

**National Guidelines on Continuing Nursing and Midwifery
Education / Continuing Professional Development
(CNME/CPD) for Nurses and Midwives**

Nepal Nursing Council

Nepal Nursing Council

Bansbari, Kathmandu

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Acknowledgement

Nursing and Midwifery are dynamic, science based and skill-oriented profession which need continuing advancement and updates in knowledge and skill to ensure best possible care to clients and health care consumers. The rapid pace of these advances makes it mandatory for nurses and midwives to keep themselves updated so that they may apply this information to their practice. Nepal Nursing Council (NNC) main responsibility is to protect public by ensuring quality and competent nursing and midwifery services through updated licensed and qualified nurses and midwives. Therefore NNC develop the “National Guidelines on Continuing Nursing and Midwifery Education (CNME)/Continuing Professional Development (CPD) for Nurses and Midwives” to manage and regulate the CNME/CPD and link them with relicense process.

This guideline would not have been possible without the support and guidance of tremendous whole heartedly supported people. Therefore Nepal Nursing Council would like to acknowledge all of the helping hands for the contribution. Firstly, NNC would like to express sincere thanks to then President Prof. Goma Devi Niraula Shrestha and then Registrar Asso. Prof. Binda Ghimire for their excellent leadership and work out to draft this guideline. Sincere thanks goes to World Health Organization for providing financial support to develop this guideline. This guideline is developed with series of meeting, consultation and coordination with related stakeholders. All the suggestions, inputs and feedbacks are cordially included. National and international literatures as well as practices are reviewed thoroughly. Therefore, we would like to extend our sincere gratitude to the writing team for their dedicated effort. Last but not least thanks goes to all the known and unknown contributors and well-wishers of Nepal Nursing Council.

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Abbreviations

CNME:	Continuing Nursing and Midwifery Education
CPD:	Continuing Professional Development
NNC:	Nepal Nursing Council
NAN:	Nursing Association of Nepal
NSSD:	Nursing and Social Security Division
NHTC:	National Health Training Centre
SBA:	Skilled Birth Attendants
MIDSON:	Midwifery Society of Nepal
CCNAN:	Critical Care Nursing Association of Nepal
PNAN:	Pediatric Nursing Association of Nepal
TITI:	Training Institute for Technical Instructor
CTEVT:	Council for Technical Education and Vocational Training
UGC:	University Grant Commission

Preamble

Nursing and Midwifery are dynamic, science based and skill-oriented profession which need continuing advancement and updates in knowledge and skill to ensure best possible care to clients and health care consumers. Tremendous advances are taking place in the field of medical sciences, continuously changing the concept, approach to management and the outcome of several diseases. The rapid pace of these advances makes it mandatory for nurses and midwives to keep themselves updated so that they may apply this information to their practice and thus fortify her/his competence knowledge by keeping abreast with the latest development in the field.

Nepal Nursing Council (NNC) in pursuance of its responsibility at large is to protect the health of the people by providing license and registered the qualified nurses and midwives to provide the effective and quality care to the people in need. In order to provide the effective health care to the public, obviously the nursing and midwifery professionals need to update the knowledge and skills so the need of continuous professional development will become mandatory.

It will be NNC's endeavor to promote such learning activities and this guideline has been developed based on the Nepal Nursing Council Act 9.1, and the section 11.10 of the Nepal Nursing Council Regulation provided the right to develop the National Continuing Nursing and Midwifery Education/ Continuing Professional Development (CNME/CPD) guideline.

Section 1: Introduction

1. Introduction of Nepal Nursing Council

Nepal Nursing Council (NNC) is established under the Nepal Nursing Council Act 2052 (1996). It came into effective from 2053-03-02 (16 June 1996). A first amendment of the act was done on 2058/10/14 (17th January, 2002 A.D.) However, initially the office of council was located within the premises of Ministry of Health and Population, and is presently located in Bansbari, Kathmandu.

