香港糖尿科護士協會有限公司
Association of Hong Kong Diabetes Nurses Limited

The agenda of the 71st AHKDN Council Meeting

Date:	7 Mar 2025 (Friday)
Time:	1900
Venue:	QEH, M Block, 1/F, room 24

Matters arising

- Purchase notebook for president
- Invite Ms Anna Tsui and Ms Hung Tsui to report ATTD conference on the next meeting
- Education pamphlet – Lipohypertrophy: under preparation
- explore the procedure of change of cheque writing approver and the change of Fubon bank account to a new bank

3. Endorse clerk payment $130/hr

Glassdoor
https://www.glassdoor.com › Salary › Hon... · 翻译此页

Hong Kong Hospital Authority Clerk Salaries in Hong Kong

2024年8月4日 — Average salary for Hong Kong Hospital Authority Clerk in Hong Kong: HK ... Hours: 8 hours/day, Part-time Pay: $40.00/hour (after training) ...

HK$60 per hour

Part Time Clerk salaries in Hong Kong

The estimated salary for a Part Time Clerk is HK$60 per hour. This number represents the median, which is the midpoint of the ranges from our proprietary Total Pay Estimate model and based on salaries collected from our users. 2024年11月29日

Nina's work schedule for AHKDN (Jul 2024 - Dec 2024)

	Date	Description of work	Time consumed (hours)
	2/7/2024	Added AHKDN membership - Including sent the welcome letter & reset password to them - Updated membership list - Coordination work - Unknown income checking & follow up	4
	4-12/7/2024	Passed documents & cheques for membership renew / new members Deposited cheques to Fubon Bank	2
	12-14/7/2024	Retrieved & calculated the evaluation result Uploaded AGM newsletter AHKDN membership renewal - Updated membership list - Coordination work - Unknown income checking & follow up	3
	23/7/2024	Coordinated with Treasurer for the Accounts/Audited results 2023/24	0.5
	22-26/7/2024	Updated work schedule (Jan Mar 2024 & Apr- Jun 2024) AHKDN membership renewal - Updated membership list - Issued e-receipts and email sent out to all renewal members - Coordination work	10
	30-31/7/2024	Amended the login and membership details as per members' request - Rebuilt AHKDN account - Updated membership list & email list - Amended offical e-receipt re membership fee - Email correspondence with members - Coordinated with colleagues Coordinated with Treasurer & scanned the requested documents	3
	3/9/2024	laptop computers passed to Treasurers and had short meeting	0.5
	12/9/2025	Uploaded PPTs to AHKDN webpage Reported the bugs and problems of the "Professional Events" and testing	1.5
	12-23/9/2025	Upload membership application form	0.5
	19-22/9/2024	Updated council members details to AHKDN webpage - Chased the photos and did some adjustment to photos - Uploaded photos and detials, Coordination work	3
	21-28/10/2024	Uploaded latest member ship application/renewal forms to AHKDN webpage Uploaded sponsorship details to AHKDN webpage Removed sponsorship details from AHKDN webpage	1.25
	4/11/2025	Changed AHKDN membership level - Informed the member by email & Updated membership list	0.5
	7-12/11/2024	Added AHKDN membership - Including sent the welcome letter & reset password to them - Updated membership list - Requested the e-signatures & details & remade the official receipt templates - Corrdination work	5
	12/12/2024	Uploaded sponsorship details to AHKDN webpage Removed sponsorship details from AHKDN webpage	0.5
	10-18/12/2024	Coordination work of the membership excel list Coordination work of the plug-in extension problem of browser	0.5
	23/12/2025	Coordination work of the membership list	0.25
	30-31/12/2024	Added AHKDN membership - Including sent the welcome letter & reset password to them - Updated membership list - Issued e-receipts and email sent out to all renewal members - Coordination work	2
		Total:	**38**

