



# **THE UGANDA NURSES AND MIDWIVES COUNCIL**

## **CONTINUING PROFESSIONAL DEVELOPMENT FRAMEWORK FOR NURSES AND MIDWIVES IN UGANDA**

**MAY, 2016**

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## Foreword

Health remains a universally recognized basic human right for all Ugandans and is assured in the 1995 Constitution of the Republic of Uganda. It is therefore imperative that government, development partners, health professionals, non-governmental organizations, communities, and Nurses and Midwives as well as other health professionals make an effort to ensure that this right is available and extended to all Ugandans.

The practice of Nursing and Midwifery is influenced by and responsive to the constantly changing disease patterns due to re-emergence of diseases that had been eradicated, the increase of non-communicable diseases and newly emerging health conditions; changing management approaches; and advances in technology. Furthermore, the increased expectations for quality health care delivery, an increasing life expectancy, legal litigations, ethical and economic factors, and a move towards evidence based health care have all driven the rapid changes in health service delivery.

There is increasing health care regulations co-existing with socialization of business in an environment where health care is perceived as a commodity in the market oriented world. The health professionals therefore must keep abreast with the new developments. Self-regulation is among the obligation of the health professionals. To achieve and embrace this understanding by health professionals, they must carry out CPD activities.

Therefore, Nurses and Midwives have a responsibility to continually upgrade their knowledge and skills in order to provide quality and optimum health care to their clients. The UNMC under CAP 274, section 26 (4) is mandated to determine the conditions under which a nurse or midwife is granted a practicing license.

CPD is a quality assurance mechanism that the UNMC has instituted to ensure that practitioners maintain their fitness to practice. Further, individual and collective commitment to CPD by practitioners and providers will help reduce cases of professional malpractice, build public confidence in our health care system, and enhance the image of the profession.

The CPD guidelines is anchored on a foundation of trust that health professionals facilitated by accredited CPD providers/programmes will commit to meeting the requirements for continuing education whose benefits cannot be over-emphasized.



Sr. Stella Josephine Namatovu

CHAIRPERSON, UGANDA NURSES AND MIDWIVES COUNCIL

## Executive Summary

The Uganda Nurses and Midwives Council advocates for continuous professional development (CPD) as the hallmark for a competent and excellent nursing and midwifery workforce in the provision of quality services to the public. Nurses and midwives are critical frontline health care professionals providing services at all levels of the health care system. In this era of rapid organizational changes, information technology, increasing public expectations, changing disease patterns, and the increased demand for quality and greater accountability, nurses and midwives must maintain professional competence.

These guidelines outline professional development activities which enhance the competencies of nurses and midwives in their clinical skills, management, teaching, mentoring, research, and the importance of ethical practice. The guidelines also seek to standardize the provision and uptake of CPD activities. It also provides information on the total number of CPD credits required of nurses and midwives over the 3 year period; how the credits should be distributed and acquired; and the different categories of CPD providers and activities that nurses and midwives should seek.

Clear information is also included on how CPD activities for nurses and midwives will be monitored and evaluated to ensure achievement of the intended and or desired objectives of the guidelines. It is hoped that these guidelines will serve as a guide to nurses and midwives; employers and supervisors of nurses and midwives; and potential CPD providers on matters pertaining continuous professional development.



Ms. Nassuna Rebecca

**AG. REGISTRAR, UGANDA NURSES AND MIDWIVES COUNCIL**

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Special thanks is conveyed to the quality assurance department that worked tirelessly to ensure that this framework is developed, coordinated the UNMC CPD accreditation committee and stakeholder meetings; searched for all the required reference materials and collected data to inform the development process; and integrated all the necessary feedback forwarded.

The council shall also not forget to applaud the particular individuals that constitute the UNMC CPD accreditation committee who put in their time, knowledge, skills and energy that this framework is completed.

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## Acronyms and Abbreviations

**APA** Accreditation Programme Administrator

**APM** Accreditation Program Manager

**CPD** Continuing Professional Development

**UNMC** Uganda Nurses and Midwives Council

**PBL** Problem Based Learning

**DHSA** District Health Supervisory Authority

**RSC** Regional Satellite Centers

**QA** Quality Assurance



## Glossary of Terms

**CPD:** Uganda Nurses and Midwives Council (UNMC) defines CPD as

- Educational activities which serve to maintain, develop, update and increase knowledge, skills, attitudes, competencies, relationships and professional performance that a licensed health professional uses to provide services for patients/clients, public or the profession;
- All activities that enhance professional competence for better delivery of health care. These include the acquisition of other skills like communication skills, computer applications, entrepreneurship, etc.;□
- A continuous process where professionals engage in keeping abreast with new developments in health care;
- A process of imparting of knowledge and skills to professionals so as to develop the rightful attitude for delivery of quality health care.

**CPD Accreditation:** Refers to the status conferred by an accrediting body to a CPD program and or activity that meets the set criteria or standard of planning and delivery. It is a system or a process used to ensure that CPD activities meet acceptable educational standards and scientific merit.

**CPD Accreditation Standards:** These are statements or directives describing the quality, responsibilities and expected levels of performance for a specified CPD activity.

**Accredited CPD Program/Activity:** refers to the Uganda Nurses and Midwives Council approved or authorized educational programme/activity, which earns CPD points to the participants. It may be category I, or Category II, or self-learning activities

**CPD Content:** Refers to the body of knowledge, skills and attitude generally recognized and accepted by the profession as within the basic medical sciences, the discipline of nursing and midwifery, and it is in the provision of health care to the public

**CPD Provider:** Refers to a licensed institution or organization that possesses expertise and assumes the responsibility for CPD such as Faculties/Colleges of health sciences, specialty divisions of MoH, Health Professional Associations etc.

**CPD Organizer:** Refers to a Nurse or Midwife in the field with relevant clinical or technical and educational expertise delegated by the provider and responsible for identifying training needs, initiating, planning, developing, seeking accreditation for and implementing CPD.

**CPD Facilitator:** Refers to any person who possesses the technical and educational expertise in the CPD area and participates in the implementation of the CPD

### CPD Activities

**CPD Activities Category I:** Refers to formal structured learning opportunities for example: certificate, diploma courses etc.

**CPD Activities Category II:** Refers to formal or informal learning opportunities for example self- learning activities, journal clubs, teaching health professionals, using computer and web based instructional materials, conduction of research, etc.