Nepal Nursing Council is a legislative body which is under Ministry of Health and Population. The main function of the NNC is to formulate policy required to operate the nursing/midwifery professions smoothly, and to formulate the professional code of conduct and take disciplinary actions in case of violations. Another main function of NNC is provides the licensure and registration of nurses/midwives and develops scope of practice (guidelines) for the professionals.

2. Justification of the need of CNME/CPD in Nepal

CNME/CPD programs are designed to promote ongoing safe, ethical, and competent practice for nurses and midwives and to ensure that they have opportunities for professional growth and continued competence. This in turn contributes to protection of the public. This document presents the arguments for introducing a national CNME/CPD program to convince nurses, midwives, and others (including employers and governments) that involvement in CNME/CPD is an essential activity.

In nursing and midwifery professions, CNME/CPD offers the opportunity to maintain, improve and broaden the knowledge, expertise and develop their personal and professional qualities to enhance practice and career development. For example, in the United Kingdom (UK), a registered nurse, midwife or nursing associate are required to demonstrate their CPD in order to renew their registration. They must undertake a minimum of 35 hours of CPD in a three-year period, and link this to the professional code for nurses and midwives.

Nepal over the years has have limited process in ensuring CNME/CPD for nurses and midwives. The uptake of post-registration education and training tends to be ad hoc. It seems to depend very

much on what is made available by the government and/or International Non-Governmental Organizations (INGOs) rather than research or any other evidence. However, the Government of Nepal remains committed to universal health coverage and quality health service, which is evident from the increase in budget, infrastructure development from federal to the local as well as peripheral level with outreach/community facilities. Nurses and midwives are recognized as the backbone of the Nepalese health system as they cover a larger proportion of the population than doctors, particularly in rural areas.

Various countries like India and Sri Lanka are also making CPD mandatory for renewal of licensing and registration of nurses and midwives. In 2016, need assessment was done in Nepal in collaboration with Liverpool John Moores' University, Bournemouth University, Man Mohan Memorial Institute of Health Sciences, Nepal Nursing Council and Nursing Association of Nepal. The assessment concluded that 60% of nurses/midwives were unaware of CPD. Therefore, there is urgent need to develop this guideline to streamline the capacity development for nurses and midwives.

3. Title of the document: National Guideline on Continuing Nursing and Midwifery / Continuing Professional Development (CNME/CPD) for Nurses and Midwives.

4. Definitions

- i. **Continuing Nursing and Midwifery Education/Continuing Professional Development (CNME/CPD):** CNME/CPD in healthcare is fundamental for making sure frontline staff practice safely and effectively. This requires nurse/midwife to update knowledge and skills regularly to match the changing complexity of healthcare needs. Learning a new and update professional competencies can help nurses and midwives to take on new tasks at work, as well as increase their ability to articulate to employers how they can make a difference in the workforce. CNME/CPD, training and other program which are been conducted in different organization/hospitals are also included in CNME/CPD activities. (The number of credit points or hours need to be earned is mentioned in Section 2.4)
- ii. **Nurses and Midwives:** Nurses and midwives are those who have had completed different level of nursing and midwifery education from recognized institution such as Proficiency

Certificate Level (PCL), Bachelor level, Master level and PhD level with registration in the Nepal Nursing Council.

- iii. **Credit Point:** This is certain points or hours earned by nurses and midwives after attending / involving in different educational and professional activities such as training, CNME/CPD programs, workshop, seminars, conferences, online/offline training, short-term course/study, article writing, article review, journal club and others, that have been awarded by the authorized government bodies, hospital, organization and institutions.
- iv. **Accreditation:** It is a formal, independent verification process to establish quality standard with competency of nurses and midwives in their knowledge and practice. It is simply a review process to determine if educational/training or CNME/CPD programs meet defined standards of quality. Once achieved, it is renewed periodically to ensure that the quality of the educational program is maintained because accreditation is not permanent.

5. Objectives of the CNME/CPD Guideline

The objective of developing “National Guideline on Continuing Nursing and Midwifery / Continuing Professional Development (CNME/CPD) for Nurses and Midwives” is to provide the clear instructions on CNME/CPD requirements for nurses and midwives in regard with the information needed in terms of CNME/CPD requirement, providers, its process to apply for renewal for license with CNME/CPD credit points, earning credit points, and other miscellaneous issues.

