



**eHealth Record (eHR) Internship Programme 2016/2017 Intake**

**Issued by**

**Hong Kong Cyberport Management Company Limited**

**香港數碼港管理有限公司**

**November 2015**

**Purpose**

1. This is an invitation for application on the eHealth Record (eHR) Internship Programme in 2016. The project is funded by the Hospital Authority (HA), which is the technical agency for implementing the territory-wide eHR Programme. The Hong Kong Cyberport Management Company Limited is engaged as the Secretariat of the eHR Internship Programme and will serve as the administration and project management office.

**The Programme**

1. In July 2009, the Hong Kong Legislative Council approved a commitment of HK$702 million for implementing the first stage of the eHR Programme. With the enactment of the eHR Sharing System (eHRSS) Ordinance in July 2015, the eHRSS will start to operate in the first quarter of 2016. The implementation of eHR Programme will lead to increased involvement of the private sector on the use of electronic medical record/electronic patient record (eMR/ePR) systems, implying significant health informatics skills will be needed outside of HA. To facilitate the development of health informatics capacity in the private sector, the eHR Office of the Food and Health Bureau (FHB) and HA intend to launch an eHR Internship Programme with following objectives-

* To train and provide practical experience for selected students and graduates from healthcare-related or IT disciplines (the “interns”) to help deploy eMR/ePR systems or take part in eHR-related activities for private healthcare providers, non-governmental organizations (NGOs), or IT vendors supporting healthcare providers; and
* To enhance health informatics capacity in Hong Kong.

A pilot Programme was launched in 2012 to assess the feasibility and gather feedback from participating organisations before launching the full programme. The pilot Programme provided cash subsidy for 10 Intern places to undertake eHR-related jobs for a six-month period. It was completed in mid-2013 and has achieved its objectives. With the pilot experience, HA concluded to implement a full programme in three consecutive years from 2014/15 to 2016/17.

This exercise now calls for applications for its 2016/17 intake.

1. More information about the eHR initiative is available from the following website: <http://www.ehealth.gov.hk/en/home/index.html>
2. Through subsidising intern places to eligible companies, the Programme aims to provide local post-secondary and tertiary graduates with healthcare informatics related on-job skill advancement opportunities. The target interns are students who are graduated from the following programmes-

* University Grants Committee funded information technology, medical engineering, healthcare and health informatics related programmes[[1]](#footnote-1) organised by local post-secondary and tertiary institutions.
* Full-time locally accredited post-secondary courses[[2]](#footnote-2) in information technology, medical engineering, healthcare and health informatics related programmes organised by local post-secondary institutions.

1. HA will design and the Secretariat will arrange relevant training programmes for the interns. The programmes will include a Health Informatics (HI) Training Programme which will last for not less than two days, including seminars and company visits; plus a requirement for interns to complete an eHR-related e-learning programme organised by an outside party. All training programmes are **compulsory** for the interns. Successful applicants should make their interns available to attend these training programmes during the employment period.
2. The eHR-related e-learning programme operated by an outside party shall impose a course fee, which shall be fully reimbursable from the Secretariat, subject to fulfilling specific qualification requirements. Admitted applicants/ Intern(s) shall be required to settle the course fee with that party in advance. In order to process course fee reimbursement, admitted applicants/intern(s) shall keep related payment and application records in safe and tidy manners and submit to the Secretariat on time. The Secretariat reserves the right to reject the reimbursement if in any case the admitted applicants/intern(s) failed to fulfill any of the related qualification requirements.
3. Each company can apply subsidy for up to **five** intern places.
4. Admitted applicants will be allocated for up to HK$6,000 per month per intern for a maximum term of twelve months, or 50% of the intern’s basic monthly salary plus employer’s MPF contribution, whichever is lower.
5. The disbursement period for the batch of organisations admitted in this intake tentatively starts from June 2017 and ends in December 2017, and will be adjusted depending on the actual recruitment status of interns. Subsidy shall be disbursed by the Secretariat to the successful applicants after completion of the entire internship period by the respective interns. The Secretariat reserves the right to withdraw the subsidy if in any case the successful applicants are not able to carry out their responsibilities stated in paragraph 24 below.
6. Internship progress will be reviewed during the 12-month placement period and in an overall review session after completion of the placement period.

**Eligibility**

1. Under the Programme, the HA will provide subsidies through The Hong Kong Cyberport Management Company Limited to organisations/companies who are willing to train young graduates as interns and are currently undertaking eHR-related development projects such as-
   1. Deploy eMR/ePR systems; or
   2. Implement change management initiatives including redesign of workflows, data standardization, etc. during deployment of eMR/ePR systems; or

* 1. Implement Government eHR Initiatives including the deployment of Clinical Management System (CMS) Adaptation and CMS On-ramp and installation of the integration modules.

