

*Unofficial Translation*

**KINGDOM OF CAMBODIA**  
**NATION RELIGION KING**



**CAMBODIAN MIDWIVES COUNCIL**

**Guidelines for**  
**Continuing Professional Development**  
**for Midwives**

**February 2021**

**Technical and Financial Support**



with

**giz**

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## PREFACE

The Continuing Professional Development (CPD) of Cambodian Midwives Council (CMC) was established to support the regulation law of Health Professional Management to prevent health, safety of Cambodian people and ensured the competencies of healthcare workers.

The aim of this document is to provide the instruction to the health professions especially midwives professional the guideline of how to earn the CPD credit points from their continuing professional training courses to request for initial license, renewal license as well as to the development partners who recognized as the CPD provider license for them to prepare a relevant document and request CPD credit points from CMC.

This regulation guidebook for CPD has successful developed based on the effort and contribution from our Technical Working Group (TWG) of CMC under the led and facilitated by the Health Professions Coordination Committee and the financial support from GIZ and B. Braun and Technical Support from GIZ, B. Braun and USAID-EQHA/FHI360.

The CMC is proud and believed that this CPD guidebook will provides a relevant step and guide to all midwives professional, also all the CPD provider license development partners to working a line and supporting all activities related to healthcare workers career development that ensured the health services will be delivered safely, quality, and effectively.

President Cambodian Midwives Council



**Hem Navy**



## ACKNOWLEDGEMENT

On behalf of the Cambodian Midwives Council, I would like to express my deepest gratitude to **H.E Professor Mam Bunheng**, Minister of Health, for his support of Continuing Professional Development (CPD) for Midwives development and to **H.E. Prof. Thir Kruey**, Secretary of State, Ministry of health and a Chairman of the Health Professions Coordination Committee for his coordination, consultant and technical support to develop this document.

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The CMC would like to be recognized and sincerely thanks to H.E Professors, Excellency, Lok Chum Teav, Madame and Sirs have list down below:

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# KINGDOM OF CAMBODIA

NATION RELIGION KING



## CAMBODIAN MIDWIVES COUNCIL

### DECISION

on

### **Minimum Standard for Continuing Professional Development for midwifery practitioners**

**January 02, 2020**

**Cambodian Midwives Council**

- Having seen the Constitution of the Kingdom of Cambodia.
- Having seen the Royal Decree (Ref/0918/925) dated September 06, 2018 on the appointment of the Royal Government of Cambodia.
- Having seen the Royal Kram (Ref/0196/06) dated January 24, 1996 promulgating the law on the establishment of Ministry of Health.
- The Royal Kram No. NS/RKT/1100/10 dated November 30, 2000 promulgating the Law on the Management of Private Medical Professional, Para Clinic Professional and Medical Assistant Professional.
- Having seen the Royal Kram (Ref/1116/014) dated November 19, 2016 promulgating the law on Regulation of Health Practitioners.
- Having seen the Royal Decree No. NS/RKT/0906/389 dated September 18, 2006 on the establishment of the Cambodian Midwives Council.
- Having seen the Sub-Decree (Ref/67) dated on October 22, 1997 on the organization and functioning of the Ministry of Health.
- Having seen the Sub-Decree (Ref 24) dated January 18, 2013 on the Code of Ethics for Midwives.
- Having seen the Decision (Ref/76) dated January 20, 2017 on the appointment of the Coordinating Committee of Health Profession Councils.
- Having considered as necessary for the Cambodian Midwives Council





## DECIDES

### Chapter 1

#### General Provision

##### Clause 1

The decision is aimed at regulating and implementing the Law on *Regulation of Health Practitioners* by setting the minimum Standard for Continuing Professional Development [for midwives] to apply for and renew their license to practice.

##### Clause 2

*The Scope and Standards of Continuing Professional Development* applies to midwifery practitioners both public and private sectors, organizations and health development partners whether they work for profit or not for profit.

This *Standard for Continuing Professional Development* does not apply to the midwifery professional who is not practicing their profession.

##### Clause 3

To meet the Council's Standard for CPD, national licensed midwifery practitioners must complete a minimum of 60 (sixty) points of CPD activities every CPD cycle.

Foreign midwifery practitioners must complete a minimum of 20 (twenty) points of CPD activities in a 1 (one) year CPD cycle.

##### Clause 4

When a person has a license to practice with more than one [Council], that person will be required to complete the required amount of CPD activities for each of the health professional Councils.

