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# Andhra Pradesh Nurses, Midwives, Auxiliary Nurse-Midwives and Health Visitors Council

SULTAN BAZAR, HYDERABAD - 500 095

No. APNMC/1010/2014

Dt. 22-12-2014

From  
The Registrar,  
A.P. Nurses and Midwives Council,  
Sultanbazar, Hyderabad.

To  
All the Principals of Nursing Colleges / Schools  
Andhra Pradesh & Telangana State

Madam/Sir,

This is to inform you that A.P. Nurses and Midwives Council had resolved in its meeting held on 27-11-2014 to award credit hours for CNE (Continuing Nursing Education) programs organized by the Institutions. The Registered Nurses, Midwives and Health Workers (ANMs) who participate in CNE are entitled for awarding credit hours. Individual/candidates Credit hours awarded and certified by APNMC are linked with Renewal of Registration once in 5 years. This shall come in to force from January, 2015. You are requested to organize CNEs at your institutions regularly so as to facilitate RN/RM/HWs to update with desired standards of Nursing. The details are available in the APNMC website at [nmcouncil.ap.nic.in](http://nmcouncil.ap.nic.in) and [hmis.ap.nic.in](http://hmis.ap.nic.in). Kindly acknowledge the receipt of this letter to APNMC email ([apnmcouncil@yahoo.in](mailto:apnmcouncil@yahoo.in) (or) [apnursingcouncil@gmail.com](mailto:apnursingcouncil@gmail.com)) through your email without fail.

Thanking you,

Yours faithfully  
Sd/-  
Registrar

# **Andhra Pradesh Nurses and Midwives Council**

## **Continuing Nursing Education Credit hours**

**“ Let us never consider ourselves as finished nurses ..... we must be learning all our lives”**

**..... Florence Nightingale**

### **Preamble**

Rapid Technological advances related to knowledge explosion have greatly altered the practice of nursing on one side and gap between scientific knowledge and its application is growing wider day by day on the other side. The advances in global health require more highly skilled nurses in a great variety of settings. Continuing nursing education would improve professional practice and result in well being of the nation. It is the responsibility of every Nurse to remain updated for not to be outdated.

### **Continuing Nursing Educational programme & Credit points.**

It is proposed that Andhra Pradesh Nurses and Midwives Council will issue credit hours/points to the registered nurses who participate in CNE as per the Council guidelines. A.P. Nurses and Midwives Council will periodically review the criteria/guidelines / Norms to have uniformity with INC criteria and may update them in the interest of nurses and patients at large.

A Nurse/Midwife/MPHW (F) should participate in continuing Nursing Education programs to gain 30 hours per year up to 150 credit hours over a period of every 5 years.

### **Modes of Continuing Nursing Education**

- |  |                       |
|--|-----------------------|
| a) Combination of theory and practicum | 30 hours = 15 credits |
| b) Exclusive Theory based CNE          |                       |
| c) Exclusive clinical / practicum CNE  |                       |

### **Eligible organizations for CNE**

1. CNE organized by APNMC
2. Registered professional bodies/ Associations (TNAI)
3. CNE/ Training Programme / online CNE conducted by Government/UGC recognized University/ Govt. Recognized organization.
4. Central Government and State Government Hospitals (including districts hospitals) and training centres in health field including Ministry of Health and FW, Defense, Railways.
5. Any other approved organization/Association / Institution at the discretion of the A.P. Nurses and Midwives Council.

### **Guidelines for CNE accreditation**

- a. A.P. Nurses and Midwives council will issue the accreditation if the organization fulfils the requirements for CNE.
- b. A.P. Nurses & Midwives council has the discretion to award credit hours to CNE based on the set criteria.

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- c. Any Associations/ organization/Institute want to hold CNE, should apply for accreditation to the A.P. Nurses and Midwives Council. The Council will give certificate of accreditation after verifying the credentials of the organization.
- d. The application for accreditation & credit hours shall be submitted in advance (one month ) by CNE co-ordinator to APNMC along with details of content, resource persons, schedule, duration etc (hard copy & soft copy)
- e. Minimum duration of CNE shall not be less than 4 hours.
- f. Association/Organization shall issue the certificates to the participants on the last day only.
- g. CNE co-ordinator shall submit the evaluation report with details of CNE program (Hard & soft copy) with in 10 days after program. Details shall include the content presented & schedule, list of participants with RN & RM Nos, specimen copy of certificate authorized by APNMC and authentication of co-ordinator.
- h. After the programme the CNE co-ordinator / organizing secretary shall submit a short report of the programme, with the exact time schedule of speeches a list of participants who have attended the same, with RN & RM no's of the AP. Nurses and Midwives Council and CNE credit hours should reach the Registrar, APNMC within ten days. A specimen copy of the CNE certificate should also be enclosed. The organizing Secretary will be responsible for the authenticity of the data which will be counter-checked at the time of renewal of registration.
- i. In case the certificate is false, future accreditation will be issued after enquiry by APNMC
- j. CNE is not linked with retirement of nurses.
- k. Registrar and / or CNE Committee member shall attend the CNE at resource centre of APNMC, whenever conducted.
- l. Nominated observer of APNMC shall be paid remuneration of Rs. 1000/- per program by APNMC the TA and DA as per norms shall be borne by the institution where the CNE is organized.

