

Kingdom of Cambodia Nation King Religion



Guideline on Continuing Professional Development for Nurses 2017

Supported by:



implemented by

giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

List of Abbreviations

AJCCN	ASEAN Joint Coordinating Committee on Nursing
ASEAN	Association Southeast Asian Nations
CCN	Cambodian Council of Nurses
CPD	Continuing Professional Development
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH
HSP3	Health Strategic Plan 2016-2020 of the Royal Government of Cambodia
IAI	Initiative for ASEAN Integration
ICN	International Council of Nurses
MRA-NS	Mutual Recognition Arrangement on Nursing Services
NGO	Non-Governmental Organisation
SDGs	Sustainable Development Goals of the United Nation

Table of Content

List of Abbreviations

Preface

Acknowledgment

Introduction.....	1
Cambodian Council of Nurses	1
Roles of CCN	1
What is Continuing Professional Development?	2
In which context of practice does CPD concern a trained nurse?	2
Why do we need CPD?	3
What is the benefit for nurses?	3
Principles of CPD for nurses	4
Goals	4
Activities.....	5
CPD criteria/requirements and recognition	5
Steps of CPD	7
Credit system Overview	8
Useful Contacts	9
ANNEX 1: Nursing registration process.....	10
ANNEX 2: Individual Activity Record.....	11
ANNEX 3: Local bodies which represent CNN activities	13

Preface

The development of Continuing Professional Development for nurses in the Kingdom of Cambodia for both public and private institutions, arm forces and foreigners is very important to build up the knowledge, skills and behaviour to provide quality and safe health services to the patients (customers).

Cambodian Council of Nurses with the cooperation with GIZ and the technical working group from national hospital and Angkor children hospital have developed this guideline as the foundations to fulfil the requirements define in the CPD for 12 credits within 3 consecutive years to renew their licenses to practice in the Kingdom of Cambodia.

CCN would like to advise and encourage all nurses to follow the requirements stated in this guideline carefully and successfully to increase the capacity ensuring the scope of nursing practice, code of ethics to keep the updated of new knowledge, technology to protect the health and safety of Cambodian citizens.

CPD will be updated in case it is necessary.

Phnom Penh, 16 October 2017



Acknowledgment

Cambodian Council of Nurses (CCN) is pleased to present the Guideline on Continuing Professional Development (CPD) for nurses. This document was developed by CCN under technical and financial support from GIZ and technical support from Nursing and Midwifery Council of Thailand and Angkor Children Hospital. CCN would like to gratefully acknowledge those professionals and to thank them for their dedication to quality in health and their commitment in undertaking such a complex task.

Technical working group to develop CPD for nurses:

- | | | |
|----|----------------------|---|
| 1. | Mr.Un San | President of CCN |
| 2. | Mr. Koy Virya | Chief of Bureau of Nursing and Midwifery
Former President of CCN |
| 3. | Ms. Prak Manila | Member of board of Angkor Children Hospital and
Advisor of CCN |
| 4. | Ms. Stephanie Ludwig | GIZ IAI Team Leader in Cambodia |
| 5. | Ms. Ke Kamrang | GIZ IAI Advisor on mobility of skilled labour |
| 6. | Ms. Freudel Lucy | GIZ IAI consultant |

Introduction

Cambodian Council of Nurses

Cambodian Council of Nurses (CCN) was established in 2007 with the aims of ensuring of the public safety by regulating nursing education system and setting the strategic direction for the CCN and overseeing the work of senior CCN staff. With the cooperation with the nursing education units of national hospitals and provincial nursing schools, CCN is pleased to present the Guideline on Continuing Professional Development (CPD) for nurses. This new guideline has been developed to describe the CCN's expectations of all registered nurses in relation to maintain their continuing professional development. Registered nurses provide the majority of direct care to patients and/clients in the health services on a twenty four hour basis. They comprise the largest group of health professionals and therefore have potential to further contribute to population health and help maintaining patient safety and the quality of health care services. The development of this Continuing Professional Development (CPD) Guideline for Nurses in Cambodia was based upon the review of numerous national and international frameworks and laws:

- Sustainable Development Goals (SDGs) of the United Nations
- ASEAN Joint Coordinating Committee on Nurses (AJCCN) Work plan 2016 - 2025
- 3rd Health Strategic Plan 2016-2020 (HSP3) of the Royal Government of Cambodia
- Health Workforce Development Plan 2016-2020 of Ministry of Health
- Law on Regulation of Health Practitioners
- Health Profession Councils' National Strategic Plan 2015 – 2020

Roles of CCN

CCN protects the health and wellbeing of the population of Cambodia by:

- ensuring all nurses have registered and paid their annual fee to maintain registration;
- ensuring the application of professional standards such as code of ethics for nurses, nursing standards of practice, nursing process framework, nursing protocols and other cornerstone documents for nurses in order to improve nursing care quality and safety for the patients and/clients;
- ensuring nurses maintain their nursing competencies and uphold nursing professional standards for practice;
- investigating complaints against nurses regarding their professional conduct, competence and mental or physical health and determining the appropriate sanction (professional conduct or competence) or protective action (mental or physical health impairment).

What is Continuing Professional Development?

The International Council of Nurses (ICN) defines Continuing Professional Development (CPD) as a life-long process of maintaining and enhancing the competencies of the nurse. CPD is considered necessary for nurses to maintain their professional competence by keeping up to date with a rapidly changing health care environment due to continual improvements in evidence-based professional knowledge and practice, new technology and healthcare interventions. Guideline on CPD for nurses in Cambodia is defined as "a process of lifelong learning aimed at meeting patient's needs and improving health outcomes by systemic improvement and broadening of knowledge, understanding and skills and the development of personal qualities necessary for the execution of professional duties, including the acquisition of new roles and responsibilities".

In which context of practice does CPD concern a trained nurse?

Practice means any role, whether remunerated or not, in which the person uses their knowledge and skills as a health practitioner in their profession. Practice in this context is not restricted to the provision of direct clinical care. It also includes using professional knowledge in a direct non-clinical relationship with clients in hospitals, clinics, health centers, orphanages, working in management, administration, education, research, advisory, regulatory or policy development roles, and any other

roles that impact on the safe, effective delivery of nursing services by the nursing profession.

Why do we need CPD?

In an environment of rapid changes, information technology, increasing public expectations and a demand for quality and greater accountability, there is a recognition that CPD is important for all health professionals to maintain their professional competence. Nurses experience challenges of embracing new approaches to nursing care delivery that will provide a quality service that is truly patient and/client-centered. In ensuring the quality of nursing practice in Cambodia, CCN has recognized the importance of CPD activities for all nurses. These CPD activities need to facilitate equity of access, relevance to contemporary professional practice and the integration of new evidence based knowledge into practice.

What is the benefit for nurses?

CCN recognized that CPD plays a vital role in helping nurses to acquire new and updated levels of knowledge, skills, and ethical attitudes that will not only add measurable benefit to professional practice but also enhance and promote professional integrity to the ultimate benefit of the patient or client. The knowledge, information, and skills acquired by nurses as students and/or interns become obsolete at some point in time. The acquisition of new knowledge and skills for the nursing profession is advancing constantly. In order to protect the public by ensuring the promotion of the health of society, nurses are required to commit themselves to lifelong learning and to keep abreast by improving their knowledge, skills, and ethical attitudes (HPCSA 2011).

- CPD helps you **update** what you learnt at schools of nursing or colleges to **reflect the changes** in practice, changes in the needs of patients and the services and changes in society's expectation of the way nurses work.
- CPD will also help you to anticipate and respond to these changing demands. It enables you to keep **up to date** and fit to practice, and to **maintain the professional standards** required of you throughout your career.

CCN expects that this guideline is beneficial for the enhancement of career development and job satisfaction among nurses nationally and regionally.

