

## TAMILNADU NURSES & MIDWIVES COUNCIL

### CONTINUING NURSING EDUCATION (CNE)

#### 1. PREAMBLE

Nursing is a scientifically rigorous discipline, which requires updated information on a regular basis to ensure the delivery of best possible care to the patients and their family. The technological advancements in the healthcare industry have enforced the role of a nurse to evolve continuously to meet the demands in healthcare delivery system. In the recent years, the pattern of disease has changed dramatically and the healthcare industry has been striving to meet the demands by introducing various treatment modalities to treat illness and promote health of the individual. Nursing community being the largest in the human resource for health, play a crucial role in the outcome of the patients. It is very much essential for every Nurse to remain updated with the ongoing changes in the healthcare industry to improve the outcome of their patients and families.

Hence, Continuing Nursing Education (CNE) is a felt need for nursing personnel to update their knowledge in all the dimensions. Imparting new knowledge and skills in Nursing to the professionals in a systematic manner is possible only through Continuing Nursing Education Programme.

#### 2. DURATION OF CNE PROGRAMME

- a) Tamil Nadu Nurses and Midwives Council will award Credit hours to the Registered Nurse's/Midwife's/ANM's/LHV's in accordance with the prescribed guidelines that are in existence at specific time.
- b) A Nurse/Midwife/ANM/LHV should participate in TNNMC approved Continuing Nursing Education Programs and should earn 30 credit hours per year and up to 150 credit hours over a period of every 5 years.
- c) The CNE credit hours should spread over a period of five years and it is proposed that a minimum of 30 credit hours and maximum of 60 credit hours per year.
- d) Basic Life Support CNE online module is must train for all the category of Nursing Personnel registered under Tamil Nadu Nurses and Midwives Council.
- e) Disaster Management CNE online module is must train for all the category of Nursing Personnel registered under Tamil Nadu Nurses and Midwives Council.
- f) Every year out of 30 credit hours of CNE for the Nurses involved in direct patient care / direct public healthcare like Nurses, ANMs, SHNs, VHNs shall be awarded with 15 hours since they are in continuous touch with patient care. For remaining 15 hours, every year they can either attend a Conference / Workshop / Seminar or write articles to journals or take up online CNE modules, etc. Nurse Administrators (Supervisors / Nurse Educators / Quality Control Nurses / Nursing Superintendents / Nurse Managers) are excluded from this privilege.

- g) Nursing administrator has to certify that Nurse, ANM, SHN, VHN were employed in the organization and involved in direct patientcare with specific details in the area and period of clinical posting. **CERTIFICATION FROM HUMAN RESOURCE MANAGER/ UNIT CHIEF / DOCTORS WILL NOT BE ACCEPTED.**
- h) In any other claims, other than the above mentioned, lies completely under the discretion of the Registrar, Tamil Nadu Nurses and Midwives Council.

### **3. TYPES OF CONTINUING NURSING EDUCATION**

- a) Combination of theory and practicum (Online/Institutional)
- b) Exclusive theory based CNE (Online/Institutional)
- c) Exclusive clinical/practicum CNE

### **4. ORGANISATIONS ELIGIBLE TO CONDUCT CNE PROGRAMS**

- a) Registered Nursing Professional bodies / Government recognized Professional Nursing Associations like TNAI, etc.
- b) CNE / Workshop / Training programme conducted by State/Central Government.
- c) Government /UGC recognized Universities.
- d) Central Government & State Government Hospitals (including Districts Hospitals) and Training Centres in the field of healthcare including Ministry of Health and Family Welfare department, Defence, Railways, ESI, CGHS, etc.
- e) TNNMC recognized Government / Private Nursing Institutions / Professional Nursing Associations / Private Companies / Organization & Bio-Medical Companies at the discretion of the Tamil Nadu Nurses and Midwives Council.
- f) For conducting Basic Life Support, Disaster Management and other skill based CNE programs, the companies / organizations should have experience in conducting skill-based training programs in multiple locations should have certified Nurse instructors by concerned accrediting agencies (American Heart Association) for the specific programs, should have financial capability to establish multiple training centers across the State as required.

