The Chinese University of Hong Kong University Health Service

From: Tiffany Chan, UHS To: Head of Departments / Units

Tel No : 3943-6436 Fax No : 3942-0916 Date : 16 April 2021

First-Aid Class (2021)

The University Health Service (UHS) in conjunction with the University Safety Office (USO) and the Hong Kong Red Cross is organising first-aid classes for all interested staff. The successful participants will be awarded with a First Aid Certificate which is valid for 3 years as a qualified first-aider and have to serve as first-aider on campus.

The tuition time including examination is 4.5 days (class: 9am to 5:30pm, exam: 9am to 12nn) and the examination will be held 1 week after the last lesson. It will be in 5 consecutive Tuesdays for Course A and 5 consecutive Wednesdays for Course B. Details are as follows:

Date : 1. Course A :

From 15/6/2021 to 6/7/2021 (Tuesdays) (15/6, 22/6, 29/6 & 6/7)

2. Course B:

From 16/6/2021 to 7/7/2021 (Wednesdays) (16/6, 23/6, 30/6 & 7/7)

Time : 9 am - 1 pm, 2 pm - 5:30 pm

Examination : 1. Course A: 13/7/2021 (Tuesday 9am to 12nn)

2. Course B: 14/7/2021 (Wednesday 9am to 12nn)

The course will be held at LG/F, Function Room of the University Health Centre. The language of instruction is Cantonese. There will be no charges for participants (including course fee, books and course materials). However, the re-examination fee will not be included if participants failed in first-aid examination. Applicants are selected with the following priorities:

- 1. Whether the department / unit is considered to have high-risk operations. (e.g.: sports, chemicals, high voltage electrical appliance, etc.)
- 2. The proportion of first-aiders to the total number of staff in the department / unit.

When the above criteria are fulfilled, applications will be accepted on first-come-first-served basis.

As the places are limited and the costs will not be refunded by the course provider, a deposit of \$200 per applicant (by cheque payable to "The Chinese University of Hong Kong") need to be presented when the application is confirmed successful. The cheque will be cashed if any one of the following situation happens without any prior notice:

- 1. <u>Successfully enrolled candidates fail to show up in the first lesson without notification at least 5 working days in advance.</u>
- 2. Candidates cannot attain an 80% attendance. (i.e.: Absent for more than a half day)
- 3. <u>Candidates absent from the examination.</u>

Would department heads or safety co-ordinators endorse the attached application form which should be sent to Ms Ling Ma, USO before 30 Apr 2021 by internal mail or by fax (Fax no.: 2603 6862). A notification slip with the instruction on payment of deposit will be sent to successful applicants before the course.

Please contact Ms Ling Ma at 3943 7958 for application or Ms Amelia Lam at 3943 0378 for course information. Thank you for the arrangement.

Tiffany Chan Nursing Officer University Health Service To: Ms. Ling Ma

University Safety Office (Fax: 2603 6862)

Application Form for First-Aid Class (2021)

Date:	Class A:	Class A: 15/6, 22/6, 29/6 & 6/7 (Tuesday) 9am – 5:30pm						
	Class B:	16/6, 23/6, 30/6 & 7/7 (Wednesday) 9am – 5:30pm						
Examination:	Class A:	13/7/2021	(Tuesday)	9am – 12nn				
	Class B:	14/7/2021	(Wednesday)	9am – 12nn				
Venue :	Function Roo	om, LG/F, Uni	versity Health C	entre				
Class			:					
Departmen	t / Unit		:	:				
Name in E	nglish (Block I	Letters, as on 1	HKID) :					
Name in Cl	hinese (As on l	HKID)	:	: <u> </u>				
Gender			:					
HKID No			:					
Staff No			:					
Tel No			:					
Email addr	ess							
	by Departmen	at Hand						
nommated	by Departmen	п пеац	÷					
Date			:					

Note: The successful applicant must inform Ms. Ling Ma (3943 7958) or Ms. Amelia Lam (3943 0378) at least 5 working days before the commencement of the first aid course if he/she is unable to participate. Otherwise the cheque of deposit will be cashed. Those who cannot fulfill an 80% attendance or do not show up in the examination will also forfeit the deposit.

