Guidelines
Continuing Professional Development (CPD)
For Nurses

Email Unit CPD:
bkj_cpd@moh.gov.my

No Tel: 03 - 8883 3535

INTRODUCTION

The Nursing Board Malaysia with the cooperation from Continuing Professional Development (CPD) Unit, Ministry of Health (MOH), is pleased to present the Continuing Professional Development Guidelines that describes the activities of registered nurses in relation to continuing professional developments. The definition of nurses in this guideline refers to registered nurses, registered under the General Part and Supplementary Part of Nurses Act 1950 and also Midwives Registered in Part I, II and III of the Midwives Act 1966.

Registered nurses are the largest group in healthcare providing direct care to patients/ clients. As such, they have great potential to contribute to the health of the community and to achieve the goals of the National Health Policy.

CPD in this context is defined as “a process of lifelong learning aimed at meeting patients’ needs and improving health outcomes by systemic improvement and broadening of knowledge, understanding and skills in the development of personal qualities which are necessary for the execution of professional duties, including the acquisition of new roles and responsibilities”.

To maintain professional competence in an ever-changing technological environment alongside numerous challenges, increasing public expectations and demands for quality and greater accountability, nurses should embark in CPD. Nurses face these challenges in embracing new methods of care delivery and integration of new knowledge into practice that will provide quality services that is truly patient/client – centred. Therefore, the Nursing Board have taken serious concern regarding CPD activities by coordinating the approval and monitoring achievement of CPD points for the renewal of Annual Practicing Certificate (APC) or Temporary Practicing Certificate (TPC) of nurses practicing throughout Malaysia.

Hence, this guideline makes recommendations regarding CPD for nursing personnel who must be developed based on training needs assessment and outcome evaluation. The program recommended is relevant to individual practice and help to maintain standards and competency of nurses in Malaysia. In addition, it also incorporates group-based activities such as workshops and conferences to facilitate greater interaction and integration of healthcare professionals.

The act of pursuing CPD activities will be beneficial for the enhancement of career development, job satisfaction and service provision among nurse and midwives.

OBJECTIVE OF CPD

To enable nurses to maintain, improve and broaden their professional knowledge, expertise and competency to meet their obligation to provide ethical, effective, safe and competent practice.

GUIDELINES AND LOGBOOK

1. This logbook is designed to guide nursing professionals in recording and updating all CPD activities they have been involved. All categories of Nursing Personals require to achieve a minimum of 20 cumulative credit points to enable them to renew their APC.

Category	Minimum annual CPD points
All categories of Nursing Personals	20 points (A1 to A8)

Ref: KKM .600-16/6/3 Jld.4 (3) *Penetapan Mata Continuing Profesional Development (CPD) bagi jururawat untuk tujuan pembaharuan sijil Pengamalan tahunan (APC)*

2. However, there is no upper limit in acquiring points for CPD especially when there is growing evidence of the need to link CPD with organizational/institutional goals.

3. Each CPD activity undertaken must be recorded in the logbook and be verified by the immediate supervisor with documented proof (see Verification of CPD Points by Supervisor).

4. For renewing the APC, the collection of CPD points must be made from **1st September of the previous year to 31st August of the current year**. **This applies to the renewal of APC for the coming year**. However, once a nurse has achieved the required CPD points, she/he is allowed to renew her/his APC earlier.

5. The request for renewal of the APC should be submitted to Malaysian Nursing Board by 1st September of the current year.

6. All completed logbook should be verified and signed by the immediate supervisor. The logbook and summary shall be kept for future reference.

7. The CPD Committee at organizational level will be responsible for ensuring the implementation of this system. The CPD committees will also be responsible to deal with any appeals from officers regarding disagreement on points awarded and the local verification process.

Instructions For Nurses

1. Nurses are encouraged to plan their CPD activities at the beginning of each year.

2. All personal profile and Healthcare provider information in the log book (online or manual) should be updated regularly.

3. Please show your logbook to your immediate supervisor, appointed by the Head of Unit or Department/Discipline**, at least 6 monthly** to verify your CPD activities.

4. The certificates of attendance and relevant verification documents must be produced for the purpose of verification by the immediate supervisor.

5. Any appeal regarding disagreement on points awarded or the verification process should be made to the local CPD committee.

6. Please complete CPD-LB Pind.2/2020 form to determine the summary of CPD points achieved. Submit the completed CPD-LB Pind.2/2020 form to the supervisor.

Instructions for Supervisor

1. Supervisor should be proactive and review the nurse's logbook at least 6 monthly to verify and document the points she/he has achieved and to plan further CPD activities. Awarding and verifying points for the nurse can be done continuously and can be submitted using the logbook as documented proof of the CPD activities.