## 5. GUIDELINES FOR CNE APPROVAL

- a) The power to award Approval / Credit hours will be at the sole discretion of the Tamil Nadu Nurses and Midwives Council.
- b) Tamil Nadu Nurses and Midwives Council's recognized Nursing Institutions shall conduct State/National/International CNE Programmes.
- c) Institutions in which the first batch has not been graduated can conduct Workshop / Seminar **only and are not permitted to conduct Conference till the 1<sup>st</sup> Batch has been graduated.**
- d) It is mandatory that every recognized Nursing Institute by Tamil Nadu Nurses and Midwives Council should conduct atleast one skill-based Workshop focusing on nursing procedures once in two years
- e) Tamil Nadu Nurses and Midwives Council's recognized Nursing Institutions **can conduct only one State or National or International Conference in a year.**
- f) Hospitals enlisted under Government of Tamilnadu with minimum 100 beds shall conduct **In-house CNE Workshop alone** and Hospitals enlisted under Government of Tamilnadu with minimum 300 beds shall conduct In-house CNE Workshop and one State or National or International Conference per year on production of the following:
  - i. Such 100 bedded hospitals should have employed not less than 70 nurses registered under Tamil Nadu Nurses and Midwives Council. Likewise, 300 bedded hospitals should have employed not less than 200 nurses registered under Tamil Nadu Nurses and Midwives Council
  - ii. The list of nurses employed in the hospital should be uploaded with their RN/RM or RNM numbers in the online system at the time of applying to TNNMC for approval of CNE programme.
  - iii. 100 bedded hospitals conducting in house CNE should submit the **Pollution Control Board** certificate with number of beds.
- g) Conducting In-house CNE programme by School / College of Nursing is not permitted.
- h) Any recognized Government / Private Nursing Institutions / Universities/ Nursing Professional Associations willing to conduct State level / National level CNE program & Bio-Medical Companies and Private companies / Organizations, willing to conduct Workshops, shall apply by online mode for approval to Tamil Nadu Nurses and Midwives Council one month in advance using their IMS code (**Annexure 1**). The Council after verifying the credentials of the Organization and the type of planned CNE Programme, shall communicate the decision of approval to the concerned organization through their registered email id.

- i) The list of participants / delegates for the program should be uploaded (online mode) by the organizing institution within 48 hours of conducting of CNE programme by the Organizing Secretary.
- j) Any Bio-medical companies / private companies / organizations who has “Skill Lab” or “Simulation Lab” are only eligible to apply for “CNE - Workshop” and they have to submit the CNE content as a whole for scrutinization by the Council’s experts and for allotment of credit hours.
- k) The Organizing Secretary of any recognized Government / Private Nursing Institutions / Universities / Nursing Professional Associations willing to conduct State / National CNE program & Bio-medical Companies, private companies / organizations willing to conduct Workshops only, shall apply by online mode to Tamil Nadu Nurses and Midwives Council using their IMS code. The application should be accompanied with the following; name, designation, RN/RM number of the speakers, their resume, topic and duration of the presentation A brochure of the CNE programme and the certificate of participation for the delegate / resource person. After accepting the Online Application, the **demand draft** towards the registration fee to be sent by post to TNNMC.
- l) The minimum duration of CNE program should be not less than 4 hours.
- m) Any recognized Government / Private Nursing Institutions / Universities / Private Companies / organizations /Bio-Medical Companies conducting CNE, should strictly issue the Certificate to their delegates for attending the CNE program. The Certificate should be distributed only on completion of the CNE Programme.
- n) In case; if the Certificate is issued to a person who has not attended or completed CNE program then the issuing recognized Government / Private Nursing Institutions / Universities / Private Agencies / Biomedical Companies will be blacklisted for at least two years and debarred from conducting CNE programs.
- o) **Organizing Secretary of the CNE Programme should be a Registered Nurse of TNNMC and should be on rotation.**
- p) For a National Conference/Workshop/Seminar, it is mandatory to have at least two (2) Speakers from other States of India.
- q) For an International Conference/Workshop/Seminar, it is mandatory to have at least two (2) Speakers from other nationalities (**NOT NRI’s**) and minimum 10 Registered Nurses as **delegates from other Countries**. Regulation for conduction of International conferences refer **Annexure-2**.
- r) The credit status of CNE can be checked by online mode in TNNMC website by the Delegate / Resource Person under the link “Check Your CNE Status”. CNE Passbook entry is **NOT REQUIRED**.

