Guidelines for Approval of CPD Credits for Educational Programmes, Events and Activities

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1.0 Introduction

Nurses and midwives continually engage in ongoing education, continuing professional development (CPD) and lifelong learning as a requirement for professional nursing and midwifery practice in Ireland. This requirement is explicitly outlined in the *Code of Professional Conduct and Ethics* (NMBI 2014) and is fundamental to the development of competent practitioners and essential in ensuring that nurses and midwives work within their scope of practice (ABA 2000).

In recognising that quality, safe patient and client care is dependent on competent practitioners who engage in lifelong learning and who participate in quality assured education and training, the Faculty, is committed to the provision of high quality continuing professional development programmes/events and activities. The Faculty of Nursing and Midwifery, as one of the longest-serving providers of nurse education in Ireland since its inception in 1974, has provided nurses and midwives from a variety of clinical nursing specialties with a diverse range of programmes.

Central to its ethos, the Faculty believes that rigorous quality assurance mechanisms are crucial to the provision and delivery of high quality programmes in the Faculty. Ross *et al.* (2013) highlight the importance of ensuring CPD activities are approved, as in many countries across the globe, quality assurance mechanisms are unclear and there is a lack of clear guidelines relating to the provision and delivery of CPD activities.

This document outlines the requirements for and accreditation process for organisations seeking accreditation of CPD programmes/events/activities in partnership/collaboration with the Faculty of Nursing and Midwifery RCSI. This document presents a brief outline of competence and the requirement for nurses and midwives to maintain professional competence. Following this it identifies the Programmes/Events/Activities that are eligible for CPD Accreditation by the Faculty of Nursing and Midwifery. Section six outlines the criteria for approval of programmes/events/activities, followed by the application process and the procedures for approval.

2.0 Competence

The *Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives* (NMBI 2014) in its third principle, Quality of Practice, explicitly states that patients have "a right to receive quality care by competent nurses and midwives" The Nursing and Midwifery Board of Ireland defines competence in the following way:
“Competence is a complex and multidimensional phenomenon and is defined as the ability of the Registered Nurse or Registered Midwife to practice safely and effectively, fulfilling his/he professional responsibility within his/her scope of practice” (An Bord Altranais, 2005, p.12).

The Canadian Nurses Association (2000) and the National Council of State Boards of Nursing (2005) expand on this definition, highlighting the importance of knowledge application and integration, the role of judgement and decision making in the delivery of safe and ethical care. The centrality of high quality psychomotor skills is also emphasised with professional competence including abilities such as communication, creativity, problem solving and reflection and is based on knowledge, functionality, personal behaviour, values and ethics (Lundgren and Houseman 2002). It is imperative for nursing and midwifery professionals to maintain their competence and update their knowledge and skills on an ongoing basis.

3.0 Maintaining Professional Competence and the Nurses and Midwives Act (2011)

The maintenance of professional competence is a collaborative effort and the Nurses and Midwives Act, 2011 Part 11 places obligations on:

1. The Registered Nurse and the Registered Midwife
2. The Board
3. The Employer

In relation to the maintenance of professional competence on an on-going basis:

Part 11 87-(1) of the Nurses and Midwives Act, 2011 states that “A registered nurse and a registered midwife shall maintain professional competence on an on-going basis”.

Part 11 87-(2) of the Nurses and Midwives Act, 2011 states that “A registered nurse and a registered midwife shall whenever required to do so, demonstrate competence to the satisfaction of the Board in accordance with any requirement of the Board under section 88(1)”.

Part 11 88-(1) of the Nurses and Midwives Act, 2011 states that “The Board may require a registered nurse or registered midwife to demonstrate competence to the satisfaction of the Board in accordance with a professional competence scheme applicable to that nurse or midwife or otherwise”.
The requirement to demonstrate that the nurse or midwife has maintained professional competence is not mandatory as the commencement order for part 11 of the Act has not yet been signed by the Minister.

4.0 Options for Maintaining Professional Competence

The maintenance of professional competence can be achieved through Continuing Education and/or Continuing Professional Development options.

4.1 Continuing Education (CE)

An Bord Altranais (1994) defined continuous education as a lifelong professional development process and consists of planned learning experiences which are designed to augment the knowledge, skills and attitudes of registered nurses and registered midwives for the enhancement of practice, patient/client care, education, administration and research.

4.2 Continuing Professional Development

Continuing professional development is essential for nurses and midwives if they are to acquire new knowledge and competence that will enable them to practice in an ever changing health care system. Professional development has been described as including all the experiences, activities and processes that help develop an individual as a professional (An Bord Altranais, 2000). Continuing professional development is an on-going cyclical process of continuous quality improvement which allows registrants learn and develop to meet their own personal and professional needs, the needs of the service and the needs of patients and clients. Continuing professional development (CPD) is the means by which professionals maintain and improve their knowledge, skills and competence, and develop the professional qualities required throughout their professional life. CPD is an integral component in the continuing provision of safe and effective services for the benefit of patients and service users (Ross et al 2013). CPD requires engagement by the professional in a range of learning activities on an on-going basis (adapted from Health and Social Care Professionals Council, 2013).

