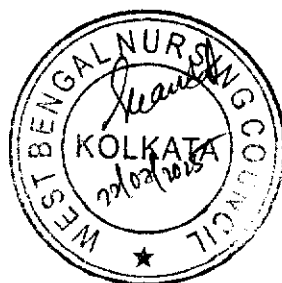


WEST BENGAL NURSING COUNCIL

Revised Guidelines on Continuing Nursing Education (CNE)



INTRODUCTION

CNE includes open live activities targeting participants from different organizations. It deals with theoretical and clinical aspects of chosen subject with special emphasis on clinical skill update workshops (Individual hands on experience. E.g. BCLS/ACLS)

It also requires live internal activities limited to groups(50-60 Participants) within a particular organization like practice based activities, case studies, grand rounds, journal clubs, internal teaching, consultation with peers and colleagues etc.

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

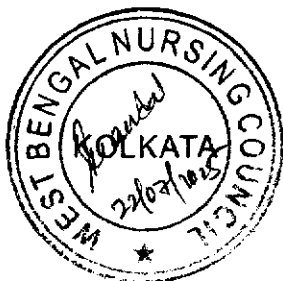
This policy applies to all Continuing Nursing Education providers approaching West Bengal Nursing Council for the accreditation of their educational programs.

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.
Continuing Nursing Education that does require the direct interaction between the participants and the faculty (e.g. lectures, conferences, workshops on-lineCPD, videos, audio programs, TV programs, etc.)
- **Continuing Nursing Education Provider:** An organizer for Continuing Nursing Education that has been evaluated by West Bengal 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 behaviors 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.



Guidelines for Continuing Nursing Education program approval:

In order for a CNE activity to be accredited by West Bengal Nursing Council, it needs to meet the following requirements:

1. Forwarding letter to WBNC office
2. Programme schedule

- **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.

- **Limitation:** In every CNE programme number of participants only 50-60.

- **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, MPH, Midwives

- **Duration:**

- Should not be less than one day.
- Time spent on welcomes, introductory remarks, breaks, assessments unstructured discussion will not be qualified for West Bengal 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

- **Participants**

- Pre-evaluation and post evaluation must be necessary for participants.
- 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 6 Credit hours per day, the number of credit hours allotted to their own particular presentation.



Note:

The individual nurse shall upload the CNE details (supporting documents) in the NRTS. Upon verification by SNRC as per Council guidelines renewal of licence can be issued.

PASS BOOK

S.No.	Date	CNE program type (Conference/seminar/workshop etc.), title/theme and venue	No. of credits/ CNE hours

Application for CNE Accreditation:

- The completed application should be submitted, with all the necessary supporting documents 4 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.
- The applicant can expect to receive an answer regarding the decision of the accreditation committee within **2 weeks** of submitting the application.
- West Bengal 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.



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.
- Continuing Nursing Education provider should submit hard copies of the post-activity report, including a scanned copy of attendance record and evaluation summaries, within 15 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 West Bengal 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 West Bengal 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 West Bengal 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 West Bengal 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 West Bengal Nursing Council accreditation guideline.
- The presented materials should be based on independent, evidence based, accurate and up to date information.
- Random Inspections.

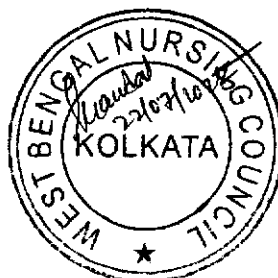
Representative of West Bengal Nursing Council Accreditation has the right to randomly inspect/attend accredited Continuing Nursing Education activities without any prior notification, for the purposes of ensuring quality and compliance with the guidelines.

- Providers of accredited Continuing Nursing Education activities should submit a short report of each program to the West Bengal 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.

West Bengal 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

- West Bengal 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 use of the West Bengal Nursing Council name or logo, or the provision of false information on the advertisement.
 - Using West Bengal 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 West Bengal Nursing Council accreditation rules about Continuing Nursing Education certificates.



Procedures & Responsibilities

S.N	Description	Responsibility
1.	Fill Continuing Nursing Education Program Application Form.	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, West Bengal Nursing Council
4.	*Review the submitted application and related documents	West Bengal 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, West Bengal Nursing Council
6.	Submit all post Continuing Nursing Education Program report and documents to West Bengal Nursing Council	Continuing Nursing Education Provider
7.	Submission of Filled up check list	Observer/Representative of WBNC

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



West Bengal Nursing Council
Purta Bhavan, 3rd Floor, Room No-302,
DF Block, Salt Lake City, Sec-1, Kolkata - 700091

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

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



Accreditation Number:

For West Bengal Nursing Council use only:

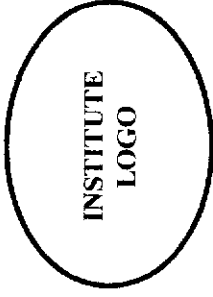
Receiving Date:
Reference Number:
Remarks: <input type="checkbox"/> Programme Schedule <input type="checkbox"/> Outline of the programme and details of speakers <input type="checkbox"/> Enough submission date <input type="checkbox"/> Application fees

Approval/Rejection

Accreditation granted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewer:
No of Credit hours: CNE Credit hour(s)	Date :
Reason if rejected:	



Certificate of Attendance



Presented to

(Participant Name)

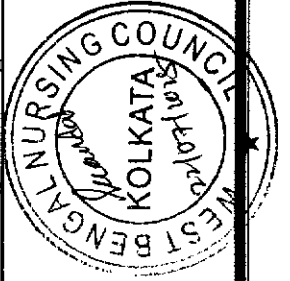
For attending the (Event Name)

Organized by _____

On (Date) At (Venue)

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

Registrar
West Bengal Nursing Council



Signature
Name
Course Director
Post/Organization

Signature
Name
Course Coordinator
Post/ Organization

CHECKLIST FOR CONTINUED NURSING EDUCATION (CNE)

1. Name of the Programme:
2. Name of the Organization:
3. Organizing Chairperson:

4. Secretary:
5. Date:
6. Total No. of Participants present:

Sl No.	<u>ACTIVITIES</u>	YES	NO	Remarks
1	All the registered participants were present on the day			
2	Details of the delegates were documented			
3	Registration was closed before 11 am.			
4	Speakers were as per the plan			
5	Timing was maintained			
6	Speakers were well versed with the subject			
7	Sessions were conducted as per the schedule			
8	Pre-test and Post-test were conducted as per norms			
9	Attendance certificate are duly authenticated			
10	Credit Point Awarded			

BRIEF SUMMARY/OBSERVATIONS/POINTS TO BE IMPROVED:

1. Name of the Observer:
2. Designation:
3. Department:
4. Name of the Institution:
5. Address:

Sign of Observer