
NURSING COUNCIL OF HONG KONG

**Manual For Continuing
Nursing Education System**

June 2011

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Introduction

1. Prior to the implementation of a Mandatory Continuing Nursing Education (CNE) system, the Nursing Council of Hong Kong (the Council) has implemented CNE system on a voluntary basis since November 2006.
2. All nurses should be personally responsible for ensuring their own competence in fulfilling the evolving roles and functions for which they are entrusted.
3. Following their initial preparation for registration or enrolment, it is important that nurses continue to update and develop their knowledge and skills through continuing education as healthcare work is influenced continually by advances in science and technology, re-organization of resources, and / or changes in demographics and societal needs. Nursing education is a continuum that does not end with registration or enrolment. It continues as a life-long process and is fundamental in the development of the profession.
4. CNE is defined as any post-registration/post-enrolment educational skill or experience updating which is nursing specific or healthcare related with an aim to enrich the nurses' contribution to quality health care and help them in their pursuit of professional goals.
5. This manual provides an outline of CNE as a requirement for nursing practice, the policy and rules governing the CNE system and the guidelines of the Council in relation to the CNE system's practical application.
6. All nurses (registered and enrolled) should acquaint themselves with this manual before participating in CNE activities.

Purpose of CNE

7. It is the Council's responsibility to regulate the nursing practice in order to safeguard the society's right for quality health care. For better nursing quality, the Council encourages nurses to undergo CNE. CNE is calculated on a point system.

CNE Requirement

8. A practising certificate is normally valid for 3 years from 1 January of the first year to 31 December of the third year. A CNE cycle starts on 1 November i.e. two months before the issue of the practising certificate and ends on 31 October of the third year, two months before the practising certificate expires. The Council requires a registered nurse (RN) to undergo CNE worth a minimum of 45 CNE points, and an enrolled nurse (EN) a minimum of 30 CNE points in the 3-year CNE cycle.
9. For nurses who are newly registered/enrolled and whose first ever practising certificates are valid for less than 3 years, they may be allowed a pro rata reduction in the number of CNE points.
10. The following examples are cited for reference:

Scenario 1: An RN holds a practising certificate valid for the period from 1 January 2007 to 31 December 2009. His/her CNE cycle is from 1 November 2006 to 31 October 2009. The minimum number of CNE points he/she has to get during his/her CNE cycle is 45.

Scenario 2: An EN holds a practising certificate valid for the period from 1 January 2008 to 31 December 2010. His/her CNE cycle is from 1 November 2007 to 31 October 2010. The minimum number of CNE points he/she has to accumulate during this 3-year period is 30.

Scenario 3: A nurse is newly registered on 1 August 2007. His/her first practising certificate is valid from 1 August 2007 to 31 December 2009. His/her CNE cycle is from 1 August 2007 to 31 October 2009. The minimum number of CNE points he/she has to accumulate during this 27-month period is 33.75 (rounded up to 34).

11. CNE undertaken by nurses must be relevant to their respective areas of registration or enrolment and within the following broad categories:
 - ◆ Care enhancement e.g. counseling, therapeutic skills
 - ◆ Health promotion
 - ◆ Specialty development
 - ◆ Education development
 - ◆ Technological advances in clinical practice

- ◆ Research or research related activities
- ◆ Leadership and management in nursing

Guidelines for Selecting CNE

12. To obtain the maximum advantage from CNE, each nurse should:-
- ◆ Identify own strengths, weaknesses and areas for further development
 - ◆ Obtain feedback from peers and/or supervisors
 - ◆ Identify learning activities for self improvement and ensure feasibility for accomplishment
 - ◆ Actualize the identified activities
 - ◆ Evaluate the actions taken

Ways to Meet the CNE Requirement

13. Nurses may undergo CNE activities organized by accredited providers. Accredited providers are organizations experienced in nursing education and are explicitly accredited by the Council for the organization of CNE activities with CNE points. An updated list of accredited providers of CNE activities is available at the Council's website at <http://www.nchk.org.hk>
14. Attendance in learning activities provided by accredited providers such as education programme, professional seminar and workshop, structured in-house group discussion, e-learning, etc. presented in any form, including conventional lecture, videotape, audiotape or such other system or device with an opportunity to ask questions of the course instructor or commentator is the chief means to achieve continuing education. These learning activities must be of at least one hour in duration for allocation of any CNE point.
15. The system has been designed to be as flexible as possible so that CNE points may be acquired in a time conscious and cost effective manner. The Council, having taken into consideration the need for nurses to have a variety of accesses by which they can meet with the CNE requirement, permits various methods of learning other than simply attendance at conventional lecture-based courses. Professional or academic activities, such as engaging in research work, writing and publishing articles and books, visiting hospitals, and giving talks and seminars are also acceptable CNE activities. To accredit these academic activities, nurses should keep their self-evidence of publication, books, letter of acceptance and letter of invitation as record of CNE activities. Nevertheless, lectures/presentations/researches/activities which are part of/wholly the nurses' job/duties should not be granted any CNE points.

