The following strategies are being used to evaluate the training / seminar / activity (Program) provided by the Hong Kong Rehab Nursing Society (HKRNS):

# 1. <u>Design of Program</u>

The processes/activities to program design mainly include:

Programs offered by the HKRNS are designed to meet the current needs and demands of the rehabilitation nursing

- The Academic Work Group will review the development and revision of programs; and

- For the development of any new program, the Nurse Planners of the Academic Work Group will discuss and propose any potential lecturers / speakers and presentation mode.

- The new Program

  will be discussed in the Academic Work Group and then brought up to the Council of HKRNS for approval.

- The Academic Work Group will also be responsible for logistic arrangement such as notification and enrolment of participants, preparation of program information sheets, preparation of handouts, presentation material, post-seminar evaluation, and issue of certificates.

# 2. <u>Review of program</u>

- The Academic Work Group will responsible to conduct reviews to each program in line with the HKRNS objectives

- Program review includes:

  - Members' input through course evaluation;
  - Inputs from lecturer / speakers;
  - Inputs from Council members in attendance.

# 3. <u>Quality Assurance Process</u>

- Meeting for nurse planners and lecturers / speakers to discuss teaching & learning issues:

  - Academic Work Group will report regularly to the Council to review, discuss and share views on teaching content and strategies.
  - Role of participant views:

- Course participants' views will be sought to improve the quality of program; and
- Course evaluation will be conducted as a compulsory exercise in the HKRNS.
- Suggestions and feedback will be reported and documented at Council meeting and HKRNS BGM

## 4. Design of Program Participant Assessment

• Academic Work Group will be responsible for determining the individual program assessment content and method; and

• Guideline for marking practices (if applicable) e.g., anonymous marking, inter-rater exercises, etc. will be established by the Academic Work Group for each program.