First-Aid Class (2023)

The University Health Service (UHS) in conjunction with the University Safety Office (USO) and 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 examinations will be held 1 week after the last lesson. Details are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/7, 10/7, 17/7 &amp; 24/7 (Monday)</td>
<td>9:00am – 1:00pm ; 2:00pm – 5:30pm</td>
<td>1. Class A: 31/7 (Monday 9am – 12nn)</td>
</tr>
<tr>
<td>4/7, 11/7, 18/7 &amp; 25/7 (Tuesday)</td>
<td></td>
<td>2. Class B: 1/8 (Tuesday 9am – 12nn)</td>
</tr>
<tr>
<td>5/7, 12/7, 19/7 &amp; 26/7 (Wednesday)</td>
<td></td>
<td>3. Class C: 2/8 (Wednesday 9am – 12nn)</td>
</tr>
<tr>
<td>6/7, 13/7, 20/7 &amp; 27/7 (Thursday)</td>
<td></td>
<td>4. Class D: 3/8 (Thursday 9am – 12nn)</td>
</tr>
</tbody>
</table>

The course will be held at LG/F, Function Room of the University Health Service. 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.

Would department heads or safety co-ordinators endorse the attached application form which should be sent to Ms Gloria Lee, USO on or before 16 May 2023 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 Gloria Lee at 3943 7958 on application or Ms Kayee Lee at 3943 9237 on course information. Thank you for the arrangement.

Fiona Lam
Nursing Officer
University Health Service

Cc Dennis Hui, University Safety Office
WK Ho, University Safety Office
To: Ms. Gloria Lee  
University Safety Office (Fax: 2603 6862)

Application Form for First-Aid Class (2023)

Date:  
Class A: 3/7, 10/7, 17/7 & 24/7 (Monday) 9:00am – 5:30pm  
Class B: 4/7, 11/7, 18/7 & 25/7 (Tuesday) 9:00am – 5:30pm  
Class C: 5/7, 12/7, 19/7 & 26/7 (Wednesday) 9:00am – 5:30pm  
Class D: 6/7, 13/7, 20/7 & 27/7 (Thursday) 9:00am – 5:30pm

Examination:  
Class A: 31/7 (Monday) 9am – 12nn  
Class B: 1/8 (Tuesday) 9am – 12nn  
Class C: 2/8 (Wednesday) 9am – 12nn  
Class D: 3/8 (Thursday) 9am – 12nn

Venue: Function Room, LG/F, University Health Service

Class: ____________________________

Department / Unit: ____________________________

Name in English (Block Letters, as on HKID): ____________________________

Name in Chinese (As on HKID): ____________________________

Gender: ____________________________

HKID No: ____________________________

Staff No: ____________________________

Tel No: ____________________________

Email address: ____________________________

Nominated by Department Head: ____________________________

Date: ____________________________

Note: The successful applicant must inform Ms. Gloria Lee (3943 7958) or Ms. Kayee Lee (3943 9237) 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 the 80% attendance or does not show up in the examination without any notice will also forfeit the deposit.
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 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 2 days (class: 9:00am to 5:45pm; exam: 9am to 12nn). Details are as follows:

- **Date**: 7/7/2023 (Friday)
- **Time**: 9:00am – 1:00pm; 1:45pm – 5:45pm
- **Examination**: 14/7/2023 (Friday 9am – 12nn)

The course will be held at LG/F, Function Room of the University Health Service. 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.

Would department heads or safety co-ordinators endorse the attached application form which should be sent to Ms Gloria Lee, USO on or before 16 May 2023 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 Gloria Lee at 3943 7958 on application or Ms Kayee Lee at 3943 9237 on course information. Thank you for the arrangement.

Fiona Lam  
Nursing Officer  
University Health Service  

Cc Dennis Hui, University Safety Office  
WK Ho, University Safety Office
To : Ms. Gloria Lee  
University Safety Office (Fax: 2603 6862)

**Application Form for Refresher First-Aid Class (2023)**

Date: 7/7/2023 (Friday) 9am – 5:45pm  
Examination: 14/7/2023 (Friday) 9am – 12nn  
Venue: Function Room, LG/F, University Health Service

Department / Unit : ________________________________

Name in English (Block Letters, as on HKID) : ________________________________

Name in Chinese (As on HKID) : ________________________________

First Aid Certificate Number : ________________________________  
(Issued by: ________________________________)

Date of Award of First Aid Certificate : ________________________________

Gender : ________________________________

HKID No : ________________________________

Staff No : ________________________________

Tel No : ________________________________

Email address : ________________________________

Nominated by Department Head : ________________________________

Date : ________________________________

**Please submit the copy of your last First-Aid certificate with your application form.**

Note: The successful applicant must inform Ms. Gloria Lee (3943 7958) or Ms. Kayee Lee (3943 9237) 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.