

# **MAHARASHTRA NURSING COUNCIL**



## **REVISED GUIDELINES FOR CONTINUING NURSING EDUCATION**

## I. INTRODUCTION

Nursing is dynamic and it is essential for the nurse to become acquainted with the advances within it. Nursing is scientific and skill-oriented profession which requires updating of knowledge and skill to ensure best possible care is provided to the patients. Tremendous advances are taking place in the field of medical sciences, continuously changing the concept, approach to management and the outcome of several diseases. The technological advancements have made the job of a nurse to evolve continuously. The rapid pace of these advances makes it mandatory for nurses to keep themselves updated so that they may apply this information to their practice & thus fortify his/her competence and knowledge by keeping abreast with the latest developments in the field. Therefore, it is the responsibility of every nurse to remain updated with the on-going changes as they will affect his/her patients. Importance of credit hours and updating knowledge of nurses has been globally accepted. This is necessary as the modern nursing science is growing leaps and bounds and the update for any nurses is necessary for overall societal betterment. Multidisciplinary multispecialty CNE's dealing comprehensively with a specific subject will be given due credence for additional credit hours. It will be MNC's endeavor to promote such horizontal teaching activities. Imparting new knowledge and skills in nursing to the professionals in a systematic manner is possible only through *Continuing Nursing Education Programme*.

II.

**DEFINITIONS**

- i. **CONTINUING NURSING EDUCATION (CNE):-** It includes various seminars, workshops, conferences and training programs approved and accredited by the CNE committee of Maharashtra Nursing Council.
- ii. **KNOWLEDGE-BASED CNE:-** This CNE deals with theoretical and clinical aspects of a chosen subject without any hands-on-training to the participant Nurses.
- iii. **SKILL BASED CNE:-** This CNE deals with theoretical and clinical aspects of a chosen subject with special emphasis on hands-on-training to the participant Nurses.
- iv. **ONLINE CNE:-** It is the online provision made available for the Nurses, especially the Nurses working in abroad, who, due to obvious reasons, may not get the benefit of physically attending the CNE's approved by the CNE Committee of Maharashtra Nursing Council.
- v. **CNE COMMITTEE:** - A committee constituted of Registrar/Dy. Registrar and consisting of such number of Members of Maharashtra Nursing Council, as maybe decided, involved in preparing the guidelines of CNE in the State of Maharashtra and deciding upon the matters pertaining to and related thereof. Hereafter referred to as committee.
- vi. **CREDIT HOURS:** - The Credit hours as mentioned in PART-X, 59(3) of 'The Gazette of India', New Delhi, dated May 15, 2015 and as awarded by Maharashtra Nursing Council to the Registered Nurse of the said Council on her successful completion of the CNE, as approved by the CNE Committee, defined earlier.
- vii. **ORGANIZERS:-** This includes Nursing Institutions (Nursing Colleges affiliated to the recognized Universities in the state of Maharashtra), Government Hospitals, Semi Government Hospitals, Private Hospitals, and other such registered bodies, equipped and experienced in conducting CNE for Nurses, and approved by the CNE Committee and affiliated to Maharashtra Nursing Council for conducting CNE's, in accordance with the guidelines prescribed thereof.

### **III. GUIDELINES FOR CNE CREDIT HOURS**

- i. CNE Committee of MNC will award credit hours to the Registered Nurses on their participation in accordance with the prescribed guidelines those are in existence from time to time.
- ii. Every Registered Nurse must participate in the CNE's so approved by the said committee of MNC to earn the respective credit hours.
- iii. Total Credit hours required in duration of 5 years is 150. It means, each registered Nurse must earn 30 credit hours per year for a period of 5 years of every renewal block.
- iii. In a given year, every participant Nurse must earn only 30 credit hours and extra credit hours made in a year will not be carried forwarded to next year." (Participants can apply for only 1 CNE in a week.
- iv. Resource person and Observer appointed for any CNE will be awarded **10 credit hours per CNE** in addition to the credit hours allotted for that particular CNE. This means, the resource person will be awarded only 10 credit hours per CNE, irrespective of the Number of sessions delivered.
- v. Organizers of a CNE /workshop will be awarded **20 credit hours**, for organizing any such CNE.

