



CONTINUING PROFESSIONAL DEVELOPMENT (CPD) POLICY

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In collaboration with Ministry of Health Malawi, National Organisation of Nurses and Midwives of Malawi (NONM), The Association of Malawian Midwives (AMAMI), as well as valuable contributions by nurse managers for improving health service delivery in Malawi.

NURSES AND MIDWIVES COUNCIL OF MALAWI

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Introduction

As the regulatory body for Nursing and Midwifery in Malawi, The Nurses and Midwives Council (NMCM) is committed to facilitating Continuing Professional Development (CPD) for all registrants in the NMCM registers.

The Nurses and Midwives Act No. 16 of 1995 gives the Nurses and Midwives Council of Malawi the mandate to regulate nursing and midwifery training, education and practice. The core function of the Council is to ensure the provision of safe nursing and midwifery care by the qualified and registered nurses and midwives in Malawi.

Section 31 (a) and (b) of the Nurses and Midwives Act No 16 of 1995, stipulates that, every person registered under this Act shall attend an in-service education or refresher course within a specified time period before renewal of registration.

CPD is important in working towards and maintaining high standards of nursing and midwifery care as well as professionalism and competence of those that provide that care.

WHAT IS CPD?

Continuing Professional Development (CPD) is a process of lifelong learning aimed at improving and broadening knowledge, skills and attitudes, necessary for provision of quality nursing and midwifery care.

CPD is '**continuing**' because there are always new developments happening in nursing and midwifery which must be incorporated into practice.

CPD is '**professional**' because it is directly linked to professional competence.

CPD is about '**development**' because the goal is to improve performance by assisting in gaining a deeper understanding of professional roles and responsibilities.

GOAL

A structured and well facilitated CPD programme.

OBJECTIVES

To provide a framework through which the Council will ensure the running of an effective CPD programme.

To provide minimum standards for CPD implementation.

To guide nurses and midwives achieve the required CPD points.

1.0 CPD Requirements

- 1.1** Every Community Midwifery Assistant (CMA), nurse or midwife in Malawi must identify individual learning needs, as well as employers need to identify institutional learning needs, and obtain the required number of CPD points per year in order to be eligible to apply for re-registration with the NMCM (CMAs: 25 points; NMTs: 30 points; RNMs: 35 points; Advanced practitioner: 40 points). Newly qualified nurses are not exempted.
- 1.2** The content of any CPD session must be related to nursing and midwifery or health related topics with a focus on improving theoretical and practical knowledge, skills or attitude.
- 1.3** The CPD Coordinator will lead the CPD committees at their institutions, coordinate the CPD programme and report bi-annually to the NMCM about CPD.
- 1.4** A record of CPD activities is to be kept by the individual nurse/midwife in their CPD LogBook, issued from the NMCM.

It should include:

The date when the CPD session was attended

- The topic of the CPD session, duration (hours) and number of CPD points awarded
- The name and signature of the CPD presenter, as well as of the CPD coordinator.

1.5 Compulsory CPD Modules

NMCM has prescribed the following 10 compulsory CPD modules, of which 2 have to be completed annually, with each accounting for 3 points:

- Emergency Triage Assessment and Treatment (ETAT)
- Infection Prevention
- Fire awareness
- Customer care (Team work, performance appraisal, conflict resolution)
- Disaster preparedness and management
- Clinical teaching (mentorship, preceptorship)
- Professionalism
- Population Health (Gender, Youth friendly health services, NCDs, family planning)
- Utilization of emerging medical technologies
- Quality improvement.

CMAs are not required to attend the “Clinical Teaching” module and the content for their compulsory modules needs to be levelled.

- 1.6** The reflective CPD LogBook can be presented on application for renewal of practicing license to the NMCM, but CPD points can also be captured or uploaded online by CPD coordinators and sent to NMCM in a paper-based form, in addition to Monitoring & Evaluation visits.

1.7 Exemption

Retired and not active in service, and those in school for further studies in Nursing and Midwifery are exempted from CPD upon written application. However, they are not exempted from paying annual registration fee at NMCM.