#### **Observer for CNE**

1. A.P. Nurses and Midwives Council will depute one representative to attend the CNE's as "**nominated observer**" who certifies the attendance of CNE.
2. Observer will authenticate the attendance sheet & summary of CNE as a gist and has to email it to APNMC office with in 24 hrs.
3. Observer of APNMC shall close the registration of delegates at 12 Noon on the first day of the CNE Programme and the same details with name of the delegates with RN/RM number should be furnished to the Council along with the report of the CNE observer before 5 pm on that day.

#### **CNE Credit hours**

CNE credit hours to the State/ National/ International / conference / Workshop etc. organized will be issued on the basis of the Criteria laid down by the CNE Committee.

1 Credit point	2 hrs	
Half day CNE	4 Credit hrs	
One day conference	8 credit hrs	for theory
Two days conference	15 credit hrs	
Three days conference	20 credit hrs	

(In any scientific programme, maximum 20 credit hrs will be granted)

4. Nurses who attend international conferences in overseas shall produce the attendance certificate to APNMC to claim credit hours equivalent to a national conference.
5. Speakers/Chairman/Co-chairman/Moderator at any conference/CNE/Workshop/ Training programme will be given two credit hours per talk in addition to the credit hours allotted for that particular academic activity and organizer of the CNE will be awarded-4 credit hrs.
6. The authors (Till 2<sup>nd</sup> author) of Nursing books will be awarded 20 hrs.

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7. The authors (Till 2<sup>nd</sup> author) of a chapter in a Nursing book will be awarded 5 hrs
8. Authors who review/edit the nursing book/journal will be issued 10 hrs and 5 hrs for reviewing / editing an article in nursing book/Journal.
9. Paper presentation (Oral or poster ) in International conferences will be awarded 8 credit hrs & in State/ National conferences will be awarded 4 credit hrs.

**(Guidelines for issuing credit hours for published Nursing text book/ chapter in text book / research papers in International & national Index nursing journals.)**

Sr. No.	Publication of Nursing Text Book	Credit hrs
01	Author of Nursing Text Book (author & co-author only)	30 hrs
02	Author of Chapter in Nursing Text Book	10 hrs

Sr. No.	Papers Published in International national Index Journals	Credit hrs
01	Original Article (Author & Co- author only)	10
02	Case Study (up to 2 <sup>nd</sup> author only)	10

Sr. No.	Publication of Nursing Journal	Credit hrs
01	Chief Editor/Executive Editor	30
02	Contributory Editor / Sub Editor/ Editorial Board Member	10

	International / National conference / Workshop (one day ) min -8 hrs	State / local conference / workshop (one day) min 8 hrs
Chairperson (or) moderator per a session	4 hrs	2 hrs
Resource person / Presenter	10 hrs /hours	5 hrs / 1 hr session
Participant	6 hrs	3 hrs
Co-ordinator (or) Organizer	10 hrs	5 hrs

**Note:**

- a. National CNE program should include minimum 3 states participation (both resource persons & participants)
  - b. International CNE Program should include minimum 3 Countries representatives.
  - c. State CNE Program should include participants from minimum 5 districts.
10. Any programme above one year recognized by INC should automatically renew the license for that of 5 years. Any programme recognized by INC for 1 year shall be issued 75 hrs.
  11. Guiding research M.Sc., M. Phil (Ph D not included) – 20 credit hrs per year on production of certificate from their head of institution that they are guiding post graduate research work in the institute.
  12. For conducting research, investigator will be issued 30 hrs & for 1<sup>st</sup> co- investigator, 20 hrs are issued. A team member in the research committee will be issued 5 hrs, on producing a certificate from HOD of institution.

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13. Participants in National Health programs & activities will be issued 5 hrs / program / year on producing authorized certificate to Council.
14. Every year out of 30 hours of CNE for the Nurses who are involved in direct patient care/ Direct public health care like (Staff Nurse, ANM etc) shall be given 15 hours since they are in continuous touch with patient care. Remaining 15 hours, per each year, they can either attend a conference / Workshop / Seminar or write article to journals or take up online CNE Modules, etc.