Where the CPD activities are relevant to more than one profession, the health practitioner may count those activities as evidence for each Council's CPD points.

##### Clause 5:

The key terminologies used in this Decision consist of following definitions:

**Continuing Professional Development** refers to a long-life process of learning aimed at maintaining and enhancing the performance of a health practitioners through broadening of their knowledge (research; skills and professional competence) for the necessary personal development for each health profession practice.

**Practice** in this context refers to any role, in which the individual uses their skills and knowledge as a health practitioner in their profession.

Practice is not restricted to the provision of direct clinical care with clients. It also includes working in management, administration, education/training, research, advisory, regulatory or policy development roles, and any other roles that impact on the safe, effective delivery of services by the profession whether for profit or not profit.

**Health professional** refers to a Physician / Dentist / Midwife / Nurse or Dental Nurse / Pharmacist who is registered with relevant health professional Council.

**Health practitioner** refers to a health professional who holds a health practitioner license.

**Cambodian Midwives Council Recognized CPD Training Provider** is an institution or partner as a physical entity or legal entity recognized by the Council as meeting the required standard for delivery of quality CPD activities to midwifery practitioners. A Cambodian Midwives Council Recognized CPD Training Provider may offer profession-specific or interprofessional CPD activities or both.





## Chapter 2

### Mission

#### Clause 6

New graduates within a 3 (three) years' timeframe from the date of successful completion of their academic qualification are not required to meet this Standard for CPD when they first apply for registration and license to practice.

#### Clause 7

All midwifery practitioners in the health sector shall apply for renewal of their midwifery license to practice at least 3 (three) months before the license expires. When applying to renew a license to practice, the midwifery practitioner will be required to make a declaration and provide documentary evidence that she has complied with the minimum Standard for CPD.

In the event, that the midwifery practitioner does not complete the required CPD points, the Cambodian Midwives Council will not renew her license to practice.

#### Clause 8

All midwifery practitioners are required to maintain records of their CPD activities for a minimum of 3 (three) years.

#### Clause 9

The Cambodian Midwives Council will maintain records of midwifery practitioners' [CPD activities] that are reviewed for renewal of license to practice or during any compliance audit; the list of Recognized CPD Providers and Cambodian Midwives Council approved programs or courses.

#### Clause 10

Compliance with the Standard for CPD may be audited by the Cambodian Midwives Council at any time or when a complaint is received about the [midwifery practitioner's] fitness to midwifery practice or professional misconduct.

#### Clause 11

The Cambodian Midwives Council will determine specific criteria and processes for local and international CPD Training Providers to apply to be a Recognized CPD Training Provider and the allocation of CPD points for CPD activities for midwives.

#### Clause 12

In the event, that a midwifery practitioner does not meet the *Minimum Standard for Continuing Professional Development*, this person may be considered not to be fit to practice as a midwifery practitioner.

#### Clause 13

The Cambodian Midwives Council may impose one or more sanctions in accordance with Article 15 of the Law on *Regulation of Health Practitioners* when a midwifery practitioner fails to meet the Minimum Standard for Continuing Professional Development.

#### Clause 14

- The Cambodian Midwives Council is responsible for the development of the:
- Guidelines for Continuing Professional Development for midwives in health sector;
  - Guidelines for CPD Training Providers;
  - Fact Sheet for [midwives in health sector].

Continuing Professional Development is a part of the 3 (three) years renewal of a midwifery practitioner in health sector's license to practice.





**Chapter 3**  
**Final Provision**

**Clause 15**

Any other decision contrary to this decision shall be abrogated.  
This decision comes into force on the date of signing.

Phnom Penh, January 02, 2020

On behalf of the Cambodian Midwives Council

President



**Hem Navy**

**Send to**

- Coordinating Committee of Health Profession Councils
- Midwifery Regional, Municipal and Provincial Councils of Cambodia
- National Hospitals, National Center
- Phnom Penh Health Municipal and Provincial Health Departments
- Faculties of all public & private universities
- Health Profession Association of Cambodia
- Chronicle

**Kingdom of Cambodia**

**Nation Religion King**



# **CAMBODIAN MIDWIVES COUNCIL**

## **Guidelines for Continuing Professional Development for Midwives**

**02 January 2020**





## Introduction

In accordance with the Law on *Regulation of Health Practitioners*, the Cambodian Midwives Council has a role to develop a range of regulatory functions that establish the requirements for midwifery professionals and midwifery practitioners in the health sector to deliver safe services. These include:

- registration of all midwifery professionals in the health sector;
- issuing an initial license to practice to those registered midwives;
- ensuring that all registered and licensed midwifery practitioners meet the minimum requirements to regularly renew their license to practice;
- regulating the professional practice of midwifery professionals and midwifery practitioners through the development of Cambodian Midwives Council's Codes, Decisions, Standards, Guidelines and norms for midwifery profession to practice in the health sector;
- investigating complaints relating to a midwifery practitioner's fitness to practice; competence, performance [or professional misconduct] to impose the appropriate disciplinary or/and protective actions.

These guidelines supplement the Cambodian Midwives Council's *Minimum Standard for Continuing Professional Development* (CPD) and provide further information about the Cambodian Midwives Council's minimum CPD requirements for a 3 (three) year [CPD Cycle].

The guidelines explain how each midwifery practitioner in health sector can meet these requirements to ensure her CPD is relevant to her profession and improves knowledge and competence in order to provide, ethical, normative, legal, safe and effective health services to patients or clients.

### 1. Applying the CPD Guidelines for midwives

These guidelines apply to all midwives who hold a midwifery license to practice in the health sector. Each midwifery practitioner will understand and be able to apply these guidelines in accordance with the Cambodian Midwives Council's *Standard for Continuing Professional Development*.

### 2. Midwifery Practitioner's Obligations

The midwifery practitioner has to complete CPD activities to meet the Cambodian Midwives Council's *Standard for Continuing Professional Development* over each 3 (three) years timeframe. These CPD activities need to be relevant to the midwifery profession, individual's learning needs and be completed prior to the renewal of her license to practice.

### 3. CPD Cycle, CPD Points and Hours of Active Learning

Each midwife's CPD cycle commences from the date each midwifery license to practice is issued by the Cambodian Midwives Council until the date the license to practice expires.

Each foreign midwifery practitioner in the health sector will be required to complete a minimum of 20 (twenty) points in a 1 (one) year CPD cycle.

Each national midwifery practitioner in the health sector will be required to complete a total of 60 (sixty) points of CPD during a 3 (three) years CPD cycle.

For each year of the CPD cycle, the national midwifery practitioner must acquire a minimum of 15 (fifteen) CPD points up to a maximum of 30 (thirty) CPD points per year in the 3 (three) years CPD cycle.





One CPD point is equivalent to 1 (one) hour of active learning. This means 60 (sixty) points of CPD per 3 (three) years cycle is equivalent to 60 (sixty) CPD hours of active learning.

The excess of the total CPD points required in a CPD cycle cannot be transferred towards the next CPD cycle.

#### 4. Types of CPD activities and Allocation of CPD Points

The Cambodian Midwives Council requires each midwifery practitioner to engage in a variety of CPD activities that are: (1) relevant to their current and future professional practice and (2) meet their identified learning needs. These CPD activities are expected to extend beyond your existing professional role and not form part of your daily work requirements.

Midwives need to ensure their CPD activities enable them to maintain the 7 (seven) core competencies for midwifery practice.

A wide range of CPD activities recognized by the Cambodian Midwives Council are listed in the table below as a guide. The CPD points for each CPD activity are based upon the actual number of hours the midwifery practitioner in health sector is actively engaged in the learning activity. The time allocated for activities such as registration; meal breaks; speeches and ceremonial events is not considered as active learning and cannot be counted towards CPD points. For example, a one day or 8 (eight) hours workshop may include 2 (two) hours of meal and refreshment breaks and 1 (one) hour of speeches resulting in only 5 (five) hours of active learning. This means the total number of CPD points for this workshop would be 5 (five) points.

Some CPD activities listed in the table below include a maximum number of CPD points allocated irrespective of the total number of hours of active learning. For example, a 4 (four) day training workshop may result in a total of 24 (twenty four) hours of active learning that would be equivalent to 24 (twenty four) points of CPD. However, the maximum number of CPD points for a training workshop or seminar with a duration of 1 day and  $\leq 2$  weeks is 15 (fifteen) CPD points. This 4 (four) day training workshop would therefore be allocated the maximum number of 15 (fifteen) CPD points.

When a formal assessment (Post-Test) is included in a CPD activity and evidence of successful completion can be provided, an additional 2 (two) CPD points may be added to the total number of allocated CPD points.