Principles of CPD for nurses

The primary purpose of CPD is to help improve the safety and quality of nursing care provided for patient and the public.

a. Responsibility for personal learning

You are responsible for identifying your CPD needs, planning how those needs should be addressed and undertaking CPD that will support your professional development and practice.

b. Reflection

Good nursing practice requires you to reflect regularly on your standards of nursing practice.

c. Scope of practice

You must remain competent and up to date in all areas of your practice.

d. Individual and team learning

Your CPD activities should aim to maintain and improve the standards of your own practice and also those of any team in which you work.

e. Identification of needs

Your CPD activities should be shaped by assessments of both your professional needs and the needs of the service and the people who use it.

f. Outcomes

You must reflect on what you have learnt through your CPD and record any impact (or expected future impact) on your performance and practice.

Goals

The goals of CPD are related to improving one's work performance, enhancing career prospects, increasing the capacity for learning, encouraging participation in,

and commitment to, lifelong learning and being adaptable to, and prepared for, changes in healthcare.

Activities

CCN recognises a range of CPD activities, which fall broadly into three levels:

Level 1: Activities in nursing or healthcare to gain knowledge & professional capability

Level 2: Activities in professional nursing development and staff development

Level 3: Institutional study

The following activities are examples of activities that **do not** qualify as CPD:

- daily ward rounds;
- written assignments;
- compilation of student training manuals for internal use;
- staff and/or administrative meetings;
- tours and/or viewing of exhibits and technological demonstrations;
- membership of professional bodies, professional boards or associations
- Meetings arranged by pharmaceutical companies and manufacturers or importers of products and technical devices (including assistive device technology) or their representatives purely for the purpose of marketing and/or promoting their products are not eligible for accreditation.

CPD criteria/requirements and recognition

CPD is required in order to maintain and enhance the nurse's professional standards and him/her to provide safe, quality nursing care. It should also contribute to the nurse's personal development. The new Law on Regulation of health practitioners will require each nurse to complete CPD activities to be eligible for renewal of a license to practice nursing. Failure to demonstrate this requirement according to CCN's Guideline on CPD for nurses will result in the nurse's license not being renewed and the nurse not being able to practice.

Steps a nurse needs to follow:

If you are not registered as a nurse with CCN, please first register as a nurse according to CCN registration procedure (refer to annex 1). Then follow the steps below.

If you are already registered as a nurse with CCN, please download from the CCN homepage <http://cambodiancouncilofnurse.com/> and print following documents.

1. Guideline on CPD for nurses
2. Individual Activity Record (ANNEX 2)

It is expected that each nurse will accumulate **12 credits of recognized CPD activities in three years or 4 credits of recognized CPD activities per year**. Recognized CPD activities are detailed in *List Credit System Overview*.

Fill in the CPD activities in your *Individual CPD Activity Record* (ANNEX 2) and add relevant supporting documentation such as certificates of attendance and an appreciation letter, a copy of published journal article, a statement of work as a lecturer or preceptor or formal award that prove either the completion of or the work to date for the CPD activity.

REMEMBER: The CPD activity must be recognised by CCN through the organiser (not the nurse). Every organiser has to contact CCN to have the activity recognised before conducting the activity in advance, so CPD credit points can be acknowledged.

