



Policy & Procedure Guide

For

Continuing Nursing Education Activities

**Developed by the
Professional Development Committee
of
The Hong Kong College of Medical Nursing**

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I. Introduction

The act and practice of advanced nursing practice have evolved since the 1990s and matured dramatically in the past two decades. It encompasses a number of medical nursing specialties that requires more than just a causal encounter with technology and treatment modality. Knowledge and skill within the healthcare environment are of paramount importance for nowadays practice. As accountable professionals, advanced practice nurses need to keep pace with the rapid development through continuing nursing education. The establishment of a Continuing Nursing Education (CNE) system in Hong Kong College of Medical Nursing (HKCMN) is to ensure quality health care service provision through valuing continuous staff development. In addition, it is also one of the means to ensure competency of advanced practice nurses and to enhance the standard of nursing practice in various medical specialties.

The CNE system is established to comply with the requirements of the Nursing Council of Hong Kong and the Hong Kong Academy of Nursing to enhance development of nurses and professional practice.

II. Continuing Nursing Education

The core purpose of continuing nursing education in advanced nursing practice is to ensure competent nursing practice in the field of advanced medical nursing services.

Continuing nursing education is a dynamic and ongoing process which facilitates personal and professional development of an individual to meet the changing needs of the society. It aims to prepare nurses to be competent in providing high quality and cost-effective nursing services. Every qualified nurse is responsible for the planning and realization of his/her own continuing education and professional development. All medical advanced practice nurses should be accountable for their own practice and be responsible for ensuring their competency in fulfilling the evolving roles and functions for which they are entrusted.

It is one of the means through which members of the public or employers are satisfied that nurses have the necessary qualifications for the delivery of safe and effective nursing practice. It is also through such process that nurses are able to sustain public recognition.

It is important that following registration, skills through continuing education as healthcare work is influenced continually by advances in sciences and technologies, re-organization of resources, or changing demographics and societal needs. Nursing education is a continuum that does not end with registration. It continues as a life long process and is fundamental in the regulation of the profession.



III. Definition of Continuing Nursing Education in Advanced Medical Nursing

Continuing Nursing Education in advanced medical nursing is defined as any post-basic/post-graduate educational, knowledge and skills updating which is medical nursing specific or healthcare related.

IV. Contents of HKCMN Programs

The content of HKCMN program / course will be related to the area stated below:

- Care enhancement e.g. counseling, new therapeutic skills
- Health promotion
- Specialty development
- Education development
- Technological advances
- Research or research related activities
- Leadership and management

V. CNE Requirement

In accordance to the Voluntary CNE requirement laid out by the Nursing Council of Hong Kong, HKCMN requires every Ordinary/Fellow Member to attain 60 CNE points; among which, 45 specialty related CNE points every three years. Ordinary/Fellow Member must acquire the required number of CNE points and keep a proper record of all CNE activities taken in the three-year cycle. When requested, the Ordinary/Fellow Member must submit the record to HKCMN and/or the Hong Kong Academy of Nursing (HKAN) as evidence of meeting the requirement.

Ordinary Member – Registered nurses completed courses and training prescribed, passed examination, nominated by HKCMN and recognized by HKAN.

Fellow Member – Ordinary Member who passed such examination or assessment recognized and nominated by HKCMN and recognized by HKAN.

Specialty related CNE is the learning activity recognized by HKCMN to be medical specialty related.



VI. Measurement of CNE Points

In order to achieve a uniform standard of assessing the attainment of continuing nursing education by individual nurses, CNE points are awarded to individual education programs or learning activities relevant to nursing and health care services. The followings are the guiding principles for measuring CNE points, which are in line with the measurement set out by the Nursing Council of Hong Kong.

Number of CNE points	Type of activities	
1	Each hour of a learning activity	
20	One research project with publication in professional journal	Principal researcher
10		Co-researcher
10	Author of an article published in professional journal	First author
5		Co-author
30	Author/editor of a published book on nursing/health care related areas	Sole author/editor
15		Joint author/editor
10	Author/editor of a chapter of a published book on nursing/health care related areas	Author/editor
5		Joint author/editor
1	Any 2-hour clinical practicum/structured visit to hospitals or health care institutions	
8	Each oral presentation in health care related scientific conferences	In international/national conference
5		In local conference
6	Each poster presentation in health care related scientific conference	First/sole author in international/national conference
3		Co-author/joint author in international/national conference
2		First/sole author in local conference
1		Co-author/joint author in local conference
1	Each oral presentation in approved nursing courses/seminars [excluding those lectures/presentations that are part of an educator's job expectation]	

*Calculate the actual teaching/learning hours of continuing education activities subtracting all lunch, tea break, registration/announcement time.

