PUNJAB NURSES REGISTRATION COUNCIL

Policy on

Continuing Nursing Education (CNE)

This policy applies to all Continuing Nursing Education (CNE) providers approaching PNRC for the accreditation of their educational programs. 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. 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. An organizer which is able to provide professionals with high-quality scientific educational programs for Continuing Nursing Education that has been evaluated by PNRC is called CNE provider.

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

Indian Nursing Council has given guidelines as under:

CNE Requirement

All RN & RM personnel must participate in a professional CNE program and earn 30 CNE credits or 150 CNE hours for every 5 years (minimum of 30 hours per year and a maximum of 60 hours per year). All CNE programs shall be approved by Council. This is a mandatory requirement for renewal of registration and license of nurses and midwives every five years.

All RANM/RLHV (promotional training of ANM's), Public Health Nurses and Nurses who are holding the positions of MLHP/Community Health Officers must participate in government mandated training programs and earn 30 CNE credits or 150 CNE hours for every 5 years (minimum of 30 hours per year and a maximum of 60 hours per year). This is a mandatory requirement for renewal of registration and license of RANM/RLHV every five years.

Organizations/Institutions/Agencies competent or authorized to conduct CNE programs

Following is the list of organizations/institutions which are authorized to conduct CNEs.

i. Registered professional associations/Society-State/National (e.g. Trained Nurses Association of India, Psychiatric Nurses' Association, Critical Care Nurses' Association etc.).
ii. Central/State Government nursing educational institutions (colleges/schools).
iii. Autonomous institutions/INIs & INEs.
iv. Nursing educational institutions found suitable by the Council.
vi. Central/State government hospitals/training centers under Ministry of Health & Family Welfare/Armed Forces Medical Services hospitals.
vii. Multispecialty hospitals that run medical college or DNB program.
viii. Government (State/Central)/UGC recognized university included in Schedule 2 of the Act.
ix. All nursing examination boards included in Schedule 1 of the Act.
x. Any other private/corporate hospital/organization/association/agency associated with healthcare not mentioned in the above list, will seek prior approval from the Council.

Academic activities to be accredited for CNE

    i.   Participation at conference/workshop/seminar/symposium etc.
   ii.   Participation at clinical skill update workshops (Individual hands on experience e.g. BCLS/ACLS).
  iii.   Speaker/oral or poster presenter at conference, workshop, seminar, symposium etc.
  iv.   Participation at CNE/scientific session as part of official meetings of professional association/ organization.
   v.   Chairperson/Moderator of a scientific session/plenary session at a State/ National/ International conference/workshop/seminar/symposium.
  vi.   Organizing Secretary/Chairperson of State/National/International conference/workshop/ seminar/symposium/scientific committee.
 vii.   Publication in indexed State/National/International journal as author or co-author (Original article, case report, book review).
viii.   Authorship of a text book (author/co-author).
  ix.   Authorship in a chapter of a book.
   x.   Authorship in revising a book written by professional organizations/associations (author/co-author).
  xi.   Chief-editor of an indexed journal (excluding ex-officio).
 xii.   Executive/Contributory editor of an indexed journal.
xiii.   Taking Videoconferencing lectures (scientific and research related e.g. Ph.D. consortium)/ Teleconferencing lectures.
xiv.   Online CNE modules/courses (Developing and undergoing).
 xv.   Pursuing higher studies – Ph.D./Postgraduate/Post Basic B.Sc./Post Basic Diploma/NP Programs recognized by Council (One year and above).
xvi.   Short term training courses (3-6 months)

Guidelines for awarding credits and hours (Are awarded on the basis of the quality of scientific content and speaker/resource people)

    i.   Academic activity:
        One credit = 5 hours
        30 credits = 150 hours/5 years
   ii.   Higher studies:
        30 credits = 150 hours
  iii.   Academic activity (Short term courses):
        30 credits is the requirement (Hours/credit may be different for each course)