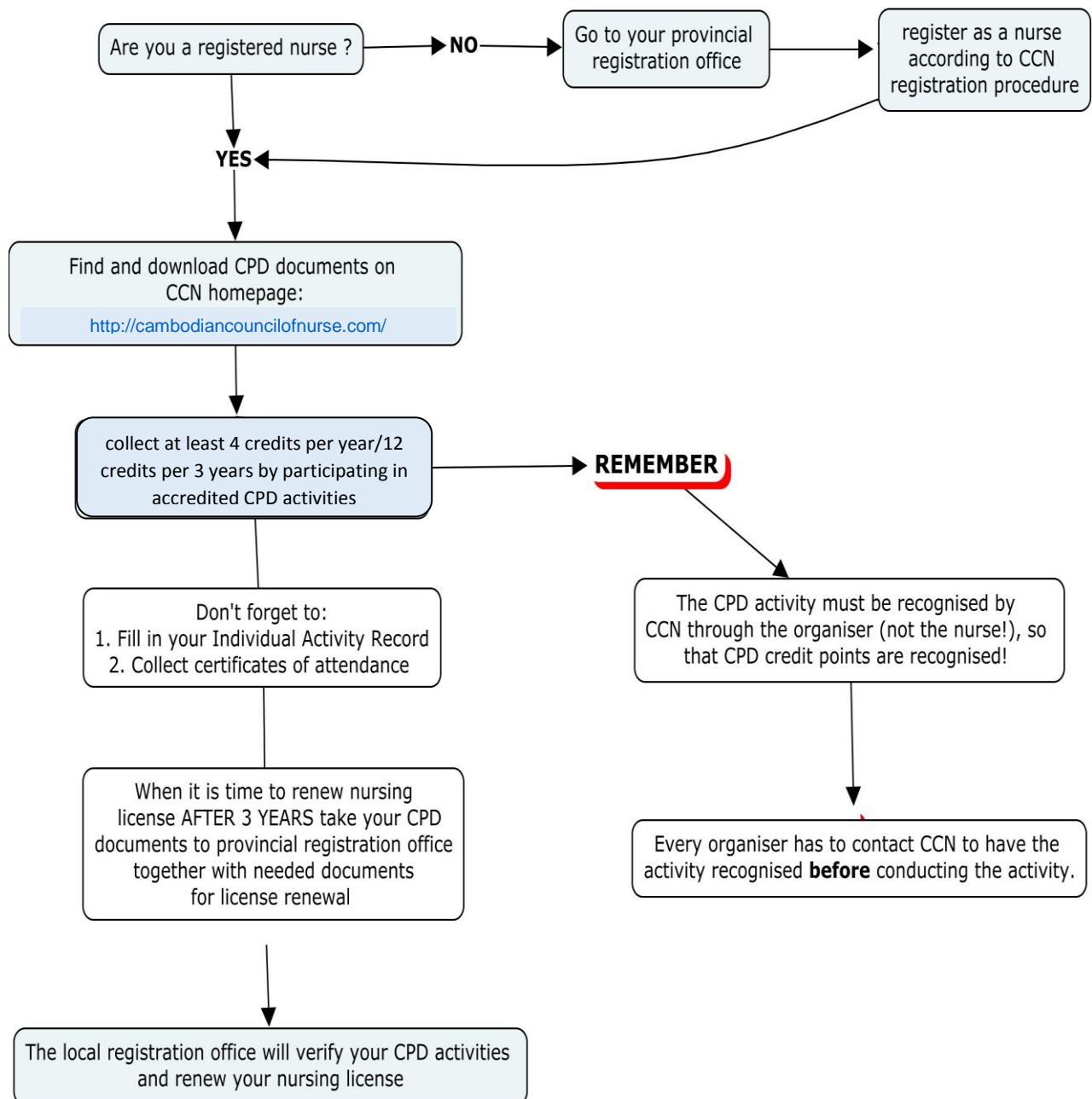
Please contact CCN here: info@cambodiancouncilofnurse.com

Please note that CCN will recognize specific providers of CPD activities including Ministry of Health (MoH), Universities and RTCs, International, Regional and Cambodian Professional Association/Societies for nursing, health donors.

When renewing your license to practice as a nurse at the provincial registration office, hand in the filled in *Individual Activity Record* with the relevant supporting documentation for each activity as well as *certificates of attendance*.

Once documents regarding CPD are verified by provincial registration office and registration documents are complete, you are eligible to renew your nursing license.

