

Continuing Nursing Professional Development (CNPDP) Program, Bihar

1. Introduction to the CNPD Policy document

The continuing nursing professional development policy ("**Policy**") outlines the framework for organising the CNPD program, learning online modules from the BNRC website and academic activities mentioned in the CNE guidelines (INC 2019, regulation) at the Bihar Nurses Registration Council (BNRC) level.

The preamble of Indian Nursing council (Continuing Nursing Education) Regulation, 2019 states that nurses form two thirds of the health workforce in India, and they play a significant role in the healthcare system. Nursing is a scientific discipline and is influenced by the scientific and technological advances in healthcare. The changing disease patterns and demographics, increasing national healthcare priorities, its demands and expenditure, growing information explosion, and rampant growth of nursing educational institutions are major changes that create healthcare challenges today. In this healthcare scenario, to enhance the delivery of high quality, cost effective and safe care, professional nurses are mandated to update their knowledge and competence through Continuing Nursing Education (CNE). This is possible only by having a standard uniform system of CNE implementation guidelines across the country. Reiterating its importance, the Indian Nursing Council has formulated guidelines for implementation of CNE across the country during the year 2005 and some state nursing registration councils have implemented these CNE guidelines.

The state of Bihar has a nursing and midwifery workforce which includes clinical nurses and midwives, teaching faculty and Community Health Officers (CHO). The Continuing Nursing professional development (CNDP) program under Mission Unnayan aims to facilitate the professional growth of nurse midwives in Bihar, ensuring provision of high-quality nursing and midwifery education and healthcare in the state. This program will provide a systematic structure and execution plan for a continuing professional development opportunity that is accessible and targeted to reach all segments of the nursing and midwifery professionals.

This program is designed to address the perceived need for all nursing and midwifery professionals to update their knowledge and skills. CNPD allows systematic dissemination of new knowledge,

attitude and skills to the professionals. A comprehensive structure and plan of action for ensuring that a continuing professional program is available and adapted to all segments of the nursing and midwifery profession.

1.1 It sets forth the:

- i. Purpose for CNPD program and Organization of CNPD activities
- ii. Course of action & approvals to organize CNPD activities and participate in a CNPD
- iii. Other aspects regarding implementation and reporting related to CNPD

1.2 This Policy defines a CNPD program as "*any form of educational activity, conducted by the Bihar Nurses Registration Council (BNRC) or an institution for the purpose of professional development of all cadres of registered nurses and midwives as specified in this Policy.*"

1.3 Definitions

- i. **Host:** The Bihar Nursing Registration Council will be the primary host to coordinate and monitor all CNPD activities and other eligible entities as mentioned in 4.2 will be the secondary host to conduct any CNPD activity after approval from the BNRC.
- ii. **Extended scope of CNPD:** The implementation of all the other academic activities as stated in [Section 5 (II)] of the INC (Continuing Nursing Education) regulations, 2019.
- iii. **Resource persons:** The proposed resource persons will be selected based on their qualification expertise of the subject and background in the field of Nursing education.
- iv. **Target audience:**
 - **Primary audience:** Faculty of school and colleges of Nursing within and outside the state of Bihar. It can also include Nursing and midwifery students pursuing PBBSc, NPM, NPCC and MSc Nursing degree.
 - **Secondary audience:** Any nurses and midwives practicing at the health care delivery system clinical site. It can also include students pursuing ANM, GNM and BSc Nursing courses.

1.4 Activities under CNPD program

The different types of CNPD activities are as follows:

- Webinars
- Conferences (Online, Offline, Hybrid)
- Workshops
- Speaker at conference, workshop, seminar, symposium etc.
- Organizing Secretary/ Chairperson of State/ National/ International conference/ workshop/ seminar/ symposium/ scientific committee.

These following activities will require prior written approval by Bihar Nurses registration council's CNPD Committee to avail credit points and the activities are defined as follows:

i. **Workshop:**

Workshop is a structured and interactive educational activity that focuses on skill development in which a group of people from within the institute or from other institutions engage in intensive discussion and activity on a specific subject or project for a specialised purpose such as learning or acquiring a skill. The duration of such sessions varies according to the topic, ranging from one to seven days.

ii. **Hybrid workshops:**

Hybrid workshops are educational program that combine online and on-site participation and learning aid. The duration might range from 1 to 7 days.

iii. **Seminar:**

Seminar is an advanced structured group technique that is widely employed in higher education of nursing. It focuses on a certain topic/subject/theme and involves in-depth exploration and involvement allowing the group to participate in a guided manner on a theme. It might last anything for a few hours to 3 days.

iv. **Conference State or National or International:**

Nursing Conference is a formal forum for nursing students and professionals to share ideas, information, research findings, and experiences. It enables collaboration on nursing education, care, administration, and research-related topics. The state conference is held for interstate delegates and resource individuals. A national conference is held for interstate delegates and resource individuals. A national conference involves delegates and resource personnel participation from all around the country. An international conference involves the participation of inter country delegates and resource persons. The period might range from one to seven days, with a minimum of 300 to 500 attendees.

v. **Webinar:**

Webinar is an event using online modality that allow groups of participants to engage in online discussions. The duration of such sessions can vary as per the topic extending anywhere in between a few hours to 7 days.

vi. **Symposium:**

Symposiums are gatherings or conference to discuss a particular topic, specifically where a number of speakers present or engage in discussion on a given subject in front of the participants, following which the delegates can engage in the discussion by asking questions to the panelists.

