Delhi Nursing Council

Policy on
Continuing Nursing Education (CNE)

Requirements for Credit Hours

December 2015

Purpose & Scope
- Encourage the provision of high quality training programs.
- Assure participants of program compliance with standards.
- Aid in the utilization of Continuing Nursing Education for Registration/Renewal of registration purposes.
- Ensure the transparency and standardization of the Continuing Nursing Education accreditation system
- This policy applies to all Continuing Nursing Education providers approaching Delhi Nursing Council for the accreditation of their educational programs.

Definitions
- **Accreditation:** is a type of quality assurance process, under which the educational services and operations of an educational programs are evaluated by an established body to determine if applicable standards are met.
- **Continuing Nursing Education:** is the systematic maintenance improvement and broadening of knowledge, experience and skills, and the development of personal qualities helpful in the execution of professional duties throughout a career.
- **Enduring Continuing Nursing Education**: Continuing Nursing Education that does not require the direct interaction between the participants and the faculty (e.g. on-line CPD, videos, audio programs, TV programs, etc.)
- **Live Continuing Nursing Education:** Continuing Nursing Education that requires the direct interaction between the participants and the faculty (e.g. lectures conferences workshops, etc.)
- **Continuing Nursing Education Provider:** An organizer for Continuing Nursing Education that has been evaluated by Delhi Nursing Council and be able to provide professionals with high-quality scientific educational programs.

Benefits of CNE Accreditation
- For healthcare professionals:
  - Develop the knowledge and skills of healthcare professionals at all levels.
  - Continuous acquisition of new knowledge, skills, and behaviours needed for competent practice.
  - Revalidation or recertification of practicing nurses whereby the practising nurses demonstrate active involvement in continuing professional development.
  - Demonstrate commitment to the profession.

- For institutions/organizations/Continuing Nursing Education providers:
  - Create an innovative and dynamic culture.
  - Support staff development and equip the healthcare workforce with required knowledge and skills to effectively and safely provide care.
  - Encourage and foster continued learning and concurrently ensure that institutions meet their obligations in protecting public safety.

Continuing Nursing Education Category
  - ➢ **Category A**: includes open live activities targeting participants from different organizations. Examples include open courses, seminars, symposia, meetings conferences etc. State, national, international conferences.
  - ➢ **Category B**:includes live **internal** activities limited to groups within a particular organization like practice based activities, case studies, grand rounds, journal clubs, internal teaching, consultation with peers and colleagues, etc.
  - ➢ **Category C**: includes self study activities (including, but not limited to the following):
    - Accredited distance-learning programs with verifiable self-assessment (e.g. Medscape /eMedicine, e-learning modules of Indian Nursing Council and nursing and midwifery portal Govt. of India, TNAI.

Activities not eligible from Continuing Nursing Education Credit hours
- Regular morning meetings, endorsements, ward rounds and case revisions.
- Departmental or medical society internal meetings.
- Community and patient awareness sessions.
- Public Directed Activities
- Software skills training
- Induction and orientation programs.
- Basic Product Training & Product-specific knowledge.

Guidelines for Continuing Nursing Education program approval
In order for a CNE activity to be accredited by Delhi Nursing Council, it needs to meet the following requirements:
- **Activity design:**
  - Developed by qualified subject matter experts
  - Well structured and follow a logical format that promotes adult learning principles.

- **Aims and Objectives:**
  - Have clearly defined aims and objectives and the activity must appropriately reflect these objectives.
  - The overall objective should be maintaining, improving and developing knowledge and skills of health care professionals.
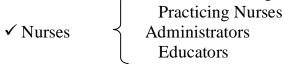
- **Content:**
  - Activity titles should be reflective of the activity content.
  - Content should be current, up-to-date and based on evidence.

- **Qualifications of the presenter/speaker/instructor:**
  - Possess the relevant level of academic and professional qualifications, and/or relevant teaching and working experience.
  - Should have an appropriate experience and expertise relevant to the activity objectives.