CRITERIA OF CPD POINT FOR NURSES / MIDWIFES

CPD Category	CPD Activity Description	Points per Activity	Criteria /Explanatory Notes	Maximum Points for Annual Consideration
A1	Congress / Conference (Local/ international) a. 3 full days (5-8hrs/day) b. 2 full days c. 1 full day	 20 points 15 points 10 points	A conference should: a. Involve speakers of local/national/ International standing b. Contain plenary lectures / Symposia. c. Allow presentation of free communication / poster, etc.	20
A2	Scientific Meetings of Chapters of Academy/ Universities/ Colleges/Association/Institutions/ Ministry of Health & others a. Less than 2 hours b. 2 – 4 hours (1/2 day) c. 5- 8 hours (full day) d. 2 full days e. 3 or more full days.	 1 point 2 points 3 points 6 points 10 points	Specific to nursing or health related topic. Paper must involve local, international practitioner/academia Sharing and disseminate new knowledge, practices and methods of improvement of Current practice.	20
A3	Workshop/courses/fellowships/ attachment etc. (include hands0on & skills courses) a. 1/2 day (2-4 hours) b. 1 full day (5-8 hours) c. 2 full days d. 3 or more full days e. Skills accredited structured courses by specific disciplines (e.g. ALS,PALS, NRP, MTLS) f. Study Tour	 4 points 6 points 10 points 15 points 20 points 5 points	For professional attachment, credit points are awarded to participants from outside the place of work e.g. Tertiary Hospitals, University Hospitals. Test / quiz administrated / skill assessment for the verification of competency.	30

CRITERIA OF CPD POINT FOR NURSES / MIDWIFES

CPD Category	CPD Activity Description	Points per Activity	Criteria /Explanatory Notes	Maximum Points for Annual Consideration
A4	CNE/CME sessions other professional activities e.g., Topic seminar, forum, Lectures, Journal Club, Formal Ward round (Teaching round), Clinic Attendance, Hospital Clinical meeting, video conferencing, reflective notes, morbidity and mortality reviews, epidemiological reviews.	1 point / hour	For ward rounds credit points are awarded to participants from outside own hospital/establishment, e.g. Private practitioners, verified by the CPD Chairman of that institution.	20
A5	Presentation at accredited meeting - Plenary lecture/long paper (>45 min.) Free paper/short paper. - Other lectures/ talks e.g. visiting lecture, Hospital Clinical meeting, giving talk/public advice, Lectures to NGO/radio or TV talk, Technical briefing update. Chairman of sessions - Local preceptor/Mentor - Facilitator	10 points 5 points 5 points / year 5 points	These credit points are in addition to full delegate attendance at congresses scientific meeting or workshops Otherwise only credit points for presentation are attainable Visiting lecturer, where one is officially invited to give a lecture at venue / function away from one's principal place of practice. Eligibility of point is awarded with involvement in different topics/activities	20
A6	Publication of articles in journal/ chapters in a book/bulletin/ magazine /reports/ formulation of CPG, SOP and etc. a. Indexed/ Peer reviewed Journal (authors) b. Non-indexed journal (authors) c. Chapter in book - each chapter d. Reports e.g. Technical report, working papers, guideline, etc.	20 points 10 points 10 points 10 points	An indexed journal is one which has international standing and is listed in the Index Medicus or similar indexing system. Maximum for writing chapters in a book is 20.	30

CRITERIA OF CPD POINT FOR NURSES / MIDWIFES

CPD Category	CPD Activity Description	Points per Activity	Criteria /Explanatory Notes	Maximum Points for Annual Consideration
A7	Self-study/group study/distance learning e.g. reading	1 points	Documented evidence (with verification) needs to be produced. e.g. : a) Self-study (self-administered MCQ b) Documented evidence in the form of synopsis/ evidence table	20
A8	CME/CNE (ONLINE) E-learning	1 point /paper or session	Documented evidence (with verification) needs to be produced.	20
A9	Post Basic Courses (Short / long courses) a. 2 weeks b. 4 weeks c. 3 months d. 6 months e. 1 year	10 points 12 points 15 points 20 points 30 points	Structured clinical attachment for upgrading and acquiring competencies in specialised nursing practice. Points are given only once, upon completion of studies.	30
A10	Under graduate and Postgraduate. a. Degree. b. Masters Programs c. PhD/Dr.PH Advanced d. Diploma/ Sub Speciality training	50 points 50 points 50 points 50 points	Allow to also get points from other categories / sections Documented evidence (with verification) needs to be produced) upon completion of the study program	50