2. Effect and Scope of the CNPD Policy

This Policy shall come into force on the date when it is officially notified by the Bihar Nurses registration council. All CNPD activities undertaken by BNRC or any nursing institution through the council in the state of Bihar must adhere to the terms and conditions of this policy. Any educational activity that does not adhere to the terms outlined in this policy shall not be considered as a CNPD activity.

3. Need for the CNPD Policy

The Quality Council of India grading indicated significant inadequacies in the institutes' teaching-learning procedures as well as clinical skills of the faculty and students. The quality of nursing education in Bihar needs to be improved significantly.

The state of Bihar recognizes the need for ongoing nursing education. As part of Mission Unnayan, it is recognized that a continuing nursing development program should be launched to ensure the continuous development of all nursing professionals. The CNPD program seeks to help registered nurses and midwives advance in their careers. This program will be critical in improving clinical skills, updating and promoting curriculum planning and implementation, quality teaching techniques, and research expertise and capacities for all registered nurses and midwives based on their perceived needs. This program provides support for their professional journey, ensuring the most recent knowledge, skills, and competencies connected to their sector, therefore enabling them to flourish and thus improve teaching-learning eco- system of the nursing profession.

4. Purpose for CNPD activity

The CNPD Committee will oversee and facilitate continued professional development for nursing and midwifery professionals, assuring the highest levels of care, education, and practice. The CNPD program's key goals include the following:

- To promote continuous professional development among nursing and midwifery faculty and in-service nurse midwives.
- To enhance clinical skills, teaching methodologies, research capabilities, and overall quality of nursing and midwifery education and practice.
- To foster collaboration and networking among nursing and midwifery professionals.
- To ensure renewal of registration with a maximum of 150 CNE points (obtained by attending CNPD program/ modules) every 5 years.
- To ensure that nurse midwives are equipped to meet the healthcare needs of the population efficiently.
- To enhance clinical skills and empower nurse midwives in all levels of the health care delivery system.
- To foster and encourage innovative teaching methodologies and quality pedagogical practices.

4.1 Eligible Entities

The eligible entities under Bihar Nurses Registration council which can conduct or organize a CNPD session are

- Bihar Nurses Registration council
- Any Nursing institutions recognized by the Bihar Nurses registration council.
- Bihar University of Health Sciences
- Registered professional associations/Society-State/National (e.g. Trained Nurses Association of India, Society of Midwives India (SOMI) etc.).
- Central/State Government nursing educational institutions (Nursing colleges/schools).
- Autonomous institutions/Institutions of national importance (INIs) & Integrative nursing education series (INES)
- Central/State government hospitals/training centres under Ministry of Health & Family Welfare/Armed Forces Medical Services hospitals/Railway hospitals.

- Multispecialty hospitals that run medical college or DNB program.
- Government (State/Central)/UGC recognized universities
- All nursing examination boards registered.
- Institutions in which the first batch has not been graduated can conduct Workshop / Seminar only and are not permitted to conduct Conference till the 1st Batch has been graduated.
- Any Bio-medical firms / private companies / organizations with a "Skill Lab" or "Simulation Lab" can apply for CNPD activities. The content for CNPD activity must be submitted for review by the Council experts. The final decision will be based on the consensus of the CNPD committee.
- International conferences/workshops/seminars require at least two (2) speakers from other nationalities (NOT NRIs) and a minimum of 10 Registered Nurses as delegates from other countries.

The aforementioned organizations must first receive prior approval from BNRC and CNPD Committee before organizing and conducting a CNPD activity.

4.2 CNPD Program Credit point Approval criteria

- BNRC/ Nursing Institutions/ Organizations, and agencies must apply to the CNPD coordinator by the 25th of the month, along with all the set of documents attached in the annexures to the CNPD email address.
- The CNPD committee will determine the eligibility.
- Submissions received later than 25th of the month will be considered for the following month's meeting.
- The State Nursing Council shall set criteria and guidelines for accrediting the CNPD sessions.
- The CNPD committee will scrutinize and evaluate the application using the set criteria before approving or rejecting the accreditation request.
- The accredited CNPD providers will be regularly monitored to establish compliance with standards, guidelines, program objectives, teaching techniques, target audience, duration, and expected outcomes.

- Curriculum-required workshops (conducted by students) will not be eligible for credit points.
- Workshops conducted by companies for product promotion and advertisement will not be considered CNPD program.
- All CNPD sessions will include pre and post-test questions. The number of questions will be based on the type of CNPD activity, and the time allotted for it. The decision is contingent on the consensus of the CNPD committee.
- All CNPD sessions should have a feedback mechanism (Online/ offline)

4.3 Permissible strength for different types of activities

Type of session	Permissible participant strength
Workshop	Minimum 10 - Maximum 30 participants.
Hybrid workshops	Minimum 30 - Maximum 50 participants.
Seminar	Minimum 100 - Maximum 150 participants.
Conference State or National	Minimum 300 - Maximum 500 participants.
Conference International	Minimum 300 - Maximum 500 participants.
Online workshops/ conferences	minimum 50 - maximum 1000 participants.

5. Composition of CNPD program committee

5.1 A CNPD "committee" will be constituted to review the proposal for CNPD activities from a nursing institution/ agency/ organization in Bihar.

