

NATIONAL COUNCIL OF NURSES AND MIDWIVES

P.O.BOX 4259 KIGALI-RWANDA



GUIDELINES FOR CPD POLICY IMPLEMENTATION

SEPTEMBER 2016

CONTENTS

1. INTRODUCTION	3
2. RATIONALE	3
3. ADVANTAGES	4
4. PRINCIPLES	4
5. CPD PROGRAMS	4
6. CPD PROVIDER	5
6.1. Role and responsibilities of CPD provider	5
6.2. Accreditation and approval requirements of CPD provider	6
6.3. Requirements for CPD activities accreditation/ approval.....	6
6.4. Provider Accreditation Process	7
6.5. Appeal Process	7
7. EMPLOYER	8
7.1. Role and Responsibilities of employer	8
8. NURSES AND MIDWIVES	8
8.1. Role and Responsibilities	8
9. RWANDA NURSES AND MIDWIVES UNION	9
9.1. Role and Responsibilities	9
10. NATIONAL COUNCIL OF NURSES AND MIDWIVES	9
10.1. Role and Responsibilities	9
11. CONCLUSION	10

1. INTRODUCTION

The Rwandan health professional authorities established a national CPD policy for all health care providers. The policy describes the roles of different healthcare professional councils CPD providers, and health professionals. Each healthcare council has both a duty and mandate to ensure that CPD providers address the needs of its professionals as well as the needs of the Rwandan population and within the scope of the policy and the law. On the other hand, while nurses are required to keep abreast with new knowledge and skills, the NCNM will ensure that they receive competences that are necessary for both personal and professional development through mechanisms that facilitates quality and growth.

These guidelines have been developed by NCNM to support and facilitate the implementation of CPD policy in nursing and midwifery professions. The guidelines describe CPD activities, accreditation process for CPD providers and the role and responsibilities of stakeholders.

2. RATIONALE

The knowledge needed to function effectively as a health professional continues to expand and change while customer demands and expectations continue to increase. While nurses and midwives are expected to continue updating their skills, the need to ensure that gained knowledge and skills are relevant to them as well as the population they serve, remains the obligation and mandate of the NCNM. The CPD policy for Health Professional Councils in Rwanda demands that all professional councils develop guidelines that will facilitate the implementation of this policy. It is within this reasoning that NCNM has developed these guidelines.

3. ADVANTAGES

- Provides guidance to CPD providers on what is expected of them
- Ensures smooth and transparent process for accreditation, monitoring, and evaluation of CPD activities
- Provide a mechanism of ensuring objectivity in accreditation process
- Ensures the quality and relevance of CPD activities

4. PRINCIPLES

- Emphasis of CPD provision will be placed on skills and knowledge development, and enhancement within the context of nursing and midwifery professions and within the limitations of national CPD policy.
- In addition, the nursing and midwifery council's focus will be to create a more facilitative environment for the CPD providers to continuously improve the quality of CPDs provided.

5. CPD PROGRAMS

CPD programs will be assessed to ensure that they are need based and professionally oriented:

- Contribute to nursing care quality
- Fit into national health priorities
- Adhere to CPD Objective and policy

6. CPD PROVIDER

CPD provider is any institution operating in Rwanda as health care provider and or involved in health care and related activities. This includes health institutions such as Rwanda Biomedical Centre (RBC), teaching hospitals and institutions of higher learning and other national and international organizations. Individuals or entities with expertise in CPD activities provision may be allowed to provide CPD activities. All intending institutions and individuals will be eligible for CPD provision after obtaining accreditation and approval from the National Council for Nurses and Midwives. This is irrespective of prior accreditation by other health professions.

6.1. Role and responsibilities of CPD provider

- Submit needs assessment for CPD activities
- Develop CPD activities with their learning outcomes and credits
- Make annual plan for CPD activities
- Submit CPD programs for approval by NNCNM
- Publish CPD plan to stakeholders
- Keep records of attendance
- Issue certificates of completion of CPD activity/ or other proof of attendance (Topics, date, credits, CPD level , etc)
- Update CPD programmes
- Collaborate with CPD providers from other health professions
- Promote ethical and clinical competences
- Assess CPD activity outcomes
- Keep monitoring and evaluation report
- Provide annual report on CPD activities

6.2. Accreditation and approval requirements of CPD provider

- Needs assessment report for CPD activities
- Annual plan for CPD activities
- Educational materials with their learning objectives
- Evidence of availability of qualified professionals to plan and provide CPD activities Valid and reliable assessment methods
- Record keeping system in place
- Quality assurance management system in place
- Availability of conducive learning environment/ facility and equipment
- Availability of monitoring and evaluation mechanisms

6.3. Requirements for CPD activities accreditation/ approval

- CPD activities should address nurses and midwifery knowledge and skills gap identified
- Educational objectives and learning outcomes should be clearly stated in educational materials
- The educational content and credits of CPD activity should be clearly described
- Teaching methods should be aligned with educational objectives and adult learning approaches
- Assessment methods should be aligned with content and educational objectives
- CPD facilitator should have expertise in specific CPD activities to be delivered
- CV of CPD facilitators should be documented and safely kept.

