

Kingdom of Cambodia

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CAMBODIAN COUNCIL OF NURSES

**Guidelines for
Continuing Professional Development
Training Providers**

November 2019

Introduction

The Cambodian Council of Nurses is responsible for implementing the Law on *Regulation of health practitioners* and to set out the minimum standard for Continuing Professional Development (CPD) by all nursing practitioners.

The Cambodian Council of Nurses' *Decision on the Minimum Standard for Continuous Professional Development* requires nursing practitioners to complete a minimum number of CPD points that is relevant to the nursing practitioner's practice and improves their professional knowledge and competence in order to provide health services that are quality, effective, safe, [in accordance with the] Sub-Decree on the Code of Ethics for Nurses and legal to patients, clients and the community.

The Cambodian Council of Nurses' *Guidelines for Continuing Professional Development* provides further information about the Council's minimum CPD requirements and who and how nursing practitioners can meet these requirements. The Council's *Fact Sheet* supplements this Guideline and provides responses to questions for nursing practitioners who want to know and as reference.

The Cambodian Council of Nurses' *Guidelines for Continuing Professional Development Training Providers* relates to the role of CPD Training Providers and the recognition of CPD Training Providers and their CPD activities to help nursing practitioners complete the minimum requirements for CPD as part of his/her first application (includes those nursing professionals who graduated more than 3 (three) years ago) and renewal of his/her nursing license to practice.

These *Guidelines for Continuing Professional Development Training Providers* is suitable for [CPD Training Providers], nursing practitioners, nursing professionals, stakeholders and the public.

1. Applying the Guidelines to CPD Training Providers

These Guidelines apply to all local and international CPD Providers who wish to be a "Recognized CPD Training Provider" in Cambodia and:

- deliver CPD activities to nursing practitioners; and
- have the hours of active learning for these CPD activities recognized and allocated CPD points by the Cambodian Council of Nurses so that the nursing practitioner can achieve their total of 60 CPD points for the 3 (three) year CPD cycle.

2. Definition of a Cambodian Council of Nurses Recognized CPD Training Provider

A Recognized CPD Training Provider is an institution or partner as a physical entity or legal entity recognized by the Cambodian Council of Nurses as meeting the required standard for delivery of quality CPD activities to nursing practitioners. A Cambodian Council of Nurses Recognized CPD Provider may offer profession-specific or interprofessional CPD activities or both.

3. Recognition of CPD Training Providers

The Cambodian Council of Nurses recognizes CPD Training Providers to deliver a range of CPD activities to nursing professionals and nursing practitioners. These include the:

- Ministry of Health (MoH)
- University of Health Sciences
- Regional Training Centres: - Battambang, Stung Treng, Kampong Cham and Kampot
- National Institute of Public Health
- Health Science Institute of Royal Cambodian Armed Forces (RCAF)

- Private Universities approved by the Ministry of Education Youth & Sport (MOEYS) and MoH that provide pre-service health profession education
- National public and private hospitals
- Provincial Health Departments
- Provincial Referral Hospitals
- Health Profession Association

Should the CPD Training Provider not be listed, it is required to work in partnership with a Cambodian Council of Nurses' Recognized CPD Training Provider or apply for recognition as a CPD Training Provider with the Cambodian Council of Nurses.

CPD activities organised solely by pharmaceutical or commercial companies will not be recognized by the Cambodian Council of Nurses.

***CPD Training Providers must provide required documents to the Cambodian Council of Nurses before conducting [the CPD activities] to get CPD points.