**Self-learning Activities:** These are arrangements made by an individual health professional to update his/her professional competence, for example by conducting research, participating in distance learning activities, reading etc.

**CPD Credit Units:** These are total credits gained by a Nurse or Midwife equivalent to the number of CPD activities contact hours in active participation of a CPD activity or programme (category I or II)

**CPD Hours:** Refers to the period in hours taken by the participant in active participation in a formal or self-learning CPD activity.

**Accrediting Body or Authority (hereinafter referred to as the Council):** Is a government agency and independent of CPD providers, responsible for the identification, development, dissemination and enforcement of standards for CPD.

**Accreditation Statement:** Refers to a statement written by a CPD provider attesting to the fact that the provider is accredited by a competent authority to provide the planned activity; and takes full responsibility for the content, quality and scientific integrity of the CPD activity. The accreditation statement must be included in the information circulated to Nurses and Midwives of the CPD activity in advance

**Accreditation Programme Administrator (APA):** Refers to the individual responsible for the direction of the accreditation programme; the individual authorized to approve an educational activity for CPD credits. The APA identifies and uses internal and external advisors to accomplish the mission of accreditation programme

**Accreditation Programme Manager (APM):** Refers to the individual responsible for the administrative management of the accreditation programme. This includes coordination of CPD activities, maintenance of files and records, issuance of CPD statement of credit, and planning and organizing of CPD activities.

**CPD Accreditation Committee:** Refers to members of the relevant profession that serve for a specific period of time in an advisory capacity to the CPD organizer with regards to recommending policy, developing programs, designating credit and monitoring quality of CPD activities.

# 1. SECTION I: MANDATE AND ROLE OF UGANDA NURSES AND MIDWIVES COUNCIL

## 1.1 Introduction and Background

The Uganda Nurses and Midwives Council (UNMC) is a Statutory Body established by the Uganda Nurses and Midwives Act, 1996 to regulate the training and practice of nursing and midwifery profession so as to ensure public safety. The Council has the mandate to protect the public from unsafe nursing and midwifery practices; ensure quality of nursing and midwifery services; foster development of the nursing and midwifery profession; and confer responsibility, accountability, identity, and status of the Nurses/Midwives.

To effectively protect the public from unsafe nursing and midwifery practices, UNMC has to ensure that Nurses' and midwives' knowledge and skills are up to date to provide the required quality services to the public. In that regard, all nurses and midwives are required to purchase a CNE diary from the Council to track their own continuing professional development and make up their CPD credits required for renewal of license. However, despite the existence of the CNE diary to enable one track their own knowledge and skills, the majority of Nurses and Midwives have not been able to effectively give evidence of their CPD in this diary. And as a result, CPD credits have not been used to renew practicing licenses for nurses and midwives in Uganda.

## 1.2 Background

Based on the UNMC supervision and regulatory experiences with health training and health facilities where nurses and midwives are employed, a number of anomalies have been noted in acquisition of CPD credits. It was noted that some of the nurses and midwives do not purchase the CNE diary and thus have no record of CPD due to perceived lack of importance. Furthermore, those with the diaries have also not documented in them due to perceived lack of importance and inability to access CPD sessions.

It was realized that CPD sessions are unevenly distributed across the country thus decreasing accessibility and the permission to attend CPD sessions is often given by supervisors. In that case, CPD sessions are often attended by supervisors mostly when organized outside their places of work. The lower cadre nurses and midwives are mostly exposed to in house training or CPD sessions organized within their places of work. To make matters worse, when a person attends a CPD session outside the work place has limited opportunities to share what was learnt and therefore does not get to pass on information to other colleagues neither does the person get to practice what was learnt.

An assessment done by the Uganda Capacity Program on accessibility of CPD for health professionals in Uganda elicited that there are a number of CPD providers across the country in different areas of health care. The providers are not accredited and thus are not regulated and supervised. Due to the lack of regulation and supervision, the content being delivered and delivery schedules are not monitored. As a result, knowledge and skills acquired are not easy and relevant to translate into practice, and schedules are so frequent in a particular region and facilitate that it impedes on the presence of nurses and midwives in their place of work.

Originating from the challenges of regulating CPD in Uganda for health professionals, Uganda Capacity Program supported Health professional Councils to develop a CPD strategy for health professionals and guidelines for the CPD accreditation board. In 2013, each health professional council developed a work plan for revitalizing regulation of CPD for their health professionals. In that regard, the Uganda Nurses and Midwives Council was tasked with the role of developing a customized CPD framework for regulating and supervising CPD for Nurses and Midwives in Uganda. The framework is intended to formalize CPD and accredit CPD providers.

### **I.3 Vision and Mission statements**

#### **Vision:**

A statutory body that effectively regulates nursing and midwifery professions for public safety

#### **Mission:**

To set and regulate standards of training and practice; register nurses and midwives; and provide professional guidelines for public safety in Uganda

### **I.4 Core Values**

The Uganda Nurses and Midwives Council embraces the following core values and envisions that these become evident in the provision of CPD in the country:

- Integrity
- Mutual Respect
- Commitment

### **I.5 Underpinning Principles:**

UNMC follows the following guiding principles:

- Inclusiveness
- Gender sensitive (Accessibility, responsiveness)
- Professional
- Transparency
- Accountability

### **I.6 Rationale**

To effectively protect the public from unsafe nursing and midwifery practices, UNMC has to ensure that Nurses and midwives knowledge and skills are up to date to provide the required quality services to the public. In that regard, all nurses and midwives are required to purchase a CPD diary from the Council to track their own continuing professional development and make up their CPD credits required for renewal of license.

Despite the existence of the CNE diary to track own knowledge and skills, the majority of Nurses and Midwives have not been able to effectively give evidence of their CPD in this diary. As a result, CPD credits have not been used to renew practicing licenses for nurses and midwives in Uganda. The Council therefore stipulates that in order to renew their practicing licenses, Nurses and Midwives in Uganda must have satisfactorily participated in accredited CPD activities and been awarded 50 Credit units for a period of three year.

CPD will therefore enable nurses and midwives to keep abreast with current developments in health care, become safe and relevant practitioners, and meet national, regional and international standards. The overall aim is to provide quality services to the public that will enhance their health.

### **I.7 Purpose for the CPD framework**

The CPD framework is upheld in the fact that all nurses and midwives are obliged to engage in continuous learning so as to be able to perform within their scope of practice.

The development of a CPD framework provides an environment for the Council not only to regulate CPD activities but also to standardize, streamline, strengthen, monitor, ensure equal access to CPD, and identify key areas for CPD training for Nurses and Midwives in Uganda.