- **Target Audience:**
  - The target audience should be clearly identified
  - Has to be one or more of the followings:
    - ✓ Nurses
      - Practicing Nurses
      - Administrators
      - Educators

    - ✓ ANM, MPHW, Midwives

- **Duration:**
  - Should not be less than one day.
  - Time spent on welcomes, introductory remarks, breaks, assessments unstructured discussion will not be qualified for Delhi Nursing Council credits.

- **Sponsorships:**
  - The Continuing Nursing Education provider is responsible to clearly and accurately disclose all sponsors names along with their influence on the content of the activity, format of the meeting and choice of speakers.
  - The selection of educational topics, speakers, and course materials must be based upon the educational needs of professionals, and must not be influenced by commercial sponsors.
  - All presenters/speakers/instructors participating in activities submitted for accreditation, should have no potential conflicts of interest or support that might cause a bias in their presentation.

Calculation of Credit hours
- Live activities (category A & B)
  - **Participants**
    - A maximum of one Credit hour is assigned to every hour the speaker spends interacting with the participants.
    - Questions and Answers should not exceed 25% of the duration of the lecture.
      - ✓ Time allocated for questions & Answers need to be clarified in the application documents.
    - Registration, introduction, opening and closing remarks, breaks, prayer time, assessments (e.g. exams before or after the program) or any presentation without an adequate description in the application documents will not be included in the calculation of Credit hours.
    - A maximum of 6 Credit hours per day may be granted (up to 8 Credit hours per day may be granted in exceptional circumstances, supported by good evidence).
    - Educational activities of less than 1 day total duration are not accredited.

- **Speakers/Instructors**
  - Speakers/Instructors are granted double the number of credit hours allotted to their own particular presentation.
  - Credit hours can be claimed once annually for speakers/instructors in identical topics irrespective of the number of repetitions

- **Self study activities (category C)**
  - Have to be directly related to health and health services and to adopt the latest scientific references and periodicals in a specific specialty.
  - Continuing Nursing Education provider will be responsible to show evidence on the scientific content and materials used to design the activity
    - Audio & Video/On-line
      - ✓ Similar calculation methods to the live Programs are used.
      - ✓ Content should be designed and evaluated by a known and acceptable academic body specialized in healthcare.
      - ✓ The website and its contents have to be fully owned by the provider.
      - ✓ Testing of participant knowledge/understanding is required and should be designed by a qualified body.

✓ It would be appreciated that the website should assign a supervisor to facilitate communication with participants and to handle any technical related issues.

✓ Presence of a mechanism to ensure and demonstrate actual participation and achievement of the learning objectives.

✓ The educational product content has to be re-evaluated by the provider every 3 years.

Application for CNE Accreditation

- The completed application should be submitted, with all the necessary supporting documents 6 to 8 weeks before the starting date of the educational program.
  - No program will be accredited retrospectively or during the period of conducting the program.

- Supporting Documents.
  - Correctly filled application form (typed)
  - Detailed and clear program agenda, including start and end times of each part of the educational program.   Breaks and registration times should also be clarified in the program.
  - Sample certificate of attendance.
  - Copy of the brochure, flyer and invitation if available.
  - Copy of the approval letter is required if the event is accredited by another organization or accreditation body.

- Applications are accepted as hard copies or scanned copies by e-mail.
- The applicant can expect to receive an answer regarding the decision of the accreditation committee within **4 weeks** of submitting the application.
  - On rare occasions, the process may take longer; depending on the assessment of Delhi Nursing Council Accreditation committee, sub-committees, or advisors.
- Delhi Nursing Council has the right to reject requests that are incomplete, are beyond the scope of Continuing Nursing Education sent after the specified period for submission, received during or after the establishment of activity, failed to meet the required conditions, or included weak scientific content.

CNE Providers

- CNE Provider should meet the following requirements in order to be acceptable to apply for Delhi Nursing Council Accreditation:

  - Examples are educational institution, recognised by state and Indian Nursing Council a district health board, governmental or private hospitals, registered society, educational unit/committee and training centre specialized in health fields.
  - Accreditation requests from organizations that are not specialized in health fields or from proprietary healthcare related entities such as pharmaceutical companies or medical equipment companies will not be acceptable.