4. Role of a Cambodian Council of Nurses Recognized CPD Training Provider

The responsibilities of a Cambodian Council of Nurses' Recognized CPD Training Provider shall be to:

- Hold recognition with the Cambodian Council of Nurses as a CPD Training Provider (see Item #3)
- Act as a model Recognized CPD Training Provider and where appropriate, partner CPD Training Providers that are not recognized by the Cambodian Council of Nurses
- Adhere to the CPD Training Provider recognition criteria
- Advocate for CPD
- Develop CPD activities that meet the Cambodian Council of Nurses' Standards for the delivery of CPD activities
- Deliver and assess CPD activity content
- Develop or procure relevant teaching resources
- Advertise and provide quality CPD activities
- Collaborate with relevant authorities at National, Regional, Municipal and Provincial levels
- Link with the Cambodian Council of Nurses and other stakeholders to conduct training needs assessment
- Participate in CPD Training Provider forums
- Minimize any conflicts of interest related to commercial supporters and disclose any conflicts of interests where applicable.

5. Role of a Health Profession Association

A health profession Association is a body registered with the Royal Government of Cambodia's Ministry of Interior in accordance with the Law on *Associations and Non-Governmental Organizations* and established to represent a specified group of health professionals with a mandate to work in the interests of the profession and the interests of its members.

The health profession Association is a Cambodian Council of Nurses' Recognized CPD Training Provider and plays a major support role to the Cambodian Council of Nurses that includes:

- Encourage nursing professionals [and] nursing practitioners to undertake professional CPD activities
- Facilitate dissemination of the Council’s CPD Standard for nursing practitioners, Guidelines and Fact Sheet about new CPD requirements of the Cambodian Council of Nurses to members of the Association
- Provide CPD activities for nursing practitioners that are recognized by the Cambodian Council of Nurses.
- Coordinate CPD activities in partnership with the Cambodian Council of Nurses.

6. Requirements for Cambodian Council of Nurses’ Recognized CPD Training Providers.

A Cambodian Council of Nurses Recognized CPD Training Provider shall:

- Appoint a responsible person to oversee CPD activities.
- Maintain documentation of CPD activities conducted. These include but are not limited to CPD program, signed attendance sheets, training content and activity report for a minimum of (3) three years.
- Award certificates to participants of CPD activities.
- Develop, administer and submit evaluations for respective CPD activities upon request to the Cambodian Council of Nurses.
- Maintain a database for training and share this information upon reasonable request from the Cambodian Council of Nurses.
- Engage in monitoring and continuously improving the quality of CPD activities based on evaluation findings and changing patterns of health care delivery

7. Requirements for Recognition as a CPD Training Provider by the Cambodian Council of Nurses

For the Cambodian Council of Nurses to recognize CPD Training Providers not listed in Item #3, the CPD Training Provider must:

- submit an application to meet the Recognized CPD Training Provider criteria; and
- be recognized by the Cambodian Council of Nurses for the active hours of learning to be claimed as CPD points by nursing practitioners.

The Cambodian Council of Nurses will implement the CPD Training Provider recognition criteria and recognition process for CPD Training Providers.

8. Recognition Criteria for CPD Training Providers

CPD Training Providers shall be recognized by the Cambodian Council of Nurses using minimum criteria. This will include but is not limited to the following criteria.

- Have qualified and competent facilitators, trainers, teachers, instructors with qualifications relevant to the CPD content.
- Provide a capability statement with evidence of appropriate teaching and learning infrastructure for the provision of CPD activities.
- Meet the Cambodian Council of Nurses’ requirements for CPD activities.
- Have a physical location at national, regional and/or provincial levels.
- Have appropriate and relevant infrastructure, equipment and learning materials.
- Use valid and reliable assessment methods that provide feedback on whether the learning objectives have been met.
- Provide relevant documents and information about course design and contents: number of active learning hours; names and contact details of participants; and evaluation outcomes.

- Comply with the CPD Training Provider criteria and ensure the quality of CPD activities.

9. Standards for delivery of CPD activities by CPD Training Providers

For CPD activities to be eligible for CPD points it should meet the standards outlined below.

Standard 1

CPD must consist of at least 1 (one) hour of learning in which the participants are actively engaged.

