



HONG KONG ACADEMY OF MEDICINE  
香港醫學專科學院



Jockey Club  
Institute for Medical Education and Development  
賽馬會醫學教育發展中心

7/F, HKAM Jockey Club Building,  
99 Wong Chuk Hang Road,  
Aberdeen, Hong Kong  
Telephone: (852) 2871 8718  
Facsimile: (852) 2505 5577  
Email: jcimed@hkam.org.hk

## Learning OnLine (LOL8) Educator Course

**Course Duration** : 25 January – 16 April 2025 (Total 12 Weeks with 7 modules)  
**Online platform (Zoom)**  
 25 Jan 2025 (Sat) : [Module 1] Introduction Session  
 8 Mar 2025 (Sat) : [Module 5] On-line Learning Day  
 16 Apr 2025 (Wed) : [Module 7] Reflection Evening  
 [Module 2-4, 6] - Will be conducted by asynchronous communication  
**Enquiries** : (Email) JCIMED@hkam.org.hk (Telephone) +852 2871 8744

### APPLICATION FORM For Colleges Nomination

Please complete legibly all parts in **BLOCK LETTERS** and return this form to the JC IMED by post or in person **on or before the application deadlines (please refer to IMPORTANT NOTICE at next page).**

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Title :	<input type="checkbox"/> Professor <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss					
Name in English: <small>(as shown on HKID/ Passport)</small>						
	Family Name		Given Name			
Preferred Name to be called during the Course :						
Job Title :						
Institution / Hospital :						
Specialty :						
Address :						
Mobile No. :	(with WhatsApp <sup>9</sup> )					
Email :						
Academy Fellow No. :	(6-digit number printed on Fellowship card)					
Academy Fellow Email Address:	@fellow.hkam.hk					
Have you ever participated in any online medical education course(s) as instructors or learners?	<input type="checkbox"/> Yes		<input type="checkbox"/> No			
Could you briefly explain the reason(s) for joining the course?						



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### **IMPORTANT NOTICE**

1. Full and punctual attendance is required throughout the Course.
2. **Course Fee:**  
For college Nomination: **HKD 11,000.**
3. **Payment method:**  
Please complete and return the application form together with course fee. Course fee should be made by crossed cheque payable to “Hong Kong Academy of Medicine” to the Jockey Club Institute for Medical Education and Development (7/F, Hong Kong Academy of Medicine Jockey Club Building, 99 Wong Chuk Hang Road, Aberdeen, Hong Kong).
4. All fees paid by successful applicants are non-refundable and non-transferrable.
5. Please complete and return the Application Form to the Jockey Club Institute for Medical Education and Development on or before **31 December 2024.**
6. A notification email showing the application results will be sent to all applicants about 2 weeks prior to the first course date. The crossed cheque submitted by unsuccessful applicants will be returned by post.
7. Application without payment will not be processed.
8. Successful applicants are required to study pre-course materials including and submit your 1-min Self-Introduction Video to Canvas (the e-learning platform) prior to the course. A notification email and password for accessing Canvas will be sent to successful applicants around 2 weeks before the Course. **Completion of Pre-course Preparation are required for being awarded the Certificate of Completion.**
9. Participants are requested to communicate actively with your group members and mentor throughout the learning process by using “WhatsApp” platform. Please ensure you are able to download “WhatsApp” in your smartphone beforehand.
10. For educational purpose and enhancement of the development of Learning Online Education Course, all the classes will be recorded. The participant shall agree/accept that JC IMED to use all the recorded classes/video and or all the products of course assignment that submitted by the participants for educational, teaching and research purpose.

### **APPLICANT'S DECLARATION**

1. I declare that the information I provide in support of this application is accurate and complete.
2. I understand that my application will not be accepted if any information or document I provided is found to be false even though payment has been made. I understand and accept that no refund will be arranged in this case.
3. I confirm that I have read and accepted the Personal Information Collection Statement attached to this Application Form.
4. I authorise the JC IMED to use, check and process my data as required for my application.
5. I understand that upon application, my data will become a part of my record and may be used for all purposes in connection with the processing of the application.
6. I understand the materials developed during the Course remain property of JC IMED.
7. I understand for educational purpose and enhancement of the development of Learning Online Education Course, all the classes will be recorded. The participant shall agree/accept that JC IMED to use all the recorded classes/video and or all the products of course assignment that submitted by the participants for educational, teaching and research purpose.

**Signature** : \_\_\_\_\_ **Date** : \_\_\_\_\_

### **Personal Information Collection Statement**

1. This is a statement to inform applicants of their rights under the Personal Data (Privacy) Ordinance (the Ordinance).
2. The personal data collected in this Application Form will be used by the JC IMED for the purposes of organising the said course, and where applicable, will serve as part of an applicant’s official record with the JC IMED.
3. Personal data will be kept confidential and handled by the staff of or persons appointed by the JC IMED to undertake its administrative functions and for training purposes.

**Note:**

- a) Applicants are required to keep the JC IMED informed of any changes in their personal data once they have enrolled for the said course.
- b) Under the Ordinance, applicants may have the right to request access to, or correction of any data provided by them in relation to their application.
- c) As the Ordinance allows, the JC IMED has the right to charge a reasonable fee for the processing of any request for data access. Applicants who request access to data or for the correction of their data should do so in writing to the JC IMED.
- d) Applicants should write to the JC IMED if they do not want to receive any information on courses, events or functions organised by the JC IMED.

### **FOR INTERNAL USE**

<b>Course Application:</b>	<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected
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