The Council will further use the framework to benchmark with international best practices, accredit CPD providers and advocate for support in capacity building/training of nurse professionals for provision of safe, ethical, competent and quality care to the public. The Framework stipulates minimum standards for all players that are involved in CPD.

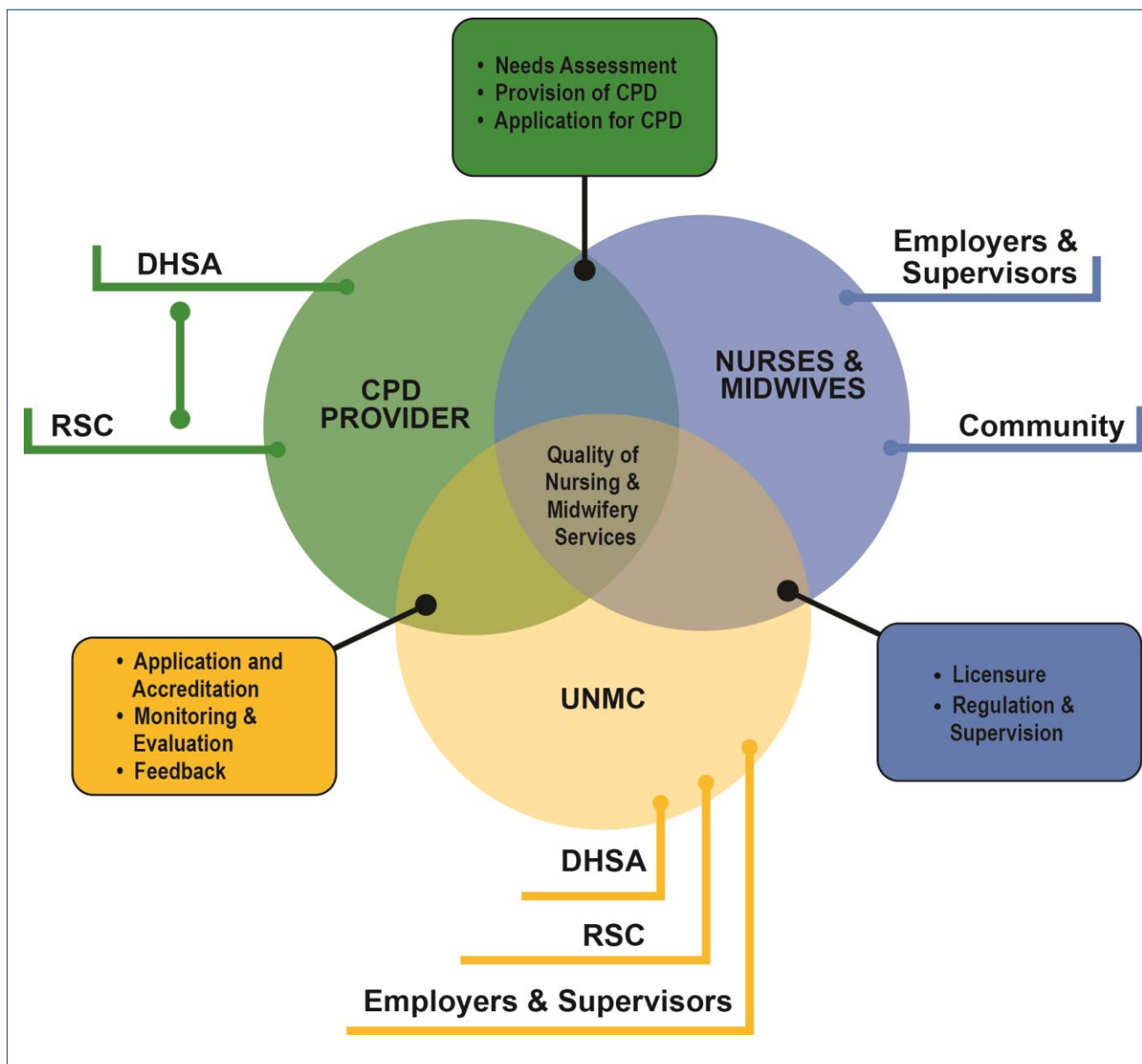
### **1.8 Communication strategy for CPD activities/feedback**

The role of communicating the CPD framework to Nurses and Midwives in Uganda is the mandate of UNMC. The UNMC will communicate through its direct and affiliated supportive structures and through recognized professional associations and bodies. Conferences, annual general meetings, UNMC website and circulars among others will also be used. Effective communication of the CPD framework will ensure that nurses and midwives are aware of the opportunities for training and that all relevant stakeholders are aware of the key areas of training for nurses and midwives.

## 2. SECTION 2: CPD FRAMEWORK FOR NURSES AND MIDWIVES IN UGANDA

### 2.1 CPD Concept

The CPD activities for nurses and midwives shall have 3 key players: the CPD provider, UNMC, and Nurses and Midwives as a whole. The key players shall work in synergy to cause quality nursing and midwifery care and break in the synergy will impact on the quality of nursing and midwifery services being offered.



## 2.2 Principles underpinning the CPD framework for Nurses and Midwives

- The UNMC is a statutory body mandated by law to regulate nursing and midwifery training and practice in order to protect the public from unsafe nursing and midwifery services. It is therefore its responsibility to streamline and enforce CPD among Nurses and Midwives through:
  - Accreditation of CPD providers for nurses and midwives in Uganda
  - Supervision of CPD providers for nurses and midwives in Uganda to ensure quality
  - Gazetting of accredited CPD providers for nurses and midwives
  - Determination of CPD credits for nurses and midwives required for renewal of practicing license
  - Enforcement of the need to engage in CPD among nurses and midwives
- A quality Health service is a human right. It is therefore upon this background that the public has a right to seek and demand for quality nursing and midwifery services
- Nurses and midwives have the responsibility of assessing own professional needs and seek CPD programmes from accredited CPD providers to meet their needs in the entire country
- Nursing and midwifery is dynamic due to the ever changing health care system and evolution of health conditions and diseases; and thus demands for up to date knowledge and skills among nurses and midwives
- CPD providers have the responsibility of conducting needs assessment among nurses and midwives and thus design CPD programs suitable for the identified training needs
- The employers and supervisors of nurses and midwives have the responsibility of helping them to plan and acquire CPD credits

## 2.3 Link of CPD to Licensure of Nurses and Midwives by UNMC

Licensure is defined as the mandatory process by which time-limited permission is granted to an individual to engage in a given occupation after verifying that he or she has met predetermined and standardized criteria. The aim of licensure is to protect the client and public from harm.