## 6. LIMITATION FOR NUMBER OF DELEGATES

.	In-house CNE /Workshop	:	Minimum 30	-	Maximum 50 delegates
.	Workshop	:	Minimum 30	-	Maximum 50 delegates
.	Seminar	:	Minimum 100	-	Maximum 150 delegates
.	Conference State or National	:	Minimum 300	-	Maximum 500 delegates
.	Conference Inter National	:	Minimum 300	-	Maximum 500-750 delegates

## 7.OBSERVER FOR CNE

- a) Tamil Nadu Nurses and Midwives Council shall appoint one Observer for each CNE Program separately to monitor the quality of program and to report the same to TNNMC.
- b) The Observer appointed by Tamil Nadu Nurses and Midwives Council will be treated as “Invited Registered Delegate” and should be issued with a certificate of participation.
- c) Observer has to maintain highest standards of decorum and have to ensure that the CNE is conducted as per the prescribed norms, without falsification in attendance.
- d) Observer will have to authenticate the attendance sheet, Feedback forms & Summary of CNE program and should submit a report to Tamil Nadu Nurses and Midwives Council’s office within one week of completion of the CNE Program in the prescribe format.
- e) **Observer should close the registration of delegates within one hour of commencement of the CNE programme and the details with name of the delegates with RN/RM / RNM / RANM number should be furnished to the Council along with the report of the CNE Observer.**
- f) **Observer should give a feedback about the CNE Programme in the Valedictory session.**

## 8. CNE CREDIT HOURS

- a) The Credit hours will be awarded by Tamil Nadu Nurses and Midwives Council depending upon the subject matter, speaker and quality of the papers to be presented in the Conference / Workshop / Seminar.
- b) Credit hour calculation  
1 hour of Theory= 1 Credit Hour and 1 hour of Hands on practice = 2 Credit hours
- c) Minimum duration of each session should **NOT BE LESS THAN** 30 minutes.

- d) The Maximum number of credit hours awarded to the delegates / participants for the schedule CNE Programas follows;

Half a day CNE (Inhouse only)	4 credit hours
One day Conference	8 credit hours
Two days Conference	16 credit hours
Three days Conference	24 credit hours
Five days conference	30 credit hours

- e) Resource person for any CNE program will be awarded with two **credit hours for the presentation, in case if the resource person** attends the full CNE program, he /she shall be awarded with prescribed credit hours additionally.
- f) **A resource person is restricted to present only one topic in a Workshop / Seminar / Conference. In case of multiple presentations, a speaker is eligible for 2 credit hours only.**
- g) In addition to the credit hours allotted for that particular CNE program, **Organizer of the CNE Programme (Chairperson and Secretary) except Inhouse CNE programme will be awarded with 5 credit hours and Organizer of the Inhouse CNE programme (Chairperson and Secretary) will be awarded with 2 credit hours.**
- h) The Author / Co-Author of Scientific papers published in indexed State/National/International journal will be entitled for CNE credit hours.
- i) The Author / Co-Author of a published text book / chapter of a text book or update in a book published by professional bodies / publisher will be entitled for credit hours.
- j) The Credit hours awarded for Oral / Poster Paper presentation as follows; - International Conferences 6 Credit hours, National Conference 4 credit hours and State Conference 2 credit hours.
- k) The maximum number of posters accepted for display in a Conference should not exceed 20 for International Conference, 15 for National Conference and 10 for State Conference.
- l) Maximum of 20 Moderators shall be allowed to evaluate oral/poster evaluation in a conference. Each moderator shall be awarded with 2 credit hours.
- m) Only original Research Articles / Case Studies are entitled for the credit hours. **Concept papers are not entitled for the credit hours.**

- n) Guidelines for issuing credit hours for Published Nursing Text book / Chapter in text book / Research Papers in International & National Index Nursing Journals.