Composition:

- The CNPD Committee will have 8 members which includes the Chairperson, Secretary, CNPD coordinator and members from different nursing specialties.
- Chairperson will be Director in Chief (Nursing)
- Secretary will be Registrar BNRC
- CNPD Coordinator will be one of the Nursing consultants, BNRC

- The committee will consist of nursing faculty and nursing supervisors with at least 5 years of full-time teaching experience and are currently employed at a college/school of nursing. In case the member is a BSc (N), she/ he should have at least 8 years or more of teaching experience and is currently employed at a college/school of Nursing.
- The team will consist of at least one of the members from the private institutes.
- The members selected will be registered nurses in good standing with the licensing body (BNRC) in the state of Bihar.
- The committee members will be nominated by the BNRC, and priority will be given based on experience, contributions, publications and conferences after due verification of the above criteria by an objective checklist (Annexure 7)
- There will be two guest members from **Jhpiego** for the first year, in addition to the 8 members and they will not have the right to vote to designate the members.
- There will be a provision for inviting external persons based on the felt need by the committee.

5.2 Appointment of the CNPD committee members:

Selection criteria:

- The first members of the CNPD committee will be selected based on the set criteria.
- The members nominated should fulfil the set criteria.
- The members will submit a letter of consent prior nomination and the same will be filed after confirmation.
- The nominated members copy of qualification and registration certificates will be collected before selection and filed after confirmation.
- Honorarium will be given to each committee member for attending monthly CNPD committee meeting and participating in organization and execution of CNPD activity hosted by BNRC after the budget has been prepared and approved by the BNRC- GB.

5.3 Subsequent selection process:

- After a three-year term, 1/3rd of the members (excluding the Chairperson, Secretary) will be replaced.
- Call of applicants for committee members will be sent out 3 months prior to the completion of the term.
- A letter of request can be sent by the interested candidates to be part of the CNPD committee.
- Interested candidates can submit their request by email/ official letter to the CNPD coordinator.
- The applications will be examined by the CNPD committee and the CNPD coordinator and based on the set of criteria (Annexure 7)
- The members will be selected based on a majority of vote by the committee.
- Selected members will replace 1/3 of the members who will exit after a 3-year term.
- At the end of every consecutive year 1/3rd of the members will be replaced, thereby the former members will be phased out gradually and replaced by new members.

5.4 Meetings:

- The committee will meet monthly (online/offline) to plan and organize nursing professional development activities.
- Quorum of the meeting must be two-thirds of the committee members for every meeting.

6. Role of CNPD committee members:

i. Role of the Chairperson (DIC Nursing):

- Approve or reject the CNPD session (virtual/workshop) based on the majority decision of committee's recommendations.
- Nominate external members as needed.
- Contribute to drafting and finalizing the CNPD calendar.
- Finalize the yearly budget for BNRC governing body approval.
- Receive feedback regarding CNPD activities from the CNPD coordinator.

ii. Role of the secretary (Registrar):

- Organize monthly meetings (virtual/ physical) with the CNPD committee.
Provide the agenda for the forthcoming meeting to the committee after discussing with the chairperson.
- Prepare and submit the budget for offline sessions (TA/DA) in consultation with the Chairperson.
- Review and approve the minutes of meeting and quarterly report of CNPD activities.
- Establish a link between the CNPD committee and the BNRC's governing body.

iii. Role of CNPD coordinator (Nursing consultant of BNRC):

- Coordinate with the CNPD committee members for organizing meetings for CNPD activities.
- Record the minutes of meeting and draft a report based on the meeting minutes.
- Facilitate collaboration between BNRC and hosting institutes/ agencies/ and organizations.
- Assist institutes/ organizations/ agencies in obtaining credit points from the CNPD committee.
- Coordinate with the resource persons.
- Report the progress of CNPD activities to BNRC quarterly.
- Prepare report (includes pre/post-test scores and participants feedback) for each CNPD session hosted by BNRC.
- Receive applications from aspiring CNPD providers by the 25th of each month and forward them to the CNPD committee.
- Communicate the CNPD committee's decision on temporary permission or rejection to aspiring providers by the 10th of each month.
- Prepare e- certificate for CNPD sessions hosted by BNRC.

iv. Role of CNPD committee members

❖ *For BNRC organized Virtual sessions/ offline sessions*

- Collaborate with the secretary to develop the CNPD calendar.

- Select a topic and resource person for every CNPD activity.
- Set and finalize a 12-month calendar.
- Review the resource person's curriculum Vitae
- Vote on the proposal's acceptance or rejection.
- Select the observer for each CNPD activity.
- Allot the credit points for each session.
- Assess feedback, pre and post test scores, and submit to the secretary.

❖ *For Workshops/Conferences initiated by Organization/ agency/ nursing institutes across Bihar*

- Review workshop applicants prior to the meeting.
- Determine whether to accept or reject the proposal for a CNPD activity.
- Decide on the observer for the CNPD activity.
- Determine the credit points for each session.
- Examine the content for all the virtual/ physical session and workshop.

v. **Role of Observer for CNPD**

- The Bihar Nurses registration Council will send a representative as a "nominated observer" to certify the attendance and participation in the CNPD program. The observer will be a registered delegate.
- The observer will carry a checklist to evaluate the CNPD program (during and after) and provide a detailed report to BNRC. (see Annexure 4).
- Observers must maintain high levels of conduct and ensure that the CNPD follows set guidelines, without falsification of attendance.
- The CNPD observer must validate the attendance and send a report to the Bihar Nurses registration Council office by 12 noon on day 1 via email/ post/ online or in person.
- The BNRC observer will close the registration of delegates once the academic session begins. The report/summary of the CNPD, along with the completed checklist and geotagged photos, should be submitted to the Council via email by 12 noon on the first day of the CNPD program.
- The institution conducting the CNPD activity will cover the observer's TA/DA expenses.