**All government Hospitals and Semi Government Hospitals who are conducting workshop/in-service for their in-house Nurses in collaboration with Government then for such CNE, the Matron shall furnish the Government Order of such in-service programme, along with the report of such programme and attendance of Nurses who attended the programme to committee. This training programme will be considered valid by committee for awarding credit hours to such participant Nurses.**

vi. **SPECIAL CONSIDERATION & RELAXATION FOR THE RENEWAL BLOCK**  
**OF 2017-2022.**

- The Credit points earned by the registered Nurses of MNC from JANUARY 2017 till April 2018 will be converted to Credit Hours as per the following:-
  - 1 Credit Point earned by online CNE will be equated as 10 Credit Hours.
  - 2 credit Points will be equated as 10 Credit Hours.
  - 3 Credit Points will be equated as 20 Credit Hours.
  - 5 Credit Points will be equated as 30 Credit Hours.
- Till March 2022, each registered Nurse of MNC must earn 60 credit hours.
- For the Nurses, who have never participated in any CNE's from JANUARY 2017 till April 2018, also must earn 60 credit hours from January 2020 till March 2022.
- As per the PART-X, 59(3) of The Gazette of India, New Delhi dated 15<sup>th</sup> May 2015, State Nursing Councils, can renew the Registration of Nurses, only if they earn 150 credit hours by participating in the CNE's. And as the CNE's in the state of Maharashtra were at a standstill for an approximate period of 18 months, owing to various issues, therefore a special relaxation is granted to the Nurses for the present renewal block.
- For the present renewal block of 2017-2022, registered Nurses must earn Minimum 60 Credit Hours, to be eligible to renew their registration in April 2022.
- Nurses must also take a special note that, failing to earn minimum credit hours will make them ineligible for the registration renewal.

#### **IV. CREDIT HOURS ALLOCATION AND CALCULATION**

The credit hours are calculated as below.

SR. NO.	TYPE OF CNE	DURATION OF EACH SESSION PER CNE	TOTAL DURATION OF EACH CNE (Excluding felicitation, pre-test, post-test and valedictory sessions.)	CREDIT HOURS CALCULATION
1.	Knowledge based CNE	Minimum 45 Min. & Maximum 1 Hour.	Minimum of 5 hours. & Maximum of 5 hours & 45 Min.	Every single session (either of 45 minutes or of 1 hour) will be awarded 2 credit hours.
2.	Skill based CNE	If there are theoretical sessions and practical demonstrations by the experts, then each should be of Minimum 45 Min. & Maximum 1 Hour.	The total duration of all theoretical sessions and practical demonstrations by the experts should not exceed 2 hours & 30 minutes.  <b>PLUS</b> Mandatory hands-on-training for each participant Nurse in the duration of Minimum of 2 hours & 30 min. & Maximum of 3 hours.	
3.	On-line CNE	The candidates must complete the on-line CNE within the duration specified, therein.		1 online CNE = 10 credit hours.

❖ **NOTE:-** The Organizers must strictly ensure that,

- in every Knowledge based CNE's, the duration of single session must not exceed 1 hour. And the duration of total no. of sessions in any such CNE must not exceed 5 hours and 45 minutes.