UNMC has 2 forms of licensure that involves nurses and midwives that is Registration and Enrollment; and renewal of practicing license. Registration and Enrollment gives a qualified nurse or midwife opportunity to be recognized as a professional upon verification that the nurse or midwife possesses the core competencies required for entry into practice. Registration and enrollment does not however determine a nurse or midwife's fitness to practice once already in practice.

Renewal of a practicing license for a registered or enrolled nurse or midwife in practice defines their fitness to practice. For a registered or enrolled nurse or midwife to be fit to practice at any time, they need to have the required up to date knowledge and skills together with a clean disciplinary record. Registered or enrolled Nurses and midwives will be able to acquire up to date knowledge and skills through engaging in CPD activities.

Each registered or enrolled Nurse or Midwife will be required to engage and acquire **50 CPD credit units** over a period of **3 years**. The credits will be apportioned in the following manner:

- 35 credits shall be acquired in Nursing and midwifery related areas
- 15 credits shall be acquired in other related areas that shall be deemed necessary by the nurse or midwife

The CPD credit units should be attained throughout the 3 years according to need and not in a blocked manner.

### **3. SECTION 3: CPD PROVIDER AND PROGRAMME ACCREDITATION**

#### **PART A: THE UNMC CPD ACCREDITATION COMMITTEE**

##### **3.1 Establishment**

The accreditation of CPD activities for nurses and midwives will be the responsibility of the UNMC CPD Accreditation Committee (UNMC CPDAC), hereafter referred to as the “committee”. This committee shall be approved by the Uganda Nurses and Midwives Council.

##### **3.2 Autonomy and Accountability**

Although independent, the committee will be answerable to the Inspectorate and Quality Assurance Committee of the Uganda Nurses and Midwives Council through the Quality Assurance Department.

##### **3.3 Goal of the Committee**

To increase accessibility and quality of CPD programmes for nurses and midwives in the entire country

##### **3.4 Objectives of the Committee**

- To ensure that CPD provided to and participated in by nurses and midwives in Uganda meets nationally, regionally, and internationally acceptable standards
- To ascertain that nurses and midwives applying for renewal of the practicing licenses have participated in accredited CPD programs and attained/obtained the required units.

##### **3.5 Composition of the Committee**

The UNMC CPD Accreditation Committee will be composed of 11 members who will include:

###### **a. Members (Eligible to vote)**

- Head of Nursing Departments of the 2 National Referral Hospital i.e. Mulago and Butabika
- Private Not for Private representative on a rotational basis from each of the three medical bureaus
- Private for Profit representative
- Nurses and Midwives Professional Associations representative
- Human Resource Development – MoH
- Department of Nursing - MoH
- Nursing and Midwifery Training Institutions on a rotational basis from public and private training institutions
- Universities offering Nursing and Midwifery on a rotational basis from public and private universities

###### **b. Ex-officials (Not eligible to vote)**

- Registrar, UNMC
- Head, Education, Training and Registration Department - UNMC
- Head, Quality Assurance Department – UNMC. This representative will be the secretary to the committee
- Head, Data and IT Department – UNMC



The committee will however co-opt specialized nurses or midwives depending on the specialty of the CPD activity to be accredited from the following among others:

- Intensive care
- Urology
- Oncology
- Cardiology
- Public health
- Peri-operative
- Palliative care
- Dermatology
- Burns
- Pediatric
- Etc.

### **3.6 The Competencies of the Committee**

The members of the committee should possess the following competencies:

- Knowledge of the vision, mission and mandate of the Uganda Nurses and Midwives Council
- Knowledge and skill in evaluation of CPD programs
- Experience in development or implementation of educational programs
- Experience in development or review of regulations or standards or guidelines

### **3.7 Process of Appointment of Committee Members**

Members to the UNMC CPD accreditation committee shall be appointed through the following process:

- An open advertisement inviting nurses and midwives with the above indicated competences and from the above mentioned constituencies shall be placed by UNMC on its Website
- Outgoing members of the committee shall also propose and recommend eligible members to this committee
- Eligible members shall apply to be members of this committee with their CVs and recommendation letters from the constituency attached
- The Inspectorate and Quality Assurance Committee shall review the applications of eligible members and appoint members to this committee

### **3.8 Term of Office**

The term of office for all members except those on a rotational basis including the chair shall be 3 years, renewable once, that is a maximum of 6 years. The members on rotational basis will serve only one term of 3 years.

### **3.9 Meetings**

The committee shall meet quarterly and when necessary. Quorum for the meeting shall be 50% of the members eligible to vote including the chair, minus the ex-officials.

### **3.10 Roles of the Committee**

The committee shall perform the following roles:

- Develop and recommend policies and procedures on CPD accreditation
- Approve and accredit CPD providers for nurses and midwives
- Inspect and offer support supervision to CPD providers to ensure quality of programs
- Conduct needs assessments to inform CPD accreditation process
- Evaluate the effectiveness of the CPD framework for nurses and midwives in Uganda after every 5 years.
- Review the CPD framework for nurses and midwives in Uganda
- Develop mechanisms for CPD accreditation, implementation, assessment, monitoring and evaluation.
- Develop all CPD documentation formats/instruments required
- Maintain a CPD database for nurses and midwives with the following information:
  - Accredited CPD providers with their status and address
  - CPD credits for registered or enrolled nurses or midwives
  - CPD programs offered by each CPD provider

### **3.11 Constitution of the Inspection Team for CPD Providers**

The inspection team for CPD providers shall be constituted by the UNMC CPD accreditation committee. The inspection team shall have a representation of the following:

- UNMC secretariat
- Nurse or Midwife Educator
- Nurse or Midwife Practitioner
- Chair of the UNMC CPD Accreditation Committee
- UNMC Inspectorate and Quality Assurance Committee

### **3.12 CPD accreditation process at UNMC**

At the UNMC secretariat, the application for CPD accreditation shall be received by a CPD officer in the QA department. The officer will do the following:

- Check the form and attached documents for accuracy and completeness
- Assign an application number and nursing and midwifery specialty category to the application. The specialty categories shall be:
  - Nursing/midwifery education
  - Public Health Nursing
  - Clinical/Bed side nursing/midwifery (psychiatry, pediatrics, midwifery)
  - Nursing/midwifery Leadership and management
  - Nursing/Midwifery research
  - Professionalism and customer care
  - Any other relevant specialty
- The CPD officer will forward the application to the CPD accreditation committee for consideration.
- After review by the committee, the CPD officer will provide feedback to the CPD provider.
- The CPD officer will also contact known providers of similar CPD activities/programs for reference during the accreditation process
- Organize inspections and support supervisions of CPD providers

## **PART B: CPD PROGRAMME ACCREDITATION**

### **3.13 CPD content**

The content of CPD will be derived from the Scope of Practice for nurses and midwives and the core competencies for nurses and midwives on entry into practice. It will be determined to ensure quality and safe nursing and midwifery practice. Furthermore, it will also be determined by regional and national health priorities and trends as well as individual training needs.