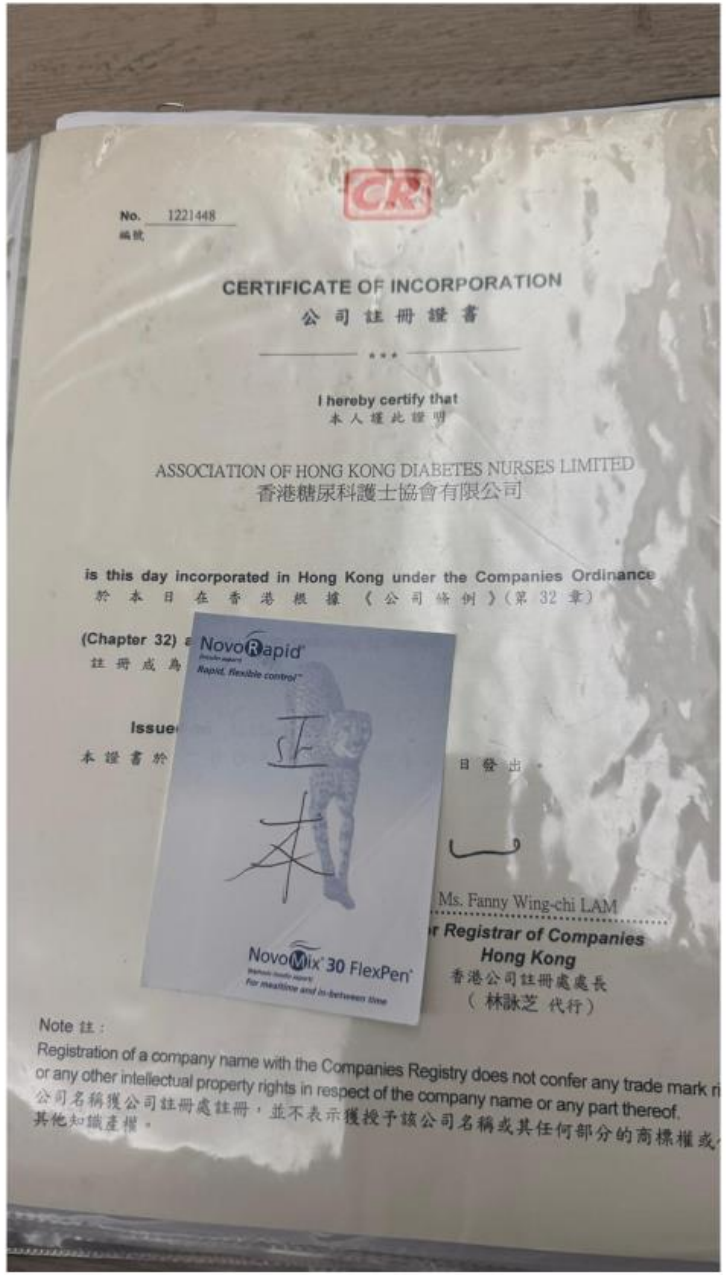
Kindly make payment by cheque or bank transfer to my following bank account after approval. Thank you!

Payee Name: **CHAN LING NA**
Bank A/C No.: **829-454529-833**
Bank Name: **HSBC**

Ken's work schedule for AHKDN (JUL 2024 – DEC 2024)

	Date	Description of work	PIC	Time consumed (hrs)
1	12/7/2024	Prepare design element of A5 leaflet (2nd version)	Kitman	2
2	27/7/2024	Prepare design element of A5 leaflet (2nd version)	Kitman	2
3	24/8/2024	Design of A5 leaflet "如何預防脂肪增生" (2nd version)	Kitman	2
4	25/8/2024	Design of A5 leaflet "如何預防脂肪增生" (2nd version)	Kitman	2
5	14/9/2024	Update content of A4 Game sheet	Kitman	2
6	22/9/2024	Update content of Q & A sheet	Kitman	2
7	1/10/2024	Updated content of event stuff	Kitman	0.5
8	3/10/2024	Packing of event stuff	Kitman	0.5
9	19/10/2024	Correct and convert PDF	Kitman	3
			Total	16

4 Management of AHKDN goods stored at TKOH (cooling towels, T shirts, windbreakers)



No. 1221448
編號

CERTIFICATE OF INCORPORATION
公司註冊證書

I hereby certify that
本人謹此證明

ASSOCIATION OF HONG KONG DIABETES NURSES LIMITED
香港糖尿科護士協會有限公司

is this day incorporated in Hong Kong under the Companies Ordinance
於本日在香港根據《公司條例》(第32章)

(Chapter 32) a
註冊成為

Issue
本證書於 日發出。

Ms. Fanny Wing-chi LAM
Registrar of Companies
Hong Kong
香港公司註冊處處長
(林詠芝 代行)

