

NAGALAND NURSING COUNCIL

ANNEXURE- I

CNE APPROVAL DOCUMENTS

Organizations/ Institutions/Agencies competent or authorized to conduct CNE program must submit the following documents to Nagaland Nursing Council prior 1 (one) month to the program for necessary verification.

Mandatory Documents:

1. Application Form
2. Program Information
3. Speakers Information
4. Proposed flyer/Brochure
5. Delegates Attendance sheet sample
6. Pre and Post evaluation questionnaire
7. Sample Certificate of CNE

Note:

CNE approved credit hours scan copy of certificate must mail to registrarnnc@gmail.com



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ANNEXURE- II

APPLICATION FORM FOR CNE ACCREDITATION

1. Name of the Organizations/Institutions/
Agencies competent or authorized : _____

2. Organizing Secretary details:
 - i. Name : _____
 - ii. RNRN : _____
 - iii. Designation : _____
 - iv. Contact No. : _____
 - v. E-mail ID : _____
3. Expected Number of Delegates: _____
4. CNE Venue : _____
5. No. of days : _____
6. Date (with effect from) : _____
7. CNE program details:
 - i. Theme : _____

 - ii. Specialty field : _____
 - iii. Objectives : _____

8. Methodology of CNE : _____
9. Program list details : (to be enclose)
10. Details of scientific program with duration: (to be enclose)
11. Speakers Information details: (to be enclose)
12. Delegates Attendance sheet sample: (to be enclose)
13. Pre - Post evaluation questionnaire: (to be enclose)
14. Sample Certificate of CNE: (to be enclose)
15. Fee per Delegates : _____

Date of Submission

Signature of the Organizing Secretary

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ANNEXURE- III

APPLICATION FORM FOR HOSPITALS

1. Sector: (Please tick)

i. Central Hospital

ii. State Hospital

iii. Private Hospital

2. Details of the Hospital:

a. Name of the Hospital

: _____

b. Address

: _____

c. Phone No. & Email address

: _____

3. Type of Hospital

(General/Specialty/Super Specialty):

4. Bed Strength of the Hospital

: _____

5. Permission letter from Managing

Director or Medical Superintendent

of the respective Hospital

: (to be enclose)

6. Xerox copy of Latest Pollution

Control Board Certificate of the

respective hospital

: (to be enclose)

7. Total No. of Nurses working in

the mentioned Hospital; provide

details of each Nurses RNRN/RANM

Regd. No.

: (to be enclose)

Note: Along with Annexure- III submit the required Annexure I, II & IV.

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ANNEXURE- IV

CNE OBSERVER FEEDBACK FORM

1. Name of the Organizations/Institutions/
Agencies competent or authorized : _____
2. Type of CNE:
Workshop/Conference/Seminar/Training : _____
3. Credit Hour allotted : _____
4. Approved NNC CNE Ref. No. : _____
5. Detail of the Programme : _____

Sl. No	Name of the Speaker	Topic	Duration	Remarks
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

6. Attendance

- i. No. of registered Delegates : _____
- ii. Spot registration : _____

7. Time of Distribution of the Credit Certificate : _____

8. Hospitality of the Observer:

Sl. No	Category	Arranged	Not arranged
1.	TA/ DA		
2.	Accommodation		

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9. No. of Credit Certificate signed by the Observer : _____