Remarks:

- There shall be no double counting of CNE points in respect of activities specified in these guidelines
- Within each 3-year CNE cycle, repeated attendance of a CNE activity of the same topic and at the same level does not count for CNE points.

The means to achieve CNE are **learning activities** including education programmes, seminars, workshops, lectures, structured post-conference sharing session, video-tapes, audio-tapes, broadcastings or such other systems/devices with opportunities to obtain feedback from course instructors or qualified commentators. All these learning activities must be of at least one hour in duration for allocation of 1 CNE point. After the first contact hour, fraction of the hour will be rounded down to the nearest half-hour and awarded 0.5 CNE point.



VII. Membership of CNE Panel

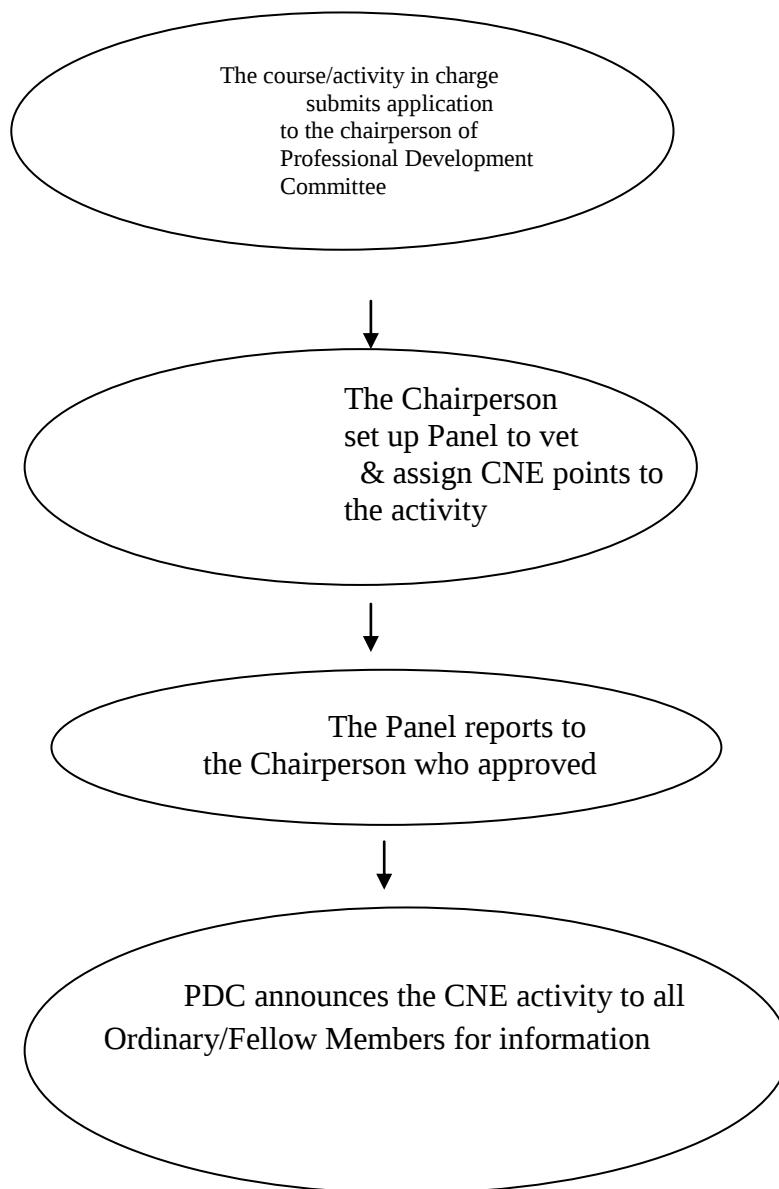
Composition of the CNE Panel:

Advisor: President of HKCMN

Chairperson: Vice president of HKCMN

Members: - members of the Professional Development Committee
- Chairperson of the Clinical Consultative Workgroup

VIII. Workflow for Approval of CNE points





IX. Revocation or Amendment of CNE Points

The Professional Development Committee of HKCMN has discretion to revoke or amend any approval of CNE points allocated in respect of activities under these guidelines.

Members can appeal to the Council of HKCMN for final decision of CNE points and amendment of CNE points.

X. CNE Record System

HKCMN will keep record of all the HKCMN CNE activities and related points.

Ordinary/Fellow Members are also to keep proper record of CNE activities taken and will have to present the record when requested to do so.

XI. Program Evaluation

After each CNE activity, all participants would be requested to complete the program evaluation. An evaluation report will be produced based on individual response. The report will be reviewed for future CNE activity planning.

XII. Enquiry

Should members require clarification of CNE points, please send email to hkcmn2010@yahoo.com