

CPD Coordination Getting Started ☺ ☺ ☺ → → → → →

Here is a step-by-step summary of what you'll need to do to start implementing CPD at your workplace:

STEP 1 – SHARE INFORMATION

Share what you have learnt on the CPDC Training with your managers

→ **Revive or Create the CPD Committee** if there isn't already one in place.

Organise a meeting with staff to disseminate information about CPD and identify any major learning needs of your institution.

STEP 2 – IDENTIFYING LEARNING NEEDS

Identify if you have an in-service training plan and what activities/trainings have taken place already for the staff. Establish how these activities can be incorporated into the CPD process.

STEP 3 – MEETING LEARNING NEEDS

Decide how you are going to meet those needs identified in Step 2. Set some SMART CPD objectives (SMART – Specific, Measurable, Achievable, Realistic, Time bound)! Will you organise a CPD teaching session? Will you apply to send people on a training course? Will you hold a clinical meeting? Will you facilitate skills demonstrations? Will you set up a journal club to allow staff to discuss clinical research and healthcare articles?

STEP 4 – PLANNING CPD ACTIVITIES

Once you have the CPD activities planned, make sure you advertise what they are and where they will be held. Get people interested, let them know where and when they can access CPD.

Ensure wherever you hold the CPD session will be enough space, do you need a chalk board, white board, flip chart paper, PowerPoint projector and computer? Are there enough chairs/ benches; is it a suitable learning environment? When will you hold the meeting? Think about staff schedules – can everyone who wants to come attend?

STEP 5 – CONDUCTING CPD ACTIVITIES

Conducting a CPD activity at your institution: Circulate the Attendance Register (hardcover book) to keep record of everyone who attends. If not you as CPDF, but someone else is delivering the session, ask how you can assist if needed (co-facilitation).

For external training sessions/ courses or CPD sessions held in places other than your institution check the activity is suitable and appropriate to the learning action plan of the nurse/ midwife. Approval from their manager will also be needed. Ensure nurses/ midwives apply for their training in advance and that any financial issues are sorted out.

STEP 6 – SIGNING LOGBOOKS AND AWARDING CPD POINTS

For internal training or CPD sessions held at your institution – you will be responsible for signing the CPD LogBooks of those nurses / midwives who have attended and awarding the correct number of points. For training held elsewhere, the session leader will need to sign (and stamp) the LogBook documenting their contact details in case verification is needed and you countersign.

Remember! A signature cannot be given at any time other than straight after the activity – not the next day, not the next week. If a nurse/ midwife forgets her/ his LogBook, they will not get a signature!

STEP 7 – EVALUATING CPD ACTIVITIES

Get some feedback from the staff on what they thought of the activity and how it might be changed if needed. Get them involved in discussing and planning future activities.

STEP 8 – REPORTING TO THE NURSES AND MIDWIVES COUNCIL

You will need to submit a 6 monthly report to the NMCM informing them of what activities have taken place, how many nurses have attended and outlining any problems that have occurred (CPD Reporting Template – also to download from NMCM website).

GETTING HELP

You are welcome to phone, email or visit the Nurses and Midwives Council for assistance with your CPD programme. The NMCM Resource Centre has books, journals, CD ROMs and DVDs.

The Nurses and Midwives Council of Malawi

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