**Table 1: CPD Activities & Allocation of CPD Points**

#	CPD Activities	Number of CPD Point [1 CPD Point = 1 Hour of Active Learning]	Maximum number of CPD Points
1	Case study group discussion/Colloquy participant	1 CPD Point for each hour of active learning	Actual CPD Points
2	Self-directed study* - reading journal articles in reputable health-related journals; or on-line health publications; or viewing health related webinars or videos)  <i>*Requires written evidence</i>	1 CPD Point for each hour of active learning	Actual CPD Points up to a maximum of 10 CPD Points
3	Training Workshop or Seminar for duration of 1 day - 2 weeks	1 CPD Point for each hour of active learning up to a maximum of 15 hours	Actual CPD Points up to a maximum of 15 CPD Points





#	CPD Activities	Number of CPD Point [1 CPD Point = 1 Hour of Active Learning]	Maximum number of CPD Points
4	Successful completion of a short course with a duration > 2 weeks to 3 months	1 CPD Point for each hour of active learning up to a maximum of 25 hours	Actual CPD Points up to a maximum of 25 CPD Points
5	Successful completion of a short course with a duration of > 3 months to 6 months	1 CPD Point for each hour of active learning up to a maximum of 35 hours	Actual CPD Points up to a maximum of 35 CPD Points
6	Successful completion of a short course with a duration of > 6 to 12 months	1 CPD Point for each hour of active learning up to a maximum of 45 hours	Actual CPD Points up to a maximum of 45 CPD Points
7	Attended workplace education; in-service session or skills development program	1 CPD Point for each hour of active learning	Actual CPD Points
8	Attended a National Conference in Cambodia	1 CPD Point for each hour of active learning	Actual CPD Points
9	Attended an International conference, congress or convention	1 CPD Point for each hour of active learning up to a maximum of 20 hours	Actual CPD Points up to a maximum of 20 CPD Points
10	Research and preparation for first presentation of a teaching session or presentation at a national or International conference to a cohort of participants (cannot be part of a person's regular teaching role)	1 CPD Point for each hour of research and preparation for presentation up to a maximum of 10 hours	Actual CPD Points to a maximum of 10 CPD Points
11	Participation as a team member in health-related research or project work	1 CPD Point for each hour of active learning up to a maximum of 10 hours	Actual CPD Points up to a maximum of 10 CPD Points
12	Participation as a team member in the development of health policies, protocols and guidelines	1 CPD Point for each hour of active learning up to a maximum of 10 hours	Actual CPD Points up to a maximum of 10 CPD Points
13	Additional research and preparation to improve role as a preceptor, mentor or coach to students with a well-documented training plan	1 CPD Point for each hour of active learning up to a maximum of 10 hours	Actual CPD Points up to a maximum of 10 CPD Points
14	Review and comment on professional or health related educational material: journal article; book chapter or research paper	1 CPD Point for each hour of active learning up to a maximum of 15 hours	Actual CPD Points up to a maximum of 15 CPD Points
15	Publish a professional or health related paper or report as co-author	1 CPD Point for each hour of active learning up to a maximum of 15 hours	Actual CPD Points up to a maximum of 15 CPD Points
16	Written a research paper, book chapter or report as first author and submitting for publication	1 CPD Point for each hour of active learning up to a maximum of 20 hours	Actual CPD Points up to a maximum of 20 CPD Points
17	Publish a paper, book chapter or report as first author	1 CPD Point for each hour of active learning up to a maximum of 20 hours	Actual CPD Points up to a maximum of 20 CPD Points





#	CPD Activities	Number of CPD Point [1 CPD Point = 1 Hour of Active Learning]	Maximum number of CPD Points
18	Conduct research as principal investigator	1 CPD Point for each hour of active learning up to a maximum of 25 hours	Actual CPD Points up to a maximum of 25 CPD Points
19	Conduct a project as principal coordinator	1 CPD Point for each hour of active learning up to a maximum of 25 hours	Actual CPD Points up to a maximum of 25 CPD Points
20	Undertake relevant post-graduate studies locally or internationally that award a formal qualification such as an Associate Degree; Bachelor Degree; Graduate Diploma; Master Degree or PhD in midwifery	1 CPD Point for each hour of active learning up to a maximum of 60 hours	Actual CPD Points up to a maximum of 60 CPD Points

### Providing CPD Activities and CPD Points

CPD activities will predominantly be via:

- Face to face or self-directed learning;
- Online training courses and group training using video presentation.