1. All Hong Kong registered organisations/companies who meet all of the following criteria are eligible to apply-
   1. Currently undertaking eHR-related projects as specified in paragraph 11 above;
   2. Available full-time intern position(s) for twelve months or above; and
   3. Capable of providing eHR/health informatics related on-job training to interns (i.e. a training plan/arrangement has to be specified in the application form).
2. Cash subsidy will **NOT** be granted to cover the following types of internship or expenses-
3. No eMR/eHR/ePR systems related project for the intern(s) to work on during the placement period.
4. No relevant planned training for the intern(s) during the placement period.
5. Intern who does not meet the criteria stated at paragraph 4 of this document.
6. Expenses other than basic salary and employer’s MPF contribution; such as allowances, overhead or fringe benefits, etc.
7. Intern who is not a permanent Hong Kong resident.
8. Employment contract of the intern does not comply with the employment laws of Hong Kong.
9. Successful applicants who do not carry out their responsibilities stated in paragraph 24 of this document may result in the withdrawal of the HA’s subsidy, and may be required to repay the subsidy to the HA in full.
10. The HA shall have final decisions on the eligibility of applicants (subject to the advice of a vetting committee) and also the amount of the subsidy.

**Application and Selection**

1. The applicants are required to quote true and accurate monetary figures in Hong Kong Dollars in the application form. Under no circumstances will the Secretariat accept any request for adjustment of figures on the ground that any monetary figures have been mistakenly quoted in the submitted application.
2. The applicants must complete the attached application form as Appendix A.
3. All applications must be submitted in both email and hard copy format.
4. All applications should be sent to the following address on or before **14 January 2016 (Thu), 5:00PM.**

(1) PDF file

email to knowledge@cyberport.hk

(2) Hard copy (in a sealed envelope marked CONFIDENTIAL):

Cyberport Knowledge Centre

Hong Kong Cyberport Management Company Limited

Unit 1102-1104, Level 11

Cyberport 2

100 Cyberport Road, Hong Kong

(Re.: Application for eHeath Record (eHR) Internship Programme)

1. Each applicant should only use one form for application for all interns.

**Announcement of Result**

1. The Secretariat shall notify the applicants of the result by March 2016.

**Reimbursement of Cash Subsidy**

1. Approved cash subsidy amount shall be disbursed to admitted applicants after confirming completion of the twelve-month placement period and also upon receipt of the review reports together with the statement of accounts with proof of salary disbursement prepared by admitted applicants.
2. To expedite the reimbursement process, all admitted applicants are required to submit the required documents stated in Paragraph 22 within 21 days after the completion of internship.

**Responsibilities of Successful Applicants**

1. Successful applicants should:
2. Ensure that the objectives of the submitted training plan set out in Part IV of Appendix A in their applications are fulfilled;
3. Provide all profiles applied for the intern place offered to the Secretariat for record purpose;
4. Keep the Secretariat informed of any changes/updates of the internship at the earliest convenience;
5. Acknowledge the subsidy of the eHR Office of the FHB, the HA and the Secretariat in all publicity materials including both printed and online material;
6. Release the interns to attend necessary trainings courses arranged by HA and the Secretariat;
7. Attend the review sessions with interns arranged by the Secretariat during and after the internship for the benefits of future programme development ;
8. Submit the review reports (Appendix B) with all required supporting documents according to the reimbursement schedule stated in paragraph 22;
9. Comply with the employment laws of Hong Kong.

**Declaration of Interests**

1. To ensure impartiality of the Programme, applicants are required to declare on the applications any relation, interest, or benefit which the applicants may have or may receive from the collaborative partners and parties of the internship.

**Hong Kong Cyberport Management Company Limited**

**November 2015**

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**Appendix A**

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| Cyberport Logo ehr logo | **For Official Use Only**  **SERIAL NO.:** |

**Application Form**

To be completed by the Applicant

PART I – Company Details

|  |  |  |
| --- | --- | --- |
| 1. Company Name | (in English) | |
|  | (in Chinese) | |
| 2. Address |  | |
| 3. Nature of Business |  | |
| 4. No. of Staff Employed | |  |
| 5. Business Registration No. | |  |
| 6. Company of Cyberport community | | Yes (and please indicate the type) –  Incubatee  CCMF Grantee  Alumni  Office tenant  Smart-Space company  Service Subscriber  No |

PART II – Contact Person Details

|  |  |  |  |
| --- | --- | --- | --- |
| 7. Name (Mr/Ms) |  | | |
| 8. Position |  | | |
| 9. Tel. No. |  | 10. Fax. No. |  |
| 11. Email Address |  | | |