6. CNME/CPD Committee

The CNME/ CPD committee will comprise of seven (7) members which will be decided and endorsed from the Nepal Nursing Council.

Coordinator: Board Member, Nepal Nursing Council

Member: President, NAN

Member: Coordinator, Licensing Committee, NNC

Member: Coordinator, Registration Committee, NNC

Member: Two representatives (one from clinical and another from academic area nominated by NNC

Member-secretary: Board member of NNC

Roles and Responsibilities of CNME/CPD committee

1. The committee will be directly responsible to NNC.
2. The committee will evaluate and verify the professionals CNME/CPD activities as per the need of the applicants.
3. The committee will identify the CNME/CPD providers which will be approved by NNC
4. The committee will be responsible to manage the application and recommend for endorsement to NNC for renewal process.
5. The committee will advise for additional mandatory CNME/CPD courses.
6. The committee will facilitate any problems and issues related to CNME/CPD.

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Section 2 – Information related to CNME/CPD

1. Importance of CNME/CPD in nursing and midwifery profession

The benefits of upgrading/updating knowledge and skills has been shown to increase self-confidence and provide for a competent, compassionate nurse and midwife professional to deliver effective and efficient care. This in turn helps to reassure the public at large in providing quality nursing and midwifery care.

2. Participants of CNME/CPD

All the nurses and midwives who have acquired certain degree of nursing and midwifery from recognized University/Academy/ Board/Education institutions and registered in Nepal Nursing Council and are involved in providing care to the individuals in health care needs either in hospital or in community setting or any organization working as a health care professional should take CNME/CPD activities.

3. Participation of Nurse and Midwife in CNME/CPD

A nurse and midwife need to take initiative by herself/ himself in CNME/CPD related activities conducted by the organization/ hospital s/he is working at different level. They have to attend the training program organized by different organization such as hospitals, Ministry of Health and Population, universities, academia, professional organizations, national/provincial level training institutions and others. These activities such as seminar, workshop, training and CNME/CPD activities need to be recognized/accredited by the concerned authority for the credit points. Those credit points need to be registered or applied in Nepal Nursing Council for the necessary steps by the participants.

4. Earning of CNME/CPD credit points

- i. A nurse and midwife need to earn and accumulate credit points for six yearly renewal of license.

- ii. During each six-year licensing cycle, nurse and midwife professional must earn a minimum of 60 credit points. Preferably the nurse and midwife need to earn 20 credit points every 2 years and need to update the Nepal Nursing Council about the CNME/CPD activities during renewal of license.
- iii. To earn the credit points, nurses and midwives need to focus on the mandatory areas as well as the professional verifiable areas.
- iv. The excess credit points cannot be used or saved during subsequent period.

Section 3: Types and Categories of CNME/CPD

1. Different types of CNME/CPD

The CNME/CPD activities have been divided into two main sections:

- Mandatory Verifiable CNME/CPD and
- Professional Verifiable CNME/CPD

Mandatory Verifiable CNME/CPD

Those CNME/CPD activities in which all nurse and midwives must participate at least once in every six years have been termed mandatory verifiable CNME/CPD. The areas of mandatory verifiable CNME/CPD for nurses and midwives are listed below. Among them, any two of the following areas should complete during six years period.

- i. Communication
- ii. Counseling
- iii. Infection prevention
- iv. Aerosol/oxygen therapy
- v. Basic life support
- vi. Ethical and legal aspects of nursing
- vii. Helping baby breathe
- viii. Helping mothers survive
- ix. Blood transfusion
- x. Body mechanics
- xi. Patient lifting and moving

Professional Verifiable CNME/CPD

Professional verifiable CNME/CPD is those activities which are from the areas of individual nurses' and midwives' interest and have following characteristics.

- a. There should be the clear educational objectives aimed to achieve the activities.
- b. There should be a mechanism for quality control and assurance (with a provision for feedback system).
- c. The committee will monitor CNME/CPD provider in regular and/or ad hoc basis.