- in every Skill based CNE's the duration of single theoretical session and or practical demonstration must not exceed 1 hour. And the total duration of such theoretical sessions and or practical demonstration in any such CNE must not exceed 2 hours and 45 minutes. And a Mandatory hands- on-training (apart form theoretical sessions and or practical demonstration) must be provided to each participant Nurse in a duration of minimum 2 hours and 30 minutes or maximum 3 hours. Also the duration of total no. of sessions (including theoretical session and or practical demonstration plus hands-on-training) in any such CNE must not exceed 5 hours and 45 minutes.
- every CNE whether knowledge-based or skill-based should have sessions (Lecture, demonstration and hands-on-training) of not more than 5 hrs & 45 minutes. And every such CNE will be awarded 10 credit hours. (Single session of 45 min or 1 hr is awarded 2 credit hours).
- the duration of CNE so specified above must be strictly adhered to.

❖ Credit Hours allocation for the following: -

SR.NO.	CONTENTS	CREDIT HOURS AWARDED
a.	1 <sup>st</sup> Author and 2 <sup>nd</sup> author for publishing original article in Indexed State Journal.	10
b.	1 <sup>st</sup> Author and 2 <sup>nd</sup> author for publishing original article in Indexed National Journal.	15
c.	1 <sup>st</sup> Author and 2 <sup>nd</sup> author for publishing original article in Indexed International Journal.	20
d.	Author and co-author for publishing Nursing Text Book.	10
e.	Chief Editor/Executive Editor for Publishing Nursing Journal.	10
f.	Contributory Editor for Publishing Nursing Journal.	05
g.	Research Guide for Masters and doctoral program.	05 Credit Hours per Student.

❖ **NOTE:-**

- All the publications mentioned above must be published within the 5 years renewal block, in which they are to be considered by CNE committee for awarding credit hours. For instance for the current renewal block of March 2017-March 2022, the publications must be within the block.
- Within the 5 years of the renewal block, only one publication will be considered per year for awarding credit hours.



❖ Credit Hours allocation for the following: -

SR.NO.	CONTENTS	CREDIT HOURS AWARDED
a.	State Conference (1 day)	10
b.	State Conference (More than 1 day)	20
c.	National Conference (1 day)	10
d.	National Conference (More than 1 day)	20
e.	International Conference.	30

## V. PARTICIPANT FEES FOR CNE

- ❖ The participant fees for those CNE's (exclusive of conferences and online CNE), which are approved by MNC is Rs. 200/- per participant.
- ❖ Out of the Participant fees of Rs. 200/-, the individual participant should pay only Rs. 100/- to the CNE Organizers, whereas the balance Rs. 100/- per participant would be contributed by MNC to such Organizers.
- ❖ The Contribution by MNC will be made only till the budgetary provision for CNE in each financial year persists.
- ❖ In case of Online CNE, the individual participants will themselves pay the fees of Rs. 200/- through the prescribed mode of payment.

### NOTE :-

- **The participant fee of Rs. 200/- mentioned above is not applicable to the State, National and International Conferences. And MNC will not advance any financial contribution towards the participant fees of such conferences.**
- **If the Organizers of the State, National and International Conferences are willing to avail credit points for the same, then they are obliged to get the participant fees sanctioned by the DMER.**

## **VI. ORGANIZATIONS ELIGIBLE TO CONDUCT CNE PROGRAMS**

### **i. NURSING INSTITUTIONS**

- a) The School of Nursing (Government and Semi Government only) having parent hospital and which is affiliated to Maharashtra State Board of Nursing and Paramedical Education for the current academic year.
- b) The College of Nursing having parent hospital and which is affiliated to the recognized universities for the current academic year.

### **ii. HOSPITALS**

- ❖ The Organizations under this category (Government as well as private) should apply through their Nursing institutions as categorized above. i.e. affiliation for conducting CNE will be extended to the Nursing institute. (The College and Hospital should conduct CNE in a collaborative manner).
- a) The State Government, Central Government, Municipality, Semi Government hospitals can individually apply as CNE organizers, if they do not have their school/college of Nursing.
- b) The Private hospitals can individually apply as CNE organizers, if they do not have their school/college of Nursing. In order to apply as CNE organizers, they should fulfill the following conditions.
  - Such private hospital should have Minimum 200 beds and atleast 150 nurses registered with MNC.
  - The private hospitals while applying as CNE organizers should submit a copy of following documents: -
    - ✓ Registration certificate of Hospital.
    - ✓ Registration certificate of hospital under The Maharashtra Shops and Establishment Act.
    - ✓ Bio-medical waste management certificate (up to date)
    - ✓ Any other document, as and when required.