- The observer should be a professor with relevant teaching expertise in the field for the training/workshop.
- An observer is required for CNPD sessions lasting four hours or more and that have been tentatively assigned credit points.

5.3 Monitoring and evaluation of the CNPD program

- Select an observer from the pool of observers for every CNPD activity.
- Notify the CNPD organizer about the observer prior to the CNPD activity.

7. Term of Reference for CNPD committee:

i) Organize CNPD sessions

- The CNPD Committee will outline and implement a professional development curriculum for all CNPD sessions (virtual/ in-person) considering the latest evidence-based practices and requirement of nursing professionals.
- In addition, the CNPD committee will plan the CNPD program calendar, determine the frequency of the CNPD activity in addition to finalizing, approving the list of topics and scrutinizing the content for the topics in collaboration with the approved training providers.
- The applications received from colleges/institutions to organize workshop/ conference/ educational activity will be scrutinized by the CNPD committee including the draft outline of the topic and CVs of resource persons.
- Approve the workshop/ conference/ educational activity and speaker and finalize the credit points for each educational activity and topics relevant to nursing knowledge and practices.
- Select an observer for the specific CNPD from the pool of observers.
- The committee will also The CNPD committee will make sure that the CNPD program will follow the guidelines and standards set by the regulatory and professional nursing body.

ii) Finalize the budget: The budget for each category of CNPD program will be predetermined and the budget will be finalized for 3 months after approval from the BNRC-GB.

iii) Needs Assessment: Regularly analyze the educational needs to prepare equal development opportunities for all nursing professionals.

- iv) **Collaboration:** Facilitate collaboration among nursing staff, educators, and experts to improve learning outcomes.
- v) **Evaluation:** Monitor and analyze the effectiveness of professional development actions, making modifications as required.

8. Credit points

Credit points are points awarded by the Bihar Nurses Registration Council for completing specific structured learning activities over a set period of time. The Credit points will be awarded based on the hours spent for the CNPD program/ modules. The points will be decided by the BNRC as per the CNE (INC regulation 2019).

8.1 CNPD Credit Allocation

The Bihar Nurses registration Council will set criteria for allocating CNPD credits depending on the duration and content of the educational activity.

One contact hour will be equivalent to 60 minutes of instructional time. The credit points allotted will depend on the CNPD activity (Annexure 3). However, the credit points per hour will be determined by the CNPD committee based on the type of CNPD activity.

The CNPD committee will assess and approve the credit allocation for each approved CNPD activity during the initial request.

CNPD providers should clearly mention the number of allotted CNPD credits on the certificates presented to the participants upon completion of the activity, following the receipt of documentation from the observer at or before midday on the day of CNPD activity.

8.2 Rates charged for application of credit points:

The application for applying for credit points for workshops/conferences hosted by institutes/ organization/ agency will not be taxed. A complete application form shall be submitted before applying for credit points for any proposed educational activity to the CNPD committee.

8.3 Procedure to avail credit points for various CNPD activities

CNPDP focuses on an individual nurse's professional development, which is objectively measured using credit points. A nurse's professional growth can take place at both the individual and institutional levels.

(i) Institution level:

Step 1: The institution planning on conducting a CNPD activity will apply online to the BNRC.

On submission of the application, the following documents (Annexure 1) shall be enclosed as attachment in the email (registar.bnrc@gmail.com)

- Letter of request to the CNPD chairperson (on the institutional letter head)
- Declaration letter
- Proposed Agenda and list of resource persons
- Background/CV of the Resource persons
- Budget proposal
- Pre-test and post-test questionnaire.
- Certificate draft
- Filled checklist of the documents

Note: The above documents must be submitted online to the Bihar Nurses Registration Council at least one month before the conduction of the activity for CNPD credits issuance (on or before the 25th of each month, in case if 25th is a holiday, the next day will be considered for the same).

Following receipt of the above information, the CNPD coordinator will put together all applications received on or before the 25th of the month and forward them to the CNPD committee.

Step 2: The CNPD committee will have a meeting by the fifth of the month to confirm the CNPD session and award provisional credit points for it. The meeting will require a minimum quorum of two third of all members.

Step 3: After the application is approved by the CNPD committee on or before the 10th of the month, the BNRC will mail a letter to the CNPD provider institution confirming the provisionally granted credits.

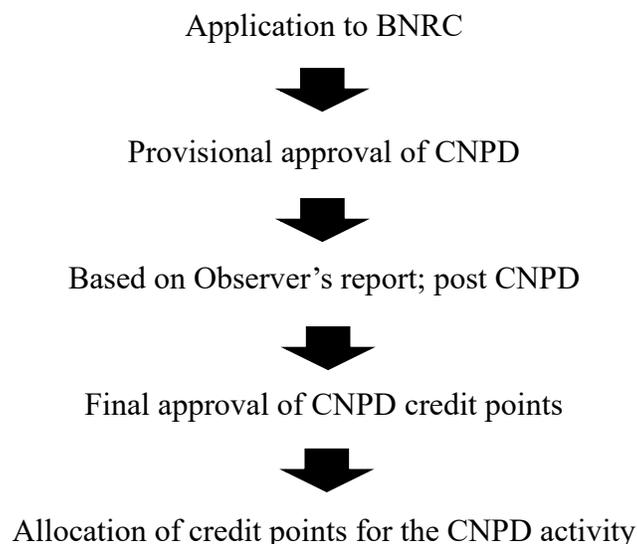
Step 4: However, credit point confirmation will be based on the observer's documentation (Annexure 4) provided to the BNRC on or before the mid-day session, confirming the quality and complying to the proposed agenda.