### **3.14 Core competencies for Nurses and Midwives**

The following are the core competences required of a nurse or midwife that will inform CPD content development and delivery:

- Ability to plan and organize work – always plans and organizes work,, functions as delegated and coordinates work for optimal care
- Professional ability – well equipped with up to date professional knowledge, skills, and attitudes
- Essential/critical skills – demonstrates ability and competence in essential medical procedures like:
  - Assessment
  - Resuscitation especially CPR (Adult, Paediatric)
  - Emergency obstetrics care
  - Risk management on wards, theatre etc.
- Diligence-generally demonstrates competence, spontaneously carries out his/her duties; able to complete an assignment-carries out all his commitments and obligations; does not leave work undone; positive attitude towards work; easily accepts instructions, advice and corrections; responds to patients promptly; observes the laid down regulations and procedures
- Communication & interpersonal relationship-communicates as per the needs of the patients, families and groups; expresses him/herself clearly both verbally and in writing; has the ability to listen actively
- Punctuality – manages time effectively, reports on duty in time, always first to attend to patients, and responds to the patients promptly
- Continuous professional development – participates in departmental /ward/unit academic programs for CPD like grand rounds, case presentations, journal clubs, mortality meetings, audit meetings and short courses conducted in the hospital
- Ethical code of conduct, integrity – demonstrates responsibility and accountability; adheres to professional regulations and requirements; no evidence of professional negligence; no evidence of professional malpractice; no evidence of abandonment of patients; no evidence of unauthorized delegation of duties; is honest and has high moral character; knows his seniors and able to consult; very cooperative with peers

### **3.15 Standards and guidelines for CPD Provider Accreditation**

Any institution or organization desiring to offer CPD programmes to Nurses and Midwives shall apply to the UNMC for accreditation as a CPD provider once in five (5) years and apply for renewal every five years.

The potential CPD provider shall submit an application for accreditation (see application form attached as Appendix III) with the following relevant documentation and the required fees to the UNMC:

- Profile of the Organization/Institution – background, vision, mission, core values
- Institutional CPD mission
- Institutional infrastructure relevant for the CPD area chosen
- Available human resources that could act as CPD organizers and CPD facilitators
- Institutional CPD planning committee, its terms of reference and membership

The accreditation shall be for a period of 5 years from the date of decision by the CPD accreditation committee. During this period, the CPD provider shall offer a number of CPD programmes/activities as required basing on their available resources. Before it expires, the CPD provider will reapply for re-accreditation citing updates and improvements based on evaluation feedback.

No CPD provider will be accredited retrospectively, after it has offered CPD programs

### **3.15.1 Requirements for CPD Organizer**

Institutions/Organizations with intentions to offer CPD programs/activities for Nurses and Midwives shall select their CPD organizers basing on the following:

- Current licensure with Uganda Nurses and Midwives Council
- 2 years relevant and current experience in the selected CPD field.
- Should possess a contractual agreement with the CPD provider
- Possess a teaching or facilitation experience

Each CPD organizer will be allowed to run a maximum of 3 different CPD activities/programs at a time.

### **3.16 Standards and guidelines for CPD Programme Accreditation**

The standards and guidelines have been adopted from the standards for accreditation of continuing professional development for Health workers (June, 2009). A CPD organizer is required to apply to a CPD accreditation Authority or Agency for accreditation of every CPD activity before it is given. For a CPD activity to be accredited, the organizer will have to provide the following information, classified under 3 essential areas.

#### **3.16.1 Essential Area 1: Purpose and Mission**

- A written statement of its CPD mission – including the purpose or reason for providing CPD, the content areas focused on, the target group of professionals, the type of activities planned, and the expected outcomes (An example of a CPD mission is attached as appendix I)
- Evidence that the CPD mission is congruent with the mission of the parent organization, CPD provider (if such an organization exists).

#### **3.16.2 Essential Area 2: Educational Planning**

- The organizer must show evidence of having undertaken a CPD needs assessment and that the data so obtained has been used in planning the CPD activity.
- The CPD learning objectives, content, methodology, learning materials and evaluation to be used are selected by CPD committee based on data from needs assessment.
- Desired learning outcomes, in terms of knowledge, skills and /or attitudes are indicated and there are plans to communicate them to the target audience before the activity is conducted.
- CPD educational formats are selected based on the most effective and efficient methods of meeting the stated learning objectives
- Course facilitators are selected by a relevant professional planning group based on expertise in the field and the resources available. The CPD committee has reviewed the curriculum vitae of the selected facilitators. Curriculum Vitae of intended facilitators should be appended.
- Time allocated for the activity is adequate and allows for adequate rest periods between the sessions. Time is also allowed at the end of the program for participants and course facilitators to interact.
- Credit allocation to the activity and its basis are clearly indicated

- Promotional brochures, fliers for the CPD activity will be disseminated widely among the target group of professional to allow as many as would like to apply and participate in the program. Promotional materials should include an accreditation statement (a sample of an accreditation statement is attached as appendix II)
- That enduring materials, handouts, video tape, DVD, web based, etc for self- study are of the highest quality possible
- For all CPD activities, plans and tools to evaluate their effectiveness in meeting the identified needs, as measures satisfaction of, knowledge, skills, and/or attitudes acquired by the participants, should be presented to the accrediting authority at the time of applying for accreditation of CPD activity
- Plans to evaluate the impact of the activity on the practice and health status of the community served
- Plans for overall program evaluation based on CPD mission and previous year's experiences
- Plans for annual CPD needs assessment survey of the target group of health professionals
- Evidence of improvements made in the CPD program based on such feedback

### **3.16.3 Essential Area 3: Administration**

- Evidence of an organizational framework that provides support and financial resources for CPD committee to enable it to carry out its functions in line with the CPD mission of the provider
- Business and Management operating manual detailing policies and procedures of the CPD program with regard to human resources, financial resources and legal obligations
- Availability of adequate funding for the CPD activity and a separate budget for it.
- All expenditures and revenue relevant to the course must be documented. Honoraria for facilitators, accommodation and meals for all participants are acceptable.
- Disclose any commercial sponsorships and conflicts of interest.