**iii. OTHER ORGANIZATIONS**

- Government registered Nursing Associations, having minimum 5000 registered Nurses as their members. *Every branch of the association/ organization will have to apply separately.*
- Companies expert in dealing with training of Nurses. And should have trained atleast two thousand Nurses in the past.
- The above-mentioned organizations, while applying as CNE organizers should submit a copy of following documents: -
  - ✓ Registration certificate of such organization.
  - ✓ In case of Companies, MOA.
  - ✓ Audit reports of last 5 financial years.
  - ✓ Any other document, as and when required.

**NOTE:-** All the above-mentioned organizations will be strictly subjected to the approval from CNE committee of MNC and DMER, State of Maharashtra.

**VI. GUIDELINES FOR THE ORGANIZATIONS APPLYING AS CNE ORGANIZERS**

- i. The Organizations must apply online for the approval process one month in advance.
- ii. On the basis of the application and documents submitted by the said organizers, it will be the sole discretion of CNE committee of MNC, whether to extend CNE affiliation to such organizations.
- iii. Once approval is granted, the organizations under the category of Nursing Institutions and Hospitals, shall pay accreditation fees of Rs 5000/-, for a period of 5 years. Whereas, the accreditation fees for organizers under other organization's category will be decided on case to case basis by the committee.
- iv. If required, for granting accreditation the committee can seek additional information or inspect the applying organization before granting accreditation. There will be a fee prescribed for inspection of institute. Inspection fees of Rs.15000/- will have to be paid

the organization. Inspection form will be made available on the website of MNC. Inspector will be one CNE Committee Member and a professor from Government / Corporation / Nursing Colleges / Institute. Travelling allowance to the inspectors will be borne by MNC.

- v. Such inspection will be conducted to verify the availability of necessary physical facilities and required man power.
- vi. Accreditation certificate will be awarded to the approved organizations.
- vii. The accreditation will be awarded maximum for a period 5 years subject to review every year.
- viii. Such organizations will be subjected to performance review every year by the committee.
- ix. In case of collaborative CNE's, held with non-accredited organizations, the application should be made in name of accredited association only, so also registration fees should be collected in name of accredited organization only. Such CNE's will be permitted on case to case basis to organize CNE with prior permission from the committee.

**VII. ONLINE SUBMISSION OF APPLICATIONS-Step towards paperless, hassle free management**

- ✓ There is an arrangement for online submission of application for CNEs with facility for uploading the data. The certification will be paperless. The credit hours will be thus directly deposited against the registration of concerned nurse which can be seen on website with periodical updates.

**ONLINE PROCEDURE**

**STEP-I** While making an application for CNE accreditation, the Organizations must login to

<http://www.mahashtranursingcouncil.org/CNE/OrgRegistration.aspx>.

**STEP-II** Once the Organization registers itself on the above-mentioned site, verification code will be sent to the e-mail ID registered above.

**STEP-III** On receiving the verification code, Organizers must login at <http://www.mahashtranursingcouncil.org/CNE/CNELogin.aspx> and fill the organization application form and must submit it.

(In the Organization application form, the Organizers must enroll names of two Contact persons as chairperson and secretary, of which 1 shall be the competent authority of the Nursing school/college and the other shall be a competent authority from hospital, preferably a Principal and Matron respectively. Also, the names of these 2 contact persons are not subject to change by the Organization till the affiliation lasts. In case of unavoidable circumstances, where such change in name is required, shall be first communicated to the MNC, by the Organization.)