10. Any other Remarks : _____

11. Detail of the Observer:

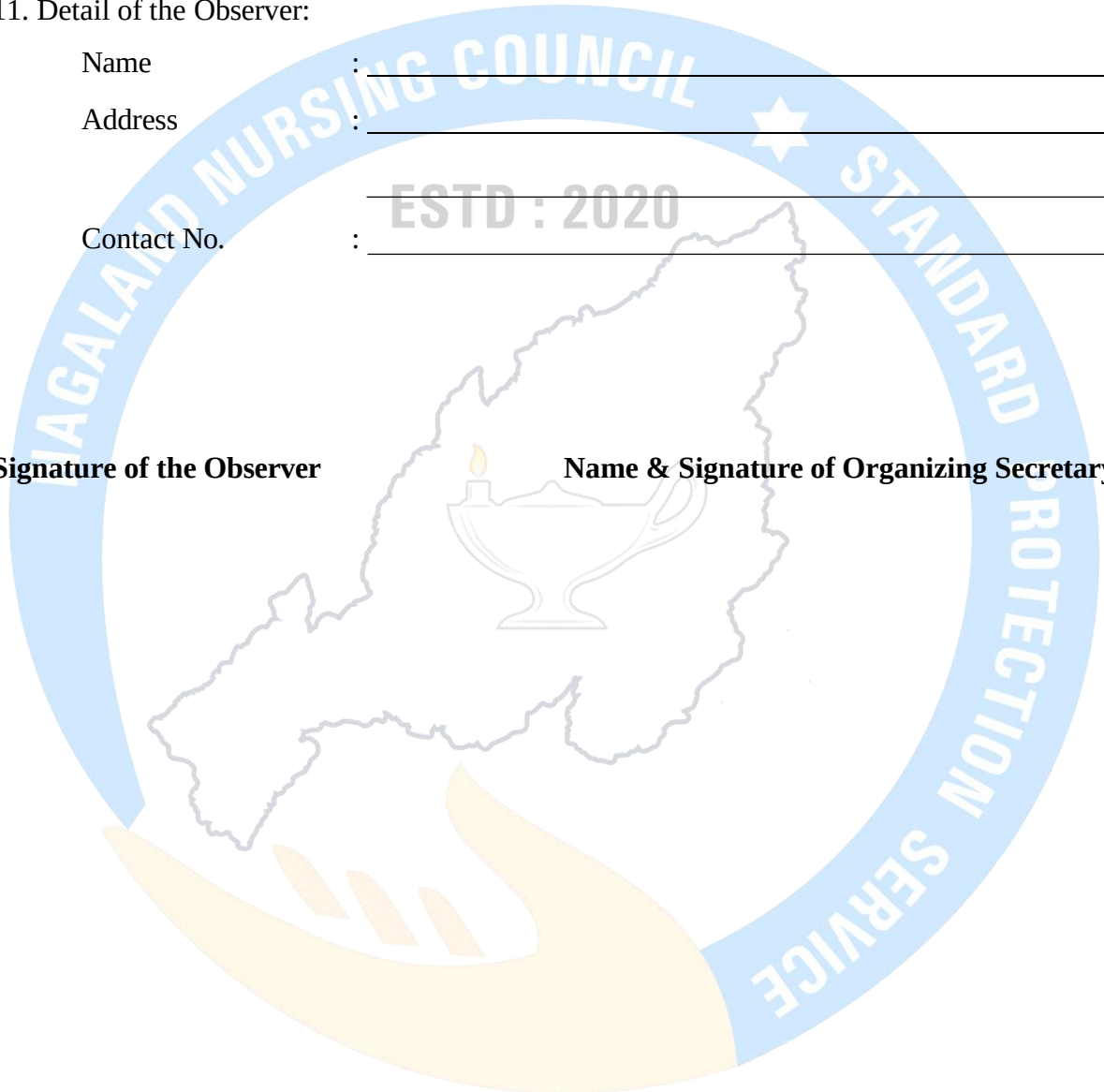
Name : _____

Address : _____

Contact No. : _____

Signature of the Observer

Name & Signature of Organizing Secretary



ANNEXURE V
DECLARATION FORM

[Name of the Organizations/Institutions/Agencies competent or authorized], do hereby solemnly affirms and declares that all the information and particulars furnished for approval to conduct CNE program are true and correct to the best of our knowledge. We also declare that if any information provided by our [Organizations/Institutions/Agencies competent or authorized] is found false, the proposal to conduct CNE programme may be rejected at any point of time and we shall be responsible for the consequences.