NMBI include the following as examples of CPD activity, participation in training activity, committee membership, policy, protocol and guideline development, formal teaching, preceptorship/mentorship activity, journal club membership, meetings including case conferences/client/case reviews, participating in quality improvement and audit activity, publications, conducting research, project work, conference or poster presentation, developing and delivering in-service education-this is not an exhaustive list.
5.0 What Programmes/Events/Activities are Eligible for CPD Accreditation by the Faculty of Nursing and Midwifery

Programmes and educational events organised by the Faculty and/or in collaboration with other Faculties/Departments or Schools or other Collaborators/Providers for the purposes of CPD are eligible for CPD approval.

5.1 Events Aimed at Registered/Qualified Nurses and Midwives Including:

- Skills training
- Advanced skills workshops
- Lectures
- Tutorials
- Master classes
- Conferences
- Bespoke and tailored programmes

The programme must be a minimum of 40 minutes: 40 minutes to 1 hour =1 RCSI Faculty of Nursing and Midwifery Continuing Education Unit. (CNMEU, events may be uni-disciplinary or interdisciplinary in nature).

All programmes/events/activities will also be submitted for approval to the Nursing and Midwifery Board of Ireland, if required.

6.0 Criteria for approval of programmes/events/activities

Activities/events/programmes must

- Address professional education and training needs;
- Be objective and evidence-based;
- Include nurses/midwives in the planning process;
- Be relevant to clinical, education, research and other professional activities of the professions of nursing and midwifery;
- Identify clear aims and outcomes based on explicit, specific, measurable, achievable, and be targeted to the nature of the programme and professional;
- Be of an appropriate professional standard;
- Extend beyond clinical and patient/client/service user centred areas but also include areas such as leadership/management, regulation, ethical standards of practice;
• Include content that is based on evidence and is congruent with legislation, policy and standards;
• Include a built in evaluation (both in terms of participants, regulators and programme/event commissioners if relevant);
• Include the details of the programme coordinator and speakers;
• Ensure that all speakers declare interests at the outset.

7.0 Application Process

Applicants are required to provide information relating to the programme/event/activity and the application process is completed on-line through the Faculty of Nursing and Midwifery’s Website [www.rcsi.ie/facultyofnursing](http://www.rcsi.ie/facultyofnursing). A printable form is also available through this page and can be emailed to facnursing@rcsi.ie or by post to:

CPD Accreditation
Faculty of Nursing & Midwifery
123 St. Stephen’s Green
Dublin 2

The following information is required:

• Programme/event/activity Title;
• Details on the event organiser/programme lead and main contributors/full list of speakers, qualifications, post and topic;
• Short summary of the programme;
• Philosophy underpinning the course;
• Programme rationale and justification;
• Aims and objectives/outcomes which are measurable;
• Content (to include theoretical and practical input if appropriate);
• Target audience;
• Programme length in hours/days;
• Venue;
• Teaching and learning facilities and resources;
• Outline structure/timetable of event;
• Teaching/learning strategies and methods;
• Assessment of learning;
• QA and evaluation;
• Details of external sponsorship.
An attendance register must be maintained and retained by the provider.

A certificate of attendance shall be provided outlining the specific RCSI CNMEUs and NMBI CEUs.

8.0 Procedures for Approval and Appeals

- The programme/event/activity co-ordinator or organiser completes the on-line Application Form.
- Supporting documentation (e.g. timetable) is uploaded to accompany the application.
- Payment of the application fee accompanies the application. This information is available on the Faculty’s website.
- The approval procedure is completed and managed within the Faculty by the Operations and Education Manager supported by the Executive Director and the Dean of Faculty of Nursing & Midwifery.
- Notification will be provided within a two week timeframe.
- Any decision can be appealed to the Education and Professional Development Committee of the Faculty.

If an application is refused the organiser/provider may appeal the decision in writing. Such appeals should be directed to:

Dean of the Faculty of Nursing and Midwifery,

Chairperson Education and Professional Development Committee,

The Royal College of Surgeons in Ireland,

123, St Stephen’s Green,

Dublin 2.

Please Note

- The use of the Faculty logo is not permitted
- CPD approval is not assured.
- Faculty of Nursing and Midwifery RCSI Credits can be included as appropriate
- Credits awarded can be published in promotional material once awarded
• The Faculty will not accept liability for losses direct or indirect howsoever arising from failure to approve an event for CPD in part or whole.

9.0 Application Fee

(a) Activity/Event/Programme organised in partnership with the Faculty €100

(b) Activity/Event/Programme organised by an external agency €250

This fee includes approval for two years and submission to the NMBI for Category 1 approval and CEUs.

10.0 References