For CPD activities that are delivered online, documented proof of the activities for which the participant participated (certificate of completion and the assessment) need to be provided.

International online CPD activities may be recognized by the Cambodian Council of Midwives where they have been conducted by a reputable CPD Training Provider (formally recognized) and include a documented assessment.

The Cambodian Midwives Council will develop over time a list of recognized local and international online CPD activities.

The number of CPD points for an on-line CPD activity is based on the number of hours specified by the CPD Training Provider. This number of CPD points may be doubled for those health practitioners who are Cambodian nationals and when the on-line CPD activity is in English or French.

An additional 2 CPD points may be added for successful completion of an assessment and when documentary evidence is provided to the {Cambodian Midwives} Council. For example, completion of a two hour on -line course in English doubles to four hours or 4 CPD points and with successful completion of the assessment adds an extra 2 CPD points to make a total of 6 CPD points.

### Inter-professional CPD Activities

Inter-professional CPD activities are those target two or more regulated health professions and include areas such as:

- Leadership and Management
- Communicable Diseases
- Non communicable Diseases





- Health related Research
- Reproductive Health
- Maternal and Child Health
- Information and Communication Technology (ICT)
- Occupational Safety and Health
- Disaster Management
- Medical Waste Management
- Health Service Quality Management
- Teaching and Learning

The allocation of CPD points for each Inter-professional CPD activity in the list above will only receive half of the CPD points should the activity not meet the 7 (seven) core competencies of the midwifery profession.

#### **5. Mandatory CPD activities as specified by the Cambodian Midwives Council**

The Cambodian Midwives Council may specify CPD activities that are mandatory should they be considered in the public interest and aimed at ensuring quality and safety for patients, clients and the community.

The Cambodian Midwives Council will publish specified mandatory CPD requirements on the website and in other media to notify all relevant [midwifery] practitioners.

#### **6. Additional requirements where the midwifery practitioner has a condition on their license to practice to complete CPD activities**

Should the midwifery practitioners have a condition on her license to practice to complete a specified amount of CPD activities, the Cambodian Midwives Council will require them to undertake this CPD in addition to the requirement of 60 (sixty) CPD points over the 3 (three) year CPD cycle.

#### **7. Choosing Relevant CPD Activities**

All CPD activities will require specific supporting documentation from the midwifery practitioner that clearly identifies:

- (1) The purpose of this activity;
- (2) The individual's learning needs and personal CPD plan;
- (3) The activities the individual participated;
- (4) Date(s) and hours of active learning;
- (5) A brief summary of the learning outcomes.

The CPD activities that involve course work, which is one day duration or more, they must have documentation demonstrates clear aims and objectives with expert developers, facilitators, or/and presenters, include an assessment that helps to demonstrate of new knowledge and skills into their professional practice.

The Cambodian Midwives Council recognizes CPD Training Providers to deliver CPD activities which is one day or more. These include:

- Ministry of Health (MoH)





- University of Health Sciences
- Regional Training Centers: - Battambang, Stung Treng, Kampong Cham and Kampot
- National Institute of Public Health
- Health Science Institute of Royal Cambodian Armed Forces (RCAF)
- Private Universities approved by the Ministry of Education Youth & Sport (MOEYS) and MoH that provide pre-service health profession education
- National public and private hospitals
- Provincial Health Departments
- Provincial Referral Hospitals
- Health Operational Districts
- Health Professional Associations

The CPD Training Provider not be listed, they must work in partnership with a Cambodian Midwives Council Recognized CPD Provider or apply for recognition as a CPD Training Provider with the Cambodian Midwives Council.

The Cambodian Midwives Council will not recognize CPD activities organized solely by pharmaceutical or commercial companies.

\*\*\*CPD Training Providers must provide required documents to the Cambodian Midwives Council before conducting the CPD activities to get the CPD points.

#### **8. Record Keeping of CPD Activities**

Midwifery practitioners are responsible for keeping the supporting documentary evidence of compliance to the Cambodian Midwives Council's Standard for Continuing Professional Development and also responsible for the development of a personal learning plan that identifies their learning needs.

They must keep a record of CPD activities along with any supporting documentation for a period of 3 (three) years from the date the midwifery practitioner completed the CPD activity.