Standard 2

CPD Training Provider must follow the Cambodian Council of Nurses' approved Standard and Guidelines on CPD for nursing professionals and nursing practitioners and these Guidelines for CPD Training Providers.

Standard 3

CPD Training Provider must be recognized in Cambodia or their own country. If recognized outside Cambodia, they must be in partnership with a Recognised CPD Training Provider in Cambodia or directly recognized by the Cambodian Council of Nurses.

Standard 4

CPD must be provided by trainers or facilitators, who are experienced in the content area; whose qualifications are appropriate to the content area and can be verified by the Cambodian Council of Nurses; who deliver high quality, up-to-date learning topics; and use effective teaching and learning strategies matched to content of the topics, level and type of learners.

Standard 5

CPD Training Provider must have adequate and appropriate resources (human, materials, finances etc.) to deliver the CPD activity.

Standard 6

CPD Training Provider must use valid and reliable assessment tools that provide feedback on whether the learning objectives have been met.

Standard 7

CPD Training Provider must have appropriate systems and procedures for collecting data and ensuring secure storage of documents that record participants who have attended CPD activities.

Standard 8

CPD Training Provider must understand the need to minimise any conflicts of interest related to commercial supporters and willingly disclose any conflicts of interest to participants at the beginning of the CPD activity.

10. Requirements for CPD activities that are equal to, or greater than one day

Relevant CPD activities of 1 (one) day or more must have documentation that demonstrates clear aims and objectives; expert trainers, facilitators and/or presenters; and/or where possible include an assessment to demonstrate application of the new knowledge and skills into professional practice.

This documentation shall be lodged with the Cambodian Council of Nurses at least 30 (thirty) working days prior to the delivery of the CPD activity for review and allocation of CPD points.

For interprofessional CPD activities, the Recognized CPD Training Provider is required to lodge the documentation to each health profession Council for allocation of CPD points.

11. Types of CPD Activities and Allocation of CPD Points

A wide range of CPD activities are recognized by the Council and listed in the table below as a guide. The CPD points for each CPD activity are based upon the actual number of hours the nursing practitioner is actively engaged in the learning activity. Time allocated for activities such as registration; meal breaks; speeches and ceremonial events cannot be considered as active learning and cannot be counted towards CPD points. For example, a 1 (one) day or 8 (eight) hour workshop may include 2 (two) hours of meal and refreshment breaks and 1 (one) hour of speeches resulting in only 5 (five) hours of active learning. This means the total number of CPD points for this workshop would be 5 (five) points.

Some CPD activities listed in the table below include a maximum number of CPD points allocated irrespective of the total number of hours of active learning. For example, a 4 (four) day training workshop may result in a total of 24 (twenty four) hours of active learning that would be equivalent to 24 (twenty four) points of CPD. However, the maximum number of CPD points for a training workshop or seminar with a duration of 1 day to 2 weeks is 15 (fifteen) CPD points. This 4 (four) day training workshop would therefore be allocated the maximum number of 15 (fifteen) CPD points.

When a formal assessment (Post Test) is included in a CPD activity and evidence of successful completion can be provided, an additional 2 (two) CPD points may be added to the total number of allocated CPD points.

CPD Activities & Allocation of CPD Points

#	CPD Activities	Number of CPD Point [1 CPD Point = 1 Hour of Active Learning]	Maximum number of CPD Points
1	Case study group discussion/Colloquy participant	1 CPD Point for each hour of active learning	Actual CPD Points
2	<u>Self-directed study*</u> - reading journal articles in reputable health-related journals; or on-line health publications; or viewing health related webinars or videos) <i>*Requires written evidence</i>	1 CPD Point for each hour of active learning	Actual CPD Points up to a maximum of 10 CPD Points
3	Training Workshop or Seminar for duration of 1 day - 2 weeks	1 CPD Point for each hour of active learning up to a maximum of 15 hours	Actual CPD Points up to a maximum of 15 CPD Points
4	Successful completion of a short course with a duration > 2 weeks to 3 months	1 CPD Point for each hour of active learning up to a maximum of 25 hours	Actual CPD Points up to a maximum of 25 CPD Points
5	Successful completion of a short course with a duration of > 3 months to 6 months	1 CPD Point for each hour of active learning up to a maximum of 35 hours	Actual CPD Points up to a maximum of 35 CPD Points