16. For nurses who are also registered midwives, the Post-registration Education in Midwifery (PEM) activities for midwives and PEM points would be reciprocally recognized, where appropriate.
17. These learning activities are preferably nursing or health care related. The Council, however, also recognizes education activities indirectly related to nursing. For each CNE cycle, a maximum of 5 CNE points may be gained by undertaking programmes indirectly related to nursing/health care.
18. CNE points may be awarded as follows (please refer to paragraphs 14 and 15):

Number of CNE points awarded	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 conference	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]	

Double Counting

19. There shall be no double counting of CNE points in respect of activities specified in these guidelines.
20. 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.

Revocation or Amendment of CNE Points

21. CNE points allocated in respect of an activity may be revoked or amended any time at the discretion of the Council.

CNE Record

22. All nurses subject to the CNE system are required to maintain their own records of their CNE activities. A sample is attached at Annex A for reference only.
23. When and as requested by the Council, the nurse must produce their CNE records together with supporting documents within the appointed time.
24. For auditing purposes, the CNE records should be retained for at least six years after the period to which they relate.

Declared Compliance with CNE

25. On a voluntary basis, a nurse when applying for renewal of his/her practising certificate will make a declaration on the number of CNE points that he/she has obtained in the past 3-year CNE cycle. A sample of the declaration form is attached at Annex B.
26. Audit inspection will be conducted by the Council from time to time to monitor compliance with CNE.
27. For audit purpose, the Council may:
 - ◆ Request any nurse to produce CNE records or such information relating to his/her participation in the CNE as may be specified; and
 - ◆ Require a nurse to attend the Council in person and furnish such records or information.

Sample of Personal Continuing Nursing Education Records (Sample)

Name of Nurse:

Chan Tai-man

Registration / ~~Enrolment~~* Number:

RNGM1234567

	<i>Nature of Continuing Nursing Education Activities</i>	<i>Description of Continuing Nursing Education Activities</i>	<i>Date of Attendance</i>		<i>No. of CNE Points awarded</i>	<i>Organizing Institute</i>
			<i>From</i>	<i>To</i>		
1.	Learning activities (education programme)	Orthopaedic Nursing Continuing Professional Development Programme	9/8/2000	15/8/2000	27	Prince of Wales Hospital
2.	Learning activities (education programme)	Patient Education for Health Care Professionals	15/10/2000	15/12/2000	24	The Open University of Hong Kong
3.	Learning activities (professional seminar)	Seminar on Outcome Focus Patient Care	3/3/2001	--	4	IANS/Hospital Authority
4.	Co-researcher of Published article in Health related Journal	A Study on Provision of Quality Care in Patients with Permanent Tracheostomies	--	--	2	Name of Journal: Nursing Care Vol.15/2001

	<i>Nature of Continuing Nursing Education Activities</i>	<i>Description of Continuing Nursing Education Activities</i>	<i>Date of Attendance</i>		<i>No. of CNE Points awarded</i>	<i>Organizing Institute</i>
			<i>From</i>	<i>To</i>		
5.	Presentation in health care related scientific seminar	Seminar on Ethical Issues in End of Life Care	5/12/2001	--	1	IANS/Hospital Authority
6.	Learning activities (education programme)	Master in Nursing	2000	2003	> 45	The Hong Kong Polytechnic University

*delete whichever is inapplicable

Declaration Form**聲明表格****Declaration****聲明**

I hereby declare that I have obtained _____ CNE Points accredited by the Nursing Council of Hong Kong during the period from 1 November 20____ to 31 October 20____. I understand that the Nursing Council of Hong Kong may require me to provide records and supporting documents in relation to the accredited CNE Points I declare to have obtained in this declaration.

本人現聲明本人於二零_____年十一月一日至二零_____年十月三十一日期間，已取得獲香港護士管理局認可的持續護理教育學分共_____分。本人明白香港護士管理局可要求本人，就有關本聲明中提及已取得的持續護理教育學分，提供紀錄及證明文件。

Signature :
簽署

Name :
姓名 (English 英文) (Chinese 中文)

*Enrolment / Registration No. :
*登記 / 註冊編號

Valid Period of the Last Practising Certificate /
the Practising Certificate Soon to Expire : From 由_____ to 至_____
剛到期/快將到期的執業證明書的有效日期

Contact Tel. No. :
聯絡電話

Residential Address :
住址

Present Employer :
現時僱主

Date :
日期

* Please delete where inappropriate

* 請刪去不適用者