

CPD CHECKLIST



	ACTIVITY	RESPONSIBLE PERSON	TOOLS TO BE USED	TIME FRAME	DONE: PERSON AND DATE/s
1	Form CPD Committee out of: DNO, CPD Coordinators (CPDC), In-charge of each department	DNO	Minutes in CPD file	Start of CPD programme, continuous	
2	CPD Committee Meetings with Minutes to be written	CPDC	Minutes in file	Monthly/ quarterly	
3	Remind nurses to: <ul style="list-style-type: none"> a) Do self-assessment → identify learning gaps b) Peer evaluation c) Undergo Performance Appraisal d) Formulate Learning Action Plan Include nurses working in rural health facilities	DNO + CPDC	CPD Logbook	Continuous	
4	Come up with a CPD schedule	CPD Committee, DNO, CPDC	Template	Every 6 months	
5	Inform nurses about CPD schedule, also those working in rural health facilities	CPDC	Template	Continuous	
6	Document attendance	CPDC	CPD Register	Ongoing	
7	Sign attendance in CPD Logbooks	CPDC	CPD Logbook	After every CPD session	
8	Remind nurses of CPD Logbook submission	CPDC	CPD Logbook	Start April	
9	Check CPD Logbooks, sign if requirements are fulfilled, and document findings	CPDC, DNO	CPD Logbook Check Template	May	
10	Evaluate CPD Programme, write CPD Report and send to NMCM with signature of head of nursing department	CPDC, CPD Committee	Template: CPD Report	Bi-annually 15 th June & 15 th December	
11	Licensure Renewal at NMCM	Indiv. N/M, DNO/CPDC	Registration form	May	
12	In case CPDC is leaving, a proper handover supposed to be given to the new CPDC (out of CPD Committee) & notification to be sent to NMCM	DNO/CPDC	Template: Notification about CPDC leaving		