### **3.17 Guidelines for Allocation of CPD credits**

The UNMC provides the following guidelines for the allocation of CPD credits as adapted from the standards for accreditation of continuing professional development for Health workers (June, 2009). All CPD activities under category II must be approved by the UNMC.

<b>Category I activity: Formal educational activities leading to qualifications. These will be a minimum of 6 months. Credits will be awarded according to qualification acquired</b>	<b>Credit</b>
Certificate courses	5
Diploma courses	10
Post graduate courses <ul style="list-style-type: none"> <li>• Certificate</li> <li>• Diploma</li> <li>• Masters Courses</li> </ul>	10 15 25
<b>Category II Activity: Informal/formal educational activities including self-directed and experiential learning. These will be a maximum of 5 months</b>	
Attending seminars, workshops, conferences, symposia, refresher courses, meetings, journal clubs, practical training sessions <b>Note:</b> Meetings to be considered in this category will be those that involve discussion of professional(Nursing & Midwifery) matters on invitation with evidence	1
Presenting/facilitating seminars, workshops, conferences, symposia, refresher courses, meetings, journal clubs, practical training sessions	2
Participation in research and authorship activities <ul style="list-style-type: none"> <li>• Principal author of a peer reviewed publication or chapter in a book</li> <li>• Co-author/editor of a peer reviewed publication or chapter in a book</li> <li>• Review of an article/chapter in a book/journal</li> <li>• Principal presenter/author of a paper/poster at a congress/symposium/conference/workshop</li> <li>• Co-presenters/co-authors of a paper/poster at a congress/symposium/conference/workshop</li> </ul>	10 5 2 2 1
Development of materials (policies, protocols, regulations, guidelines, training materials) <ul style="list-style-type: none"> <li>• Lead in the development</li> <li>• Participation in the development</li> </ul>	10 5
Undertake self-directed learning (online/distance learning etc.)	2
Attend short courses of weeks to five months in active learning	3
Other voluntary activities – reading scientific papers in journals, lecturing or teaching if it is not own job description, being an examiner/mentor/preceptor, moderation of external exams, on job self-directed and experiential learning opportunities	1

**Please Note:**

- CPD activities/Programs that will be considered in this section, will be those taken from accredited and non-accredited CPD providers recognized by the UNMC
- Category I will include only formal educational programs leading to qualifications that “do not lead to entry into the Register of the Uganda Nurses and Midwives Council.”

- In circumstances where a nurse or midwife who is pursuing an educational program leading to a nursing or midwifery qualification that requires entry into the Register of UNMC is in need of renewal of the practicing license, a waiver of CPD credit units will be given. In such cases, evidence of the admission letter and progress in the program will be required.
- Evidence for the CPD activity will be required before a CPD credit is awarded

### **3.18 Accreditation process for CPD Programmes and Activities**

#### **3.18.1 The Application Process**

The CPD organizers shall apply for accreditation of a CPD activity/program on an annual basis *three months* before implementing the activity

The CPD organizer shall submit an application for accreditation (see *application form as Appendix IV*) with all the relevant documentation as *listed in section 3.13.2* and the required fees to the UNMC

After review of the submitted application by the CPD accreditation committee, the committee shall inspect the CPD provider to assess its suitability to offer the submitted program

The accreditation shall be for a period of 3 years from the date of decision by the CPD accreditation committee. During this period, the CPD activity/program can be delivered as required with incorporation of updates. Before it expires, the CPD organizer will reapply for reaccreditation citing updates and improvements based on evaluation feedback

No CPD activity/program will be accredited retrospectively, after it has taken place

#### **3.18.2 Requirements for application**

The CPD Organizer seeking for accreditation shall submit the following requirements:

- Filled Application form
- Topic/module outline (use CPD module outline attached as appendix V)
- CVs of the CPD organizers/facilitators
- Institutional profile with CPD mission

#### **3.18.3 Types of Accreditation of CPD activities/Programs**

The CPD accreditation agency may grant one of the following:

- Full Accreditation – this will involve awarding an accreditation certificate. See attached accreditation certificate as appendix VI
- Provisional accreditation – this will be issued in circumstances when the potential CPD provider is still developing the activity, but needs accreditation to book dates and start advertising the program
- Probationary accreditation – this will be issued only when a few concerns still need to be addressed. Re-submission will be expected.
- Non accreditation – this will be used in circumstances when major changes need to be made before reapplication

Once the CPD activity is approved, a certificate of accreditation (see appendix VII) will be awarded to the provider, specifying the details:

- CPD accreditation number
- Category of CPD activity
- Credit value

### **3.19 Categories of CPD Providers**

There are 2 categories of CPD providers namely:

#### **3.19.1 Accredited CPD provider**

These will be educational institutions and departments, health facilities, professional associations, governmental or non-governmental institutions who meet the specified criteria and have been accredited by the UNMC CPD accreditation committee

#### **3.19.2 3.18.2 Non Accredited CPD provider**

These will be health facilities, educational institutions, governmental and non-governmental institutions that employ nurses and midwives or are able to train nurses and midwives and are recognized by the UNMC CPD accreditation committee.