#	CPD Activities	Number of CPD Point [1 CPD Point = 1 Hour of Active Learning]	Maximum number of CPD Points
6	Successful completion of a short course with a duration of > 6 to 12 months	1 CPD Point for each hour of active learning up to a maximum of 45 hours	Actual CPD Points up to a maximum of 45 CPD Points
7	Attended workplace education; in-service session or skills development program	1 CPD Point for each hour of active learning	Actual CPD Points
8	Attended a National Conference in Cambodia	1 CPD Point for each hour of active learning	Actual CPD Points
9	Attended an International conference, congress or convention	1 CPD Point for each hour of active learning up to a maximum of 20 hours	Actual CPD Points up to a maximum of 20 CPD Points
10	Research and preparation for first presentation of a teaching session or presentation at a national or International conference to a cohort of participants (cannot be part of a person's regular teaching role)	1 CPD Point for each hour of research and preparation for presentation up to a maximum of 10 hours	Actual CPD Points to a maximum of 10 CPD Points
11	Participation as a team member in health-related research or project work	1 CPD Point for each hour of active learning up to a maximum of 10 hours	Actual CPD Points up to a maximum of 10 CPD Points
12	Participation as a team member in the development of health policies, protocols and guidelines	1 CPD Point for each hour of active learning up to a maximum of 10 hours	Actual CPD Points up to a maximum of 10 CPD Points
13	Additional research and preparation to improve role as a preceptor, mentor or coach to students with a well-documented training plan	1 CPD Point for each hour of active learning up to a maximum of 10 hours	Actual CPD Points up to a maximum of 10 CPD Points
14	Review and comment on professional or health related educational material: journal article; book chapter or research paper	1 CPD Point for each hour of active learning up to a maximum of 15 hours	Actual CPD Points up to a maximum of 15 CPD Points
15	Publish a professional or health related paper or report as co-author	1 CPD Point for each hour of active learning up to a maximum of 15 hours	Actual CPD Points up to a maximum of 15 CPD Points
16	Written a research paper, book chapter or report as first author and submitting for publication	1 CPD Point for each hour of active learning up to a maximum of 20 hours	Actual CPD Points up to a maximum of 20 CPD Points
17	Publish a paper, book chapter or report as first author	1 CPD Point for each hour of active learning up to a maximum of 20 hours	Actual CPD Points up to a maximum of 20 CPD Points
18	Conduct research as principal investigator	1 CPD Point for each hour of active learning up to a maximum of 25 hours	Actual CPD Points up to a maximum of 25 CPD Points

#	CPD Activities	Number of CPD Point [1 CPD Point = 1 Hour of Active Learning]	Maximum number of CPD Points
19	Conduct a project as principal coordinator	1 CPD Point for each hour of active learning up to a maximum of 25 hours	Actual CPD Points up to a maximum of 25 CPD Points
20	Undertake relevant post-graduate studies locally or internationally that award a formal qualification such as a Bachelor Degree; Graduate Diploma, Master Degree or PhD	1 CPD Point for each hour of active learning up to a maximum of 60 hours	Actual CPD Points up to a maximum of 60 CPD Points

Procedure for CPD Activities and CPD Points

CPD activities will predominantly be via:

- Face to face or self-directed learning.
- On-line training courses and group training using video presentation.

For CPD activities that are delivered on-line, documented proof of the activities (certificate of completion and the assessment) need to be provided.

International on-line CPD activities may be recognized by the Cambodian Council of Nurses where they have been conducted by a reputable CPD Training Provider and include a documented assessment. The Cambodian Council of Nurses will develop over time a list of recognized local and international on-line CPD activities.

