



**GUIDELINES  
CONTINUING PROFESSIONAL  
DEVELOPMENT (CPD)  
FOR NURSES**

## **INTRODUCTION**

The Nursing Division with the cooperation from the Continuing Professional Development Unit (CPD Unit), Ministry of Health (MOH) is pleased to present this Continuing Professional Development Guideline which describes the activities of registered nurses in relation to continuing professional development. 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 form the largest group 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.

Continuing Professional Development (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 with numerous challenges, increasing public expectations and demands for quality and greater accountability nurses should embark in Continuing Professional Development. Nurses face these challenges in embracing new methods of care delivery and integration of new knowledge into practice which will provide quality services that is truly patient/client – centered. Therefore, the Nursing Division have taken serious concern regarding continuous professional development activities by coordinating the approval of CPD points and monitoring achievement of CPD points for renewal of Annual Practicing Certificate (APC)/Temporary Practicing Certificate (TPC) for nurses practicing in Malaysia.

Hence, this guideline makes recommendations regarding Continuous Professional Development 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 hence facilitate greater interaction and integration of health professionals.

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

## OBJECTIVES

### General Objective

To have a competent and excellent nursing workforce.

### Specific Objectives

1. To maintain professional competency
2. To broaden knowledge.
3. To refine skills.
4. To ensure a high standard of care.
5. To accept greater accountability in nursing practice
6. To accept responsibility in one's career /professional development.

## GUIDELINES AND LOG BOOK

1. This log book is designed to guide nursing professionals in recording and updating whatever CPD activities they have been involved in. To allocate credit points in each of the CPD activities as listed in CPD Credit Points System respectively.

There is a requirement for annual minimum Credit Points achievement for each professional group. The Nursing Division has recommended:

- 1.1. Nurses registered under the General Part of Nurses Act 1950 require 20 – 35 CPD points per year.
  - 1.2. Nurses registered under the Supplementary Part of Nurses Act 1950, requires 15 – 20 CPD points per year.
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. As outlined in the CPD Credit Points System, a health care professional may be involved in or attend many CPD activities of the same category, but only the maximum credit points of that category would be taken into consideration for the annual minimum. [For example, a person who has attended a congress twice in that year will be awarded 40 CPD points. However for the annual minimum credit points only a maximum of 20 CPD points will be taken into consideration for that year].
  4. Each CPD activity undertaken must be recorded in the log book and be verified by the immediate supervisor with documented proof (see Verification of CPD Points by Supervisor).
  5. For purposes of renewal Annual Practicing Certificate (APC) the collation of the CPD points should be from **1 September of the presiding year to 31 August of the current year for the request of APC of coming year**. However, the renewal of APC can be done earlier once the individual has achieved the required CPD points.
  6. The request for renewal of the APC should be submitted to Nursing Division by 1<sup>st</sup>. September of the year.
  7. All completed log book should be verified and signed by the immediate supervisor. The log book and summary shall be kept for future reference.

8. A 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 to Nurses**

1. Nurses are encouraged to plan their CPD activities at the start of each year.
2. Please fill in Table 1 (Detailed Record of CPD Activities & Supervisor's verification) on an ongoing basis.
3. Please show your log book to your immediate supervisor, appointed by the Head of Unit or Department (Discipline), 4-monthly at least, to verify your CPD activities, document the points you have achieved and to plan further activities.
4. The certificates of attendance and relevant verification documents must be produced for 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.

### **Instructions to Supervisors**

1. Please be proactive and review the nurse's log book at least 4 monthly to document the points she/he has achieved and to plan further CPD activities.
2. Please record the points in Table 1 at least 4 monthly. Awarding and verifying points for the nurse can be done continuously.
3. Use the verification of CPD points (see Verification of CPD Points by Supervisor) as a guide on verifying the activity. The nurse must provide documented proof of CPD activities when submitting the log book.
4. Please complete CPD-LB form in duplicate at the end of the year to determine the summary of CPD points achieved. Submit the completed CPD-LB form to the Head of Nursing
5. The Head of Nursing will prepare the summary report using CPD-01 form, analyzed and submit report to the Nursing Division.