Points to note:

- CNPD sessions longer than 4 hours requires an observer.
- The institution will bear the observer's TA/DA costs.
- The observer will get an attendance certificate from the institution.
- To cancel or postpone a workshop/conference after provisional approval, institutions must submit a formal letter with a reasonable explanation at least one week in prior to the CNPD coordinator at registar.bnrc@gmail.com. This letter will then be forwarded to the CNPD committee.

Step 5:

Following the workshop/conference, a complete report of the workshop, gathered pre and post test results, compiled feedback, and the list of registered participants with registration numbers, as well as a video clip of the session, must be sent to the BNRC email address registar.bnrc@gmail.com.



If the same person attends the same conference twice, no credit points will be added. (For instance, some virtual CNPD sessions may be repeated twice. (If a candidate attends the same session twice, he or she will not be given credit points)

Digital CNPD credit points mechanism: (Learning management system platform)

The learning management system (LMS) is a platform that will automatically register participants on the platform and provide access to the LMS's online modules. A system will be in place to automatically generate credit points for online modules and add credit points for CNPD activities attended by the participant.

Each nursing faculty and in-service nurse will be allocated a unique ID.



After attending a registered CNPD, a certificate of participation will automatically be generated against the unique ID.



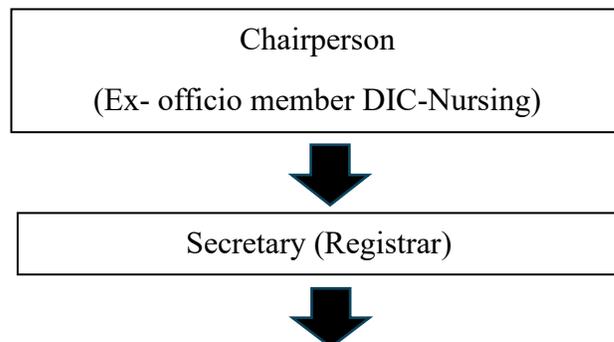
If an individual attends a CNPD activity that is not a workshop/conference/virtual session (book authorship, publication, etc.) the option of manually uploading the documents will be made available.

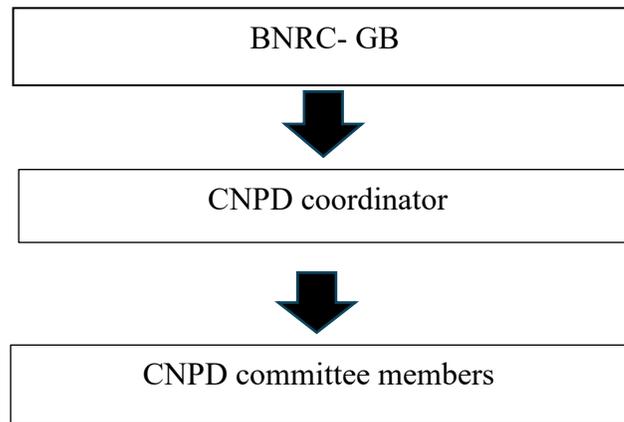


Automatic addition of credit points

9. Governance and Decision-Making

CNPD program organogram





9.1 The Governing body:

The BNRC governing body will be the finalizing authority

Functions:

- Regulate the CNPD committee and approve the budget for CNPD activity.
- Make recommendations on requests.

Terms of reference:

- The BNRC- GB will be an advisory body for the CNPD committee and meet quarterly/ as and when required necessary to review, monitor and guide CNPD program.
- The BNRC-GB will address challenges faced by the CNPD committee, approve and review the yearly budget and also approve the budget as per the need of the CNPD activity.

9.2 Decision-Making:

Decisions will be determined as per the BNRC- GB policy of approval, taking into consideration the majority votes of the members present at meetings.

9.3 Reporting:

- The CNPD Committee shall submit regular reports to the GB through the CNPD coordinator.

- The Committee will convene on the 5th of each month (or the next day in case the 5th falls as a holiday) either online or offline, after receiving the proposal for the CNPD activity on the 25th (or the next day in case the 25th falls as a holiday) of the previous month.
- Upon receiving a proposal, the CNPD committee will either seek clarification or approve/reject it with reasons by the 10th of the month.
- The Eligible Entity is responsible for resolving any queries, clarifications, or deficiencies received from the Committee within a reasonable time frame. However, the Eligible Entity and Committee shall not withhold the proposal indefinitely and shall make every effort to dispose of it within 30 working days of receipt.

The Committee will refer the following principles when evaluating the proposal:

- i. The proposed CNPD activity has an appropriate rationale.
- ii. It aligns with the program's goal.
- iii. The organization is eligible to perform a CNPD activity.
- iv. Documents submitted are complete
- v. Timely submissions of documents.
- vi. The eligible entity must have a sufficient budget for the CNPD activity.
- vii. If financial support is required from the BNRC for a CNPD activity, a detailed budget must be submitted to the CNPD committee and approved by the GB.