PART III – Details on Internship (1st Intern)

|  |  |
| --- | --- |
| 12a. Position of Intern |  |
| 13a. Job Description |  |
| 14a. Feature of Projects/ How it relates with e-health |  |
| 15a. Entry Requirements | (a) Academic Qualifications: |
|  | (b) Skills: |
|  | (c) Language:  (i) Cantonese  Fair  Fluent  (ii) Mandarin  Fair  Fluent  (iii) English  Fair  Fluent |
|  | (d) Others: |
| 16a. Commencement date of Internship:       (dd/mm/yy) | |
| 17a. Address of Workplace |  |
| 18a. Interview | Name of Interviewer:  (i) Mr/Ms:  (ii) Tel. No.:  (iii) Venue(if different from item 16a): |
| 19a. Terms and Conditions of Employment | (a) Working hours: From       am/pm To       am/pm  Working days per week:       days |
|  | (b) Require Shift Work?  Yes (Shift hours from       To       )  No |
|  | (c) Rest Day:  Every        Shift Holiday |
|  | (d) Holidays:  Public Holidays  Statutory Holidays |
|  | (e) Proposed Salary (subsidy included): |
|  | (f) Other Benefits of Allowance: |

PART IV – Training Details (1st Intern)

|  |  |
| --- | --- |
| 20a. Training Objectives |  |
| 21a. Skills and Knowledge to be acquired |  |
| 22a. Type of Training Offered |  |

PART III – Details on Internship (2nd Intern)

|  |  |
| --- | --- |
| 12b. Position of Intern |  |
| 13b. Job Description |  |
| 14b. Feature of Projects/ How it relates with e-health |  |
| 15b. Entry Requirements | (a) Academic Qualifications: |
| (b) Skills: |
| (c) Language:  (i) Cantonese  Fair  Fluent  (ii) Mandarin  Fair  Fluent  (iii) English  Fair  Fluent |
| (d) Others: |
| 16b. Commencement date of Internship:       (dd/mm/yy) | |
| 17b. Address of Workplace |  |
| 18b. Interview | Name of Interviewer:  (i) Mr/Ms:  (ii) Tel. No.:  (iii) Venue(if different from item 16b): |
| 19b. Terms and Conditions of Employment | (a) Working hours: From       am/pm To       am/pm  Working days per week:       days |
| (b) Require Shift Work?  Yes (Shift hours from       To       )  No |
| (c) Rest Day:  Every        Shift Holiday |
| (d) Holidays:  Public Holidays  Statutory Holidays |
| (e) Proposed Salary (subsidy included): |
| (f) Other Benefits of Allowance: |

PART IV – Training Details (2nd Intern)

|  |  |
| --- | --- |
| 20b. Training Objectives |  |
| 21b. Skills and Knowledge to be acquired |  |
| 22b. Type of Training Offered |  |

PART III – Details on Internship (3rd Intern)

|  |  |
| --- | --- |
| 12c. Position of Intern |  |
| 13c. Job Description |  |
| 14c. Feature of Projects/ How it relates with e-health |  |
| 15c. Entry Requirements | (a) Academic Qualifications: |
| (b) Skills: |
| (c) Language:  (i) Cantonese  Fair  Fluent  (ii) Mandarin  Fair  Fluent  (iii) English  Fair  Fluent |
| (d) Others: |
| 16c. Commencement date of Internship:       (dd/mm/yy) | |
| 17c. Address of Workplace |  |
| 18c. Interview | Name of Interviewer:  (i) Mr/Ms:  (ii) Tel. No.:  (iii) Venue(if different from item 16c): |
| 19c. Terms and Conditions of Employment | (a) Working hours: From       am/pm To       am/pm  Working days per week:       days |
| (b) Require Shift Work?  Yes (Shift hours from       To       )  No |
| (c) Rest Day:  Every        Shift Holiday |
| (d) Holidays:  Public Holidays  Statutory Holidays |
| (e) Proposed Salary (subsidy included): |
| (f) Other Benefits of Allowance: |

PART IV – Training Details (3rd Intern)

|  |  |
| --- | --- |
| 20c. Training Objectives |  |
| 21c. Skills and Knowledge to be acquired |  |
| 22c. Type of Training Offered |  |