We further shall abide by the rules & regulation laid down by Indian Nursing Council and Nagaland Nursing Council. Therefore, we request your benign authority to register our [Name of the Organizations/Institutions/Agencies competent or authorized] to conduct the Continuing Nursing Education and CNE Accreditation as proposed.

Signature of CNE Organizing Secretary

(Official Name)

Date:

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ANNEXURE VI

OBSERVER CHECKLIST OF CONTINUING NURSING EDUCATION (CNE)

1. Name of the Programme :
2. Name of the Organization :
3. Organization Chairperson :
4. Secretary :
5. Date :
6. Total No. Participants present:

Sl. No	Activities	Yes	No
1	All the registered participants were present on the day		
2	Details of the delegates were documented		
3	Registration was closed before 11 am		
4	Speakers were as per the plan		
5	Timing was maintained		
6	Speakers were well versed with the subject		
7	Sessions were conducted as per the schedule		
8	Pre-test and post-test were conducted as per norms		
9	Certification are duly signed by the authority & credit points are mentioned		
10	Attendance certificate are duly authenticated		

Brief Summary/ Observations:

Credit points/Hours awarded for CNE:

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Name of the Observer with address and qualification

Name :

Designation :

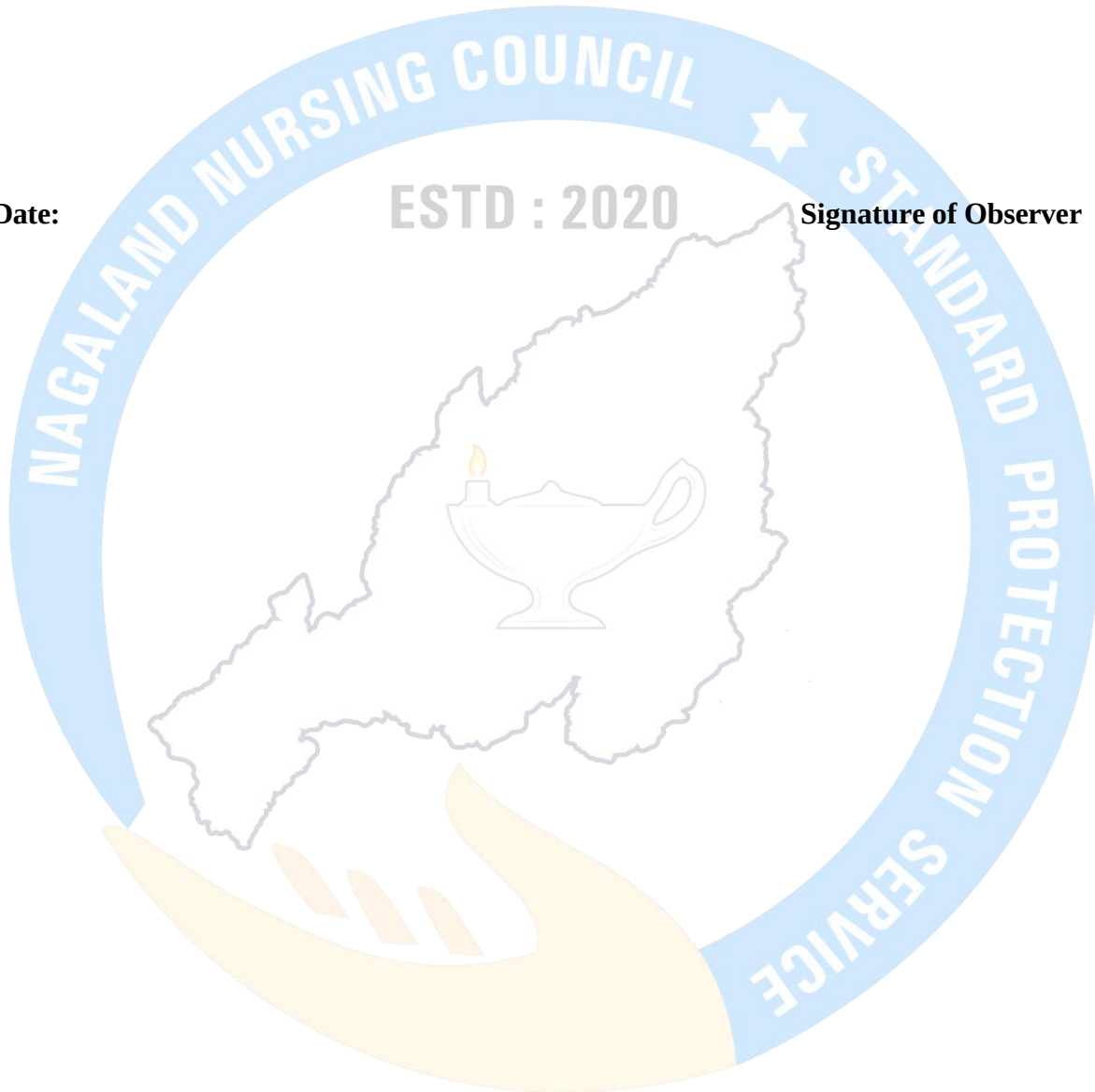
Name of the Institution :