6.4. Provider Accreditation Process

- **Provider:**

- Submission of application letter addressed to the Registrar of National Council of Nurses and Midwives (NCNM) Board of Directors
- Submit CPD programs aligned with CPD priorities
- Non-refundable application fee of RwF 50,000 (Fifty thousand Rwandan francs)
- Application should be submitted twice a year (in June or December)

- **NCNM:**

- Delegate the committee to review the applications
- Chairperson of committee submits the review report to NCNM registrar
- Registrar informs the outcome of application to the applicant
- Committee visits those fulfilling requirements
- Committee makes commendations and recommendations from visit to the NCNM registrar
- NCNM Board of Directors makes decision regarding approval, amendment or rejection basing on committee recommendations
- Once the requirements are fulfilled, the applicant is granted approval that is renewable every three (3) years.
- The Chairperson of NCNM Board of Directors signs accreditation certificate issued to CPD provider
- Accreditation Certificate is issued at a fee of one hundred thousand Rwandan francs (RwF 100,000).

6.5. Appeal Process

- If the applicant is not satisfied with the decision, s/he shall submit his letter of appeal addressed to the chairperson of NCNM Board of Directors within five working days after receiving final decision from NCNM

- The appellant pays a non-refundable appealing fee of fifty thousand Rwandan francs (RwF 50,000).
- A review process that involves independent experts will start upon proof of the payment.

7. EMPLOYER

7.1. Role and Responsibilities of employer

- The employer shall conduct special CPD needs assessment for nurses and midwives and submit a report to NCNM
- Avail CPD opportunities for nurses and midwives
- Avail protected time to nurses and midwives for continuing professional development activities
- Verify and keep database for CPD records of nurses and midwives
- Submit CPD report to NCNM annually by the 30th July with support of the focal person/ education and research co-ordinator
- Collaborate with various CPD providers and other stakeholders to promote CPD of nurses and midwives.

8. NURSES AND MIDWIVES

8.1. Role and Responsibilities

- Conduct self- assessment of their learning needs
- Search for CPD learning opportunities
- Match individual and institutional needs
- Report to the employer about their CPD activities
- Keep logbook of undertaken CPD activities updated for license renewal
- Present appropriately completed CPD logbook and other proof of CPD activities during application for license renewal

- Make sure that required CPD credits are completed before license renewal
- Share with colleagues the knowledge and skills gained from CPD activities
- Consultant nurses have responsibility to be competitive as CPD facilitators
- Complete at least 60 points within three years of CPD

9. RWANDA NURSES AND MIDWIVES UNION

9.1. Role and Responsibilities

- Advocate for CPD activities for nurses and midwives
- Encourage nurses and midwives to attend CPD activities
- Provide support to nurses and midwives for CPD activities
- Monitor the relevance of CPD activities to the nurses and midwives professional responsibilities and needs
- Ensure that nurses and midwives fulfill CPD requirements to practice
- Provide CPD activities to the nurses and midwives

10. NATIONAL COUNCIL OF NURSES AND MIDWIVES

10.1. Role and Responsibilities

- NCNM has reserved right to CPD Policy of nurses and midwives in Rwanda
- Develop, update and publish CPD guidelines
- Publish a list of CPD activity priorities
- Publish application calendar for CPD provider accreditation
- Issue of accreditation certificates to CPD providers
- Monitor and evaluate CPD providers' activities
- Renew or withdraw accreditation certificate according to the compliance or failure to comply with CPD requirements.

11. CONCLUSION

The CPD policy aims to assist nurses and midwives to improve their competences in nursing and midwifery practice so that they may provide competent and quality nursing and midwifery care. The implementation of the CPD policy remains the responsibility of all stakeholders involved in nursing and midwifery care provision. These guidelines provide guidance to CPD policy implementation within a framework of the law. The guidelines will ensure that all stakeholders benefit from the policy.

Mr. NDATEBA Innocent
Chairperson, Education Committee

Ms. Agnes UWAYEZU
Chairperson, NCNM BOD