***Please copy the tables for PART III and PART IV here if you have 4th or 5th interns***

PART V – Undertakings

1. In case of application being approved, the company will:
2. Ensure that the objectives of the submitted training plan set out in Part IV in their applications are fulfilled;
3. Provide all profiles applied for the intern place offered to the Secretariat for record purpose;
4. Keep the Secretariat informed of any changes/ updates of the internship at the earliest convenience;
5. Acknowledge the subsidy of the eHR Office of the FHB, the HA and the Secretariat in all publicity materials including both printed and online material;
6. Attend the review sessions with interns arranged by the Secretariat during and after the internship for the benefits of future programme development and enhancement;
7. Prepare the review reports in accordance with the prescribed format as Appendix B;
8. Submit the statement of accounts with proof of salary disbursement to interns to the Secretariat after the salary disbursement of whole internship period for verification and release of the subsidy; and
9. Comply with the employment laws of Hong Kong.
10. The company would make necessary arrangement to release interns to attend suitable off-the-job vocational training courses, including part-time-day-release courses, if necessary.
11. The company would not displace existing staff with trainees during the period of training.
12. The company certifies that all the information provided above is true. The company understood that it is a criminal offence if the company provide false or withhold information in order to obtain the training subsidy.

|  |  |  |
| --- | --- | --- |
| Signature and Company Chop |  | Date |
|  |  |  |

Notes:

Please return the filled application form to the Hong Kong Cyberport Management Company Limited – Knowledge Centre reside at Unit 1102-1104, Level 11, Cyberport 2, 100 Cyberport Road, Hong Kong and email to [knowledge@cyberport.hk](mailto:knowledge@cyberport.hk) .

The purpose of collecting company and personal data by the Hong Kong Cyberport Management Company Limited is to process application under the eHR Internship Programme 2016/17 and to carry out subsequent follow-up work only.

**Appendix B**

|  |  |
| --- | --- |
| Cyberport Logo ehr logo | **For Official Use Only**  **SERIAL NO.:** |

**Review Report**

PART I – Company and Contact Person Details

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Company Name | | (in English) | |
| (in Chinese) | |
| 2. Business Registration No. | | |  |
| 3. Contact Person (Mr/Ms) |  | | |
| 4. Tel. No. |  | | |
| 5. Email Address |  | | |
| 6. Bank Account Name of the Company (Name of Payee) |  | | |
| 7. Correspondence Address |  | | |

PART II – Project and Training Details (1st Intern)

|  |  |
| --- | --- |
| 8a. Position of Intern |  |
| Name of Intern |  |
| 9a. Period sought for subsidy funding |  |
| 10a. In-depth evaluation of the effectiveness of how the Internship programme has achieved the objectives set out in the application (use separate paper if necessary).  Objective 1    Objective 2    Objective 3 | |
| 11a. Skills and Knowledge acquired |  |
| 12a. Training completed |  |
| 13a. Subsidy Sought  (Please attached a statement of accounts with copies of supporting) | HK$ |
| 14a. Other remarks |  |

PART II – Project and Training Details (2nd Intern)

|  |  |
| --- | --- |
| 8b. Position of Intern |  |
| Name of Intern |  |
| 9b. Period sought for subsidy funding |  |
| 10b. In-depth evaluation of the effectiveness of how the Internship programme has achieved the objectives set out in the application (use separate paper if necessary).  Objective 1    Objective 2    Objective 3 | |
| 11b. Skills and Knowledge acquired |  |
| 12b. Training completed |  |
| 13b. Subsidy Sought  (Please attached a statement of accounts with copies of supporting) | HK$ |
| 14b. Other remarks |  |

PART II – Project and Training Details (3rd Intern)

|  |  |
| --- | --- |
| 8c. Position of Intern |  |
| Name of Intern |  |
| 9c. Period sought for subsidy funding |  |
| 10c. In-depth evaluation of the effectiveness of how the Internship programme has achieved the objectives set out in the application (use separate paper if necessary).  Objective 1    Objective 2    Objective 3 | |
| 11c. Skills and Knowledge acquired |  |
| 12c. Training completed |  |
| 13c. Subsidy Sought  (Please attached a statement of accounts with copies of supporting) | HK$ |
| 14c. Other remarks |  |

***Please copy the table for “PART II- Project and Training Details” here if you have 4th or 5th interns***

PART III – Undertakings

The company certifies that all the information provided above is true and. The company understood that it is a criminal offence if the company provide false or withhold information in order to obtain the training subsidy.

|  |  |  |
| --- | --- | --- |
| Signature and Company Chop |  | Date |
|  |  |  |

Notes:

Please return the filled application form to the Hong Kong Cyberport Management Company Limited – Knowledge Centre reside at Unit 1102-1104, Level 11, Cyberport 2, 100 Cyberport Road, Hong Kong and email to [knowledge@cyberport.hk](mailto:knowledge@cyberport.hk) .

The purpose of collecting company and personal data by the Hong Kong Cyberport Management Company Limited is to process application under the eHR Internship Programme 2016 and to carry out the subsequent follow-up work only.

1. See <http://cdcf.ugc.edu.hk/cdcf/searchProgramme.do?lang=EN> [↑](#footnote-ref-1)
2. See <http://www.ipass.gov.hk/edb/index.php/en/home/programmes> [↑](#footnote-ref-2)