## CRITERIA OF CPD POINT FOR NURSES / MIDWIFES

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

<b>CPD Category</b>	<b>CPD Activity Description</b>	<b>Points per Activity</b>	<b>Criteria /Explanatory Notes</b>	<b>Maximum Points for Annual Consideration</b>
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 <ul style="list-style-type: none"> <li>- Plenary lecture/long paper (&gt;45 min.) Free paper/short paper.</li> <li>- 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</li> <li>- Local preceptor/Mentor</li> <li>- Facilitator</li> </ul>	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. <ol style="list-style-type: none"> <li>a. Indexed/ Peer reviewed Journal (authors)</li> <li>b. Non-indexed journal (authors)</li> <li>c. Chapter in book - each chapter</li> <li>d. Reports e.g. Technical report, working papers, guideline, etc.</li> </ol>	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

<b>CPD Category</b>	<b>CPD Activity Description</b>	<b>Points per Activity</b>	<b>Criteria /Explanatory Notes</b>	<b>Maximum Points for Annual Consideration</b>
A7	Self study/group study/distance learning e.g. reading	3 points	Documented evidence (with verification) needs to be produced.	20
A8	CME/CNE (ONLINE) E-learning	1 point /paper or session	The CPD Board is ultimately responsible for accreditation of the providers	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 Post graduate. a. Degree. b. Masters Programs c. PhD/Dr.PH Advanced d. Diploma/ Sub Speciality training	50 points/year 50 points/year 50 points/year 50 points/year	Allow to also get points from other categories / sections  Documented evidence (with verification) needs to be produced)	50

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 trainer e. Local preceptor/Mentor	5 points for involvement in each area		20
B1	Editor Member of Editorial 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