2.0 Accredited CPD Activities

2.1 CPD points will be given for participating in accredited CPD activities.

2.2 Allocation of CPD Points

Points	CPD activity
1	Attending a CPD session (duration of at least 1 hour) Being mentored Attending a journal club
2	Presenting a CPD (if this is a learning need) Mentoring (practical skill) Research participation (e.g. data collection) Attending a conference within Malawi Attending external CPD (Topic not offered by own institution) Facilitating a journal club e-Learning activities
3	Attending CPD/ conference outside Malawi
5	Conducting research Engagement in clinical practice for Presenting on a conference non-bedside nurses (1 full shift) Publication as co-author
10	Publication in a journal or book (corresponding author)

2.3 Required CPD Points per cadre

CPD points for Self Assessment (SA): 3, for Peer Evaluation (PE): 3, for Performance Appraisal (PA): 4, for Learning Action Plan (LAP): 5 → Making a total of 15 CPD Points.

#	Cadre	15 points through SA, PE, PA, LAP	+ CPD activities	Total CPD Points required
1	CMA	15	+ 10	25
2	NMT	15	+ 15	30
3	RNM	15	+ 20	35
4	Advanced Practitioner	15	+25	40

2.4 Employee orientation shall **not** qualify as a CPD activity and no points will be awarded for orientation activities.

2.5 **CPD non-compliance:** It is illegal to practice without a valid license. Nurses/midwives not complying to CPD shall not be allowed to renew their practicing licenses.

Penalties for employers and nurses/midwives shall be determined as stipulated by the Nurses and Midwives Act.

3.0 **Roles and Responsibilities of individual Nurses and Midwives**

3.1 Attend CPD sessions at a CPD centre.

3.2 Maintain CPD LogBook, detailing any CPD activities undertaken and getting an authentic signature from the CPD facilitator as well as a counter signature of the CPD coordinator or line manager to prove attendance.

3.3 Register with NMCM annually as required:

- A) Payment of registration fees
- B) Evidence of CPD compliance

4.0 **Roles and Responsibilities of CPD centres**

4.1. **Appoint a CPD coordinator who is responsible for:**

- organising and advertising CPD sessions
- ensuring that the offered CPD sessions include aims and objectives that are responding to learning needs
- evaluating the impact of CPD at facility level
- signing off the nurse/midwife's CPD LogBook
- submitting bi-annual (June and December) CPD reports to NMCM in liaison with the nurse manager

4.2 Set up CPD committees which will oversee CPD activities. This CPD committee will be chaired by a CPD coordinator.

4.3 Include CPD in the annual facility implementation plans.

4.4 Ensure that appropriate adult learning teaching methods and materials are used and that sessions include theoretical and clinical content to aid understanding and application to practice.

4.5 Ensure that records of attendance at CPD sessions are taken and kept for verification purposes during NMCM audits.

5.0 Roles and Responsibilities of the Nurses and Midwives Council

- 5.1 Prepare and make available the CPD documents to all nurses and midwives, to guide them and assist in meeting their CPD requirements.
- 5.2 Train the CPD coordinators and supply them with training manuals.
- 5.3 Conduct Monitoring & Evaluation of CPD programme implementation.
- 5.4 Accredite organizations and institutions that facilitate CPD activities for nurses and midwives.
- 5.5 Hold annual meetings with MOH, NONM/AMAMI, CHAM, associations and other stakeholders on CPD.
- 5.6 Implement disciplinary measures for nurses and midwives who are non-compliant to CPD.
- 5.7 Undertake disciplinary actions for all employers that do not comply with licensure requirements.

6.0 Roles and Responsibilities of the Employers

- 6.1 Ensure that it employs nurses and midwives who are actively registered and licensed by the NMCM.
- 6.2 All human resources departments should have active learning and development functions that support CPD. Appraisal data should be used in CPD, learning and development activities.
- 6.3 Include CPD activities in annual plans and budget.
- 6.4 Ensure that CPD supervision is included in nursing and midwifery leadership job descriptions.
- 6.5 Establish the existence of a CPD department within the health facility.

7.0 Roles and Responsibilities of professional organisations, such as National Organisation of Nurses and Midwives (NONM), Association of Malawian Midwives (AMAMI) and other stakeholders

- 7.1 Encourage and motivate members to undergo CPD.
- 7.2 Lobby and advocate for employers and other stakeholders to support CPD activities.
- 7.3 Support and take active role in annual meetings on CPD.