The number of CPD points for an on-line CPD activity is based on the number of hours specified by the [CPD Training] Provider. This number of CPD points may be doubled for those nursing practitioners who are Cambodian nationals and when the on-line CPD activity is in English or French.

An additional 2 (two) CPD points may be added for successful completion of an assessment and [when] documentary evidence is provided. For example, completion of a 2 (two) hour online course in English doubles to 4 (four) CPD points and with successful completion of the assessment adds an extra 2 (two) CPD points to make a total of 6 (six) CPD points.

Interprofessional CPD Activities

Interprofessional CPD activities are those that target two or more regulated health professions and include topic areas such as:

- Leadership and Management
- Communicable Diseases
- Non communicable Diseases
- Health related Research
- Reproductive Health
- Maternal and Child Health
- Information and Communication Technology (ICT)
- Occupational Safety and Health

- Disaster Management
- Medical Waste Management
- Health Service Quality Management
- Teaching and Learning

For the allocation of CPD points for each Interprofessional CPD activity, the Recognized CPD Training Provider will need to submit 30 working days in advance an application form with the number of active learning hours to the Cambodian Council of Nurses for CPD points to be allocated for the nursing practitioner.

12. Compliance

All Recognized CPD Training Providers are expected to demonstrate accountability and ensure safe, quality CPD activities that build on knowledge and competencies and performance of the nursing practitioner to the required proficiency.

CPD Training Providers are required to ensure full compliance to the requirements as outlined by the Cambodian Council of Nurses in this Guideline.

The following constitutes grounds for non-compliance:

- Failure to complete identified gaps as notified by the Cambodian Council of Nurses within three months.
- Failure to adhere to the role and requirements of a Cambodian Council of Nurses' Recognized CPD Training Provider.

When it has been determined by the Cambodian Council of Nurses that a Recognized CPD Training Provider is non-compliant in meeting the Standards and the requirements of a quality program, the Cambodian Council of Nurses may place some limitations on the Recognized CPD Training Provider to comply within a specific timeframe or remove them from the list of Cambodian Council of Nurses Recognized CPD Providers until adjustments are made.

The Guidelines for CPD Training Providers are developed by the Cambodian Council of Nurses in accordance with the Law on *Regulation of Health Practitioners* and the Cambodian Council of Nurses *Standard for Continuing Professional Development (Nov 2019)*.

This complements the *Guidelines for Continuing Professional Development (Nov2019)*.

Definitions

Active Learning relates to the actual time in hours that a health practitioner spends focused on learning activities that maintain competence and professional development.

Continuing Professional Development refers to a lifelong process of learning aimed at maintaining and enhancing the performance of a health practitioner through broadening of their knowledge (research; skills and professional competence) for the necessary personal development for health practice.

Practice in this context refers to any role, in which the individual uses their skills and knowledge as a health practitioner in their profession.

Practice is not restricted to the provision of direct clinical care with clients. It also includes working in administration management, education/training, research, advisory, regulatory or policy

development roles, and any other roles that impact on the safe, effective delivery of services by the profession whether for profit or not profit.

Nursing professional refers to a Nurse or Dental Nurse who is registered with the Cambodian Council of Nurses.

Nursing practitioner refers to a nursing professional who holds a nursing license.

Recognized CPD Training Provider is an institution or partner as a physical entity or legal entity recognized by the Council as meeting the required standard for delivery of quality CPD activities to nursing practitioners. A Cambodian Council of Nurses Recognized CPD Training Provider may offer profession-specific or interprofessional CPD activities or both.

These Guidelines will be reviewed and adjusted by the Cambodian Council of Nurses as needed.

Phnom Penh, 29 November 2019

On behalf of the Cambodian Council of Nurses

President

A handwritten signature in blue ink, consisting of a series of loops and a long horizontal stroke extending to the left.

Mr. Un San