Sl. No.	Publication of Nursing Text Book	Credit Hours
01.	Author of Nursing Text Book	30
02.	Co- author of the nursing text book	20
03.	Author of Chapter in nursing Text Book	10

Sl. No.	Papers Published in International Index Journals	Credit Hours
01.	Original Article(1 <sup>st</sup> and 2 <sup>nd</sup> Author)	10
02.	Remaining authors of the original article	2
03.	Case report (Up to 2 <sup>nd</sup> author only)	6
04.	Letter to Editor	4

Sl. No.	Papers Published in National Index Journals	Credit Hours
01.	Original Article(1 <sup>st</sup> and 2 <sup>nd</sup> Author)	8
02.	Remaining authors of the original article	1
03.	Case Report(Up to 2 <sup>nd</sup> author only)	4
04.	Letter to Editor	2

Sl. No.	Publication of Nursing Journal	Credit Hours
01.	Chief Editor / Executive Editor	30
02.	Contributory Editor	10

- o) Any nurse completed **regular** academic programme which is more than one year that are recognized by TNNMC/INC should automatically renew the license for that renewal period of 5 years (1 year course = 75 credit hours & 2 years = 150 credit hours).

Ex: 1.Post Basic B.Sc.(N)&M.Sc(N) - 150 credit hours  
2.Post Basic Diplomas in Nursing - 75 credit hours

- p) Research guides for M.Sc (Nursing) or M.Phil (Nursing) dissertation (PhD not included) are entitled for 20 credit hours per year on producing certificate from their Head of the institution on their Guide-ship (Under one guide = 4 nursing students can take Research Guideship).

### Equivalence formula

- q) Apart from Tamil Nadu, Any other State/Any other Country Conferences/Workshops/paper presentations

- Maximum of 8 credit hours shall be awarded for National / International Conferences approved by the concerned state nursing council
- Maximum of 4 credit hours shall be awarded to invited resource persons for a conference / Seminar / Workshop approved by the concerned state nursing council

- Abroad Conferences or online modules are varied. Hence, maximum 6 credit hours can be awarded after scrutinizing the content and credibility of the conference /CNE.
- Nurses registered under TNNMC and employed abroad shall also accumulate required CNE Credit Hours by attending TNNMC approved Online CNE Modules.
- Nurses employed in Armed forces, Navy & Air-force are exempted from Credit Hours for renewal of license. However, they are encouraged to do BLS CNE program once in 2 years regularly.
- **NAAC accredited Nursing Institutions/Constituent Nursing College of UGC recognized University Conducting** State /National / International CNE Programmes will be awarded **additional credit hours**.
  - 2 credit hours for State Conference
  - 4 credit hours for National Conference
  - 6 credit hours for International Conference
- For AHA Instructor course, credit hours shall not be given.

#### **9.MANDATORY MODULES FOR RENEWAL OF LICENSE:**

- 1) It is mandatory for Nursing Personnel to complete TNNMC approved Basic Life Support online module for Renewal of License, once in five years.
- 2) It is mandatory for Nursing Personnel to complete TNNMC approved Disaster Management online module for renewal of license, once in five years.

#### **10.FEE STRUCTURE**

The fee shall be prescribed by the Council has decided, from time to time as processing charges for Approval, **the payment shall be made BY DEMAND DRAFT IN FAVOUR OF “THE REGISTRAR, TAMILNADU NURSES AND MIDWIVES COUNCIL, CHENNAI” Payable at Chennai branch.**

The prescribed fee for TNNMC recognized, Private Nursing Institutions / Universities / Organizing International / National / State Conference / Seminar / Workshop & Private Agencies, Bio Medical Companies Organizing International / National / StateWorkshopas follows:-

State Conference / Seminar / Workshop	: Rs. 2,000/-
National Conference / Seminar / Workshop	: Rs. 3,000/-
International Conference / Seminar / Workshop	: Rs. 5,000/-