Note 註：
Registration of a company name with the Companies Registry does not confer any trade mark ri
or any other intellectual property rights in respect of the company name or any part thereof.
公司名稱獲公司註冊處註冊，並不表示獲授予該公司名稱或其任何部分的商標權或
其他知識產權。



5

- Revised Article of AHKDN (M&A)
- Auditor custodian items - AHKDN Green box and Certification of Incorporation (Dec 2025) – follow up actions

#6 Evaluation of education programmes

1. Optimizing Outcomes with Automated Insulin Delivery System on 11 Jan 2025 (Saturday). Crystal Ballroom, 2/F, the Cityview Hotel. (Supported Medtronic)

1. Bayer HealthCare Limited to AHKDN & HKSEMR to organize a CKD talk

2. ~~Transforming Diabetes Outcomes: The Clinical power of insulin GlargineU300 on 4 Mar 2025 at Hyatt Regency, TST~~

Administration fee $3000 will be collected from both

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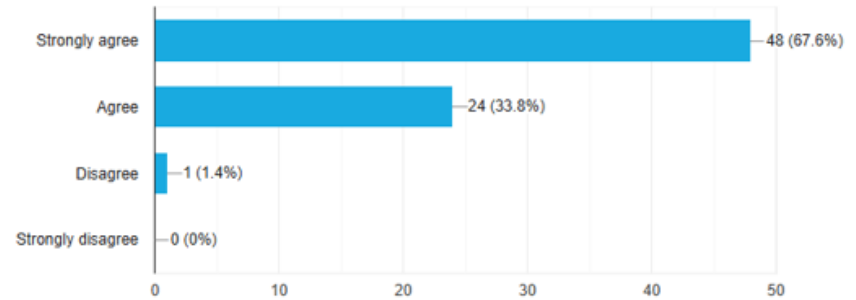
Program Evaluation Form

Symposium Title:	Optimizing management of diabetic kidney disease
Symposium Date & time:	15 January 2025 1900-2000
Symposium objective:	To provide a high quality scientific forum focused on advancing the management of diabetic kidney disease
Number of attendance	71
Number of response	71

This symposium has achieved its stated objective.