Address :

Date:

ESTD : 2020

Signature of Observer





Ref. No. NNC/GEN/2020-21/ 04

Dated Kohima the 07th April 2021

**POLICY
ON
CONTINUING NURSING EDUCATION (CNE)**

Continuing Nursing Education is vital to all the nurses to develop their knowledge and skills to work in a fast growing health care industry with advanced technology. Nursing is the backbone of health care system and the nurses are expected to render high quality patient care. The medical fraternity depends on the nurses to deliver quality patient care. Evidence Based Nursing Practice is mostly preferred in all the hospitals. The standards of nursing care in the past may not be the same today so it is important for nurses to make an effort to update innovative approaches in nursing practice. As per INC regulations, the renewal of registration of nurses have to be done once in five years having 150 credit hours which forces the nursing Personnel to attend educational/training program. The Nursing Council also play a major role to encourage the Heath care Institutions to conduct CNE program for the nurses to keep abreast the changes taking in Medical and Nursing field.

AIM:

To Provide Continuing Nursing Education to update the knowledge and skills on nurses working in various hospital and institution to render quality nursing care and education.

OBJECTIVES:

1. To maintain nursing standards of education, training and practice.
2. To equip the nurses, midwives and health educators with up-to-date knowledge and skills.
3. To uphold the standards of professional code of ethics to ensure that nurses and midwives are having safe practice.
4. To provide mandatory guidance and additional advice to people designing and developing education programs.

GUIDELINES:

1. Nagaland Nursing Council will renew the registration for all Registered Nurse's/Midwife's/ANM's/LHV's based on the Credit hours.
2. The mandatory hours are 150 for five years. All RNRM/RANM/RLHV 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 maximum of 60 hours per year).
3. All CNE programs shall be approved by the Council.

*** This is a mandatory requirement for renewal of registration and license of nurses and midwives 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 CNE:

1. Registered professional associations/Society-State/National (e.g., Trained Nurses Association of India, Psychiatric Nurses' association, Critical Care Nurses' Association etc.).
2. Central/State Government nursing educational institutions (colleges/schools).
3. Autonomous institutions/INIs (Institution of National Importance)& INEs (Institute of Nursing Excellence).
4. Nursing educational institutions found suitable by the Council.
5. Central/State government hospitals/training centers under Ministry of Health & Family Welfare/Armed Forces Medical Services hospitals.
6. Multispecialty hospitals that run medical college or DNB (Diplomate of National Board) program.
7. Government (State/Central)/UGC recognized university included in Schedule 2 of the Act.
8. All nursing examination boards included in Schedule 1 of the Act.
9. Any other private/corporate hospital/organization/association/agency associated with health care not mentioned in the above list, will seek prior approval from the Council.

