



# Continuing Professional Development (CPD)

PROGRAMMES FOR NURSE ASSISTANTS,  
NURSES AND MIDWIVES

FEBRUARY 2016

## Mandate

Section 55 (f) of Part III of the Health Professions Regulatory Bodies Act, 2013 (Act 857) mandates the Council to among others, “determine & implement post-registration, continuing education & continuing professional development programmes for practitioners”. The Council has therefore identified the professional activities in this document as its CPD programmes.

## Definition

Continuing Professional Development (CPD) refers to the process by which members of a profession maintain and improve their knowledge and skills to remain competent in their chosen profession for the benefit of themselves, their clients or patients and the wider profession.

A CPD programme represents a commitment to continuous personal and professional development in order to provide quality care and promote professional integrity for the benefit of the individual, clients or patients and the profession.

## Aim

The aim of introducing these CPD programmes is to ensure that Nurse Assistants, Nurses and Midwives remain up to date in knowledge in respect of changes in health patterns, standards of professional education and practice, health sector reforms and technological advances.

## Requirements

It is mandatory to have evidence of required CPD credit points to renew one’s License every year. The CPD points should be obtained from at least three (3) different levels of activities.

All Nurse Assistants, Nurses and Midwives registered with the N&MC are required to obtain minimum CPD credit points as follows:

No.	Category	Required CPD Points
1	Nurse Assistants: CHN, EN, NAC & NAP	Ten (10)
2	Staff Nurses/Staff Midwives up to Nursing/Midwifery Officers	Fifteen (15)
3	Senior Nursing/Midwifery Officer/Health Tutor/Assistant Lecturers and above	Twenty (20)

## Scope

It is the responsibility of the individual Nurse Assistant, Nurse or Midwife to identify, select and attend relevant CPD activities that will help them in their personal and professional learning goals. CPD activities chosen should be relevant to current or future practice of the Nurse Assistant, Nurse or Midwife.

Any CPD programme that is not listed in this document should be referred to the Council for approval.

## Documentation

It is the responsibility of the Nurse Assistant, Nurse or Midwife to maintain a continuous, up to date and accurate record of their CPD programmes. This will be verified by the Council before acceptance as basis for renewal of License.

The record of each CPD programme must be in accordance with existing means of documentation /verification.

All CPD programmes must be verified by the employer, manager or nurse educator or designated person and include their name, designation and signature. If there is no designated person who can verify the CPD, a means of verification must be produced.

Where a formal CPD programme has been undertaken, a certified copy of the certificate must be produced.

## Compliance

Compliance will be enforced according to Part Three of Act 2013 (Act 857).

## Penalty

It is illegal to practice without a valid license. Section 73 (d) of Act 2013 (Act 857) shall apply as penalty for Practicing without a valid license.

## Appeals

A Nurse Assistant, Nurse or Midwife whose license has not been renewed for failure to attain the required CPD points may appeal the decision in accordance with the provisions of the Council’s Regulations.

## Exemption

Nurse Assistants, Nurses or Midwives who are on extended leave in excess of six months may apply in writing for exemption from CPD requirements.

