses should be provided by accredited Post-registration Education in Midwifery (“PEM”) providers in Hong Kong, local / non-local universities and/or international certification bodies as recognised by the Council. The providers should conduct assessments on the completion of the specialised midwifery courses and the duration of each course should be at least 6 hours or above. For e-learning programmes (i.e. self-study programmes), the number of study hours to be counted for each self-study programme is capped at 30 hours. The List of Specialised Midwifery Courses, detailing the number of study hours of each self-study programme, will be uploaded onto the website of the Council for reference. It is subject to regular review and update.

Note 2: The List of Master Programmes in Midwifery and the List of Master Programmes in Health Related Stream have been compiled with reference to courses recognised as attaining Level 6 of the Hong Kong Qualifications Framework. They are subject to regular review and update. The updated lists will be uploaded onto the website of the Council for reference.

- 2.2 To ascertain the eligibility of the applicant by criterion (b), please refer to the information as indicated in Part A(i) on page 1 and Part A(iii) on page 2 of the application form, as well as the corresponding documentary proofs, and check if the programme concerned is on the List of Master Programmes in Health Related Stream **Note 2** and whether he/she completed a total of 60 hours of the specialised midwifery courses which are on the List of Specialised Midwifery Courses **Note 1**. Please be reminded that the number of study hours to be counted for each self-study programme is capped at 30 hours.
- 2.3 To ascertain the eligibility of the applicant by criterion (c), please refer to the information as indicated in Parts A(i) and A(ii) on page 1 of the application form, as well as the relevant documentary proof(s) such as the diploma of fellowship issued by the HKAN, and check if the programme concerned is on the List of Master Programmes in Health Related Stream **Note 2** (if applicable) and whether he/she is on the List of Fellow Members at the following hyperlink-
www.hkan.hk/main/en/membership/member-types/fellow-members/fellow-member-of-hong-kong-college-of-midwives/list.
- 2.4 To ascertain the fulfilment of criterion (d), the full time post-registration experience of the applicant in midwifery practice as indicated in Part A(iv) on page 2 of the application form with previous (if applicable) and current employer(s) should all be considered. Please refer to either of the following:
- 2.4.1 For applicants who have been RMs currently employed by your company/organisation for less than six years, the applicants should provide documentary proofs **Note 3** from both their previous employer(s) and the current employer, such as employment letter(s)/contract(s), or certification letter(s) certifying that the applicant possessed six years of full time post-registration experience in midwifery practice immediately prior to his/her application; **OR**
- 2.4.2 For applicants who have been RMs currently employed by your company/organisation for six years and/or above, please confirm whether he/she has fulfilled the Council's requirements by certifying his/her duration of full time post-registration experience in midwifery practice immediately prior to the application **Note 3**.
3. Subject to meeting all the requirements for recognition as APMs, employers should send the applications of their current employees whose eligibility can be preliminarily confirmed or ascertained in one lot to the Central Registration Office of the Department of Health with the following documents:
- 3.1 a standardised covering letter **Note 4** signed by the authorised person of your company/organisation confirming the applicants concerned have fulfilled the Council's requirements for recognition and a list of applicants qualified for recognition with their full names in Chinese and English (which must match with the Register of Midwives), registration number, year of registration, academic/professional qualifications, as well as the duration

Note 3: A sample is at **Appendix I**.

Note 4: The standardised covering letter is at **Appendix II**.

of full time post-registration experience in midwifery practice immediately prior to application (in years); and

3.2 One set of the following documents for each applicant:

- 3.2.1 a duly completed application form for recognition as an APM in Hong Kong;
- 3.2.2 an original declaration form on page 4 of the application form completed not more than six months before the application for recognition as an APM;
- 3.2.3 a certified true copy of graduation certificate / transcripts of studies showing that the applicant concerned has obtained a Master degree in Midwifery or a Master degree in health related stream, if applicable;
- 3.2.4 for non-local qualifications which are not included in the List of Master Programmes in Midwifery and the List of Master Programmes in Health Related Stream published on the Council's website, a certified true copy of the qualifications assessment report certifying its master degree level, i.e. Level 6 of the Hong Kong Qualifications Framework, issued by the HKCAAVQ;
- 3.2.5 a certified true copy of proof of completion of a total of 60 hours of the specialised midwifery courses, if applicable;
- 3.2.6 a certified true copy of diploma of fellowship of the HKAN in the specialty of Midwifery, if applicable; and
- 3.2.7 original and/or certified true copy of documentary proof(s) certifying that the applicant possessed six years of full time post-registration experience in midwifery practice immediately prior to his/her application, issued and/or certified by the applicant's employer(s).