複製圖表

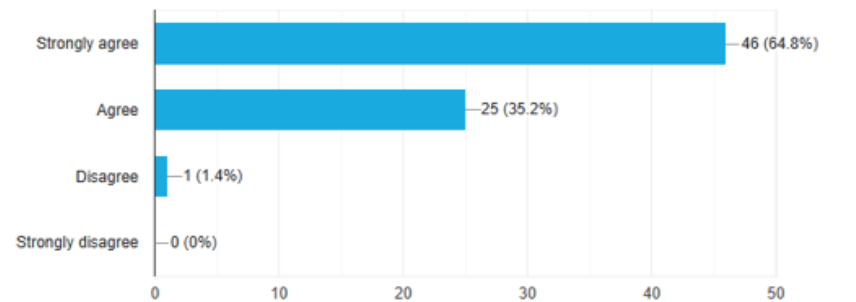
71 則回應



This symposium is practical for use in your clinical setting

複製圖表

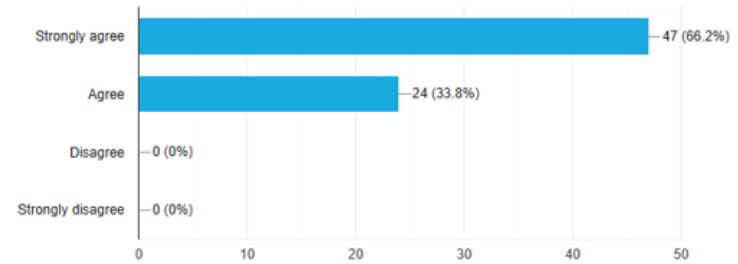
71 則回應



The speakers have enhanced your learning in the program

複製圖表

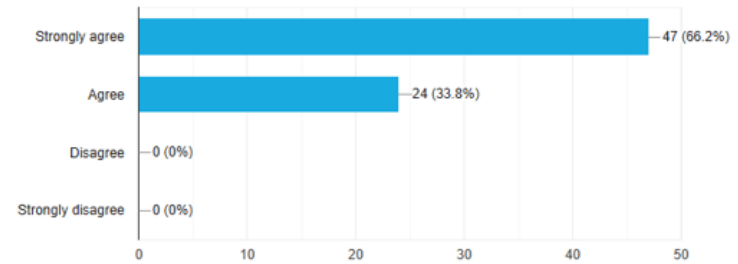
71 則回應



The course duration is appropriate

複製圖表

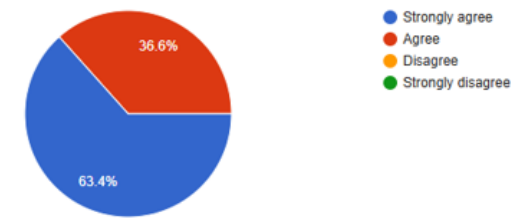
71 則回應



The physical arrangement of the venue is appropriate

複製圖表

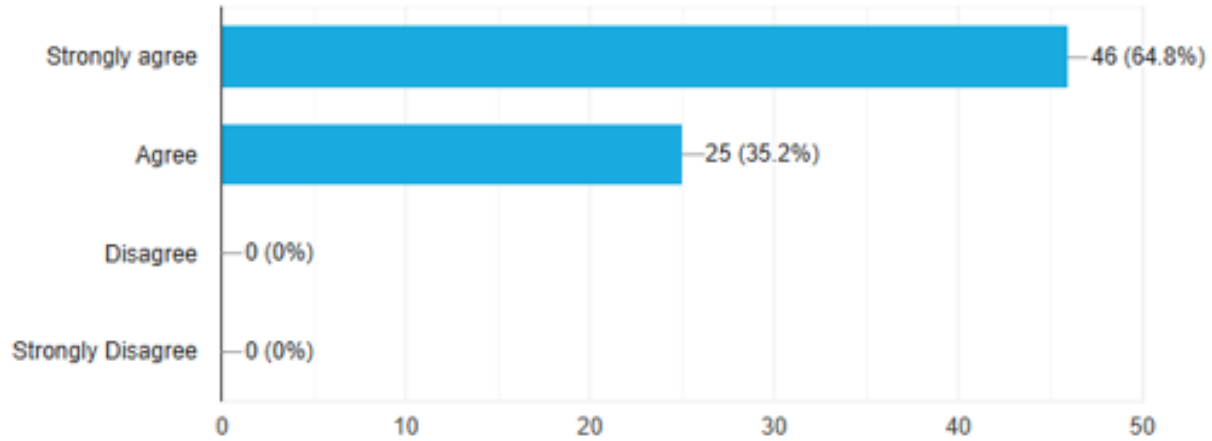
71 則回應



You are satisfied with this symposium as a whole.

複製圖表

71 則回應



Other comments
Excellent presentation
Nice talk and thanks for the arrangement
Thank you
Thank you
excellent venue and food

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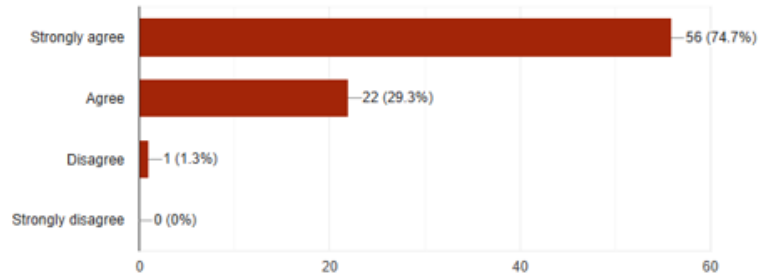
Program Evaluation Form

Symposium Title:	Scientific symposium: Optimizing outcomes with automated insulin delivery system
Symposium Date & time:	11 January 2025, 1400-1700
Symposium objective:	1. To update knowledge on insulin pump initiation and report interpretation 2. To provide practical tips on pump case management
Number of attendance	95
Number of response	75

This symposium has achieved its stated objective.

