

香港腎臟基金會
HONG KONG KIDNEY FOUNDATION LIMITED

Kowloon City Dialysis Centre
376-378 Prince Edward Road
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九龍城洗腎中心
九龍太子道 376-378 號一樓



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沙田賽馬會洗腎中心
沙田禾輦邨德和樓 123-130 室

Hong Kong Kidney Foundation Training Fellowship

1. Objective

The Hong Kong Kidney Foundation Fellowship is set up to enable health care personnel involved in care of kidney diseases in Hong Kong to undertake fellowship training in the respective fields in established overseas centres.

2. Financial Arrangement

- (a) **This Fellowship is not funded by any commercial company / companies.**
- (b) The Foundation will set up a separate fund for this purpose.
- (c) Fund raising activities will be launched to establish and develop the fund.
- (d) If the fund has reached a sizeable sum, it is desirable to invite financial group to manage the money to counter the effect of inflation.
- (e) Currently, one fellowship amounts to the range from HKD20,000 to HKD40,000 depending on the length of the training period.
- (f) This will cover traveling expenses (one return air-fare at the most economical rate), living allowance and expenses incurred in attending one conference, if any.

3. Preconditions for Candidates

- (a) Candidates should have contacted one or more overseas renal/urological centres and gained acceptance by their unit chief(s);
- (b) They should provide name of the renal/urological centre and supervisor concerned;
- (c) They should provide letter of acceptance;
- (d) They should explain details of the study to be undertaken in the overseas renal/urological centre.

4. Executive Body

- (a) Members from the Board of the Foundation will be appointed to supervise the operation of the Fellowship.
- (b) This executive body will report to the Board on a regular basis.

5. Selection Board

- (a) The Foundation will form a selection board through invitation.
- (b) This Board is authorized by the Foundation to shortlist, evaluate and select the most suitable candidates for the fellowship.
- (c) An interview is to be arranged for members to meet candidates.

6. Publicity

- (a) Details of the fellowship will be publicized in **July 2018**.
- (b) Professional Development Unit, Human Resource Division of Hospital Authority will assist in publicity through sending circulars to Chiefs of Departments of Medicine and Surgery and Hospital Chief Executives.
- (c) Applicants will get application forms (vide infra) from The Foundation and return completed forms on or before **15th September 2018**.

7. Application Form

The application form should include the following particulars of applicants and relevant information:

- (i) Personal Data
- (ii) Academic and Professional Qualification
- (iii) Working Experience
- (iv) Training Experience
- (v) Academic Achievement
- (vi) Proposed Training Programme
- (vii) Name of Overseas Centre
- (viii) Two References and Supporting Documents

8. Deed of Agreement

The candidates will make a deed setting out acknowledgements and undertakings with the Foundation in respect of the Fellowship Award.

9. Secretarial Support

Administration Manager of Hong Kong Kidney Foundation Ltd will be responsible for collection and dispatching of correspondence, compilation of documents and files, answering of enquiry, liaison with other organizations & other supportive function.

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Guidelines for the Award of Training Fellowship

1. The training fellowship is set up to enable health care personnel involved in renal care in Hong Kong to undertake fellowship training in the respective fields in established overseas centres.
2. A fellowship shall consist of :
 - (a) traveling expenses,
 - (b) living allowance and
 - (c) expenses incurred in attending one conference, if any, at the recommendation of the Unit Chief concerned.
3. For medical and nursing staff applying for the fellowship, they must satisfy certain requirement. (see Attachment I)
4. Recommendation from the Unit Chief supervising the candidates is required.
5. The candidate is expected to agree to return and serve in Hong Kong for a period thrice their study period on completion of the study e.g. 18 months service for 6 months study period. If an extension of the study has been made, 3 additional months of service for each 1 month of extension is required. In the event of default, the candidate is required to return the Fellowship award in full as though it was awarded to him as an interest-free loan.
6. The candidate is required to submit a report on his work done to the Foundation at the completion of his study.
7. Details of the fellowship and the time of application will be publicized by Hong Kong Kidney Foundation Ltd.
8. The successful candidate will be known as a Hong Kong Kidney Foundation Fellow.
9. The candidate is expected to assist the Foundation in serving the local community through participation in public health education and other related activities.

Attachment I

1. Requirement for **medical staff** applying for the fellowship
 - (a) Normally a fellow-in-nephrology or fellow-in urology will spend 6 months studying in an established overseas renal/urology centre. An extension of up to 12 months (total maximum study period is 12 months) can be made on recommendation of the unit chief of the overseas centres concerned and with approval of the chief of the unit in Hong Kong.
 - (b) A candidate in nephrology must already have undergone general professional training in internal medicine in a recognized local medical institution. He must have passed a recognized intermediate examination and already undertaken higher professional training in nephrology in a recognized local renal centre for at least 1 year. This training programme should have been accredited by the Hong Kong College of Physicians.
 - (c) A candidate in urology must have already undergone training in general surgery in a recognized local medical institution. He must have passed a recognized intermediate examination and already undertaken training in urology in a recognized local urology centre for at least one year. This training programme should have been accredited by the Urology Board of the College of Surgeons of Hong Kong.
 - (d) The following supporting documents must be submitted with the application forms :
 - i) Photocopies of medical school transcript.
 - ii) Photocopies of certificate of good standing from Medical Council of Hong Kong.
 - iii) Photocopies of diploma of intermediate examination (e.g. MHKCP or FSCHK or equivalent).
 - iv) Certification from Head of Units for eligibility for study leave.

2. Requirement for a **nursing staff** applying for the fellowship
 - (a) The candidate should be a registered nurse (RN) with at least 3 years post registration experience in which at least 2 years were spent in a renal unit,

OR
 - (b) The candidate should be a nurse educator engaged in teaching renal specialty course.



**Hong Kong Kidney Foundation
Training Fellowship 2018 – 2019
Application Form**

1. Name in English * Mr. _____
Miss _____
Mrs. _____
Dr. _____
(BLOCK LETTERS)

Recent
Photo
(2" x 2.5")

2. Name in Chinese: _____

3. Hong Kong Identity Card No.: _____

4. Nationality: _____

5. Place & Date of Birth: _____

6. Home Address: _____

_____ Telephone: _____

7. Office Address: _____

_____ Telephone: _____

8. E-mail Address: _____

9. Academic and Professional Qualifications

Qualifications	Awarding Institutions	Dates obtained
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

10. Training / Employment (in chronological order)

Posts	Units/Depts. of Institutions	From (month/year)	To (month/year)

11. Academic Achievement / Publications

12. Outline your proposed training programme, indicating the institution involved & period of attendance.

13. Give the name of institution you have applied for admission to and attach a copy of the letter of acceptance.

14. Give particulars of any other scholarships/awards for which you have applied.

15. Indicate your future career plan after completion of the proposed training programme.

16. **Deadline for Application: 15th September 2018**

Please return the application form, duly completed with supporting documents to:
(Application should be submitted with a self-addressed envelop.)

**Hong Kong Kidney Foundation Limited
First Floor, 376 – 378 Prince Edward Road
Kowloon**

17. References & Supporting Documents

(a) Two References – one must be the supervisor

(b) Supporting Documents

(c) **Certification from Chiefs of Service, University Department Heads or other relevant authorities that you are eligible for study leave to undertake the Fellowship Programme.**

Applicant's Signature

Date

Name in print:

18. Please attach supplementary sheet(s) if space provided is insufficient. Clear reference should be made for each supplementary sheet.