The Chinese University of Hong Kong University Health Service

From : Tiffany Chan, UHS To : Head of Departments / Units

Tel No : 3943-6436 Fax No : 3942-0916 Date : 16 April 2021

Refresher First Aid Course and Examination (2021)

The University Health Service (UHS) in conjunction with the University Safety Office (USO) have been organizing first-aid classes for staff for years. The successful participants have been awarded with a First Aid Certificate which is valid for 3 years as a qualified first-aider. The UHS is organizing a refresher course in June this year for those first-aiders whose certificate will be or have been expired less than 6 months recently. If you have staff who meet the above criterion, please advise them to attend the refresher course. This course is jointly organized with the Hong Kong Red Cross. Participants holding the first-aid certificate issued by either the Hong Kong St. John Ambulance or the Hong Kong Red Cross can join this course.

The tuition time including examination is 1.5 days. The details are:

Date : Course A: 18/6/2021 (Friday)

Course B: 2/7/2021 (Friday) Course C: 8/7/2021 (Thursday)

Time : 9am to 5:45pm

Examination : Course A: 25/6/2021 (Friday) 9am – 12nn

Course B: 9/7/2021 (Friday) 9am – 12nn Course C: 15/7/2021 (Thursday) 9am – 12nn

The course will be held at LG/F, Function Room of the University Health Centre. The language of instruction is Cantonese. There will be no charges for participants (including course fee, books and course materials). However, the re-examination fee will not be included if participants failed in first-aid examination.

As the places are limited and the costs will not be refunded by the course provider, a deposit of \$200 per applicant (by cheque payable to "The Chinese University of Hong Kong") need to be presented when the application is confirmed successful. The cheque will be cashed if any one of the following situations happens without any prior notice:

- 1. <u>Successfully enrolled candidates fail to show up in the first lesson without notification at least 5 working days in advance.</u>
- 2. Candidates absent from the examination.

Would department heads or safety coordinators endorse the attached application form which should be sent to Ms Ling Ma, USO before 30 Apr 2021 by internal mail or by fax (Fax no.: 2603 6862). A notification slip with the instruction on payment of deposit will be sent to successful applicants before the course.

Please contact Ms Ling Ma at 3943 7958 for application or Ms Amelia Lam at 3943 0378 for course information. Thank you for the arrangement.

Tiffany Chan Nursing Officer University Health Service To: Ms. Ling Ma

University Safety Office (Fax: 2603 6862)

Application Form for Refresher First-Aid Class (2021)

Date:	Course A: 18/6/2021	(Friday))	9am – 5:45pm	
	Course B: 2/7/2021	(Friday)	9am – 5:45pm	
	Course C: 8/7/2021	(Thursday)		9am – 5:45pm	
Examination:	Course A: 25/6/2021	(Friday)		9am – 12nn	
	Course B: 9/7/2021	(Friday)		9am – 12nn	
	Course C: 15/7/2021	(Thurs	day)	9am – 12nn	
Venue :	Function Room, LG/F, U	Jniversity	Heal	Ith Centre	
Class					
Department / Unit					
Name in Engli	sh (Block Letters, as on I	HKID) :			
Name in Chinese (As on HKID)					
First Aid Certificate Number					
			(Iss	ued by:)
Date of Issuance					
Gender					
HKID No					
IIKID NO		•			
Staff No					
Tel No		:			
Email address					
Eman audiess		•			
Nominated by Department Head					
Date		:			

Note: The successful applicant must inform Ms. Ling Ma (3943 7958) or Ms. Amelia Lam (3943 0378) at least 5 working days before the commencement of the first aid course if he/she is unable to participate. The deposit will be cashed if applicants fail to show up for the first aid course without notification or absent from the examination.

^{**}Please submit a copy of your last First-Aid Certificate with your application form.**