複製圖表

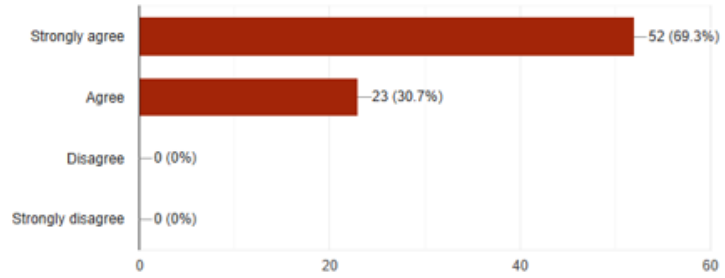
75 則回應



This symposium is practical for use in your clinical setting

複製圖表

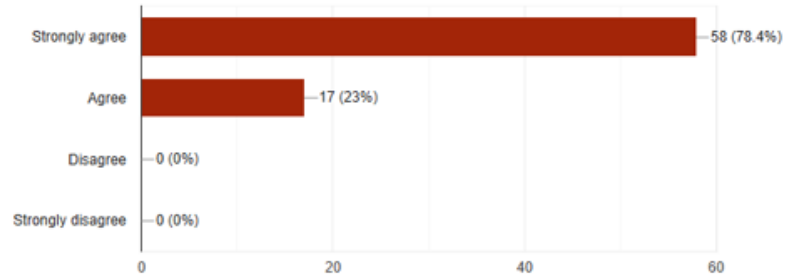
75 則回應



The speakers have enhanced your learning in the program

複製圖表

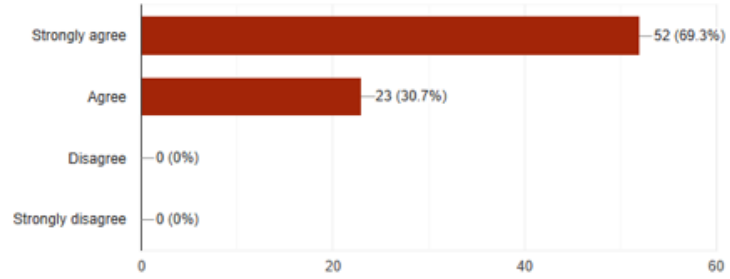
74 則回應



The course duration is appropriate

複製圖表

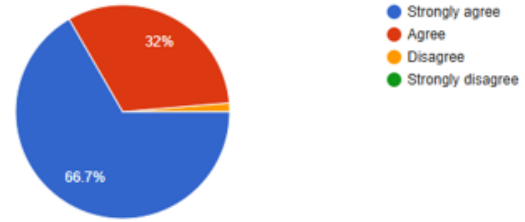
75 則回應



The physical arrangement of the venue is appropriate

複製圖表

75 則回應

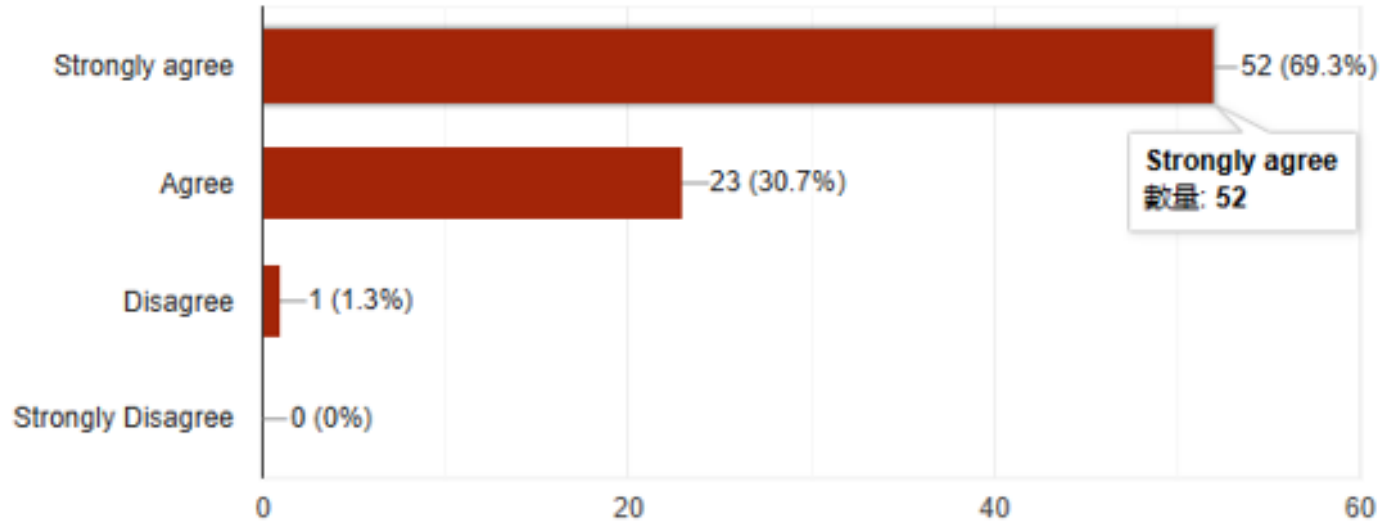


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You are satisfied with this symposium as a whole.

