



REPUBLIC OF GHANA
MINISTRY OF HEALTH



Continuing Professional Development (CPD)

PROGRAMMES FOR NURSE ASSISTANTS,
NURSES AND MIDWIVES

JULY 2020

A. 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.

B. Definition

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

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 professions.

C. Aim

The aim of introducing these CPD programmes is to ensure that Nurse Assistants, Nurses and Midwives remain up to date in knowledge and skills in respect of changes in health patterns.

D. 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:

- (a) One of the **mandatory activities**
- (b) Two of the **other 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	Online CPD Points	Practicum
1	Nurse Assistants a. CHN/NAP b. EN/NAC	Fifteen (15)	7	8
2	a. Staff Nurses/Staff Midwives b. Senior Staff Nurses/Midwives	Twenty (20)	10	10
3	a. Nursing/Midwifery Officers/Health Tutors b. Senior Nursing/Midwifery Officers/Senior Health Tutors	Twenty-five (25)	12	13
4	a. Assistant Lecturers and above b. Principal Health Tutors and above c. Principal Nursing/Midwifery Officers and above d. Nurse/Midwife Specialist and above	Thirty (30)	15	15

E. 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. Aside the online CPD points, the additional CPD points should be acquired from the practical area.

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

F. 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.

G. Compliance

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

H. 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.

I. 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.

J. 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.

MANDATORY ACTIVITIES

6 Points

Basic Life Support (BLS) OR Advance Life Support (ALS)	Courses or activities on Professional Adjustment/ Ethico-legal Issues	Use of various charts relevant to scope of practice eg. ICU Chart, Suicide Caution Chart, Becks' Depression Inventory, Partograph, Child Health Record Chart, TPR Chart, Stillbirth, Intake and Output Chart, Nursing Process etc.
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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
Working with a mentor to improve practice (knowledge, attitude and skills)	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 or attestation.	Participation in a ward conference, 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)	Organize the ward and being ready for ward rounds (one week)	
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
Training others at the skills or simulation lab	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 at OPD, school, church/mosque others or professional meetings, service to the community	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
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 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	Participation 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	Basic midwifery procedures (10)	Basic nursing procedures (10)
4 Points		
Being an Internal/External Examiner or Assessor	Participation in field/clinical research as a team member. 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
Managing a project or a special assignment in addition to regular duties (4 points per project)	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 of special events relevant to work role
	Active membership of professional body as a member of the executive committees	Chairing clinical standards development or review meetings
	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

ACCREDITED ACTIVITIES FOR CPD POINTS

5 Points		
Faculty-Clinical practice (5 points per session)	Participation in field or clinical research as a team leader	Planning, running or facilitating an international conference
Planning, running or facilitating a short course-classroom based, distance or online (5 points)	Participation in community based services e.g. community survey or voluntary work relevant to practice	Assuming a leadership role in developing policies, protocols or guidelines
Supervision of Patient-family care study and project work (5 points per project)	Serving as a resource person on Radio or Television discussion programme on health issues	Award of Annual Best Facility Nurse/ Midwife based on exceptional display of clinical knowledge, skills and attitude
Using partograph throughout monitoring labour (10 -15 clients)	Using the nursing process throughout patient care, (10 -15 clients)	
Advanced midwifery procedures	Advanced nursing procedures	
10 Points		
Published educational material, article	Reviewing Clinical Practice, Standards/Protocol for publication	Award of Annual National Best Nurse/ Midwife based on exceptional display of clinical knowledge, skills and attitude
Conducting research or project work as a principal investigator or supervisor	Conduct of assessment for promotion at the University level	Reviewing educational materials, journals articles, books
Identifying a health issue in area of practice and instituting interventions to curb it	Being an internal or external examiner for Masters or Doctoral thesis	
20 Points		
Published journal article, book chapter Published book	Education programme leading to a qualification (e.g. diploma or degree)	Innovation in Nursing/Midwifery Care

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