- 4. The Central Registration Office will process the applications and liaise with the employers if there is any discrepancy or missing information.
- 5. Upon approval of the applications by the Council, the Central Registration Office will inform the applicants of the result and issue a Certificate of Recognition to each successful applicant through their current employers. The Certificates of Recognition will be valid until the implementation of statutory registration of APMs. The Council will maintain and upload the list of APMs to the website of the Council for public reference.

Enquiries

For enquiries, please contact the Council Secretariat at **(852) 2527 8334** during office hours, or by e-mail at **aa_nm1@dh.gov.hk**.

The office hours of the Council Secretariat are as follows:

Mondays: 9:00 a.m. to 6:00 p.m. (*Lunch Hours: 1:00 p.m. to 2:00 p.m.*)
Tuesdays to Fridays: 9:00 a.m. to 5:45 p.m. (*Lunch Hours: 1:00 p.m. to 2:00 p.m.*)

Closed on Saturdays, Sundays and Public Holidays

To: Central Registration Office, Boards & Councils Office, Department of Health
17/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong

Certification for Experience in Midwifery Practice

This is to certify that _____
(Full name in English and Chinese of the applicant)

has been in the employment of _____
(Name of organisation)

from _____ to _____ serving in midwifery.
(Starting date) (Completion date)

Total number of years of full time post-registration experience of the applicant in midwifery practice
in our organisation is _____ years _____ months.

Official Chop

Signature: _____

Name: _____
(in block letters)

Position: _____

Name of organisation: _____

Date : _____

To: Central Registration Office, Boards & Councils Office, Department of Health
17/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong
(Please mark "Application for Recognition as an Advanced Practice Midwife" in the envelope)

Applications for Recognition as Advanced Practice Midwives

This is to confirm that the registered midwives as listed in Appendix have met all the requirements of the Midwives Council of Hong Kong ("the Council") for recognition as advanced practice midwives, including the requirements of academic / professional qualifications and experience in midwifery practice as required by the Council.

The applications for recognition as advanced practice midwives are submitted on behalf of the applicants. One set of the following documents for each applicant is also enclosed:

- (a) a duly completed application form for recognition as an advanced practice midwife in Hong Kong;
- (b) a **true copy** of graduation certificate / transcripts of studies showing that the applicant concerned has obtained a Master degree in Midwifery, or a Master degree in health related stream, if any, and where applicable, a **true copy** of the qualifications assessment report issued by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications, **certified** by our organisation;
- (c) a **true copy** of proof of completion of a total of 60 hours of the specialised midwifery courses, **certified** by our organisation, if any;
- (d) a **true copy** of diploma of fellowship of the Hong Kong Academy of Nursing ("HKAN") in the specialty of Midwifery **certified** by the HKAN / our organisation, if any;
- (e) **original and/or true copy** of documentary proof(s) certifying that the applicant possessed six years of full time post-registration experience in midwifery practice immediately prior to the application, **issued and/or certified** by the applicant's employer(s); and
- (f) an **original** declaration form completed not more than six months before the application for recognition.

Signature: _____

Name: _____
(in block letters)

Position: _____

Name of organisation: _____

Date : _____

List of Applicants Qualified for Recognition as Advanced Practice Midwives

	Name in English	Name in Chinese	Registration Number	Year of Registration	Academic / Professional Qualifications <small>Note 1</small>	Experience in midwifery practice <small>Note 2</small> (e.g. 7 Y 3 M)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Notes:

- 1) Please fill in either (a), (b) or (c) with reference to the following:
 - (a) the applicant has obtained a Master degree in Midwifery; or
 - (b) the applicant has obtained a Master degree in health related stream AND completed a total of 60 hours of the specialised midwifery courses as recognised by the Council; or
 - (c) the applicant is a fellow of HKAN in the specialty of Midwifery who was admitted in 2012, 2013 or 2014; or is a fellow of the HKAN in the specialty of Midwifery who has obtained a Master degree in health related stream.

- 2) Please fill in the total number of years of full time post-registration experience in midwifery practice of the applicants in the format of “xx Years xx Months” as at the month of application.