**Equivalence**- Credit hrs for conferences/ workshops / paper presentation other than A.P.

Max 8 credit hrs for international and National Conferences held by INC recognized Nursing Schools and Colleges and Universities / Boards and recognized Association like TNAI.

Abroad conferences or online credit points are very varied. So maximum 8 hrs can be awarded looking into content and credibility of conference / CNE.

**Fee**

- a. The fee decided by APNMC to be paid as processing charges for accreditation (Revisable from time to time) by online payment at [hims.ap.nic.in](http://hims.ap.nic.in)
- b. Any institution / Association organizes international, National or State Conference / Seminar / Workshop etc. has to remit the following amount per each CNE.

Note: Central & State Government Organisation is exempted to pay the registration fee but has to apply to get CNE Credit hours.

	No. of Participants	Accreditation fee			
		Local	State	National	International
In house CNE (1-2 days)	30-50	1000/-	-	-	-
Work Shop	30-50	1000/-	2000/-	2000/-	5000/-
Seminar	100-200	2000/-	3000/-	5000/-	10,000/-
Conference	200-500	2000/-	3000/-	5000/-	10,000/-
CNE or any training programme (3-10 days)	As above	2500/-	7500/-	10,000/-	15,000/-

**c. Delegates Registration fee**

Registration fee for all cadres of Nursing personnel except ANM cadre should be fixed minimum of Rs. 100/- and maximum of Rs. 500/- per day. If any violation reported to this Council, the granted CNE hours will be cancelled and further conduction of CNE programme for 2 consecutive years will not be considered.

**Warning:** If any institution has been found availing CNE credit hours wrongly or misusing it, disciplinary action will be taken on the organizing Secretary by duly following the procedure of ethical committee and following 2 years the institution will be banned of giving credit hours for CNE Programme.

**A.P. Nurses and Midwives Council**

**CNE approval Process**

Application Form

Program Information and speakers information

Proposed flyer or Brochure

Sample Certificate of CNE to participants.

**Note:** These documents along with online payment receipt must be submitted to the A.P. Nurses and Midwives Council at least four weeks prior to the program for the issuance of CNE Credit hours after verification. A printed certificate containing CNE approved credit hours will be mailed to the CNE provider Institution when the application has been approved.

**A.P. Nurses and Midwives council**

**Application Form for CNE Accreditation**

(To be submitted / preferably one month in advance)

1. Name of the organization / Association/Institution : .....  
.....  
.....
2. Name of the Contact Person : .....
  - a) Mobile Number : .....
  - b) E-Mail ID : .....
3. Expected Number of Delegates : .....
4. CNE details : .....
  - a) Topic (Main theme & Specialty field : .....  
.....  
.....  
.....
  - b) Objectives : .....  
.....  
.....  
.....
  - c) Methodology : .....  
Details of scientific program with  
Duration / Program list details (enclose  
Separately)
  - d) Background of the Speakers (enclose separately) : .....
  - e) Venue address : .....  
.....  
.....  
.....
  - f) No. of days : .....
  - g) Fee per delegate : .....
  - h) Organizing Secretary's : .....
    - a) RN Number and designation : .....
    - b) Mobile Number : .....
    - c) E-mail ID : .....

Signature of the organizing Secretary with date

## **Andhra Pradesh Nurses and Midwives Council**

### **CNE Provider Checklist**

1. Typed or clearly written application
2. Proposed Flyer or Brochure
3. Background of the Resource persons
4. Copy of each Presentation (CD format) after CNE with in 10 days.
5. Declaration letter by the Organizing Secretary of the CNE
6. Online Payment Receipt Printout.
7. Educational Activity Evaluation Summary



**A.P. Nurses and Midwives Council**

**Declaration**

Date: .....

To  
The Registrar,  
A.P. Nurses and Midwives Council,  
Sultan Bazaar, Hyderabad.

Name of the Organization or Institution : .....

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Address & Phone no's & Email ID : .....

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Name of the organizing Secretary of CNE : .....

Mobile / Phone No. of concerned : .....

Fax Number : .....

E-mail : .....

1. We shall abide by the rules and regulations laid down by the Indian Nursing Council / A.P. Nurses and Midwives Council for conducting CNE.
2. We shall send a copy of every CNE to the A.P. Nurses and Midwives Council in one month advance
3. We shall submit the list of the participants and report of evaluation to the O/o. A.P. Nurses and Midwives Council within 10 days under registered post.
4. The information given above is true to the best of our knowledge.

We request you to register our organization / Institution, authorizing to conduct the CNE program and issue CNE credit hours to this program for the future purposes.

Signature of CNE organizing Secretary