

主辦：

合作夥伴：



# 診所助護 專業證書課程

## +\*特設實習計劃

學員將獲安排至私家診所參與 18 小時之實習，  
表現理想將有機會獲優越醫療聘用為診所助護



### 84小時雙證書課程

#### 診所助護專業證書 + 注射技巧實務訓練

##### 兼讀制

最新上課日期，請參考最新課程單張  
(逢星期二、四) 19:00-22:00，共22課

##### 注射技巧實務訓練

(逢星期三) 19:00-22:00，共 4 課

**課程費用 \$6200**

\*另報名行政費港幣100元正

### 72小時證書課程

#### 診所助護專業證書

##### 兼讀制

最新上課日期，請參考最新課程單張  
(逢星期二、四)  
19:00-22:00，共18課

**課程費用 \$5200**

\*另報名行政費港幣100元正

**上課地點** 九龍尖沙咀梳士巴利道3號星光行4樓 (港鐵尖沙咀站 / 尖東站L6出口，步行4-6分鐘即達；誠品書店樓上)

**入學要求** 中五程度以上 或 現職診所助護

#### 單元一

##### 西醫診所基本管理運作

- 護理人員及助護的角色
- 醫務所運作程序
- 醫療保險卡

#### 單元二

##### 病人及顧客溝通技巧

- 優質顧客服務
- 與病人溝通及衝突處理技巧
- 壓力處理

#### 單元三

##### 基本病理學及常見疾病護理

- 人體解剖學
- 非傳染病及傳染病護理

#### 單元四

##### 基本護理及生命表徵量度

- 護理概念及生命表徵的量度
- 化驗項目
- 傷口護理及基本感染控制

#### 單元五

##### 藥物學與配藥

- 藥物分類與管制
- 安全配藥程序
- 藥物使用方法
- 藥物輔助標籤及處方常用簡寫

#### 單元六

##### 基本抽血及扶抱技巧

- 抽血技術簡介
- 扶抱及轉移技巧

#### 單元七

##### 基本急救學

- 一般意外的急救技巧

**查詢電話：25755891**

**WhatsApp：96016833**



# 課程報名表格 Course Enrolment Form

請以正楷填寫此表格 Please complete this form in BLOCK LETTERS

請於填寫本報名表前細閱背頁之申請須知 Please read the "Notes for Application" overleaf carefully before completing this form

每個報讀的課程須分別填寫報名表格 Please use separate enrolment form for each course to be enrolled

此表格可自行影印以用申請其他課程 This form can be photocopied for the purpose of enrolling in other courses

## 報讀課程 Course applied for:

課程編號 Course Code	開課日期 Start Date
課程名稱 Course Title	

## 甲部Part A: 個人資料 Personal Particulars

(須與香港身份證上資料相同·供頒發證書及核實身份之用。Must be the same as shown on HKID card.)

中文姓名 \_\_\_\_\_ 英文姓名 \_\_\_\_\_  
Name in Chinese \_\_\_\_\_ Name in English \_\_\_\_\_

香港身份證號碼 \_\_\_\_\_ 出生日期 \_\_\_\_\_ 性別 \_\_\_\_\_  
HKID Card No. \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_

□ 身份證編號 (正 / 副本) \_\_\_\_\_

手電 \_\_\_\_\_ 住宅電話 \_\_\_\_\_ 傳真號碼 \_\_\_\_\_  
Mobile \_\_\_\_\_ Home Tel \_\_\_\_\_ Fax \_\_\_\_\_

電郵地址 \_\_\_\_\_  
E-mail Address \_\_\_\_\_

通訊地址 \_\_\_\_\_  
Correspondence Address \_\_\_\_\_

最高教育程度 \_\_\_\_\_ 學校 \_\_\_\_\_ 畢業年份 \_\_\_\_\_  
Highest Achieved Education Level \_\_\_\_\_ School \_\_\_\_\_ Year of leaving \_\_\_\_\_

現職公司 \_\_\_\_\_ 職位 \_\_\_\_\_ 辦事處電話 \_\_\_\_\_  
Working Company \_\_\_\_\_ Position \_\_\_\_\_ Office Telephone \_\_\_\_\_

公司地址 \_\_\_\_\_  
Office Address \_\_\_\_\_

緊急事故聯絡人 \_\_\_\_\_ 關係 \_\_\_\_\_ 電話 \_\_\_\_\_  
Emergency Contact Person \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

你從何得知本學院的課程資料? How did you receive the course information?

朋友 Friends  網頁廣告 Website  百本雜誌 BamBoOs! Life  
 Facebook  報章廣告 Newspaper  百本通訊 Bamboos Email  其他 Others \_\_\_\_\_

## 乙部Part B: 繳費方法 Methods of Payment (詳情請參閱背頁 Please see overleaf of details)

現金 Cash / EPS · 已繳金額 Amount: 港幣 HKD \_\_\_\_\_ 或 EPS 參考編號 Ref no: \_\_\_\_\_

支票號碼 Cheque No.: \_\_\_\_\_ · 金額 Amount: 港幣 HKD \_\_\_\_\_

銀行轉賬 (須附上銀行入數紙) Bank Transfer (Please attach the bank slips) ·  
轉賬日期 Date of Transfer: \_\_\_\_\_ · 金額 Amount: 港幣 HKD \_\_\_\_\_

學費優惠金額 \_\_\_\_\_ (  舊生報讀  舊生推薦  保健員課程轉報讀統一課程 )

## 丙部Part C: 聲明 Declaration

- 本人聲明此報名表格及隨附文件所載的資料·依本人所知均屬完整真確·資料如有失實·可被取消資格·並可能負上法律責任。  
I declare that all information provided in this enrolment form and the attached documents are the best of my knowledge, accurate and complete. Any false or misleading information therein shall lead to disqualification of my application for admission.
- 本人願意遵守 貴學院所訂下的受訓章則。I consent I comply with all the Rules and Regulations stipulated by the School.
- 本人明白所繳交的一切費用·將不獲退還;本人亦不得轉讓學位予其他人士。I understand that the fees paid are not refundable and the studentship cannot be transferred from one person to another.
- 本人已細閱報名表格內之申請須知·並明白所有報名須知詳情均以 貴學院課程單張之最後更新版為依歸。I have read the 'Notes for Application' in this enrolment form and understood that the details of the Enrolment Guidelines are subject to revisions in the HKHCF prospectus.
- 本人明白個別僱主可酌情決定是否承認這些課程所頒授予學員的任何資格。I understand that it is a matter of discretion for individual employers to recognise any qualification to which these courses may lead.