BNRC will host and manage the CNPD sessions, in case the BNRC nominates any Nursing institution in Bihar which is eligible to host the CNPD session on behalf of the BNRC.

The budget proposed for the hosting institute as a remuneration/ fee/ stipend/ honorarium will be

- A total value of Rs. 15,000/ day for hosting an offline CNPD session for the BNRC.
- A total value of Rs. 10,000/ day for hosting an online CNPD session for the BNRC.

Point to note:

- Institutions can host workshops, conferences, and seminars on their own initiative. This applies solely to the institutions that volunteer to host online/offline CNPD sessions at the request of the BNRC.
- The amount listed above does not include the resource person's remuneration.

- BNRC will pay TA+DA and the remuneration of the resource persons for offline sessions organized by the BNRC.
- In case the actual expense exceeds the proposed budget amount, the actual receipts with the approved budget will be submitted and reimbursement will be claimed for the actual expense from the BNRC.

The Committee's decision on approval or rejection shall be final and binding on the eligible entity.

10. Payments and finance

The income generated from the CNPD sessions, and its utilization shall be at the discretion of the BNRC. A separate account will be created solely for this purpose.

10.1 Offline workshops/conferences:

Participation fees for workshops/conferences should be reasonable and this will be determined by the majority votes of the CNPD Committee.

10.2 Virtual sessions/Offline sessions organized by BNRC

The registration fee for virtual sessions will be determined by the CNPD Committee. The sum will be collected after consultation with the CNPD committee and sent to the BNRC. In case an institute/ organization/ agency hosts the CNPD session, the sum will be collected by the hosting institute/ organization/ agency. The utilization of the fund will be determined by the CNPD committee. If the BNRC requests an institute/ agency/ organization to host the CNPD session a budget can be prepared and reimbursement on the actual expenses can be obtained from the BNRC.

10.3 Workshops/Conferences:

The fee will be determined by the organizers of the workshops and conferences. The BNRC will charge a minimal fee for applying credit points for workshops and conferences, as determined by the CNPD committee.

10.4 Funding and Resources

Each faculty member is responsible to pay individually for the session. Institutions are encouraged to establish internal budgets and provide support to registered nurses and midwives.

10.5 Remuneration for resource persons (online/offline) for CNPD sessions organized by BNRC:

- The remuneration for the resource persons may vary as per the category listed below:
More than 20 years of experience – Level 1
10-20 years of experience – Level 2
Less than 10 years – Level 3
- The Remuneration for the resource person can be determined by the CNPD committee.
- If the offline session is organized by BNRC, the TA+DA of the resource persons will be given by BNRC.

11. Monitoring and Reporting related to CNPD program

11.1 Ensuring effectiveness of process

The CNPD committee will monitor the development of the CNPD programs, review the pre-test, post-test scores, and participant feedback once every four months, and provide a report for the same to the GB committee.

The CNPD will assign an observer to evaluate each workshop, conference, and virtual sessions.

The CNPD committee shall submit a quarterly report to the ACS (when asked for), GB-headed by the Director In charge (Nursing), Department of Health Government of Bihar, Secretary (Registrar BNRC) by the CNPD coordinator, which shall include the following:

- i. Provide a summary of efforts, interventions, and activities, as well as a cumulative narrative since inception.
- ii. Status of interim, partial, and complete outputs, outcomes, and results in the last quarter, as well as a cumulative summary since initiation.

- iii. Financial status and receipts.
- iv. Any other aspects that need attention.

The GB led by the Director In charge (Nursing) Government of Bihar and Secretary (Registrar BNRC) will review the progress of the CNPD program and activities at the appropriate level based on the quarterly report submitted by the eligible entity, in accordance with section 9.1 of this Policy ("Reviewing Authority").

If the reviewing authority at any stage based on the facts and evidence during the review determines that the CNPD activity conducted by the hosting institution has not achieved the desired outcomes. The facts and evidence will be documented, and the reviewing authority can withdraw any further financial disbursement. The Eligible Entity shall be given an opportunity to present its case before the final decision of Reviewing Authority.

The Bihar Nurses Registration Council will conduct periodic audits and reviews of CNPD providers for adherence and compliance with accreditation standards.

10. Violation of CNPD approval provided by the CNPD committee:

- a. The Bihar Nurses registration council, Department of Health, Government of Bihar on its own motion may conduct an inquiry, including physical inspection of documents, of the CNPD committee and revoke its approval if it is found to be in violation of policy, while issuing such directions, the department of Health, Government of Bihar will ensure that the activities that were provided approval by the CNPD committee, are permitted to conduct the CNPD activity.
- b. If the CNPD committee on enquiry is found to have violated the Policy, the Bihar Nurses registration council, Government of Bihar, shall take appropriate action, including notifying on its website and disseminating through media that the educational activities offered or conducted by the said CNPD committee are in violation of the Policy.
- c. If an institution that has received approval for CNPD activity or the selected observer violates the policy, such as issuing certificate to someone who has not attended/ completed the CNPD

program, the issuing recognized Government / Private Nursing Institutions / Universities / Private Agencies / Biomedical Companies will receive a written warning and a written explanation from the defaulting institution has to be submitted. If such a situation occurs again, the institute/ organization/ agency will be blacklisted for at least two years and debarred from conducting CNPD programs.