Academic activities to be accredited for CNE

1. Participation at conference/workshop/seminar/symposium etc.
2. Participation at clinical skill update workshops (Individual hands on experience e.g., BCLS- Basic Cardiac Life Support/ACLS- Advance Cardiac Life Support).

3. Speaker/oral or poster presenter at conference, workshop, seminar, symposium etc.
4. Participation at CNE/scientific session as part of official meetings of professional association/ organization.
5. Chairperson/Moderator of a scientific/plenary session at a State/National/International conference/ workshop/seminar/symposium.
6. Organizing Secretary/Chairperson of State/National/International conference/workshop/Seminar/ Symposium/Scientific committee.
7. Publication in indexed State/National/International journal as author or co-author (original article, case report, book review).
8. Authorship of a text book (author/co-author).
9. Authorship in a chapter of a book.
10. Authorship in revising a book written by professional organizations/associations (author/co-author).
11. Chief-editor of an indexed journal (excluding ex-officio).
12. Executive/Contributory editor of an indexed journal.
13. Taking Video-conferencing lectures (scientific and research related e.g., Ph.D. Consortium)/ Tele-conferencing lectures.
14. Online CNE modules/courses (developing and undergoing).
15. Pursuing higher studies- Ph.D/Postgraduates/Post Basic B.Sc./Post Basic Diploma/Nurse Practitioner Programs recognized by Council (One year and above). Short term training courses (3 - 6 months).

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

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

ACADEMIC ACTIVITY FOR CREDIT POINTS AS PER INC GUIDELINES

1. Participation in conference/workshop/seminar/symposium

One day CNE = 5 hours = 1 credit × number of days

Minimum 5 hours of scientific deliberation (Maximum hours - 30 hours)

2. Participation at clinical skill update workshops (Individual hands on experience)

One day = 10 hours = 2 credits × number of days

(Maximum hours that can be awarded in 30 hours)

3. 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. Participation at CNE/scientific session as part of official meetings of professional association/organization

One day CNE = 5 hours = 1 credit

(Minimum 5 hours of scientific deliberation)

5. Chairperson/Moderator of a scientific session/plenary session at conference/workshop/seminar/symposium

5 Hours = 1 credit/session (Maximum 2 credits/day)

6. Organizing Secretary/Chairperson of a conference/workshop/seminar/symposium/scientific committee

10 Hours = 2 credits/conference or workshop or seminar or symposium

7. 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

8. Authorship of a text book (author/co-author)- 3rd author onwards

25 Hours = 5 credits (5 Hours = 1 credit)

9. Authorship in a chapter of a book (author/co-author)- 3rd author onwards

10 Hours = 2 credits (5 Hours = 1 credits)

10. Authorship in revising a book (written by professional organization/associations (author/co-author)- 3rd author onwards

10 Hours = 2 credits (5 Hours = 1 credit)

11. Chief editor of an indexed journal (excluding ex-officio)

10 Hours = 2 credits (per issue)

12. Executive/Contributory editor of an indexed journal

5 Hours = 1 credit (per issue)

13. Taking Videoconferencing lectures (scientific and research related e.g., Ph.D. Consortium)/teleconferencing-Virtual training Moderator Organizer Presenter- Minimum 30 minutes Delegates

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)

14. Online CNE modules/courses (undergoing) Developing online modules

One Module up to 5 Hours = 1 credit **OR**

Credits prescribed as per course curriculum (International Standard)

One module = 3 credits/15 Hours

15. Pursuing higher studies- Ph.D./Postgraduate/Post Basic B.Sc./Post Basic Diploma/Nurse Practitioner Programs recognized by Council (One year and above)