申請人簽署 \_\_\_\_\_ 日期 \_\_\_\_\_  
Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## 申請須知

### 報名程序

填妥的報名表必須連同所有有關資料副本 ( 如有註明 ) 及支票/銀行收據 ( 如有 ) · 傳真或郵寄 ( 請於信封面上註明「報名表格」) 或於辦公時間內交回本機構。申請將於報名表格、所有有關資料副本 ( 如有註明 ) 及繳費完整收妥後才獲得處理。除特別通知外，申請人須依照說明之指定時間、日期和地點上課。本機構將不會發出取錄通知書給申請人。若要求取錄通知書，本機構將為每張取錄通知書收取行政費用港幣一百元。

### 繳費辦法

#### (i) 現金/EPS

可於辦公時間內(星期一至五，09:00-18:00) 親臨本學院以現金或 EPS 繳費

#### (ii) 支票

如用支票，請以「BEST」名義抬頭，並加橫線，連同報名表格一併遞交。本院恕不接受期票。如報讀超過一個課程者，請分別填寫報名表及開列支票，及於支票背面寫上申請人英文姓名及課程編號。

#### (iii) 銀行轉帳

申請人可轉帳至本學院的匯豐銀行戶口 (015-555741-838)，並須於轉帳後，將銀行入數紙連同報名表格一併交回/傳真/郵寄至本學院 或 Whatsapp 至 96016833。

### 退款

除非因課程額滿、取消或於特殊情況下並得到本院同意，否則申請人不論上課與否，已繳之學費恕不退還。退款將會轉入申請人之銀行戶口。退款的行政時間需時三個月 ( 由開課日起計 ) · 若你在三個月後仍未收到退款，請電 2575 5689 與職員聯絡。

### 課程轉修

於課程額滿或取消的情況下，申請人可獲准轉修另一課程。在任何情況下，申請人必須得到本院同意及繳交手續費港幣一百元，才可轉讀另一課程。此項申請須於已報讀課程之開課日期前一星期提出，逾期恕不受理。此外，申請人已繳之學費及其學額不得轉讓他人。

### 課程更改

如報名人數不足，本機構有權取消該課程，並於有需要時更改任何原定課程之導師、上課時間、地點及內容。

### 個人資料私隱聲明

在這份表格提供的個人資料，本機構用於課程登記和有關的用途；以及向申請人發放就業、培訓和其他類型的資訊和推廣。根據個人資料 ( 私隱 ) 條例第 18 及第 22 條，申請人有權查閱及修改個人資料。任何關於這份表格所收集的個人資料查詢，請向本機構提出。

## Notes for Application

### Enrolment Procedures

Please complete the correct enrolment form and send copies of supporting documents (if specified) and cheque/bank receipt (if any) to BEST in person or by fax or by mail (please mark "Enrolment Form" on the envelope). An application will be processed only upon receipt of the completed enrolment form, copies of supporting documents (if specified) and payment. Unless otherwise notified, applicants are expected to be present for class at the time and place indicated according to the course description. There is an administrative charge of HK\$100 on every request for a letter of acceptance.

### Payment Methods

#### (i) Cash/EPS

Cash/EPS payment can be made at BEST during office hour (Mon-Fri, 09:00-18:00).

#### (ii) Cheque

Crossed cheque should be made payable to "BEST" and returned together with your enrolment form. Post-dated cheque is not accepted. Applicants who enrol for more than one course should issue a separate cheque for each course. Please write the applicant's English name and course code on the back of each cheque.

#### (iii) Bank Transfer

Payment can be made via ATM or Bank (The Hongkong and Shanghai Banking Corporation Limited, Account No.: 015-555741-838). Bank slip should be returned together with enrolment form to BEST in person or by fax or by mail.

### Refund

Fees paid are not refundable regardless of whether applicants have attended classes or not. Fees paid are not refundable unless the enrolled course is full, cancelled or in exceptional circumstance deemed acceptable by BEST. BEST will transfer the refund to the bank accounts of the applicants concerned. The administrative process takes 3 months (counted from course commencement date). If you do not get the refund after 3 months, please check with us at 2575 5689.

### Course Transfer

Transfer to another course is permitted if the enrolled course is full or cancelled. In any other event, transfer to another course can only be made subject to the approval of BEST and with an administrative charge of HK\$100. This application must be made not less than one week before commencement date of the enrolled course. Late application will not be considered. Furthermore, fees paid and the related studentship cannot be transferred from one person to another.

### Course Changes

BEST reserves the right to cancel a course if enrolment is insufficient and make alterations regarding instructors, class locations, class schedules and the content of courses if necessary.

### Personal Data Collection Statement

The personal data provided on enrolment forms are used by BEST for purposes related to the processing of enrolment and student administration, and for delivery of information and promotion materials about career, training and other subjects to you. You have the right to access and correct personal data as provided in section 18 and 22 of the Personal Data (Privacy) Ordinance. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to BEST.