(If the sessions do not follow the agenda and the quality of the CNPD is poor according to the observer, the BNRC will issue a formal warning to the institution, and credit points will not be issued as provisionally approved. If the same mistake is made by the same institution more than twice, it will be barred for at least two-year term)

- d. If an institution advertises issuing of certificate, diploma, or degree program or provides credit points under CNPD activity without approval as per the CNPD policy, the Bihar Nurse registration council, department of Health, Government of Bihar will conduct a preliminary inquiry and report any evidence of fraud to the appropriate Central and State agencies along with the evidence for initiating penal action.

11. Equivalence formula:

Apart from Bihar, any other State/ Country Conferences/Workshops/paper presentations

- A maximum of 8 credit hours shall be given for National/International Conferences approved by the state nursing council.
- A maximum of 4 credit hours will be given for invited resource persons for a conference, seminar, or workshop approved by the relevant state nursing council.
- Nurses registered with BNRC and working abroad can earn CNE Credit Hours by attending BNRC-approved online modules.
- NAAC-accredited nursing institutions and constituent nursing colleges of UGC-recognized universities offering CNE programs at the state, national, and international levels will be awarded additional credit hours.
- 2 credit hours per day for State Conference
- 4 credit hours per day for National Conference

- 6 credit hours per day for International Conference
- If a nurse is transferring from one state nursing council to the other, along with the NOC from the nursing council from which the transfer has been initiated should also provide a letter of the accrued credit points till date, if this has not been mentioned, the registered nurse will have to forfeit the credit points accrued in that state.
- If a nurse is transferring from one state nursing council to another, they must provide a letter detailing their accrued credit points till date along with the NOC and failure to do so will result in forfeiture of those points.

12. Miscellaneous

12.1 The CNPD committee must approve the branding of the flyers/PPT, and a standard template should be followed.

12.2 The committee members may propose revisions to these bylaws, which would require two-thirds vote.

12.3 In the case of dissolution, any residual fund will be used for nursing professional development reasons as defined by the steering committee.

12.4 Grievance redressal

- If any grievance is encountered by the applicant institution or participants, a written complaint or email can be written to the CNPD coordinator.
- If an institution's or individual's application is rejected, the CNPD committee will provide an official notification explaining the reason for rejection. Applicants can address the committee's issues and apply again for credit points.
- If the credit points awarded is less, the CNPD committee will provide a credible explanation for the same.
- If the selected observer fails to attend the workshop or engages in misconduct, the organizing institution should file a formal complaint within 24 hours. The CNPD committee will conduct a formal inquiry into the matter.

- Ideally, there should be no major changes to the provisionally agreed agenda. If there is a change, it should be communicated to the CNPD committee as soon as possible and at least one week before the scheduled date. If not, there may be issues with the final approval of credit points, according to the observer's report.
- Report any IT glitches such as document upload issues, or lack of communication from the CNPD committee due to spam emails or mailer daemon to the CNPD coordinator via official communication.
- A written communication to the CNPD coordinator via email can be sent if there is improper/ unprofessional contact/ no response from the observer or CNPD committee members.
- If there is no formal communication from the CNPD secretary by the 10th of the following month, a formal complaint can be sent to the CNPD coordinator via email.
- If an individual submits a certificate or original document for credit point updates and the same has been missed by the CNPD committee, a written complaint can be filed within 24 hours to the committee.

12.5 Publicity:

- The BNRC will share the details of the virtual session through brochures and social media platforms.
- The BNRC will share the details for virtual or educational sessions on their website. All approved workshops, including credit point details, will be available on the website for participant to verify and attend the session.
- The results of pre- and post-tests, percentage of participants in all sessions, as well as the details of each session, must be documented and filed in the BNRC.

12.6 Liability:

- BNRC will not be responsible for any losses caused by the actions or negligence of persons performing tasks in the institute conducting CNPD activity on behalf of BNRC.
- The BNRC is not responsible for the safety of the resource persons in offline workshops.

12.6 Conflict of interest:

- If a CNPD core committee member's institution is an applicant for credit points, the committee member from that institution will not be engaged in the decision or approval of the credit points for the CNPD activity.

12.9 Confidentiality:

The CV and personal information of the resource person will be kept strictly confidential. The learning materials obtained from resource persons must not be distributed for classroom instruction. However, the same will be published into the LMS platform for recurrent learning.

12.10 Amendments

BNRC may revise the CNPD program's policies and procedures every six months or at any time.

Any amendment to the original policy of CNPD conduct shall be accepted only after the approval of the CNPD committee and will then be passed in the BNRC- GB.

12.11 Review and Revision of CNPD

This CNPD policy will be reviewed and modified on a regular basis to maintain its effectiveness and alignment with the national guidelines as well as the goals and objectives of the Bihar nursing registration council. The feedback from faculty members, department heads, and relevant stakeholders will be taken into consideration during the review process.

13. Disclaimer

This Policy is intended to provide a legitimate framework for Nursing Colleges operated by the Bihar Nurses registration council, Government of Bihar through the Department of Health Bihar for CNPD in order to improve educational quality in the disciplines of nursing. It does not exempt institutions who enter into CNPD hosting from performing the necessary due diligence on each other's enterprises and competencies.

This Policy makes no claim to be complete and may contain omissions or inconsistencies. The Bihar Nurses registration council hereby disclaims any express or implied warranty regarding the quality, accuracy, timeliness, completeness, performance, fitness for a particular purpose of the Policy or any of its contents, including (but not limited to) any financial arrangement contained within the Policy. The BNRC will not be liable for any damages (including, without limitation, damages for loss of business projects or loss of profits) arising in the CNPD program from any other contract, tort, or otherwise from the use of or inability to use the Policy or any of its contents, or from any action taken (or refrained from being taken) as a result of using the Policy or any of its contents.

