

A Continuing Professional Development Framework for Lesotho



African Health Profession
Regulatory
Collaborative
FOR NURSES AND MIDWIVES



Developing a CPD framework

CPD STANDARD for Nurses

- ✓ Introduction
- ✓ Definition of CPD
- ✓ Rationale for CPD
- ✓ Principles
- ✓ Whether voluntary or mandatory
- ✓ Requirement (in terms of points or hours)
- ✓ Scope (what activities are acceptable)
- ✓ Documentation (how are those activities to be recorded)
- ✓ Accreditation (how activities are to be assessed)
- ✓ Monitoring (how compliance is to be monitored; is there a penalty for non-compliance; is there an appeals process; how can exemptions be sought)
- ✓ Evaluation (how is the program to be evaluated)
- ✓ Marketing (how is the program to be communicated to all stakeholders)

VISION STATEMENT

Nurses, midwives and nursing assistants in Lesotho will provide high quality, competent, evidence-based, legal and ethical care to patients, clients and the community through their involvement in continuous professional development and their commitment to lifelong learning. The Lesotho Nursing Council, through their mandate to protect the public and as the responsible body for nurses, midwives and nursing assistants, will implement, support and monitor a national program of continuous professional development for nurses, midwives and nursing assistants.

INTRODUCTION

Nursing is a profession committed to providing quality care to patients, clients and communities. The Lesotho Nursing Council (LNC), having the responsibility for regulating nurses, midwives and nursing assistants' education and practice, and for protecting the public from harm as a result of incompetent care, recognises the importance of continuous learning and maintenance of competence by all nurses, midwives and nursing assistants who are recognised by the LNC.

Initial qualification as a nurse does not guarantee that the proficiency of the individual will be maintained for the rest of their professional life. In light of the evolving health needs of the country, the LNC is implementing a formal process of continuing professional development (CPD) so that the public can be assured that nurses, midwives and nursing assistants, working in either the public or private sector, are participating in activities directed toward continually improving the quality of their practice. This is being done in collaboration with the Lesotho Nurses Association which is interested in professional development, the Ministry of Health and Social Welfare (MOHSW), nursing and midwifery educational institutions, and other stakeholders within the health care system, as well as other related sectors.

INTRODUCTION

The purpose of CPD is to assist health professionals to maintain professional standards and practice; and to acquire new and updated levels of knowledge, skills and ethical attitudes that will be of measurable benefit in enhancing professional practice and promoting professional integrity.

CPD is a deliberate ongoing learning process geared toward maintaining and improving professional proficiency. CPD is a professional obligation for all nurses, midwives and nursing assistants irrespective of if they are working in the public or private sector. CPD encourages self-reflection; improving and maintaining competencies; and keeping skills and knowledge up to date with developments in practice. By requiring nurses, midwives and nursing assistants to undertake a minimum number of CPD points each year, the LNC aims to maintain professional standards and promote excellence in practice, therefore protecting the public and promoting the health of all members of the community.

DEFINITION

CPD is a conscious process which is nationally , regionally and internationally recognised. Through CPD nurses, midwives and nursing assistants, throughout their career, engage in a range of learning activities designed to update and improve their knowledge and skill to ensure that they retain the competence to practise safely, legally, ethically and effectively within their evolving scope of practice. CPD is a personal commitment to keeping professional knowledge up to date and improving competence.

DEFINITION

CPD assists nurses, midwives and nursing assistants to continue to learn and develop. It is a deliberate process where nurses, midwives and nursing assistants identify gaps in knowledge and skills and engage in activities that are geared toward improving skills and competencies to enhance the quality of nursing and health care services provided. The beneficiary is ultimately the individual nurse, midwife, nursing assistant, nursing student; the nursing profession; and the patient, client and the community.

CPD is a statutory determined process that requires persons recognised by the Lesotho Nursing Council to fulfil their professional obligation and obtain a specified number of CPD points annually in order to renew their licence to practice and remain recognised by the LNC.

RATIONALE

The knowledge, information and skills acquired as students become obsolete with time. It is therefore the responsibility of nurses, midwives and nursing assistants to keep up to date with their knowledge, skills and competencies in order to provide high quality care to patients, clients and the community; respond to increasing technological advances; the ever-changing and ever-increasing health needs of patients, clients and the community; emerging diseases; and health sector reforms as well as the many other challenges facing nursing education and practice.

Lifelong learning is a hallmark of committed and competent health professionals as new knowledge, understanding and experience require new ways of doing things. Nurses, midwives, and nursing assistants have an obligation and are accountable to themselves, their profession and their nursing students, as well as their patients, clients and the community, to keep themselves up to date with contemporary evidence based practice. CPD promotes ongoing, safe, ethical and competent practice for nurses, midwives and nursing assistants and provides opportunities to pursue and achieve professional and personal growth.

Participation in CPD is a means to achieve quality assurance standards and meet the expectations of patients, clients and the community, who are becoming more knowledgeable, have higher expectations, and are aware of their rights to services and the way those services are provided.

PURPOSE

The purpose of CPD is to assist nurses, midwives and nursing assistants to pursue and achieve professional and personal growth; acquire new and updated levels of knowledge, skill and ethical attitudes; maintain professional standards; and enhance professional practice and integrity in order to provide ongoing, safe, legal, ethical and competent practice for the benefit of patients, clients and the community.

PRINCIPLES

CPD is based on the core values of affordability; accessibility; quality; evidence based; sustainability; equity; transparency; ethics, collaboration, accountability and respect for human rights.

The principles on which CPD is based are that:

1. CPD is a self-directed continuous process which actively seeks to improve an individual's professional skills, knowledge and performance.
2. CPD is based on a rigorous and continuous self analysis of an individual's professional learning needs based on an evaluation of their practice against professional standards.
3. CPD should be planned in advance through a personal development plan.
4. CPD should build on an individual's existing knowledge and experience; link an individual's learning to their practice; be relevant to their current and future professional practice; incorporate learning about new technologies as well as the current and emerging health needs of patients, clients and the community.

PRINCIPLES

5. CPD activities should meet the identified learning needs of the individual and include an evaluation of the individual's development and a reflection on the values of the activities to their practice.
6. CPD acknowledges varying learning styles and includes a wide range of formal and informal learning activities.
7. CPD is based on trust, that the nurse, midwife or nurse assistant will appreciate the need for, and actively participate in, learning opportunities in order to maintain safe and competent practice and provide high quality care to patients, clients and the community.
8. Mandatory in-service training required by an employer should not constitute more than 50% of annual CPD points.
9. CPD applies to all clinical and non-clinical roles related to the delivery of nursing and health care services.
10. CPD points gained in countries outside Lesotho will be awarded according to the CPD table below, regardless of the points awarded by the organisation in the country in which they were obtained.

NATURE

Participation in the CPD program for nurses, midwives and nursing assistants in Lesotho is currently voluntary in nature however the Nurses and Midwives Act 1998 is currently under review with a view to including a mandatory legislated requirement for nurses, midwives and nursing assistants recognised by the LNC, to participate in a specified amount of CPD each year in order to renew their practising license.

The Ministry of Health and Social Welfare recommends that all health professionals in the country engage in continuing education (*Continuing Education Strategy March 2010*).

REQUIREMENT

Nurses, midwives and nursing assistants recognised by the Lesotho Nursing Council will be expected to obtain a minimum of 12 CPD points each year prior to renewing their practising license. CPD points will only be allocated on completion of the CPD activity. The CPD points will be allocated according to the CPD table. One hour of active learning will attract 1, 2 or 3 CPD points depending on the activity. A record in the log book, available from the LNC, of the CPD undertaken must be kept by the nurse, midwife or nursing assistant which is verified by the provider of the CPD. CPD activities will include both formal and informal learning.

SCOPE

A wide range of activities, both formal and informal will be recognised toward meeting the CPD requirement.

Formal learning (FL) relates to undergraduate or postgraduate education at a school of nursing, college or university (either face to face, distance or online) leading to the award of a certificate, diploma, advanced diploma, degree, post graduate certificate, post graduate diploma, masters or PhD.

Informal learning includes: short courses either face to face (SF) or distance or online (SDO); seminars, workshops and in-service (SWI); experiential (EX) or self-directed (SD) learning undertaken independently by the individual.

CPD activities must be relevant to current or future practice. CPD points will be allocated according to the table below. Nurses, midwives or nursing assistants who would like any other activities other than those listed below credited for CPD points must first contact the LNC for approval.

CPD TABLE - Registered Nurses and Midwives

1 hour = 1 point	1 hour = 2 points	1 hour = 3 points
Reading professional journals and books (SD)	Acting as a mentor or preceptor if not part of job description (EX)	Formal education programmes leading to a qualification (FL)
Keeping a self-reflection journal (SD)	Attending short courses distance or online with a minimum of 3 hours of active learning each week (SDO)	Attending short courses 3-6 months duration face to face with a minimum of 15 hours of active learning each week (SF)
Attending conferences, seminars, workshops or in-service education (SWI)	Presenting at conferences, seminars, workshops or in-service education (SWI)	Writing articles for publication in journals or books (SD)
Active membership of professional body and its committees (SD)	Participating in committees eg quality improvement, occupational health and safety (EX)	Developing policies, protocols or guidelines (EX)
Working with a mentor to improve practice (EX)	Lecturing, teaching or doing assessments if not part of the job description (EX)	Conducting research as principal investigator (EX)
Participating in case studies, clinical audits, clinical meetings, focus groups or peer review (EX)	Planning or running a seminar or workshop or in-service (SWI)	Planning or running a short course face to face, distance or online 3-6 months duration (SF or SDO)

FL = Formal learning SF = Short course face to face SDO = Short course distance and online

SWI = Seminars, workshops, in-service

EX = Experiential learning

SD = Self-directed learning

CPD TABLE - Registered Nurses and Midwives

1 hour = 1 point	1 hour = 2 points	1 hour = 3 points
Participating in a professional reading or discussion group or journal club (SD)	Supervised practice for skills development (EX)	Project management if not part of job description (EX)
Observation at disciplinary hearings (EX)	Skills development in IT, numeracy, communications, problem solving and working with others (SD)	
Voluntary work relevant to practice (SD)	Investigating disciplinary cases if not part of job description (EX)	
Project work if not part of job description (EX)	Participating in research as a team member (EX)	
Supervising staff or students if not part of job description (EX)	Reviewing educational materials, journal articles, books (SD)	

FL = Formal learning **SF = Short course face to face** **SDO = Short course distance and online**
SWI = Seminars, workshops, in-service **EX = Experiential learning** **SD = Self-directed learning**

CPD TABLE - Nursing Assistants

1 hour = 1 point	1 hour = 2 points	1 hour = 3 points
Reading professional journals and books (SD)	Supervised practice for skills development (EX)	Formal education programmes leading to a qualification (FL)
Keeping a self-reflection journal (SD)	Attending short courses distance or online with a minimum of 3 hours of active learning each week (SDO)	Attending short courses 3-6 months duration face to face with a minimum of 15 hours of active learning each week (SF)
Attending conferences, seminars, workshops or in-service education (SWI)	Presenting at conferences, seminars, workshops or in-service education (SWI)	
Active membership of professional body and its committees (SD)	Participating in committees eg quality improvement, occupational health and safety (EX)	
Working with a mentor to improve practice (EX)	Participating in research as a team member (EX)	
Participating in case studies, clinical audits, clinical meetings, focus groups or peer review (EX)	Skills development in IT, numeracy, communications, problem solving and working with others (SD)	

FL = Formal learning **SF = Short course face to face** **SDO = Short course distance and online**
SWI = Seminars, workshops, in-service **EX = Experiential learning** **SD = Self-directed learning**

CPD TABLE - Nursing Assistants

1 hour = 1 point	1 hour = 2 points	1 hour = 3 points
Participating in a professional reading or discussion group or journal club (SD)		
Observation at disciplinary hearings (EX)		
Voluntary work relevant to practice (SD)		
Project work if not part of job description (EX)		

FL = Formal learning **SF = Short course face to face** **SDO = Short course distance and online**
SWI = Seminars, workshops, in-service **EX = Experiential learning** **SD = Self-directed learning**

DOCUMENTATION

Nurses, midwives and nursing assistants are responsible for organising their attendance at CPD activities and recording in a log book, available from the LNC, documentation confirming their attendance at the CPD activity in order to provide evidence to the LNC that they have undertaken the required amount of CPD each year prior to renewal of their practising license.

The documentary evidence must include a summary of courses and activities undertaken, active learning hours, relevance to current or future work, and a brief description of what was learned from the activities.

Documentary evidence must be verified by the employer, manager, nurse educator or the CPD provider by supplying their name, status, contact details and signature. Documentary evidence may include certificates of attendance at CPD activities where provided.

Nurses in charge will be expected to encourage nurses, midwives and nursing assistants to participate in CPD activities. The employer is also responsible to assist and support the employee to undertake CPD activities.

ACCREDITATION: FORMAL LEARNING

Nurses undertaking formal undergraduate or postgraduate education (FL) at a school of nursing, college or university (either face to face, distance or online) leading to the award of a certificate, diploma, advanced diploma, degree, post graduate certificate, post graduate diploma, masters or PhD, may claim CPD points in each year they are undertaking the course.

Documentary evidence should be provided in the form of a transcript of subjects undertaken and successfully completed or any other relevant documentation which verifies the number of hours of active learning, including clinical learning.

ACCREDITATION: SHORT COURSE CONTENT

A short course face to face (SF) is one with a duration of between 3-6 months with a minimum of fifteen hours of active learning in each week and may consist of theory and clinical components.

A short course distance or online (SDO) is one with a minimum of three hours of active learning in each week and may consist of theory and clinical components.

Documentary evidence must be kept in the log book outlining:

- Learning objectives,
- Course content,
- Relevance to current or future work,
- Hours of active learning,
- Brief description of what has been learned.

Documentary evidence must be verified by the CPD course provider by supplying their name, designation, contact details and signature.

ACCREDITATION: SEMINARS, WORKSHOPS AND IN-SERVICE

To claim CPD points for seminars, workshops and in-service education (SWI), the activity must be of at least one hour of continuous active learning.

Documentary evidence must be kept in the log book outlining:

- Learning objectives,
- Course content,
- Relevance to current or future work,
- Hours of active learning,
- Brief description of what has been learned.

Documentary evidence must be verified by the CPD provider by supplying their name, designation, contact details and signature.

ACCREDITATION: EXPERIENTIAL LEARNING

Experiential learning (EX) is learning that occurs by active participation in a practical activity either in or outside the workplace and which is not a part of the usual job description.

Documentary evidence, verified by the employer, supervisor, manager, educator or other relevant person, must be provided in the log book outlining:

- Learning objectives,
- Description of activity,
- Relevance to current or future work,
- Hours of active learning,
- Brief description of what has been learned.

Documentary evidence must be verified by the CPD provider by their supplying name, designation, contact details and signature.

ACCREDITATION: SELF-DIRECTED LEARNING

Self-directed learning (SD) is when the individual takes initiative to participate in an active learning activity which is not part of the usual job description. Self-directed learning usually takes place outside the workplace.

Documentary evidence must be kept in the log book outlining:

- Learning objectives,
- Description of activity,
- Relevance to current or future work,
- Hours of active learning,
- Brief description of what has been learned.

Some self-directed learning may be verified by the employer, supervisor, manager, educator or other relevant person (eg sharing with your employer a journal article you have just read and what you learned from it). Such verification must include their name, designation, contact details and signature.

Self directed learning which cannot be verified by an external person must not comprise more than 25% of the minimum required CPD points each year.

QUALITY STANDARDS FOR CPD PROVIDERS AND FACILITATORS

Providers and facilitators of CPD in Lesotho (short course face to face; short course distance or online; seminars, workshops or in-service) are required to meet the following quality standards:

- Be familiar with and adhere to the Lesotho CPD framework.
- Ensure CPD is provided by teachers who use effective teaching and learning strategies matched to content and the level and type of learners.
- Use valid and reliable assessment methods that provide feedback on whether the learning objectives have been met.
- Document and retain information about program design and content; number of contact hours; names and contact details of participants; and evaluation outcomes. Secure storage must be provided for this documentation.
- 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.

MONITORING COMPLIANCE

Prior to the renewal of their practising license, each nurse, midwife and nursing assistant must submit their bank deposit slip for fees paid for the renewal of their license, as well as their log book and a summary of the activities in their log book, to the nurse in charge of their health facility or training institution. Those working in the private sector must submit their bank deposit slip and their log book and summary to the nurse in charge in the district health management team (DHMT).

The summary of the activities must include for each activity the type of activity (eg short course, experiential, self-directed) and the CPD points claimed.

The nurse in charge will verify the summary against the log book and sign the summary. The signed summary with the bank deposit slip attached will be forwarded by the nurse in charge to the LNC who will then issue the practising license. Verification of CPD for nurses in charge should be undertaken by one of their peers.

Nurses who are registered with the LNC but who are not currently practising may apply in writing each year to the LNC for an exemption from CPD requirements.

Participation in the CPD program for nurses, midwives and nursing assistants in Lesotho is currently voluntary in nature however the Nurses and Midwives Act 1998 is currently under review with a view to including a mandatory legislated requirement for nurses, midwives and nursing assistants to participate in a specified amount of CPD each year. Once the CPD program becomes mandatory, penalties for non-compliance will apply.

EVALUATION

A biennial survey (questionnaire) of a random sample of 10% of the total population of practising nurses and midwives (public and private) and 10% of nursing assistants (public and private) in each district will be undertaken by the Lesotho Nursing Council in order to determine:

- Whether they met the minimum 12 CPD points in the year. Yes/No
- The type of CPD undertaken (formal learning, short courses, experiential, self-directed learning). List all types undertaken in last two years.
- Their satisfaction with their learning experience and whether the learning objectives were met. Explain.
- Whether there were any challenges in accessing the CPD. Explain.
- Whether they received support to undertake the CPD. Explain.
- Whether they were able to access CPD that was relevant to current or future practice. Explain.
- What they understand as the importance of CPD. Explain.
- What they perceive as the benefits and impact of the CPD on themselves, their practice, their profession and their clients. Explain.
- Biographical details (cadre, designation, place of work, age, gender, marital status, place of residence).
- Recommendations for improvement to the national CPD program.

POLICY: Continuing Professional Development

In light of the evolving health needs of the country and the continuing education policy of the Ministry of Health and Social Welfare, the Lesotho Nursing Council (LNC) has developed a continuing professional development (CPD) framework for all practicing nurses, midwives and nursing assistants in Lesotho. The CPD framework provides a rationale for requiring CPD and the principles on which the framework is based. CPD is currently voluntary but will become mandatory in the future for renewal of licenses to practice.

The initial CPD requirement is to complete a minimum of 12 points of active learning each year. There is a wide scope of learning activities that can be undertaken for CPD points. Most learning activities fall into one or more of the following categories: formal learning (FL), short courses face-to-face (SF), short courses distance or online (SDO), seminars, workshops or in-service training (SWI), experiential learning (EX) or self-directed learning (SD). Each learning activity, regardless of category, will be worth either one, two or three points for each continuous hour spent undertaking the activity. Nurses, midwives and nursing assistants will be required to maintain an individual log book, available from the LNC, detailing the completed learning activities they are claiming for CPD points, according to the CPD documentation guidelines. Learning activities claimed for CPD points must meet the accreditation requirements outlined in the CPD framework.

POLICY: Continuing Professional Development

Compliance with the CPD framework will be monitored annually by requiring each nurse, midwife and nursing assistant to compose a summary of activities undertaken for CPD points and present this, along with their log book, to the nurse in charge of their facility. The nurse in charge will verify the summary against the log book and submit the summary, along with the bank deposit slip for renewal of license fees, to the LNC. Those working in the private sector must submit their bank deposit slip and their log book and summary to the nurse in charge in the district health management team (DHMT). When the CPD framework becomes mandatory, non compliance with the framework will result in penalties.

The CPD framework will be evaluated biennially using a questionnaire survey sent to a random sample of 10% of all nurses and midwives and 10% of nursing assistants in each district. CPD by nurses, midwives and nursing assistants in Lesotho represents a commitment to providing the highest quality care to their patients, clients and to the people of Lesotho.

DEFINITIONS

- **Accessibility:** Make capacity building interventions and opportunities equally available to all health practitioners.
- **Accountability:** is the quality or state of being accountable: an obligation or willingness to accept responsibility or to account for one's actions (<http://www.merriam-webster.com/dictionary/accountability>). Being required or expected to and taking responsibility for, justifying own actions or decisions (<http://oxforddictionaries.com/definition/accountable>).
- **Affordability:** giving priority to interventions that are within financial means, taking cognisance of external funding opportunities.
- **Collaboration:** Working together of stakeholders, toward common goals, especially in a joint intellectual effort.
- **Equity:** Providing fairly distributed interventions, available to all health practitioners.
- **Ethical:** Interventions being in accordance with the rules or standards for right conduct or practice, especially the standards of the profession.

DEFINITIONS

- **Evidence based:** An approach to decision making by which the training provider uses the best evidence available, in consultation with all stakeholders, to decide on the options which suits that target group best.
- **Mentor:** an experienced and trusted adviser, who trains, advises and counsels someone (eg new employees, younger colleagues, students) (<http://oxforddictionaries.com/definition/mentor>): a trusted counsellor or guide (<http://www.merriam-webster.com/dictionary/mentor>).
- **Quality:** Producing and providing interventions and services of high quality or merit.
- **Transparency:** Refers to the choice and implementation of interventions based on the full, accurate and timely disclosure of information.
- **Sustainability:** Refers to the continuation of benefits from the interventions, the probability of continued long term benefits and the resilience to risk of the net benefit flows over time.