- d. The successful participants need to receive a certificate.

CNME/CPD activities that a nurse and midwife would have to participate in order to earn the credit points

The NNC categorizes the different activities/ events in the following groups

Category I: National events

Category II: Regional/ Global activities

Category III: Publication, Editorial and Review

Category IV: Distance learning (Online Modules)

Category V: Additional approved qualifications

A. Activities considered under Category I: National activities

Those CNME/CPD activities which are organized within the country consisting of:

- a. Scientific meetings, symposia, and so forth organized by authorized/ recognized institutions.
- b. Approved training CNME/CPD activities conducted by NSSD, hospitals, professional associations, Academia, University, Training Centre, UGC, other training institute recognized/accredited by the government/ concerned authority.
- c. Training: in-service, refresher, online, etc.
- d. Conference, seminar, workshop and others

B. Activities considered under Category II: Regional or global activities

Those CNME/CPD activities which are organized outside Nepal consisting of Scientific meetings, seminar, workshop, symposium, conference, training, online training course, specialized course organized by recognized/authorized CPD providers or similar authority of the respective country.

C. Activities considered under Category III: Publication, Editorial and Review

Nurses and midwives carry out activities related to nursing and midwifery publications, editorial or review work will also earn credit points as listed below:

- i. Authorship of an original article published in an indexed/peer reviewed nursing and midwifery or health journal

- ii. Authorship of a book or a book chapter in a nursing and midwifery textbook
- iii. Review work for a peer reviewed biomedical journal
- iv. Review work of a research proposal for an Institutional Review Committee or Ethical Review Board of Nepal Health Research Council, University Grants Commission or any scientific journal editorial board
- v. Publication of professional article for public awareness in national newspaper on topics related to nursing and midwifery (The publications need to be listed down).

D. Activities considered under Category IV: Distance learning (Online Modules)

Participation in an approved distance learning activity (online/offline mode) which meets requirements of professional verifiable CNME/CPD and has a system of self-assessment will be considered under this category. The certificate should be submitted.

E. Activities considered under Category V: Additional approved qualifications

- i. Short term training
- ii. Short term course
- iii. Case Study
- iv. Reflective learning

2. Participation of Nurses and Midwives for CNME/CPD

Recognized / authentic authority will provide CNME/CPD activities like NSSD, NHTC, NAN, MIDSON, Hospitals, Professional associations, academics, health institutions, universities, including teaching hospitals and many more. The concerned authority should be informed to NNC regarding CNME/CPD and provide documents of attendance.

The CNME/CPD activities conducting authority will publicize the information about the venue and date of the CNME/CPD activities or training program. Interested participant can participate in a site which is convenient to them and involve in CNME/CPD activities. If there is approved online course, the participants need to take such course and earn CNME/CPD credit points.

3. Credit points awarded/ allocated for the CNME (CPD) activities

The participant will be involved in different mandatory/ professional CNME/CPD activities and the credit points are awarded as in the table below. CNME/CPD providers will provide the following credit points as allocated under different heading as follows (Table 1)

Table: 1 Allocation of CNME/CPD credit points for different category

Level /Category	Activity	Role	Duration (hours/day)	Credit Points	Remarks
National	Training	Participant	1 full day (6 hours)	6 (one credit per hour)	
		Trainer	1 hour	1.5	
		Participant in a skilled training	1 hour	1.5	
	Scientific meeting Conference, Seminar, workshop and others	Participant	3 hours (half day)	3	Proof of attendance Appreciation letter for speaker/chair person/moderator
		Speaker	1 hour	1.5	
		Chairperson, moderator in a conference	1 hour	1.5	
		Oral presentation	1 presentation	1.5	
		Poster presentation	1 poster	1	
Regional Global	Authorship of an original article/reviews in an indexed/peer reviewed journal	Lead/corresponding/ main author of original article	1 article	4	Verified presentation or publication in program/ abstract book, Proceedings or journal.
		Co-author	1 article	3	
Publication, editorial or review work	Authorship of a nursing or midwifery book	Author of a book	1 book	4	
		Contributor to a book chapter	1 book	3	
		Co-author/editor of a textbook	1 book	2	
	Editorial work	Chief editor	For the tenure (1year)	1.5/journal	Letter of appointment or letter of appreciation
		Managing editor	1 to 3 years	1/journal	
		Co-editor	Per year	0.5/ journal	
	Reviewer	Review of article/ proposal	1 article	1.5	