- The organization should have sufficient educational expertise to develop and manage Continuing Nursing Education activities, and have a designated person responsible for Continuing Nursing Education activities.
- The organization should be in good standing i.e. does not have complaints or disciplinary actions against it in the last 6 months.

  Continuing Nursing Education Provider responsibilities:

  - Assure the availability of proper and appropriate premises for administration and delivery of the educational program.
  - Declare in advertisement materials that the program received accreditation from Delhi Nursing Council once a written approval has been received only.
  - Ensure participant attendance of the educational sessions, in order to be eligible to receive the assigned credit hours.
  - Register the names of attendees and keep records of the attendance and the evaluation forms for no less than 5 year.
  - Timely submission of the required post-activity documents to Delhi Nursing Council after the end of each program.
  - Ensure the compliance of the educational activities with the rules and regulation as detailed.
  - Ensure that the Program is educational and non-promotional and that the supporting Commercial Interest will play no role in the design or conduct of the program.
  - Issue a certificate of attendance for the delegates and lecturers.

General Principles
- Any changes in the program after granting accreditation need to be reported for re-accreditation.
- Changing in accredited program schedule, place or date should be reported at least one week before conducting the activity.
- Announcements of Continuing Nursing Education accreditation by Delhi Nursing Council (with or without the number of Credit hours) can only take place after the written confirmation.
- Continuing Nursing Education provider should submit scanned copies of the post-activity report, including a scanned copy of attendance record and evaluation summaries, within 30 working days of the end of the educational program.
- Applications from individual course deliverers will not be accepted.
- Awarded Credit hours are valid for one calendar year only and each program has to be submitted for re-accreditation each year.

- Continuing Nursing Education provider may utilize same Credit hours and accreditation number for repeated activities provided that approval has been received.
- The organizer is committed to conduct the approved activity in space and time allotted and not allowed to delay or make any changes in content for any reason without notifying Delhi Nursing Council.

Certificates
- The Continuing Nursing Education Credits certificate should include attendee's name, name of the provider, name of the program, date, time and location of the program, number of verifiable Continuing Nursing Education credits provided by Delhi Nursing Council and signature of course director and/or supervisor representing the scientific organizing committee of the program.
- Approval for accreditation does not imply authorization to use the Delhi Nursing Council logo or name in any association with the activity, including activity materials other than the authorized credit statements mentioned below.
- Accreditation statement:
  - The following statement should be stated clearly in the provided certificate:
    - For the attendees "This Program is awarded number Continuing Nursing Education Credit hours by Delhi Nursing Council" should be stated clearly in the provided attendance certificate.
    - For the speakers **"(numbers)** Continuing Nursing Education Credit hours were awarded to _____

Quality Assurance
- The accreditation form should be completed promptly and submitted along with the required documents.
- Continuing Nursing Education Providers should ensure the conduction of educational activities by qualified and experienced speakers
- Advertising and promotion of Continuing Nursing Education activities must clearly show the educational objectives of the program; the nature of the audience that may benefit from the program; the cost of the Program to the participant, the items covered by the cost and the amount of Continuing Nursing Education credit that can be earned in compliance with Delhi Nursing Council accreditation guideline.
- The presented materials should be based on independent, evidence based, accurate and up to date information.
- Random Inspections

- Representative of Delhi Nursing Council Accreditation has the right to randomly inspect/attend accredited Continuing Nursing Education activities without any prior notification, for the purposes of ensuring quality and compliance with the guidelines.

- Providers of accredited Continuing Nursing Education activities should submit a short report of each program to the Delhi Nursing Council Accreditation including a sample of the evaluation form used, evaluation summary and attendance sheet.
  - Provider must keep records for at least 5 years.

- Delhi Nursing Council Accreditation fully supports and recognized the participation of nurse practitioners in accredited Continuing Nursing Education activities in order to promote and maintain the highest standards of health care to patients and the community at large.