##### ***A. Health Facilities and Health Training Institutions***

These institutions will be limited to offer CPD to their Nurses and Midwives only on their core business e.g. health care for hospitals

In case these institutions are in need of offering a non-core business CPD like customer care or offering CPD to other nurses and midwives outside its boundary, they shall seek for accreditation and thus be recognized as accredited CPD providers in this aspect

Each of these institutions will have one gazetted CPD organizer who will sign for each CPD activity on behalf of the institution

##### ***B. Educational Institutions***

These will be educational institutions accredited by Ministry of Education and Sports

### **3.20 CPD Application Analysis by the Committee**

The CPD applications shall be reviewed by the committee basing on the following:

- The CPD mission statement and purpose for the proposed activity
- The activity fits the proposed target audience
- The activity is based on perceived and objective CPD training needs or results of assessment of training needs
- The educational methods selected permit the realization of the learning objectives
- Evidence that members of the intended audience will be able to actively participate in the activity
- Arrangements to enable the participants to evaluate the activity with regards to content, process and outcome
- Budgetary evidence of adequate financing for the activity



### 3.21 Individual CPD Activity record

The CPD activity/program record for nurses and midwives shall be documented in the CPD diary approved by the UNMC. The record will include:

- The name, photo and registration/enrollment number of the nurse or midwife
- The name and accreditation number of the CPD provider
- The topic of the CPD activity
- The category of the CPD activity
- The number of CPD credits
- Attendance and completion date

CPD diaries will be mandatorily required by every registered or enrolled nurse or midwife on renewal of practicing license. *Refer to section 2.2 for the required CPD credits*

### 3.22 Responsibilities of the Accredited CPD provider

An accredited CPD provider shall:

- Publicize the proposed CPD activity with the following information:
  - CPD accreditation number,
  - Category of CPD activity,
  - Credit value
  - When and where the activity will take place
  - Target audience
- Keep a record of the CPD participants, their attendance, and completion of the activities.
- Issue certificate of attendance to the participants who attended and completed the activity. The certificate shall contain the following information:
  - The CPD activity
  - CPD accreditation number,
  - Category of CPD activity,
  - Credit value
  - Duration of the activity, beginning and completion date
- Provide feedback to UNMC on a six month basis on the CPD activities carried out and the nurses and midwives who attended with their CPD credits using the designed tool attached as appendix VIII

## **4. SECTION 4: MONITORING AND EVALUATION OF CPD ACTIVITIES FOR NURSES AND MIDWIVES IN UGANDA**

### **4.1 Key stakeholders**

The following key stakeholders will participate in the monitoring and evaluation of CPD activities

- Uganda Nurses and Midwives Council
- Humana Resource Division – MOH
- UNMC regional satellite centres
- District Health Supervisory Authority
- Employers and supervisors of Nurses and Midwives

### **4.2 Levels of monitoring and evaluation**

Monitoring and Evaluation of CPD shall be done at different levels

#### **4.2.1 National level**

The mandate to supervise CPD activities at a national level remains with UNMC with support from the human resource development department in the Ministry of Health.

#### **4.2.2 Regional Level**

At regional level, CPD activities will be monitored and evaluated by the UNMC regional satellite centres.

#### **4.2.3 District level**

At district level, the District Health Supervisory Authority, particularly the ADHO in charge of Nursing and maternal health shall monitor the occurrence and effectiveness of CPD activities in the District. The information will be forwarded to the regional supervisors.

#### **4.2.4 Facility level**

Each employer and supervisor of a nurse or midwife will be tasked with the role of monitoring and evaluating CPD activities at facility to ensure their occurrence, participation, and effectiveness. The facilities will report to the district, at the same time to UNMC on the following:

- CPD activities that have taken place
- When the activities took place
- Credit units
- Who attended
- Who the CPD organizer is

### **4.3 How Monitoring and evaluation will be carried out:**

Monitoring will be done through regular inspections and support supervision at different levels using the developed supervision tool *attached as appendix IX*. On spot and on-site visits to the CPD providers shall also be encouraged.

### **4.4 Non-compliance to Accreditation Standards**

#### **4.4.1 Definition of non-compliance to accreditation standard**

The following circumstances shall be used to identify non-compliant CPD providers/organizers:

- Deliver of CPD programs/activities after expiry of accreditation certificate
- Change of CPD organizers for particular CPD activities/programs without notice to the UNMC
- Failure to implement CPD activities/programs as was planned during accreditation
- Implementation of a CPD activity/program by a person who does not meet the defined requirements for CPD organizer
- Implementation of a CPD activity/program without CPD organizers and facilitators

#### **4.4.2 Process of Handling Non-compliant CPD Providers/Organizers**

- A CPD provider/organizer that bleaches the accreditation standards shall be notified in writing as soon as non-compliance has been noticed by the UNMC CPDAC. At this point the CPD provider/organizer shall be given a grace period of 6 months to rectify the mistakes
- Failure to comply to the accreditation standards after notification shall lead to revocation of the accreditation certificate.

## 5. REFERENCE

Health Professional Councils (2009). **The Uganda Health Professionals' Councils: continuing professional development accreditation system for Uganda**. Kampala: HPCs

Health Professional Councils (2009). **Standards for Accreditation of Continuing Professional Development for Health workers**. Kampala: HPCs.

Ministry of Health (2000). **Standards for Nursing and Midwifery Practice in Uganda**. Kampala: MoH

MoH (2010). **Health Sector Strategic Plan III 2010/11-2014/15**. Kampala: MoH

## 6. APPENDICES

### 6.1 Appendix I: Application Form for CPD Activity/Program

The Agency is pleased to provide you with this application for continuing medical education accreditation. Please study the document carefully. An understanding of the content will enable an appropriate application and subsequent accreditation.

1. Date of application..... Date of Program  
..... (e.g., day, month, year)

2. Title of course or event.....  
.....

3. For recurrent (weekly, monthly, etc) courses

Frequency.....

Duration.....

Location..... Day of week..... Time of Day.....

4. For occasional courses, usually for an extramural audience: A preliminary program must be supplied.)

Day (s) of week.....  
.....

Location.....

Date(s).....

Duration (hours).....

Location.....

5. Target Audience (Check as appropriate)

Individuals

Nurses

Midwives

Others, please specify.....  
.....

Sub Specialty qualification of Target Audience if any

Estimated size of participants

6. Will a fee be charged?

If yes, please specify the ranges for each group.....

7. Will the event receive external funding? Yes No

If Yes, name external source? .....

Amount USD.....

UGX.....

Designation: ..... Course  
expenses.....  
.....

Others  
(Specify).....  
.....

8. Lead person responsible for this programme (CPD Organizer)

First Name..... Last  
Name.....

Office  
Address.....  
.....

Telephone (Mobile)..... Office  
:.....

Email(s).....  
.....

9. Departmental CNE coordinator

First Name..... Last  
Name.....

Office  
Address.....  
.....

Telephone (Mobile).....  
Office.....

Email(s).....  
.....

In presenting courses which qualify for continuing medical education (CME) credit the school or institution must be responsive to the essentials of CME as set forth by the Accreditation Council for Continuing Medical Education.

10. Needs analysis for all courses is required by the accrediting agency. Describe the needs analysis conducted in choosing to present this course.