## VIII. RESPONSIBILITIES OF ORGANIZERS

### A. In GENERAL

- i. It will be the responsibility of accredited organizations to see that adequate standards are maintained and also ensure that no excessive fees are charged from the delegates.
- ii. *Out of the total number of CNE's planned by the Organization, 50% shall be knowledge based CNE's and 50% shall be skill based CNE's.* Hence a detailed plan of the CNE's planned must be submitted to the MNC office, one month in advance.
- iii. *It is Mandatory for the approved organizations to organize a CNE on Disaster Management and Basic Life Support. Failing which, will incite appropriate actions for discontinuation of affiliation.*
- iv. If there is any complaint regarding unreasonable delegate registration fees or any other malpractice by the accredited association, then such organization will be subjected to strict action by the committee, under the chairmanship of DMER.
- v. It will be the responsibility of accredited organizations to see that adequate standards are maintained and also ensure that no excessive fees are charged from the delegates.

### B. Before the CNE

- i. Before every CNE, the complete CNE application shall be submitted on the CNE portal of MNC.
- ii. The CNE application approval charges, as laid down by MNC, shall be duly paid.
- iii. The PPT's of all sessions should be mailed to MNC atleast a week before the date of CNE.
- iv. The CNE application should be revised as guided by the committee, if any.

### C. On the day of CNE

- i. On the day of CNE, the organizers shall ensure the readiness for CNE on time as specified in the CNE application.
- ii. The time management must be strictly ensured.
- iii. The participants must be only charged a fee as prescribed by MNC.
- iv. On the day of CNE, Organizers must identify the candidates present for CNE and duly submit their online attendance on MNC portal.

- v. A mandatory pre-test and post-test shall be ensured for the participants.
- vi. The feedback form must be filled by each participant Nurse.
  - vii. The Organizers should strictly issue the certificate to the delegate who has attended all the sessions of CNE. The certificates should be distributed/ awarded only after completion of CNE.

**D. After the CNE**

- After Completion of CNE an Organization report shall be submitted to MNC within a period of 3 days. Consisting of a brief report of CNE, pre-test and post-test record, attendance sheet of participants and feedback forms.
- Organizations will be duty bound to maintain the feedback of the delegates and the list of the delegates who have attended the CNE for 5 years.



*Such responsibilities are subjected to timely revision, by the committee.*



**IX. GUIDELINES FOR CNE APPROVAL**

- i. The right of approving a CNE application and granting Credit hours will be the sole discretion of the CNE committee.
- ii. In case of State, National, International conference, the approval of such CNE applications will be at the discretion of CNE committee of MNC and DMER.
- iii. The accredited Organizations can fill the CNE application form, by logging into their respective organization profiles.
- iv. The accredited organizations shall make such CNE application atleast 10 days in advance from the date of CNE. Also, they shall send a copy of PPT's on the MNC email-ID. *CNE committee will have power to waive this time limit in some specific circumstances.*
- v. The duration of CNE should be as specified earlier under credit hours allocation.
- vi. The Organizers must define the CATEGORY OF CNE, whether Knowledge based or Skill based.
- vii. The Organization must also define the target group expected for a particular CNE.
- viii. The candidates must be restricted to 300 for Knowledge based CNE. And 30-50 for Skill based CNE.
- ix. The fees charged per participant should be only Rs. 100/-.
- x. Such CNE application will be then verified by the committee. Once the application is approved, accredited and granted an observer by MNC, the Organizers shall pay the workshop application fees, after which the application will be displayed on MNC website.
- xi. Incomplete CNE applications will be rejected by MNC and once the application is rejected, the organization will not be able to apply for workshop till 1 month of such rejection.
- xii. In case it is found by the council that the certificate is false or any malpractice has been conducted by the organization then the accreditation of such Organization will be cancelled.
- xiii. *For a National Conference, it is mandatory to have atleast two speakers from other states of India.*