Sr. No.	Academic Activity	INC Guidelines
A		
4(i)	Participation in conference/workshop/ seminar/symposium	One day CNE = 5 hours = one credit × number of days Minimum 5 hours of scientific deliberation (Maximum hours that can be awarded is 30 hours
4(ii)	Participation at clinical skill update workshops (Individual hands on experience e.g. BCLS/ACLS)	One day = 10 hours = two credits × number of days (Maximum hours that can be awarded is 30 hours)
4(iii)	Speaker/Oral paper or poster presenter at conference/workshop/seminar/symposium	10 hours (2 credits) (The hours are awarded only once for the same topic of presentation)
4(iv)	Participation at CNE/scientific session as part of official meetings of professional association/organization	One day CNE = 5 hours = one credit (Minimum 5 hours of scientific deliberation)

4(v)	Chairperson/Moderator of a scientific session/plenary session at conference/ workshop/seminar/symposium	5 hours (1 credit)/session Maximum 2 credits/day
4(vi)	Organizing Secretary/Chairperson of a conference/workshop/seminar/symposium/Scientific committee	10 hours (2 credits)/conference or workshop or seminar or symposium
4(vii)	Publication in indexed State/National/ International journal as author or co-author (Original article, case report, book review) - 3rd author onwards	Original article/case report – 10 hours (2 credits) Book review – 5 hours (1 credit) 5 hours (1 credit)
4(viii)	Authorship of a text book (author/co-author) - 3rd author onwards	25 hours (5 credits) 5 hours (1 credit)
4(ix)	Authorship in a chapter of a book (author/co-author) - 3rd author onwards	10 hours (2 credits) 5 hours (1 credit)
4(x)	Authorship in revising a book (written by professional organizations/ associations (author/co-author) - 3rd author onwards	10 hours (2 credits) 5 hours (1 credit)
4(xi)	Chief editor of an indexed journal (excluding ex-officio)	10 hours (2 credits)/issue
4(xii)	Executive/Contributory editor of an indexed journal	5 hours (1 credit)/issue
4(xiii)	Taking Videoconferencing lectures (scientific and research related e.g. Ph.D. consortium)/teleconferencing – Virtual training Moderator Organiser Presenter – Minimum 30 minutes Participants	Per session = 10 hours = 2 credits 2.5 hours (0.5 credit) Maximum 5 hours (1 credit) 5 hours (1 credit) Maximum 10 hours (2 credit) 5 hours (1 credit) Maximum 10 hours (2 credit) 2.5 hours (0.5 credit) Maximum 5 hours (1 credit)
4(xiv)	Online CNE modules/courses (undergoing) Developing online modules	One Module up to 5 hours = one credit OR Credits prescribed as per course curriculum (International Standard) One module = 3 credits/15 hours
B		
4(xv)	Pursuing higher studies – Ph.D./ Postgraduate/Post Basic B.Sc./Post Basic Diploma/NP Programs recognized by Council (One year and above) a. Online/distance mode without contact sessions – 1 year and above diploma nursing program b. Online/distance mode with contact sessions (40 hours/week) – 1 year and above diploma program c. Online – 1 year and above certificate program	150 hours = 30 credits 75 hours/15 credits (half weightage) 100 hours/20 credits (25 hours added to 'b' category for contact sessions) 50 hours/10 credits (25 hours reduced from 'c' category)
C		
4(xvi)	Short term training courses in nursing (3-6 months) a. Regular 3-6 months courses in nursing/health related Up to 3 months Up to 6 months b. Online 3-6 months certificate courses in nursing/health related without contact sessions	30 hours/6 credits 60 hours/12 credits 15 hours/3 credits 30 hours/6 credits (half weightage)

Up to 3 months			
Up to 6 months			
c. Online certificate nursing and health related courses with contact sessions	40 hours/8 credits		
Up to 3 months	55 hours/11 credits		
Up to 6 months	(25 hours added in place of contact sessions)		

Note: CNE programs organized by M.Sc. (Nursing) students as an educational requirement shall not be considered for CNE credit hours.

6. Other guidelines for CNE accreditation

- All Online CNE courses shall be approved by the Council.
- SNRCs will allot the credits as per Council guidelines and monitor the implementation of CNE.
- Certificate of attendance/participation with the grant of credits is provided by the CNE organizers.
- CNE providers not listed under authorized CNE providers will have to inform the Council and provide the details of the CNE to get approval and awarding of credits.
- Certificate of attendance can be forwarded to the SNRC via online.
- Credit hours will have to be mentioned in the certificate.
- 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

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

Guidelines for approval of Continuing Nursing Education program from PNRC

In order for a CNE activity to be accredited by PNRC, it needs to meet the following requirements:

- ❖ **Activity design:**
- Developed by qualified subject matter experts
- Well structured and follow a logical format that promotes adult learning principles.
- ❖ **Aims and Objectives:**
- Aims and objectives should be clearly defined .
- The overall objective should be maintaining, improving and developing knowledge and skills of health care professionals.
- ❖ **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. They can be:-
- Practicing Nurses including ANMs
- Nursing Administrators and Educators
- ❖ **Duration**
- Should not be less than one hour.
- Time spent on welcomes, introductory remarks, breaks, assessments, unstructured discussion will not be qualified for PNRC credits.
- ❖ **Sponsorships:**
- Organizers of CNE should clearly and accurately disclose all sponsors names along with their role 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 on 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.

Award of CNE points

The credit points shall be awarded as follows

I.   Full day lecture or conference, (5 hrs)   - 5 CNE hours
II.   Half day lecture or workshop (3 hours)   - 3 CNE points
III. Webinar with 60 min with questions & answers -   1 CNE points
IV.   Video conferencing with 60 minutes (only during conference) -   1 CNE point
V.   Registration, introduction, opening and closing remarks, breaks, assessments (e.g. exams before or after the program) or any presentation without an adequate description in the application documents will not be included in the calculation of Credit hours.
VI.   A maximum of 6 Credit hours per day may be granted

Speakers are eligible to obtain double CNE credit points hours allotted to their own particular presentation.

Responsibilities of CNE provider

- Assure the availability of proper and appropriate premises for administration and delivery of the educational program.
- 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.
- Declare in advertisement materials that the program received accreditation from PNRC once a written approval has been received only.
- Ensure participant attendance of the educational sessions, in order to be eligible to receive the assigned credit hours.
- Register the names of attendees and keep records of the attendance and the evaluation forms for no less than 5 year.

- 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 PNRC
- Timely submission of the required post-activity documents to PNRC after the end of each program.
- Ensure that the Program is educational and non-promotional and that the supporting Commercial Interest will play no role in the design or conduct of the program.
- Issue a certificate of attendance for the delegates and lecturers.

Application for CNE Accreditation

- The completed application should be submitted, with all the necessary supporting documents 6 to 8 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 or scanned copies by e-mail.
- The applicant can expect to receive an answer regarding the decision of the accreditation committee within **2 weeks** of submitting the application.
  - On rare occasions, the process may take longer; depending on the assessment of PNRC Accreditation committee, subcommittees, or advisors.
- PNRC 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.

FEES

All applications submitted for PNRC accreditation are subjected to the fees charges as followings:

Fee Amount

Duration one day--- Rs. 500/- per program
Duration 1-3days ---Rs. 1500/- per program
Duration 3 days or more ---Rs. 3000/-
All fees are **non-refundable and non-transferable** under any circumstances.

Fee must be paid through AXIS Bank Challan or Online Payment only. To pay the fee, please visit the following link on the PNRC website to generate the Bank Challan or make an Online Payment:

www.pnrconline.in/payfee.aspx

*No DD/Cash payment shall be accepted.

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 PNRC 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 PNRC 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 PNRC" should be stated clearly in the provided attendance certificate.

- For the speakers **"(numbers)** Continuing Nursing Education Credit hours were awarded to _____

Application Form for Accreditation of CNE

Program Detail :

Program Title :

Program Date :

Program Timings :

Program Venue & address :

Description of the Program: (Please tick all the relevant & attach copy of the program

- o Lecture: ☐
- o Video stations ☐
- o Online activities ☐
- o Practical Stations ☐
- o Conference ☐
- o Teleconference ☐
- o Workshops ☐
- o Others, Please Specify: _____

Target Audience:

- o ANM/MPH(W) ☐
- o Practicing Nurses ☐
- o Midwives ☐
- o Nurse Administrator ☐
- o Nurse Educators ☐
- o Others (Please Specify): ☐

Field of specialty or subject area: Oncology Nursing

Aim(s) and learning outcome(s) of the program:

Aims:

Applicant's Detail

Organization seeking accreditation :
Fee detail :
Activity Contact Person :

Designation :

Telephone # :

Mobile # :

Email :