.....  
.....  
.....

11. What are the specific learning objectives of the course? Such learning objectives must be measurable (e.g. participant will learn to interpret and perform a complete intra operative examination of the heart)

.....  
.....  
.....

.....  
12. Education design and documentation are required with this application. Please provide a record of your planning timetable, e.g. meeting minutes, etc. that identify needs, development of objectives, educational strategies and selection of faculty (including title, institution, expertise).

.....  
.....  
.....  
.....

13. Indicate how the presentation will be developed to ensure that it is appropriate for the targeted audience (s)

.....  
.....  
.....  
.....

14. Are special teaching methodologies to be employed? Example include computer assisted instructions, audiovisual aids, laboratory settings. This information will aid in course design.

.....  
.....  
.....  
.....

**15. Outcomes measurements**

In order to develop future CME programmes and maintain accreditation compliance, the Agency is required to perform an outcome measurement survey within three months of the completion of this educational activity. This short survey will determine the impact of this educational experience on participants' practice and any changes or improvements in patient care. Please provide survey questions commensurate with your learning objectives that will assist to achieve this goal.

.....  
.....  
.....  
.....

16. Commercial standards of the accreditation agency requires the following documentation (included in the CME packet):

Letter of Agreement: If an educational grant was given for the CME activity, a letter of agreement must be of record within the department. It defines the donor, the amount and the purpose of the educational grant. It should contain the signatures of representatives of the company (that provided the grant), the department that received the grant and the CME office.

Disclosure. If an educational grant was given for this CME activity, all speakers must disclose to the departmental coordinator of this CME activity whether his/her presentation will include the use of

commercial products or services and whether his/her presentation will include linkage to the commercial company that provided the grant. Other documents will include:



## Annex B Documentary Evidence to Be Submitted with the Application

For Office use Only			
		Provided	Not provided
1	What was the involvement of the CPD activity planning committee in the planning of the programme?		
2	How were the topics selected?		
3a	How were the learning needs of the participants considered?		
3b	How were the learning needs used to develop the learning objectives?		
4	How did you communicate with the speakers regarding the format and learning objectives they were to address and what kind of instructions were they given		
5a	What is the format of the sessions? How will the participants be able to interact with each other and the speakers? What time is built in for questions and answers?		
5b	Describe the venue (location, rooms, and environment).		
5c	How are learning sessions scheduled in relation to any social activities?		
6	Describe the process to be used to evaluate the programme (e.g. form or discussion group)		
7a	What are the costs to the participants, including registration fees, education materials and social events?		
7b	Fully describe any outside funding sources.		

### Also attach a copy of the program materials indicating the following information:

1	Content/sessions for which accreditation is being requested.		
2	Learning objectives		
3	Duration of programme/sessions		
4	Speakers		
5	Funding sources		
6	A copy of the evaluation form, where applicable		

## 6.2 Appendix II: CPD Activity/Program Evaluation Form

Course Evaluation form					
Course Name:				Date:	
Overall, I would rate the .....(please check the appropriate response)					
Programme: Excellent <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> Poor <input type="checkbox"/>					
Facilities: Excellent <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> Poor <input type="checkbox"/>					
This course.....(please check or comment on all that apply)					
<input type="checkbox"/> Was relevant to my practice <input type="checkbox"/> Was not relevant to my practice					
<input type="checkbox"/> Met the stated objectives <input type="checkbox"/> Satisfied my expectations					
<input type="checkbox"/> Will not alter my practice					
<input type="checkbox"/> Will alter my practice performance. Please specify in what way (s):					
What modifications would you suggest?					
Was sufficient time allowed for audience participation? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Did you find the course to be free of commercial bias? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Speaker Evaluation: Please rate by circling the appropriate number					
1=poor 2=Fair 3=Good 4=Very Good 5=Excellent					
Speaker/Topic	Content	Delivery	AV Aids	Overall	Comments
1.	2 3 4 5	2 3 4 5	2 3 4 5	2 3 4 5	
2.	2 3 4 5	2 3 4 5	2 3 4 5	2 3 4 5	
3.	2 3 4 5	2 3 4 5	2 3 4 5	2 3 4 5	
4.	2 3 4 5	2 3 4 5	2 3 4 5	2 3 4 5	
5.	2 3 4 5	2 3 4 5	2 3 4 5	2 3 4 5	
6.	2 3 4 5	2 3 4 5	2 3 4 5	2 3 4 5	
The two most important things I learned from this meeting were:					
1.					
2.					
Please comment on topics you would like to see addressed at future CPD sessions					

### 6.3 Appendix III: CPD Module Outline Template

- 1) Cover Page
  - Title of CPD module e.g. customer care module
  - Institution/provider name
- 2) Table of contents
- 3) List of abbreviations/acronyms
- 4) Acknowledgement
- 5) Foreword
- 6) Background to the module
  - Introduction
  - Training needs assessment
  - Target group
  - Duration
  - Methodology/mode of delivery
  - Module learning outcomes
- 7) Content
  - Unit title
  - Unit Duration
  - Unit objectives/outcomes
  - Unit content
  - Unit activities
  - Unit assessments
  - Unit Summary
  - Unit reference
- 8) Module conclusion
- 9) Module references
- 10) Appendices
  - CV of the organizer and other facilitators
  - Assessment rubrics
  - Detailed unit activities

### 6.4 Appendix IV: List of CPD Topics

- a) **Nursing/Midwifery Education**
  - Clinical teaching
  - Adult learning pedagogies
  - Assessment and Evaluation
  - Etc.
- b) **Public Health Nursing**
  - Occupational health hazards
  - Home based care
  - Etc.
- c) **Clinical/Bed side nursing/midwifery (psychiatry, pediatrics, midwifery)**
  - Non communicable diseases

- Infectious diseases
  - Obstetric emergencies
  - Post abortional care
  - BEmONC
  - Family planning
  - Infection Prevention and Control
  - Psychiatric emergencies
  - Etc.
- d) Nursing/Midwifery Leadership and management**
- Health service management
  - Hospital management
  - Performance management
  - Team building
  - Change management
  - Innovation and creativity
  - Motivation
  - Effective communication
  - Strategic planning and management
  - Delegation
  - Financing and budgeting
- e) Nursing/Midwifery research**
- Evidence Based Practice
  - Preparation of a manuscript for publication
  - Proposal/project writing for funding
  - Research methodologies
  - Quality improvement projects
  - Action research
  - Operational research