CRITERIA OF CPD POINT FOR NURSES / MIDWIFES

CPD Category	CPD Activity Description	Points per Activity	Criteria /Explanatory Notes	Maximum Points for Annual Consideration
A11	Quality and Research Project a. Quality Initiatives e.g. KMK, TQM, Innovation b. Accreditation, ISO, etc. c. Research projects as researcher or collaborator. d. Facilitator or trainee. e. Local preceptor/Mentor	5 points for involvement in each area		20
B1	Editor Member of editor Board As Referee / reviewer (per article)	10 points 5 points 5 points	Pertaining to production of journals, special reports, bulletins, newsletters etc.	10
B2	Other supporting activities related to personal development and self - improvement such as Courses on management, information technology, innovation etc. Organizing committee Secretariat of any courses of in-service training Participating in your own organizational activities a. Local b. State a. National b. International	2 points /activity 3 points/activity 5 points / activity 10 points / activity	These activities are Not restricted to MOH functions e.g. involvement in PIBG may also be considered. Documented evidence (with verification needs to be produced)	10

Note:

*A1 to A3 – Online Conferences, Courses or Workshops are also accepted.

*A5 - Speakers giving online lecturing will be awarded points.

No points will be awarded for Local Preceptors, Mentors or Facilitators in online programmes.

*Other Categories - Follow as above.

*For APC Renewal—CPD points can be claimed only from CPD category A1 – A8

Verification of CPD points by Supervisor

CPD Category	CPD Activity
A1	Proof of Attendance
A2	Proof of attendance (certificate or letter of participation)
A3	Proof of attendance (certificate or letter of participation)
A4	Proof of attendance record
A5	Certificate or letter of appreciation for activity conducted
A6	Verified presentation or publication in programme/abstract book, Proceedings or journal.
A7	Proof from CNE provider or synopsis
A8	Proof from CNE – online provider
A9	Proof of post basic or other diploma certificate
A10	Certificate or exam result
A11	Letter of appreciation or appointment for activity
B1	Documentation of position held from journal or editorial board or letter of appointment
B2	Certificate or letter of appreciation or appointment of activity

TO: HEAD OF NURSING DEPARTMENT/DISCIPLINE:

_____

_____

Individual Summary of CPD Points Achieved for CPD programme. For The Year _____

(1st September previous year till 31st August current year)

Name: _____

I.C. No: _____

First Appointment : (date/month/year) ____ /___ /_____

Confirmation Date in Current Post : (date/month/year) __ /___ / _____

Position: _____Grade: _____

CPD Category	Points Achieved for CPD Programme
A1	
A2	
A3	
A4	
A5	
A6	
A7	
A8	
TOTAL	

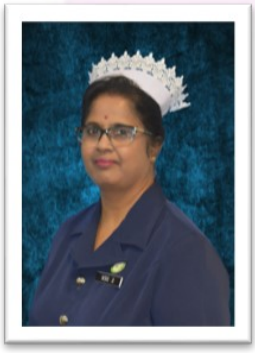
Supervisor's Signature _____

Name:

Official Chop:

PENGHARGAAN

Setinggi-tinggi penghargaan dan ucapan terima kasih di atas sokongan dan kerjasama dalam menghasilkan buku panduan ini.



Pn. Devi A/P K.Saravana Muthu
Pengarah Kejururawatan

Pn. Anny Mary A/P S.Joseph @ Soosai
Timbalan Pengarah Kejururawatan

Pn. Kartina binti Mohammad Manan
Ketua Cawangan Regulatori

Pn. Sania binti Laimba
Ketua Sektor Pendaftaran & Penguatkuasaan

Pn. Nor Wati binti Mohd
Ketua Unit Pendaftaran & APC

Lembaga Jururawat Malaysia

Bahagian Kejururawatan

UNIT PEMBANGUNAN PROFESION (CPD)
BAHAGIAN KEJURURAWATAN
KEMENTERIAN KESIHATAN MALAYSIA

Pn. Salmah Binti Mohamed Ludin

Pn. Haslina Binti Jamaludin

Pn. Nor Milah Binti Mohamed Kutty

Pn. Zalina Binti Hamdan

Cik Nor Adriyati Bte Musbah

Lulus untuk digunapakai.

PUAN DEVI A/P K SARAVANA MUTHU

PENDAFTAR

LEMBAGA JURURAWAT MALAYSIA

13/10/2020

KEMENTERIAN KESIHATAN MALAYSIA
BAHAGIAN KEJURURAWATAN
Aras 3, Blok E7, Kompleks E, Presint 1
Pusat Pentadbiran Kerajaan Persekutuan
62590 Putrajaya
2020