Violations

- Delhi Nursing Council Accreditation reserves the right to cancel/suspend privileges for current / future activities organized by any Continuing Nursing Education Provider involved in the planning of activities that do not comply with this policy's guidelines.
- Advertisement violation: the Continuing Nursing Education Provider will be considered to have committed an advertisement violation if any of the above rules regarding advertising for Continuing Nursing Education activities has been violated. Examples include, but are not limited to the unapproved used of the Delhi Nursing Council name or logo, or the provision of false information on the advertisement.
  - Using Delhi Nursing Council name and logo should be only after obtaining official permission.
- Program Management violation: the Continuing Nursing Education provider will be considered to have committed a program management violation if any of the above rules regarding program planning, design or implementation are violated.
- Failure to provide the required post program necessary documents within 30 working days.
- Providing Continuing Nursing Education certificate to someone who didn't attend or partially attended the activity.
- Issuing Continuing Nursing Education certificates which are not in compliance with Delhi Nursing Council accreditation rules about Continuing Nursing Education certificates.

Procedures & Responsibilities

S.N	Description	Responsibility
1.	Fill Continuing Nursing Education Program Application Form and pay the required fees.	Continuing Nursing Education Provider
2.	Submit Continuing Nursing Education Program Application Form with the necessary documents and payments slips.	Continuing Nursing Education Provider
3.	Receive the documents and forward it to the office	Registrar, Delhi Nursing Council
4.	*Review the submitted application and related documents	Delhi Nursing Council Accreditation Committee
5.	Continuing Nursing Education Providers with successful applications will notify about the status of their applications and number of provided Continuing Nursing Education credit hours	Registrar Delhi Nursing Council
6	Submit all post Continuing Nursing Education Program report and documents to Delhi Nursing Council	Continuing Nursing Education Provider

Forms & Templates
- Continuing Nursing Education Program Accreditation Application form
- Sample Continuing Nursing Education Certificate for attendees
- Sample Continuing Nursing Education Certificate for speakers
- Sample Evaluation form
- Attendance sheet spreadsheet template

DELHI NURSING COUNCIL

Ahilya Bai College of Nursing Building
Lok Nayak Hospital, New Delhi-110002

Application Form for Accreditation of CNE

Program Detail:

Program Title:	
Program Date:	
Program Timings:	From: To:
Program Venue & address:	

Description of the Program: (Please tick all the relevant & attach copy of the program
☐☐Lecture   ☐☐☐☐Video stations   ☐☐☐☐Online activities   ☐☐Practical Stations   ☐☐☐Conference☐☐☐☐☐☐☐☐☐☐☐☐☐☐Teleconference☐☐   ☐☐Workshops   ☐☐☐Others, Please Specify: ☐☐
Target Audience: ☐ANM/MPH(W)   ☐Practicing Nurses   ☐Midwives   ☐Nurse Administrator   ☐Nurse Educators   ☐Others (Please Specify):
Field of specialty or subject area:
Aim(s) and learning outcome(s) of the program:
Applicants detail: Organization seeking accreditation:

Activity Contact Person: Designation :	Telephone # : Mobile # : Fax : Email :

Please, go through the checklist to ensure that your application is complete.

What to include with your application:

☐ Completed application form

☐ Enough submission time

The completed application should be submitted, with all the necessary supporting documents, 6 to 8 weeks before the starting date of the educational program.

☐ Agenda of the program

Include start and end times of each part of the educational program, registration, breaks, and Q&A times and details of speakers

☐ Presentations abstract/Outline

An abstract or an outline detailing the contents of each of the parts/presentations is mandatory

☐ Application fee

Must be received before the application is reviewed. Cash payment should be in Delhi Nursing Council

Please, submit the completed application form with the required documents and payment to: Delhi Nursing Council

For Delhi Nursing Council use only:

Receiving Date:
Reference Number:
Remarks: ☐ Programme Schedule   ☐ Outline of the programme and details of speakers   ☐ Enough submission date   ☐ Application fees

Approval/Rejection

Accreditation granted: ☐ Yes ☐ No	Reviewer:
No of Credit hours: CNE Credit hour(s)	Date :
Reason if rejected: 	

Certificate of Attendance

Presented to

Participant Name

For attending the

Event Name

Organized by   _____

On Date

At Venue

This activity was awarded (...) CNE Credit hours (Delhi Nursing Council Accreditation No......)

Signature	Signature
Name	Name
Course Director	Course Coordinator
Post/Organization	Post/ Organization