		Review of nursing or midwifery textbook	1 book	1	Letter of appointment as a reviewer
Distance learning self-Assessment (Online modules)				Credit points be awarded by the concerned authority	Certificate
Additional approved qualification	Short term training Short term course		1 day = 6 hours Half day = 3 hours	One credit point per hour	Certificate Credit points will be awarded by the concerned authority for example: NNC NSSD, NHTC, NHRC, etc.
Case studies		Case Study	1	5 points	
Reflective writing		Reflective learning	1	2 points	

Beside this, the credit points will be awarded based on the involvement of the nurses and midwives in the CNME/CPD activities in different professional verifiable areas with the proof of attendance, certificate of participation, certificate of appreciation, letters etc.

Section 4: CNME/CPD Providers

1. CNME/CPD Providers

Recognized / authentic authority will provide CNME/CPD activities like NSSD, NHTC, NAN, MIDSON, Hospitals, Professional associations, academics, health institutions, universities, including teaching hospitals and many more. The concerned authority should be informed to NNC regarding CNME/CPD and provide documents of attendance.

The CNME/CPD activities conducting authority will publicize the information about the venue and dates of the training program. Interested participants can participate in a site which is convenient to them and involve in CNME/CPD activities.

2. Basic criteria for CNME/CPD Providers

The basic criteria for CNME/CPD providers are for other than the authorized body like NSSD, NHRC, NHTC, Governmental hospitals, universities and teaching hospitals and so forth. The professional organizations/ associations whenever conducting CNME/CPD activities need to fulfill the criteria set by NHTC, NNC to award the credit points to the participants.

The CNME/CPD activities providing institutions/organization should have the following:

- a. Physical facilities:
 - Classroom/online platform
 - Trainer/teachers related to different subjects
 - Model/Teaching and Learning materials
 - Stationaries
 - Log books
- b. Plan and design CNME/CPD activities according to the needs of the target group/ staff.
- c. Apply for and receive prior approval from the NNC except CNME/CPD conducted by government, university, hospital and professional organization where approved packages are used.
- d. Submit details of CNME/CPD trainer speaker and get approval from NNC and recognized authority.

Beside this any health professional who have specialization on health-related subjects as a trainers need to be registered in respective councils.

- e. Publicize the CNME/CPD program announcement with all necessary information as per CNME/CPD guideline of NNC in institutions website and within institution.
- i. Maintain official records of CNME/CPD participants with details.
- ii. Conduct CNME/CPD activities as planned.
- iii. Provide a certificate/proof of participation to participants on successful completion of the program.

3. Eligibility of CNME/CPD Trainer

- 1. Minimum bachelor of nursing and midwifery and have educational science or clinical training skills
- 2. Trainers with training on subject related expertise or TOT trainers or with Master level with respective specialties can be the CNME/CPD trainer.
- 3. Trainer should be member of concerned professional association.

Section 5: Documentation

1. Components of documentation needed for an individual to provide evidence that she/he earned CPD credits

- i. Keep records in the form of certificates of participation both for Mandatory CNME/CPD and Professional CNME/CPD programs.
- ii. Keep a written record of the name of the program, program organizer, and the nature of the activity, the date of attendance, and the number of credit hours earned and number of hours spent on each type of CNME/CPD activity.
- iii. The record should be maintained for one full renewal cycle (Six years). This will permit the CNME/CPD Committee to conduct audit of compliance with the CNME/CPD requirements at any point during the **Six Years** following the cycle in which they were earned.

2. Proceeding for the license renewal application

Nurses and Midwives need to keep the hard/e-copies and upload the activities data through online access to NNC website. The nurse and midwife need to submit the application form along with earn CNME/CPD credit points to NNC for license renewal (the application format is given in Annex I). Submission of document is required to do so for audit purposes or if the CNME/CPD committee otherwise asks for any other reason.