Annexures:

Annexure 1

Documents to be submitted for the request of conduct of a CNPD

Section A: Letter of request to the chairperson (Formal letter on the institutional letter head)

Section B: Declaration letter

Section C: Proposed Agenda and list of resource persons

Section D: Background/CV of the Resource persons

Section E: Budget proposal

Section F: Pre-test and post-test questionnaire.

Section G: Certificate draft

Section H: Feedback form

Section I: Filled checklist of the documents

SECTION B

This is to state that ,we from the.....,
would like to conduct a CNPD session on the topic
.....at.....
.....on to

The details furnished are true to my knowledge.

We further acknowledge that the final credit points will be approved only when the observer's report, and that any form of noncompliance with the agenda or a lack of quality will disqualify the provisionally approved credits.

Signature of organizing secretary:

Name of organizing secretary:

Date:

Signature of institutional head

Name of institutional head:

Institutional seal:

Section I: Checklist for request of CNPD credit points

Document	Yes	No
Letter of request for conduction of CNPD		
Declaration letter		
Agenda of the CNPD including timeline/tea-breaks and lunch breaks		
List of resource persons for the CNPD		
CV of resource persons		
Pre-test and post-test questionnaire		
Budget proposal		
Feedback form		
Certificate draft on paper		

Annexure 2:

Evaluation criteria for CNPD program (to be used by the observer)

Criteria	Yes	No	NA
Completeness of all mandatory documents			
Proven knowledge and expertise in subject area of resource person			
Minimum number of participants as per the CNPD type is met.			
Demonstration of resources -Budget proposal			
Time allotted for each session is reasonable			
If skill component has been taught, is there an OSCE/OSPE for post training evaluation (if applicable for the session)			
Valid Pre-test and post-test questionnaire.			
All practical sessions should be evaluated by an OSCE/OSPE (if considered).			
Previous CNPD conducted by the same organization of demonstrable quality.			

Annexure 3:

Guidelines for credits points and hours (Are awarded depending on the quality of scientific content and speaker/resource people as recognized provisionally by the CNPD committee and finally based on the observer's report)

Academic activity:

S. No.	Academic activity	INC guidelines
1.	Participation in conference/workshop/seminar/symposium (Offline) (Source: TNNMC)	E.g.: 1-hour session (Theory)= 1 credit hour. 1-hour session (Practical)= 2 credit hours 1 day (8 hours) = 8 credits <ul style="list-style-type: none">• 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
2.	Participation in conference/seminar/symposium (Online) Minimum 8 hours at least	1 credit = 4 hours
3.	Virtual session series organized by BNRC	

Note: CNPD programs organized by M.Sc. (Nursing) students as an educational requirement shall not be considered for CNPD credit hours.

Annexure 4:
Observer checklist

Name of the program:

Name of the organization:

Organizing chairperson:

Organizing secretary:

Date:

Total number of participants:

Criteria	Yes	No	NA
All the registered participants are present on the day of CNPD activity			
Details of the delegates are documented			
Registration is closed before 11 am.			
Adherence to the agenda submitted on proposal			
Adherence to the resource persons mentioned on initial agenda			
Good quality of content delivered; speakers well versed in the content			
Good engagement of participants			
Had at least a minimum of 25 % participants from other institutions			
Adequate time allotted for each session			
Good time management			
Practical sessions included (if applicable)			
Pre-test and Post test administered and scored			
Feedback from participants taken			
Certificates duly signed by the authority & credit points are mentioned and provided to the participants.			
Attendance certificates are duly authenticated			

Annexure 5

To,

The Principal,

CON.....,

.....,

Subject: Regarding CNPD credit hours

Respected Sir/Madam,

In response to the communication as per the letter no....., dated; we would like to inform you that your request for credit points for the has been provisionally accepted.

The same will be confirmed after the detailed documentation of the nominated observer.

Warm regards,

Annexure 6

To,

The Principal,

CON.....,

.....,

Subject: Regarding CNPD credit hours

Respected Sir/Madam,

In response to the communication as per the letter no....., dated; we would like to inform you that your request for credit points for the has been confirmed on receipt of the documents from the nominated observer and credit points have been allotted for days.

Warm regards,

Annexure 7

Selection criteria for CNPD committee members

<u>Criteria</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Experience	<u>5-7 years</u>	<u>7.1- 10 years</u>	<u>10.1- 13 years</u>	<u>13.1- 16 years</u>	<u>>16 years</u>
Contributions <u>Academic</u> <u>Clinical</u> <u>Society</u> <u>Research</u> <u>Institution</u>	Normative rating in comparison with the other competitors				
Publications <u>Only UGC,</u> <u>Pubmed,</u> <u>SCOPUS will</u> <u>be considered</u>	<u>Upto 3</u>	<u>Upto 5</u>	<u>Upto 10</u>	<u>Upto 15</u>	<u>More than 15</u>
Resource person for Conferences <u>National/</u> <u>International</u>	<u>Upto 5</u>	<u>Upto 10</u>	<u>Upto 15</u>	<u>Upto 20</u>	<u>More than 20</u>
Educational Qualification Masters Phd Short term and long-term courses	Normative rating in comparison with the other competitors				
Council members /Part of NABH/NAAC, National Programs /Government initiatives	Normative rating in comparison with the other competitors				