150 Hours = 30 credits

a. Online/distance mode without contact sessions 1 year and above diploma nursing program

75 Hours = 15 credits (half weightage)

b. Online/distance mode with contact sessions (40 Hours/week) 1 year and above diploma program

100 Hours + 20 credits

(25 Hours added to 'b' category for contact sessions)

c. Online 1 year and above certificate program

50 Hours = 10 credits

16. Short term training courses in nursing (3-6 months)

30 Hours = 6 credits

a. Regular 3-6 months courses in nursing/health related = 60 Hours= 12 credits

Up to 3 months = 15 Hours = 3 credits

Up to 6 months

b. Online 3-6 months certificate courses in nursing/health related without contact sessions = 30 Hours = 6 credits (half weightage)

Up to 3 months = 40 Hours/ 8 credits

Up to 6 months = 55 Hours/ 11 credits

(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 hours.

OTHER GUIDELINES FOR CNE ACCREDITATION

1. All Online CNE courses shall be approved by the Council.
2. SNRC will allot the credits as per Council guidelines and monitor the implementation of CNE.
3. 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.

4. Certificate of attendance can be forwarded to the SNRC via online.
5. Credit hours will have to be mentioned in the certificate.
6. The individual nurse shall upload the CNE details (supporting documents) in the NRTS. Upon verification by SNRC as per Council guidelines renewal of license can be issued.
7. Every year out of 30 hours of CNE for the Nurses who are involved in direct patient care/direct public health care (PHN, CHO, Staff Nurse, LHV, ANM) shall be given 15 hours. Remaining 15 hours, every year they can either attend a Conference/Workshop/Seminar or write articles

Articles to journal or take up online CNE modules etc.

8. The individual nurse shall purchase CNE Credit Hours Pass Book from the Council.

LIMITATION NUMBER OF DELEGATES IN EACH PROGRAM

SL. NO.	PROGRAM	SEAT LIMITATION
1.	Workshop	40 - 50
2.	District Conference/Seminar	100 - 150
3.	State Conference/Seminar	150 - 200
4.	National Conference/Seminar	200 - 300
5.	In House CNE	20 - 25

OBSERVER FOR CNE

1. Nagaland Nursing Council will designate one representative to attend each CNE as an Observer to monitor the quality of program.
2. The Observer designated by Nagaland Nursing Council will be treated as “Invited Registered Delegate”
3. The Observer TA/DA and Accommodation will be borne by the Organization/Institution/Agencies competent or authorized to conduct CNE program.
4. The Observer has to ensure that the CNE is conducted as per the prescribed norms and submit the report to the council within 10 days. Late fine of Rs. 100/- per day will be imposed from the Observer if the report is not submitted to the council within the stipulated time.
5. The Observer should furnish the attendance sheet of the delegates RNRN/RANM number to the Nagaland Nursing Council.
6. The Observer will award credit certificate by the respective Organizations/Institutions/Agencies competent or authorized and will be exempted from payment of registration fee.

CONCLUSION

Education and Training is one of the foremost functions of the Nursing Council. The members of the committee are responsible to achieve the objectives. The well framed role can lead the members to function effectively.

WARNING

If any Organizations/Institutions/Agencies competent or authorized not approved by Continuing Nursing Education Committee of Nagaland Nursing Council to conduct CNE programs and found of such act of crediting CNE Accreditation or individual has been found to be availing CNE credit hours by mischief, a disciplinary action will be imposed according to the severity of the act by Nagaland Nursing Council.

Sd/-
Dr. Sentinaro Ao
Registrar



CERTIFICATE OF ATTENDANCE

(Sample copy)

Presented to

(*Participant Name*)

for attending the

(Event Name)

Organized by

On Date

At Venue

This activity was awarded (...) CNE Credit Hours (Nagaland Nursing Council Accreditation No...)

Signature
Name:
Course Director:
Post/Organization

Signature
Name:
Course Coordinator:
Post/Organization