

**The Chinese University of Hong Kong
University Medical Service Office**

From : Tiffany Chan, UMSO To : Head of Departments / Units
Tel No : 3943-6423
Fax No : 3942-0916
Date : 2 May 2025

First-Aid Class (2025)

The University Medical Service Office (UMSO) in conjunction with the University Safety Office (USO) and Hong Kong Red Cross is organizing 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 examinations will be held 1 week after the last lesson. Details are as follows:

Date : 1. Class A: 8/7, 15/7, 22/7 & 29/7 (Tuesday)
2. Class B: 9/7, 16/7, 23/7 & 30/7 (Wednesday)
3. Class C: 10/7, 17/7, 24/7 & 31/7 (Thursday)

Time : 9:00am – 1:00pm; 2:00pm – 5:30pm

Examination : 1. Class A: 5/8 (Tuesday 9am – 12nn)
2. Class B: 6/8 (Wednesday 9am – 12nn)
3. Class C: 7/8 (Thursday 9am – 12nn)

The course will be held at LG/F, Function Room of the University Medical Service Office. The language for 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 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 appliances... etc.)
2. The proportion of first-aiders to the total number of staff in the department / unit.

When the above criteria are fulfilled, applicants 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 situations happens without any prior notice:

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

For enrolment, please see below link:

<https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13700385> (deadline on 23th May 2025)

(Please note that ALL applications will be placed on waiting list pending for internal review upon online submission. Successful applicants will be notified individually by USO on or before 27th May 2025 with confirmation email including details of submission of necessary documentation and cheque.)

Please contact Ms Ruby Wong at 3943 7958 on enrolment or Ms Vicky Tam at 3943 6428 on course information. Thank you for the arrangement.

Tiffany Chan
Nursing Officer In-charge
University Medical Service Office

Cc Dennis Hui, University Safety Office
WK Ho, University Safety Office

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Refresher First Aid Course and Examination (2025)

University Medical Service Office (UMSO) 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 UMSO is organizing refresher courses this year for those first-aiders whose certificate will be or have been expired less than 6 months recently. If you have staff who meets the above issue, please advise them to attend the refresher course. This course is jointly organized with Hong Kong Red Cross. Arrangement has been made for participants either holding the first-aid certificate issued by Hong Kong St. John Ambulance or Hong Kong Red Cross can join the course.

The tuition time including examination is 1.5 days (class: 9:00am to 5:45pm; exam: 9am to 12nn). Details are as follows:

Date : 1. Class A: 11/7 (Friday)
2. Class B: 25/7 (Friday)
Time : 9:00am – 1:00pm; 1:45pm – 5:45pm
Examination : Class A: 18/7/2025 (Friday 9am – 12nn)
Class B: 1/8/2025 (Friday 9am – 12nn)

The course will be held at LG/F, Function Room of the University Medical Service Office. The language for 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 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. Successfully enrolled candidates fail to show up in the first lesson without notification at least 5 working days in advance.
2. Candidates absent from the examination.

For enrolment, please see below link:

<https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13700385> (deadline on 23th May 2025)

(Please note that ALL applications will be placed on waiting list pending for internal review upon online submission. Successful applicants will be notified individually by USO on or before 27th May 2025 with confirmation email including details of submission of necessary documentation and cheque.)

Please contact Ms Ruby Wong at 3943 7958 on application or Ms Vicky Tam at 3943 6428 on course information. Thank you for the arrangement.

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