## ACCREDITED ACTIVITIES FOR CPD POINTS

1 Point		
Participation in in-service sessions or skill development programmes of a minimum of three (3) hours duration	Participation in a journal club meeting	Participation in commemoration or special events relevant to work role (1 point per event)
Working with a mentor to improve practice	Active membership of professional body(ies) (e.g. attending and contributing at meetings and adding value as a member)  NB: Proof of active membership should be presented in the form of a letter of attestation.	Participation in a ward conference, ward, tutorial staff or academic meetings.
Reading professional journals and books and making a summary of lessons learnt and how it will be applied to practice which is verified by supervisor (1 point per article)		
2 Points		
Keeping a monitored practice journal or reflective diary.	Participation in research/ clinical research as a team member	Participation in project work as a team member (2 points per project).
Facilitating a journal club meeting (2 points per meeting)	Participation in professional or scientific conferences, lectures, seminars workshops or professional meetings outside workplace (2 points per attendance)	Participation in disciplinary hearings (2 points per hearing).
	Fully Participating in all Ward-in-Charges meetings throughout the year.	Keeping an audit trail of activities.
3 Points		
Presenting at conferences, ward conferences or departmental meetings in-service sessions, lectures, seminars, workshops, health talks including OPD, school, church/mosque others or professional meetings (3 points per presentation).	Acting as a preceptor, mentor, coach or supervising staff or students at Clinical Sites. (At least 1 month duration).	Active participation in clinical audits, case reviews, focus groups discussions, community disease surveillance, or critical incident monitoring and evaluation (3 points per meeting).
Active participation in workplace committees, for example accreditation, clinical audit, quality improvement/ assurance, infection prevention and control, or occupational health, safety and wellness committees. (3 points per committee).	Participation in short courses, completion of a module-classroom based, distance or online with a minimum of 3 hours of active learning each week (3 points per week).	Providing counselling for colleagues/students
Participation in a health screening/ medical outreach programmes. (3 points per programme).	Award for Monthly Best Departmental Nurse/Midwife based on exceptional display of clinical knowledge, skills and attitude.	Participating in effective referral system in the CHPS compound /health facilities with evidence of documentation (a minimum of 3 referrals)
Providing psychosocial interventions, e.g psychotherapy, recreational therapy, cognitive behavioral therapy	Using partograph throughout in monitoring labour	Using the nursing process throughout patient care

## ACCREDITED ACTIVITIES FOR CPD POINTS

<b>4 Points</b>		
	Attending short courses classroom, distance or online with a minimum of 15 hours of active learning each week. (4 points per week)	Investigating disciplinary cases or being an expert witness. (4 point per case)
Being an Internal /External examiner or Assessor. (4 points per week).	Planning, running or facilitating a seminar, workshop in-service session or on-job training, lecture, or professional meeting. (4 points per event)	Organizing or coordinating commemorations or special events relevant to work role. (4 points per event)
Managing a project or a special assignment in addition to regular duties. (4 points per project)	Active membership of professional body as a member of the executive committees	Chairing clinical standards development or review meetings. (4 point per document)
Managing a project or a special assignment in addition to regular duties. (4 points per project)	Coordinator for preceptorship, mentorship, coaching or supervision program for staff or students in addition to regular duties. (4 points per program)	Participation in a commission of inquiry. (4 point per case).
<b>5 Points</b>		
Faculty-Clinical practice. (5 points per session)	Participation in research/ clinical research as a team member	Planning, running or facilitating an international conference. (5 points per conference).
Planning, running or facilitating a short course - classroom based, distance or online. (5 points per programme).	Participation in community based (e.g community survey) services or voluntary work relevant to practice.	Assuming a leadership role in developing policies, protocols or guidelines. (5 points per session)
Supervision of Patients-family care study and project work. (5 points per examination session)	Serving as a resource person on Radio or Television discussion programme on health issues.	
<b>10 Points</b>		
Published educational material, article. (10 points per material and article).	Reviewing Clinical Standards/ Protocol practice for publication. (10 points per publication).	Award of Annual Best Facility Nurse/ Midwife based on exceptional display of clinical knowledge, skills and attitude.
Presenting at international conferences, ward conferences. (10 points per conference).	Conduct of assessment for promotion at the University level.	Reviewing educational materials, journal articles, books. (10 points per article/book).
Conducting research or project work as a principal investigator or supervisor.	Being an internal or external examiner for Masters or Doctoral thesis.	Identifying health issue in a specialized area of practice and strategizing to curb it.
Identifying a prevailing/potential health issue in a community and strategize to curb it.	Identifying prevailing/potential mental health related issue in the community and strategize to curb it.	Organising a health screening/medical outreach programme. (10 points per programme).
<b>20 Points</b>		
Published journal article, book chapter  Published book.	Education programme leading to a qualification (e.g. diploma or degree)  Completed education programme with a qualification (e.g. diploma or degree)	Innovation in Nursing / Midwifery Care

■ The NMC encourages all Practitioners to use the various charts relevant to their scope of practice e.g ICU Chart, suicide Caution Chart, Beck's depression inventory, Partograph, Child Health Record Chart, TPR chart, Stillbirth, Intake and Output chart etc.

**For Further Information, Contact:**

**The Registrar**

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