Steps of CPD



Credit system Overview

<u>LEVEL</u>	<u>ACTIVITY</u>	<u>CREDITS</u>	<u>EXPLANATION</u>
1	Attending courses such as training, workshop, seminars etc	1	8 hours attendance
1	Healthcare conference/congress (e.g.: International Nurses Day), special lectures	1	8 hours of attendance
1	Time spent in planning, organising or facilitating any nursing related activities	1	8 hours
2	Publication (e.g. journal, conference paper, NOT a flyer or poster)	5/3	1 st / 2 nd and following author
2	Writing text books	5/3	<ul style="list-style-type: none"> • 1st/2nd and following author • minimum 50 pages of A4 size paper including references
2	Research instrument reviewers	2	1 research reviewer
2	Research proposal & ethical reviewers	2	1 research
2	Peer reviewer reader	2	1 review
2	Thesis external examiner	3	1 thesis
2	Lecturer and panellist	1	3 hours of lecture
2	Preceptor & mentor for nursing students/nurses and clinical nursing practice guidelines	2/4	1trimester/1 semester
3	Continuing education leading to higher degree	9	1 year
3	Nursing specialty/short course training (from 3 weeks onwards) not leading to higher degree	5	

Useful Contacts

Cambodian Council of Nurses:

Room 103, First Floor, Prime Minister Building 2

73 Preah Monivong Boulevard

Sangkat Sras Chak

Khan Daun Penh

Phnom Penh, Cambodia

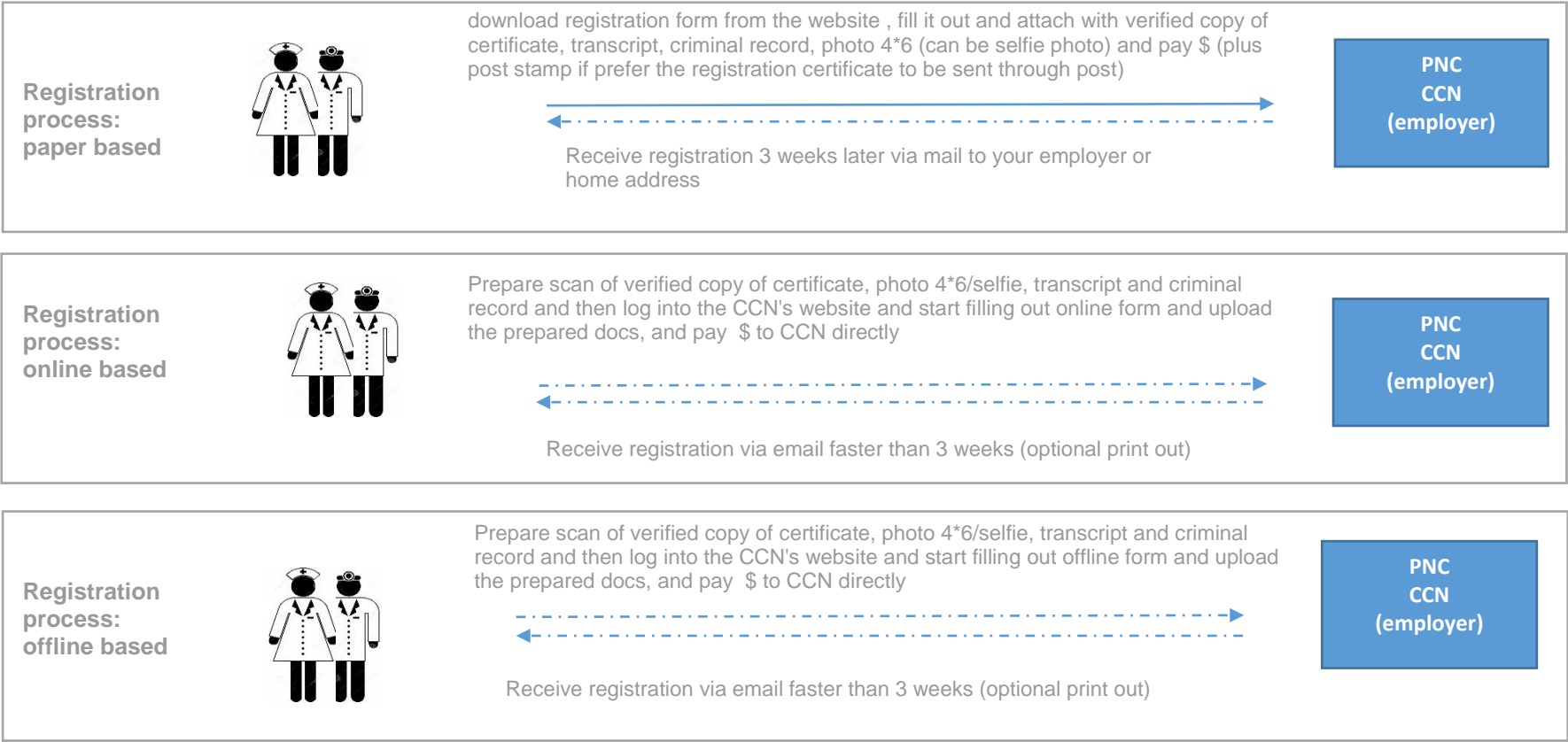
Tel: 077616196/011424222/012925863/070888220/092326699