- xiv. *For an International Conference, it is mandatory to have atleast two speakers from other nationalities (NOT NRI's) and minimum 10 registered Nurses as delegates from other countries.*
- xv. *The Number of delegates for State/National and International Conference will vary from case to case basis and will be subjected to approval by CNE committee and DMER.*

**X. RESOURCE PERSONS FOR CNE**

- i. MNC will give credit hours only to CNE's having MNC approved speakers.
- ii. Organizers will make sure, that the speakers for their CNE, has their speaker registration done, before applying for any CNE.
- iii. Resource person for CNE will be awarded 10 credit hours per CNE in addition to the credit hours allotted for that particular CNE, Organizer of the CNE will be awarded 10 credit hours per CNE in addition to the credit hours allotted for that particular CNE.
- iv. Resource person will be paid honorarium of Rs.500/- per CNE, as well as the travelling expenses (to and fro) per CNE by Organization.

**A. Criteria for Resource Person(ANM)**

- The candidate with following qualifications should have served in the same institute/organization for a continuous period of not less than 3 years.
- PHN, BNO, NO, tutor each with 5 years of experience. (In case of a tutor, she should be enrolled in the tutor's enrolment list of MSBNPE for the present academic year).
- GNM with post certificate course with 5 years of experience.

**B. Resource person for CNE (GNM/BSC/PBBSC/MSC NURSING)**

- The candidate with following qualifications should have served in the same institute/organization for a continuous period of not less than 3 years.
- A candidate with a bachelorette degree and a minimum 05 years' experience in clinical/teaching/administration. (In case of a candidate with teaching experience, he/she should be enrolled in the tutor's enrolment list of MNC for the present academic year).
- A candidate with Master's degree and a minimum of 03 years' experience in clinical/teaching/administration.

## **XI. OBSERVER FOR CNE**

❖ MNC will appoint 1 observer for each CNE.

1. The Observer should as far as possible be ASSOCIATE PROFESSOR, PROFESSOR.
2. The organization hosting the CNE will have to make the observers as Hon. Delegate and arrange for hospitality including transport & stay wherever required.
3. Observer will have to authenticate the attendance sheet; Feedback forms & mail it to MNC office at the end of CNE and hard copy of the same in 3 days.
4. Observer will have to maintain highest **standards of decorum** and they will have to ensure that the CNE is conducted properly and as per prescribed norms and there is no false attendance and that excess fees is not charged.
5. Observer will be paid honorarium of Rs.1000/- per day and the travelling expenses (to and fro) per CNE (Calculated as Rs.10/km) by organizing association.
6. Observer will be entitled for 10 extra credit hours in addition to the credit hours allotted to the CNE for which he/she is appointed.

### ❖ **Criteria for observer.**

- The candidate with following qualifications should have served in the same institute/organization for a continuous period of not less than 3 years.
- A candidate with a bachelorette degree and 10 years of experience or master's degree and experience of 07 years or more in teaching/clinical/administration. (In case of a candidate with teaching experience, he/she should be enrolled in the tutor's enrolment list of MNC for the present academic year).

**XII. EXEMPTION FROM CNE**

1. Retired Nurses.
2. Dean/Principal of graduate and post graduate Nursing colleges
3. The Registered Nurses seeking education (PBBS, M.Sc, Doctoral Programs).
4. Nurses working with Armed forces.
5. State Nursing Superintendent.
6. Registrar and Deputy Registrar, Maharashtra Nursing Council.
7. Nurses in 3<sup>rd</sup> trimester of pregnancy, on maternity leave and long term leave (6 months to 1 year) due to chronic illness on submission of certificate issued by competent authority and counter signed by Nursing superintendent for that particular period.

**XIII. ADMINISTRATIVE EXPENSES TO BE PAID TO THE MNC**

- For accreditation of organization (five years) Rs. 5000/-

**XIV. REPORTING**

- The CNE committee of MNC will submit a monthly report to the DMER, about the number of CNE's conducted, Number of Nurses Covered, if any malpractices reported and action taken.

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