3. Auditing of CNME/CPD activities and the consequences for non-compliance with the CNME/CPD for license renewal

- i. The CNME/CPD committee conducts random auditing of CNME/CPD. If there are any mis-statements or misrepresentations made in filing your renewal application, CNME/CPD committee may forward the case to NNC for disciplinary action.
- ii. If selected for random CNME/CPD audit, the information will be sent to the respective nursing and midwifery professionals to furnish the documents related to CNME/CPD activities. If credit is not accomplished within the time period, the nurse and midwife will get 3 months period to complete the defined credit points.
- iii. Submit the documents within 30 days from the date of the CNME/CPD notification letter.

Section 6: Miscellaneous

1. Inactive status/lapsed licenses and waivers

- i. A nurse and midwife may apply for a waiver by submitting the application waiver form (Annex II) along with necessary documents. The council must receive the completed application at least 30 days prior to the nurses/midwives license renewal date, if the nurse and midwife is to be eligible for a waiver.
- ii. The CNME/CPD committee will proceed as per the application. However, CNME/CPD waiver does not excuse for the next cycle of license renewal with CNME/CPD requirement. In applying for a waiver, the nurse and midwife must explain the reasons for not fulfilling the CNME/CPD requirements. (The application form is available in Annex 2)

2. Conditions to apply for a waiver

A waiver can be granted under the following conditions:

- i. Prolonged illness
- ii. Attending a formal degree, diploma or fellowship course or training program
- iii. Academic and managerial responsibility, for example A nurse and midwife working in key government /educational institution where responsibility is more administrative than clinical and academic such as; dean of an institution, director/section chief/officer in MoHP/DoHS and provincial level, teaching hospitals or tertiary care hospital, chairperson, registrar and vice-chair of NNC.

Note: they must complete positional requirement other than professional mandatory

CNME/CPD

- iv. In case of retired nurse/midwife the CNME/CPD will be waived, but need to participated as per positional responsibility and fulfill the requirement.
- v. ***However, the decision to waive the requirements will be discussed in the CNME/CPD committee and forwarded to NNC for the final decision.***
- vi. If the council grants the waiver, the nurse and midwife typically receive an extension of time in which to complete the CNME/CPD requirements. Generally, a waiver will not exempt the nurse and midwife from those requirements and they will have to start earning CNME/CPD points once their assignment is over and back in their work.

Any other issues related to CNME/CPD activities otherwise not mentioned in the CNME/CPD guideline, will be decided by the NNC.

The person herself/himself will be responsible for any falsification and misconduct of this guideline.

Kindly contact the following at NNC for clarifications and any issue related to CNME/CPD

Contact Address

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Webpage: <http://www.nnc.org.np>
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Annexes

Annex 1

1. Application form for renewal of license with CNME/CPD credit points

- i. Name:
- ii. Address:
- iii. Qualification:
- iv. Status: RN/RM/Specialist
- v. NNC Registration No.....
- vi. If specialty:
- vii. Date of last renewal
- viii. Working Institution
- ix. Work Experience -----
- x. Area of Work ---- Academy/Hospital/Community/

2. CNME/CPD related information

SN	Date	CNME/ CPD activity	Name of the Institution	Number of hours participated	Credit points awarded	**Evidence Verification Participation	Remarks

** as per stated in the table No. 1

The above mentioned information is correct. I will be responsible for myself and will be liable for any legal procedure.

Signature of the Applicant

Annex 2

3. Application for Waiver /lapse/ inactive status of CNME/CPD activities

- i. Name:
- ii. Address:
- iii. Qualification:
- iv. Status: RN/RM/Specialist
- v. If specialty:
- vi. Date of last renewal
- vii. Working Institution:
- viii. Years of Experience:
- ix. Area of work : Academy/ hospital/ community
- x. Reason for Waiver/lapse/Inactive status :

The above mentioned information is correct. I will be responsible for myself and will be liable for any legal procedure.

Signature of the Applicant