### 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 book, 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

**STRUCTURE  
CONTINUOUS PROFESSIONAL DEVELOPMENT  
NURSING DIVISION / NBM**

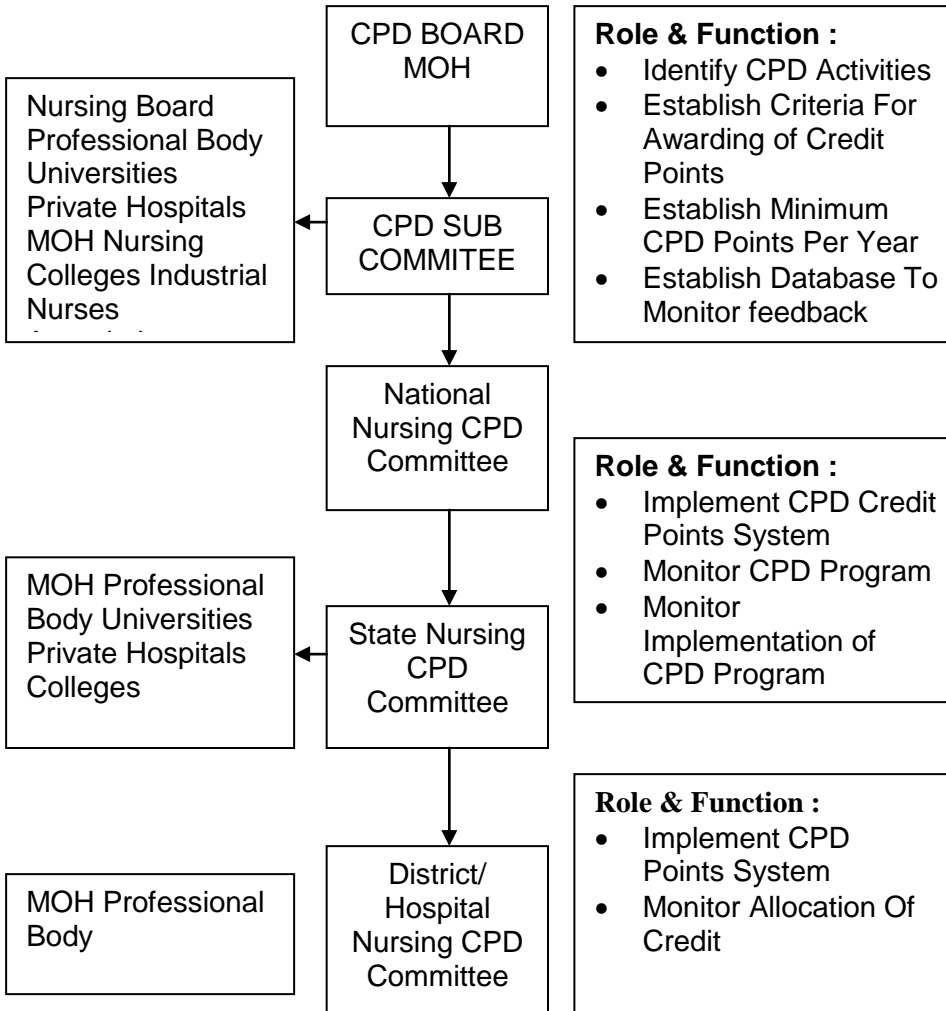
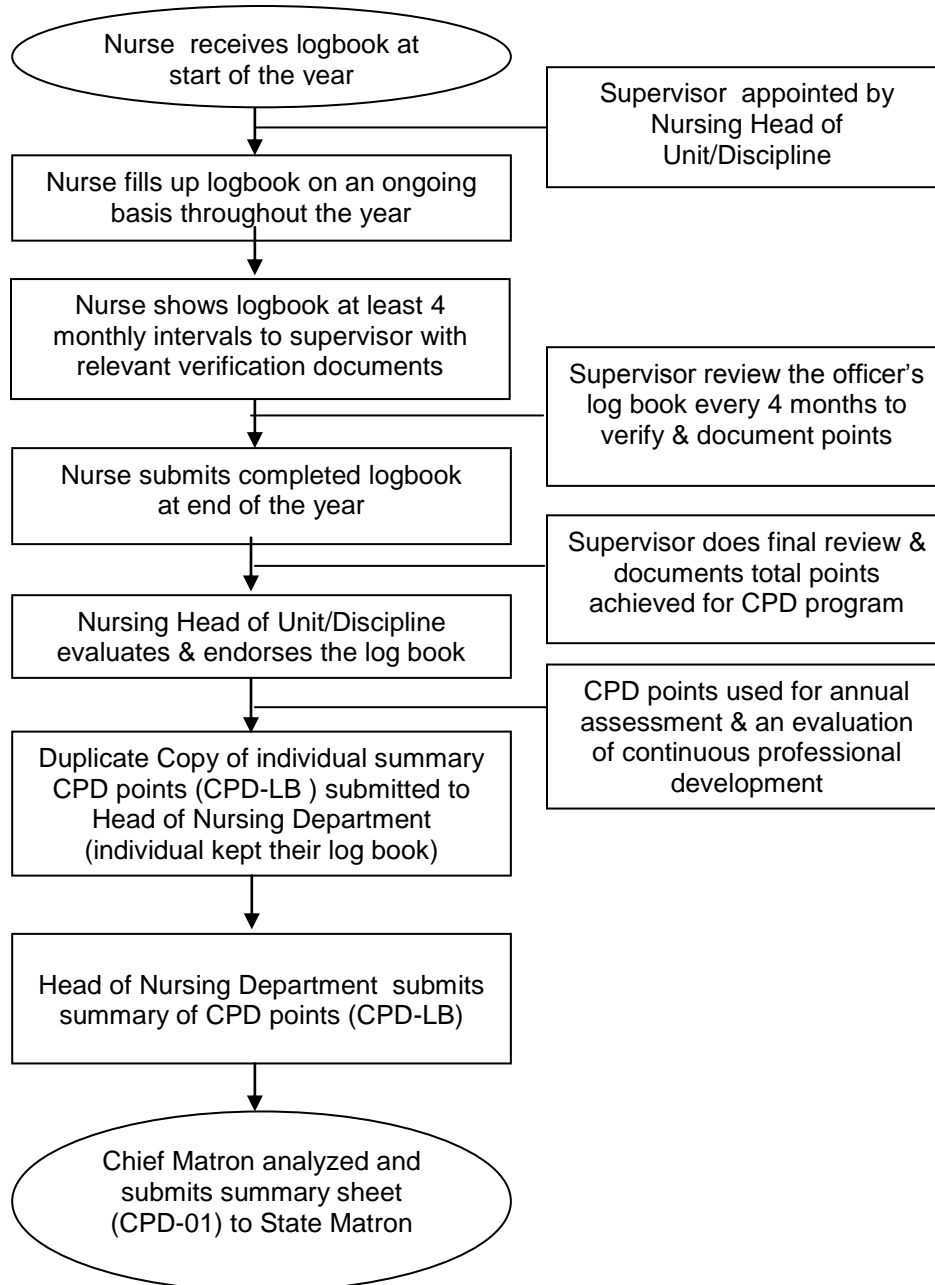


Figure 1: Flowchart of the CPD Information / Data Collection & Management



(To Be filled in duplicate)

TO: HEAD OF DEPARTMENT/DISCIPLINE:

\_\_\_\_\_  
 \_\_\_\_\_

**Individual Summary of CPD Points Achieved for CPD programme. For The Year \_\_\_\_\_**

Name: \_\_\_\_\_

I.C. No: \_\_\_\_\_

Appointment Date in MOH: (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	
A9	
A10	
A11	
A12	
B1	
B2	
<b>Total Points</b>	

Supervisor's Signature \_\_\_\_\_

Name:

Official Chop: