

WEST BENGAL NURSING COUNCIL

Guidelines on Continuing Nursing Education (CNE)



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

This policy applies to all Continuing Nursing Education providers approaching West Bengal Nursing Council for the accreditation of their educational programs.

Definitions

- **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.
- **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.
- **Enduring Continuing Nursing Education:** Continuing Nursing Education that does not require the direct interaction between the participants and the faculty (e.g. on-line CPD, videos, audio programs, TV programs, etc.)
- **Live Continuing Nursing Education:** Continuing Nursing Education that requires the direct interaction between the participants and the faculty (e.g. lectures conferences workshops, etc.)
- **Continuing Nursing Education Provider:** An organizer for Continuing Nursing Education that has been evaluated by West Bengal Nursing Council and be able to provide professionals with high-quality scientific educational programs.

Benefits of CNE Accreditation

- For healthcare professionals:
 - Develop the knowledge and skills of healthcare professionals at all levels.
 - Continuous acquisition of new knowledge, skills, and behaviours needed for competent practice.
 - Revalidation or recertification of practicing nurses whereby the practising nurses demonstrate active involvement in continuing professional development.
 - Demonstrate commitment to the profession.
- For institutions/organizations/Continuing Nursing Education providers:
 - Create an innovative and dynamic culture.
 - Support staff development and equip the healthcare workforce with required knowledge and skills to effectively and safely provide care.
 - Encourage and foster continued learning and concurrently ensure that institutions meet their obligations in protecting public safety.



Continuing Nursing Education Category

- **Category A:** includes open live activities targeting participants from different organizations. Examples include open courses, seminars, symposia, meetings conferences etc. State, national, international conferences.

Batabyati
1.6.23

- **Category B:** includes live **internal** activities limited to groups within a particular organization like practice based activities, case studies, grand rounds, journal clubs, internal teaching, consultation with peers and colleagues, etc.
- **Category C:** includes self study activities (including, but not limited to the following): Accredited distance-learning programs with verifiable self-assessment (e.g. Medscape/ Impetus eLearning /eMedicine, e-learning modules of Indian Nursing Council and nursing and midwifery portal Govt. of India, TNAI).

Activities not eligible from Continuing Nursing Education Credit hours:

- Regular morning meetings, endorsements, ward rounds and caserevisions.
- Departmental or medical society internal meetings.
- Community and patient awareness sessions.
- Public Directed Activities
- Software skills training
- Induction and orientation programs.
- Basic Product Training & Product-specific knowledge.

Guidelines for Continuing Nursing Education program approval:

In order for a CNE activity to be accredited by West Bengal Nursing Council, 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:**
 - Have clearly defined aims and objectives and the activity must appropriately reflect these objectives.
 - 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
 - Has to be one or more of the followings:
 - ✓ Nurses { **Practicing Nurses**
 - { **Administrators**
 - { **Educators**
 - ✓ ANM, MPH, Midwives



B. Babar
1.6.23

- **Duration:**
 - Should not be less than one day.
 - Time spent on welcomes, introductory remarks, breaks, assessments unstructured discussion will not be qualified for West Bengal Nursing Council credits.
- **Sponsorships:**
 - The Continuing Nursing Education provider is responsible to clearly and accurately disclose all sponsors names along with their influence 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 influenced by 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.

Calculation of Credit hours

- **Live activities (category A & B)**

- **Participants**

- A maximum of one Credit hour is assigned to every hour the speaker spends interacting with the participants.
 - Questions and Answers should not exceed 25% of the duration of the lecture.
 - ✓ Time allocated for questions & Answers need to be clarified in the application documents.
 - Registration, introduction, opening and closing remarks, breaks, prayer time, 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.
 - A maximum of 6 Credit hours per day may be granted (up to 8 Credit hours per day may be granted in exceptional circumstances, supported by good evidence).
 - Educational activities of less than 1 day total duration are not accredited.

- **Speakers/Instructors**

- Speakers/Instructors are granted double the number of credit hours allotted to their own particular presentation.
 - Credit hours can be claimed once annually for speakers/instructors in identical topics irrespective of the number of repetitions

- **Self-study activities (category C)**

- Have to be directly related to health and health services and to adopt the latest scientific references and periodicals in a specific specialty.
 - Continuing Nursing Education provider will be responsible to show evidence on the scientific content and materials used to design the activity

- Audio & Video/On-line

- ✓ Similar calculation methods to the live Programs are used.
 - ✓ Content should be designed and evaluated by a known and acceptable academic body specialized in healthcare.



Batabyari
1.6.23

- ✓ The website and its contents have to be fully owned by the provider.
- ✓ Testing of participant knowledge/understanding is required and should be designed by a qualified body.
- ✓ It would be appreciated that the website should assign a supervisor to facilitate communication with participants and to handle any technical related issues.
- ✓ Presence of a mechanism to ensure and demonstrate actual participation and achievement of the learning objectives.
- ✓ The educational product content has to be re-evaluated by the provider every 3 years.

Indian Nursing Council 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)



5 (II)

S.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) - 3 rd 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) - 3 rd author onwards	25 hours (5 credits) 5 hours (1 credit)

B. B. B. B.
1.6.23

4(ix)	Authorship in a chapter of a book (author/co-author) - 3 rd 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) - 3 rd 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 <u>diploma nursing</u> program b. Online/distance mode with contact sessions (40 hours/week) – 1 year and above <u>diploma</u> program c. Online – 1 year and above <u>certificate</u> 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 Up to 3 months Up to 6 months c. Online certificate nursing and health related courses with contact sessions Up to 3 months Up to 6 months	30 hours/6 credits 60 hours/12 credits 15 hours/3 credits 30 hours/6 credits (half weightage) 40 hours/8 credits 55 hours/11 credits (25 hours added in place of contact sessions)



1
Batabyur
1.6.23

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

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

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

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.
- The applicant can expect to receive an answer regarding the decision of the accreditation committee within **4 weeks** of submitting the application.
 - On rare occasions, the process may take longer; depending on the assessment of West Bengal Nursing Council Accreditation committee, sub- committees, or advisors.
- West Bengal Nursing Council 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.



1
Batabyal
1.6.23

CNE Providers:

- CNE Provider should meet the following requirements in order to be acceptable to apply for West Bengal Nursing Council Accreditation:
 - Examples are educational institution, recognised by state and Indian Nursing Council a district health board, governmental or private hospitals, registered society, educational unit/committee and training centre specialized in health fields.
 - Accreditation requests from organizations that are not specialized in health fields or from proprietary healthcare related entities such as pharmaceutical companies or medical equipment companies will not be acceptable.
- The organization should have sufficient educational expertise to develop and manage Continuing Nursing Education activities, and have a designated person responsible for Continuing Nursing Education activities.
- The organization should be in good standing i.e. does not have complaints or disciplinary actions against it in the last 6 months. Continuing Nursing Education Provider responsibilities:
 - Assure the availability of proper and appropriate premises for administration and delivery of the educational program.
 - Declare in advertisement materials that the program received accreditation from West Bengal Nursing Council 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.
 - Timely submission of the required post-activity documents to West Bengal Nursing Council after the end of each program.
 - Ensure the compliance of the educational activities with the rules and regulation as detailed.
 - 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.



FEES

- All applications submitted for West Bengal Nursing Council accreditation are subjected to the fees charges as followings:

Fee	Amount	Comments
Short program (duration one day)	Rs. 2000/- per program	Paid to process and consider the submitted accreditation request
Program (duration 1-3days)	Rs. 5000/- per program	Paid to process and consider the submitted accreditation request
3 days	Rs. 6000/-	

Batabyal
1.6.23

- All fees are **non-refundable and non-transferable** under any circumstances.
- Continuing Nursing Education providers are responsible for payment of all fees and submission of all required documents 2 to 4 weeks before the effective date of the program. Failure to do so will result in rejection of the accreditation request.
- Fees payment does not necessary indicate eligibility of receiving the West Bengal Nursing Council accreditation which is subjected to the assessment and evaluation according to West Bengal Nursing Council guidelines.
- Payment has to be received in Demand draft in favour of Registrar, West Bengal Nursing Council or SBI Collect
(<https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>)

General Principles

- 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.
- Announcements of Continuing Nursing Education accreditation by West Bengal Nursing Council (with or without the number of Credit hours) can only take place after the written confirmation.
- Continuing Nursing Education provider should submit hard copies of the post-activity report, including a scanned copy of attendance record and evaluation summaries, within 30 working days of the end of the educational program.
- Applications from individual course deliverers will not be accepted.
- Awarded Credit hours are valid for one calendar year only and each program has to be submitted for re-accreditation each year.
- Continuing Nursing Education provider may utilize same Credit hours and accreditation number for repeated activities provided that approval has been received.
- 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 West Bengal Nursing Council.

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 West Bengal Nursing Council 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 West Bengal Nursing Council 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 West Bengal Nursing Council" should be stated clearly in the provided attendance certificate.
 - For the speakers "**(numbers)** Continuing Nursing Education Credit hours were awarded to__



Babalyar
1.6.23

Quality Assurance

- The accreditation form should be completed promptly and submitted along with the required documents.
- Continuing Nursing Education Providers should ensure the conduction of educational activities by qualified and experienced speakers
- Advertising and promotion of Continuing Nursing Education activities must clearly show the educational objectives of the program; the nature of the audience that may benefit from the program; the cost of the Program to the participant, the items covered by the cost and the amount of Continuing Nursing Education credit that can be earned in compliance with West Bengal Nursing Council accreditation guideline.
- The presented materials should be based on independent, evidence based, accurate and up to date information.
- Random Inspections.

Representative of West Bengal Nursing Council Accreditation has the right to randomly inspect/attend accredited Continuing Nursing Education activities without any prior notification, for the purposes of ensuring quality and compliance with the guidelines.

- Providers of accredited Continuing Nursing Education activities should submit a short report of each program to the West Bengal Nursing Council Accreditation including a sample of the evaluation form used, evaluation summary and attendance sheet.
 - Provider must keep records for at least 5 years.

West Bengal Nursing Council Accreditation fully supports and recognized the participation of nurse practitioners in accredited Continuing Nursing Education activities in order to promote and maintain the highest standards of health care to patients and the community at large.

Violations

- West Bengal Nursing Council Accreditation reserves the right to cancel/suspend privileges for current / future activities organized by any Continuing Nursing Education Provider involved in the planning of activities that do not comply with this policy's guidelines.
- Advertisement violation: the Continuing Nursing Education Provider will be considered to have committed an advertisement violation if any of the above rules regarding advertising for Continuing Nursing Education activities has been violated. Examples include, but are not limited to the unapproved use of the West Bengal Nursing Council name or logo, or the provision of false information on the advertisement.
 - Using West Bengal Nursing Council name and logo should be only after obtaining official permission.
- Program Management violation: the Continuing Nursing Education provider will be considered to have committed a program management violation if any of the above rules regarding program planning, design or implementation are violated.
- Failure to provide the required post program necessary documents within 30 working days.
- Providing Continuing Nursing Education certificate to someone who didn't attend or partially attended the activity.
- Issuing Continuing Nursing Education certificates which are not in compliance with West Bengal Nursing Council accreditation rules about Continuing Nursing Education certificates.



Batabya
1.6.23

Procedures & Responsibilities

S.N	Description	Responsibility
1.	Fill Continuing Nursing Education Program Application Form and pay the required fees.	Continuing Nursing Education Provider
2.	Submit Continuing Nursing Education Program Application Form with the necessary documents and payments slips.	Continuing Nursing Education Provider
3.	Receive the documents and forward it to the office	Registrar, West Bengal Nursing Council
4.	*Review the submitted application and related documents	West Bengal Nursing Council Accreditation Committee
5.	Continuing Nursing Education Providers with successful applications will notify about the status of their applications and number of provided Continuing Nursing Education credit hours	Registrar, West Bengal Nursing Council
6.	Submit all post Continuing Nursing Education Program report and documents to West Bengal Nursing Council	Continuing Nursing Education Provider

Forms & Templates

- Continuing Nursing Education Program Accreditation Application form
- Sample Continuing Nursing Education Certificate for attendees
- Sample Continuing Nursing Education Certificate for speakers
- Sample Evaluation form
- Attendance sheet spreadsheet template



Batabyur
1-6-23

West Bengal Nursing Council
 Purta Bhavan, 3rd Floor, Room No-302,
 DF Block, Salt Lake City, Sec-1, Kolkata - 700091



Application Form for Accreditation of CNE

Program Detail:

Program Title:			
Program Date:			
Program Timings:	From:		To:
Program Venue & address:			
Description of the Program: (Please tick all the relevant & attach copy of the program)			
<input type="checkbox"/> Lecture <input type="checkbox"/> Video stations <input type="checkbox"/> Online activities <input type="checkbox"/> Practical Stations <input type="checkbox"/> Conference <input type="checkbox"/> Teleconference <input type="checkbox"/> Workshops <input type="checkbox"/> Others, Please Specify: <input type="checkbox"/>			
Target Audience:			
<input type="checkbox"/> ANM/MPH(W) <input type="checkbox"/> Practicing Nurses <input type="checkbox"/> Midwives <input type="checkbox"/> Nurse Administrator <input type="checkbox"/> Nurse Educators <input type="checkbox"/> Others (Please Specify):			
Field of specialty or subject area:			
Aim(s) and learning outcome(s) of the program:			
Applicants detail:			
Organization seeking accreditation:			
Activity Contact Person:	Telephone # :		
	Mobile # :		
Designation :	Email :		

Please, go through the checklist to ensure that your application is complete.

Bataby
1.6.23

West Bengal Nursing Council
Purta Bhavan, 3rd Floor, Room No-302,
DF Block, Salt Lake City, Sec-1, Kolkata - 700091

What to include with your application:

Completed application form	
Enough submission time	The completed application should be submitted, with all the necessary supporting documents, 6 to 8 weeks before the starting date of the educational program.
Agenda of the program	Include start and end times of each part of the educational program, registration, breaks, and Q&A times and details of speakers
Presentations abstract/Outline	An abstract or an outline detailing the contents of each of the parts/presentations is mandatory
Application fee	Must be received before the application is reviewed.

Please, submit the completed application form with the required documents and payment to:
West Bengal Nursing Council



B. Babbar
1-6-23

Accreditation Number:

For West Bengal Nursing Council use only:

Receiving Date:
Reference Number:
Remarks: <input type="checkbox"/> Programme Schedule <input type="checkbox"/> Outline of the programme and details of speakers <input type="checkbox"/> Enough submission date <input type="checkbox"/> Application fees

Approval/Rejection

Accreditation granted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewer:
No of Credit hours: CNE Credit hour(s)	Date :
Reason if rejected:	



Batabyal
1.6.23

Certificate of Attendance

Presented to

Participant Name

For attending the Event Name

Organized by _____

On Date At Venue

This activity was awarded (...) CNE Credit hours (West Bengal Nursing Council Accreditation No)

Signature
Name
Course Director
Post/Organization

Signature
Name
Course Coordinator
Post/Organization



Batabyal
1-6-23