Workshop or Training Programme for more than 3 days and within 10 days	: Rs.7,500/-
Workshop by Bio Medical Agency / Company – (Skill based Simulation Labs)	
Upto 10 hrs	
From 10 hrs to 20 hrs	: Rs.5,000/-
	: Rs.10,000/-

**Note: Central & State Government Organization are exempted from registration fee but has to apply one month in advance and get approval for TNNMC CNE credit hours.**

#### **11.DELEGATES REGISTRATION FEE FROM 1<sup>st</sup> APRIL 2018**

- The delegates attending TNNMC approved CNE programme with **ANM qualification are to be exempted from Registration Fee.** However, Food and Accommodation to be borne by the individuals / participant.
- Registration Fee for all the category of Nursing Personnel except ANM should be fixed as minimum of Rs.100/- and maximum of Rs.500/ day. If any violation reported to this Council, the granted CNE credit hours shall be cancelled and further debarred from organizing CNE programme for two consecutive years.

**12. All the category of qualified Nursing Personnel interested / willing to continue the practice of profession should keep their nursing license active by following the prescribed norms of the Council irrespective of their age.**

**13.** TamilNadu Nurses and Midwives Council shall periodically review and update the CNE guidelines in the interest of patients and Nurses at large.

**WARNING:** If any institution found to be awarding credit hours or individual has been found to be availing CNE credit hours by mischief, disciplinary action will be taken on the Organizing Chairperson and Secretary and also for the following 2 consecutive years the institution will be debarred from conducting CNE Programme.

#### **Amendments**

Addition or deletion to these guidelines shall be made from time to time by the Council as deems fit depending upon circumstances.

These guidelines are formulated and finalized by the Sub-Committee constituted for the purpose, by the Council.

**IMS CODE**

The following particulars to be submitted to create IMC Code:-

1)Name of the Organization :

(To be typed correctly, because this will reflect in your CNE approval Certificate issued by this Council)

2)Organization Type:

Select :Central Government / State Government / Private / Mission / Trust/Hospital /  
Approved Nursing Association / Autonomous / Registered Institution

3)Administrative Control:

Select : Government / University / Corporation / Private / Autonomous / Voluntary /  
Missionary / Company / Society / Trust

4)Address:

5)State:

6)District:

7)Phone number:

**Guidelines for conducting an International Conference/ Workshop / Seminar**

1. For an International Conference / Workshop / Seminar, it is mandatory to have at least two (2) Speakers from other nationalities (**NOT NRI's**) and minimum 10 Registered Nurses as **delegates from other Countries**.
2. Organizing committee should obtain permissions / No objection certificate from four Indian Government Agencies for organizing the International conference.
  - Ministry of Home Affairs (MHA)
  - Ministry of External Affairs (MEA)
  - Nodal/Administrative Ministry (Ministry of Health & Family Welfare)
  - State Government Clearance (Ministry of Health & Family Welfare)

For details view:

<https://www.inflibnet.ac.in/caliber2011/FAQs-on-ConferenceVisa.pdf>

<https://mha.gov.in/sites/default/files/Foreign-FAQs-on-conferenceVisa%20%281%29.pdf>

3. The permissions (clearances or No Objection Certificates) are required for International delegates to apply for a **Conference Visa** at the Indian Embassy in their country.
4. The obtained permissions / No Objections Certificates / clearance can be posted on the conference website so that International Delegates can directly download the required documents.
5. The Organizing Secretary of any recognized Government / Private Nursing Institutions / Universities / Private Companies / Organizations / Nursing Professional Associations intending to conduct International Conference / Workshop / Seminar program shall apply by online mode to Tamil Nadu Nurses and Midwives Council using their IMS code atleast **3 months** in advance. The application should be accompanied with the following; name, designation, RN/RM number of the speakers, their resume, topic and duration of the presentation; names, designation and institution of participating international delegates, No Objections Certificates / clearance from the mentioned Government agencies; A brochure of the CNE programme and the certificate of participation for the delegate / resource person. After accepting the Online Application, the demand draft towards the registration fee to be sent by post to TNNMC.