複製圖表

75 則回應



Other Comments

Excellent arrangement very informative and practical talk

Good to provide direct practical tips

Informative and fruitful

Very nice! Heartful thanks to doctors and nurse's professional sharing about how to start and react to this sophisticated tool of DM patients.

Shall we cancel attendance certificate printing?

7 Sanofi Exercise video update

- Sent feedback on 6 Jan 2025

#8 IDF World Diabetes Congress 2025 sponsorship

Ascensia sponsorship -endorsed candidate update

- Ms. Shimen Au, Ms. Ng Mei Po, Ms. Elke Lai, Ms. Sarita Chan, Ms. Chan Wai Sze, Ms. Sin Po Ying, Ms. Camille Hui, Ms. Karen Wong

Ms Karen Wong withdrew

No penalty from Ascensia

Roche Sponsorship

- Ms. Loo Kit Man
- Ms Annie Leung
- Ms Koo Wai Kuen
- Law Kwun Kiu Monica
- Liu King Ming
- Yim Chui Fan, Cindy

Roche’s sponsor (reimbursement)

Cost breakdown:

No.	Items	Cost
1	Travelling fees: (A)Flight (B)Accommodation for 5 nights (C) Transportation	 (A)$3,500 (B)$8,000 (C)1,000
2	IDF 2025 Registration fee	$2,941
	Per person	$15441
	Total	$92646

#9 Supporting organization to

- DPP on 18 May 2025 (Sunday), 09:00 – 17:00, Cordis Hong Kong, Mongkok

  required a nurse planner in the Committee

- Patient congress (Sun, 25th May 2025, Hong Kong Science Park)

- 7th DEA ASC (Sat) 14 Jun 2025, 1pm to 5pm, Langham Hotel, TST

10 The 17th AGM

11 Membership update (Daisy)

Report from Sub-committee

- EBP Committee (Amy)
- Clinical Work Group on Diabetes Nursing Accreditation (Amy)

13 Report from the related Associations and Societies

✧Hong Kong College of Medical Nursing (HKCMN) ? Jo Jo

✧Diabetes Hongkong (DHK) – Sarita

✧Diabetes Division (DD), HKSEMR – Tammy

- Youth Diabetes Action (YDA)- Maisy

Hong Kong College of Medical Nursing

Advanced Practice Nursing (Medicine) Certification Program Preparatory Course (2025)

Objectives: To prepare candidates for taking the HKCMN fellowship examination

Dates: 5/3, 12/3, 2/4, 16/4 (Wednesday, 7 pm to 8:30 pm)
8/3, 22/3, 12/4, 26/4 and 3/5 (Saturday, 9 pm to 12 pm)

Venue: Zoom sessions

Speaker: Representative speakers from all specialties

Language: English and Cantonese

CNE credit: 21 CNE points

Fee: Free (For HKCMN members only)

Registration: Scan the QR code or access the link to complete the application (Deadline for application: 4 March 2025 12 noon)

bit.ly/432lGms

HKCMN Membership Fee w.e.f 1 January 2025

Payment directly to HKANM			
Type of Renewal	Fee	Retained by HKANM	Transferred to HKCMN
Fellow Members	HK$1200	HK$800	HK$400
Ordinary Members	HK$800	HK$500	HK$300
Discount Fellow age ≥60	HK$500	HK$400	HK$100
Additional admin Fee on renewal made after 1 Apr to 31 Oct	HK$200	HK$200	NIL
Payment directly to HKCMN			
Type of Renewal	Fee	Transferred by HKANM	Retained by HKCMN
Restoration application (for membership lapse on/after 1 Nov)	HK$1200 x lapse year + HK$1000 adm fee	HK$800 x lapse years + HK$1000 adm fee	HK$400 x lapse years
New Ordinary Members	HK$400	HK$400	NIL
New Fellow Members	HK$800	HK$800	NIL