Email: info@cambodiancouncilofnurse.com

Website: <http://cambodiancouncilofnurse.com/>

Facebook: <https://www.facebook.com/CambodianCouncilofNurses/>

ANNEX 1: Nursing registration process



ANNEX 2: Individual Activity Record



CAMBODIAN COUNCIL OF NURSES

INDIVIDUAL ACTIVITY RECORD

Please complete and return to: Provincial Nursing registration office

Please attach certificates.

Surname	
First Names	
ID Number	
Date of Submission	

Please indicate the category in which you are currently working:

☐ Public Service
 ☐ Education institution
 ☐ Private Practice
 ☐ Other

Credits accrued (Please attach certificates of attendance and other supporting documentation of CPD activities)

Name of Provider	Description of Activity	Date		Lev 1	Lev 2	Lev 3	Total of credits
		From	To				

Name of Provider	Description of Activity	Date		Lev 1	Lev 2	Lev 3	Total of credits
		From	To				
TOTAL							

I, the undersigned, certify that the information contained in this Individual Activity Record and the attached certificates are correct in all respects.

SIGNATURE

DATE

ANNEX 3: Local bodies which represent CNN activities

Capital city and Kandal Region (Mao Tannary):	
Phnom Penh	012 892 729 (Yim Samnang)
Kandal	012 850 093 (Chhouk Sarann)
Kampong Speu	016 904 509 (Chok Thai)
Kampong Chhnang	016 301 197 (Mam Malay) 012 551 807 or 097 777 1769 (Vong Vichet)
Battambang Region: 012 977323 (York Sotha)	
Battambang	077 585 251, 012 974 866 (Hok Doungchay)
Udor Meanchey	012 590 085 and 012 586 447 or 098 586 447 (Sey Saram)
Banteay Meanchey	012 939 635 (Keo Samnang) or 012 620 154 (Horm Phirun)
Siem Reap	012 806 211 (Nin Nearyroth)
Pursat	092 810 144, 092 299 029 (Eng Theara)
Pailin	016 375 231 (Sok Son)
Kampong Cham Region: 012 870 827 (Meach Limhour)	
Kampong Cham	017 503 333 (Yin Vibol)
Prey Veng	012 565 541 (Pich Visal)
Svay Rieng	011 350 607, 097 479 9888 (So Sovannriny)
Kampong Thom	092 620 027 (Koy Vicheavuth)
Tbong Khmum	012 892 101, 092 858 554 (Hy Sovann)
Steung Treng Region: 077 999 468/097 999 9468 (Heur Sethil)	
Steung Treng	012 586 447 (Sen Sou Thnou)
Preah Vihea	012 375 096 (Beth Phalla)
Kratie	012 479 271 (Khov Banly)
Mondulkiri	097 527 7741 (Doung Sara)
Ratanakiri	012 629 691 (Chan Mardy)
Kampot Region: 012 917 683 (Sen Piseth)	

Kampot	092 823 677/097 902 5858 (Mony)
Kep	012 626 994 (Ny Botith)
Preah Sihanouk	012 988 342 (Kao Hak)
Koh Kong	011 828 629 (Sok Mony)
Takeo	092 504 040 (Chea Hourt)/ 011 528 297 (Cheong Sopharn)