This will enable the midwifery practitioner to provide this information should the Cambodian Midwives Council request it at renewal of their license to practice; or during a CPD compliance audit or during an investigation/hearing into a complaint against the midwifery practitioner.

The Cambodian Midwives Council has developed a Personal Learning Plan (See Attachment A), a CPD Activities Record for a 3 (three) years CPD cycle (see Attachment B) and a single CPD Activity Record (see Attachment C) that may be used to help plan and record CPD activities. It is not mandatory to use these documents however, CPD records must include all the information listed in the CPD Activities Record.

Examples of supporting documentary evidence may include:

- Name, position, title and signature of Supervisor or Facilitator coordinating short in-service trainings (from 1 (one) to 6 (six) hours duration) within an employment setting;
- Program or course of one day or more with clear aim, learning objectives, content, names and qualifications of experienced presenters as provided by the Cambodian Midwives Council Recognized CPD Training Provider;
- Certificates of attendance or attainment;
- Results of any assessment/s undertaken;
- Summary notes from a self-directed CPD activity such as literature review, case study, or journal article.





## 9. Cambodian Midwives Council Recognized CPD Providers

A Recognized CPD Provider is an institution or partner as a physical entity or legal entity recognized by the Cambodian Midwives Council as meeting the required standard for delivery of quality CPD activities to midwifery practitioners. A Cambodian Midwives Council Recognized CPD Provider may offer profession-specific or inter-professional CPD activities or both.

The responsibilities of a Recognized CPD Provider shall be to:

- Hold recognition with the Cambodian Midwives Council as a CPD Training Provider
- Act as a model Recognized CPD Training Provider and where appropriate, partner CPD Training Providers that are not recognized by the Cambodian Midwives Council
- Adhere to the CPD Training Provider recognition criteria
- Advocate for CPD
- Develop CPD activities that meet the Cambodian Midwives Council's Standards for the delivery of CPD activities
- Deliver and assess CPD activity content
- Develop or procure relevant teaching resources
- Advertise and provide quality CPD activities
- Collaborate with relevant authorities at National, Regional, Municipal and Provincial levels
- Liaise with the Cambodian Midwives Council and other stakeholders to conduct training needs assessment
- Participate in CPD Training Provider forums
- Minimize any conflicts of interest related to commercial supporters and disclose any conflicts of interests where applicable.

A separate Guideline for CPD Training Providers provides guidance on the role of CPD Training Providers and the recognition of CPD Training Providers and CPD activities to help all midwifery practitioners successfully complete the minimum requirements for CPD for renewal of their license to practice.

## 10. Additional Requirements for CPD

In accordance with the Guideline for Continuing Professional Development all midwifery practitioners must apply for renewal of their license to practice at least 3 (three) months prior to expiration. When applying to renew a license to practice, the midwifery practitioner will be required to make a declaration and provide documentary evidence that she has complied with the minimum requirements of the Standard for CPD. In the event that midwifery practitioners do not complete the requirement for CPD points, the Cambodian Midwives Council will not renew their license to practice.

Compliance to the Standard for CPD and Guidelines for CPD may be audited by the Cambodian Midwives Council at any time or when the Cambodian Midwives Council receives a complaint about [an individual's] fitness to practice or midwifery professional misconduct.

\*\*\*These Guidelines for CPD are developed by the Cambodian Midwives Council in accordance with the Law on *Regulation of Health Practitioners* and the Cambodian Midwives Council's *Standard for Continuing Professional Development*.

## Definitions

**Continuing Professional Development** refers to a long-life process of learning aimed at maintaining and enhancing the performance of a midwifery practitioner through broadening of



their knowledge (research; skills and professional competence) for the necessary personal development for health practice.

**Practice** in this context refers to any role, in which the individual uses their skills and knowledge as a health practitioner in their profession. Practice is not restricted to the provision of direct clinical care with clients. It also includes working in administration, management, education/training, research, advisory, regulatory or policy development roles, and any other roles that impact on the safe, effective delivery of services by the profession whether for profit or not profit.

**Health professional** refers to a Physician / Dentist / Midwife / Nurse or Dental Nurse / Pharmacist who is registered with relevant Health Professional Council.

**Health practitioner** refers to a health professional who holds a health practitioner license.

**Recognized CPD Training Provider** is an institution or partner as a physical entity or legal entity recognized by the Council as meeting the required standard for delivery of quality CPD activities to health practitioners. A Recognized CPD Training Provider may offer profession-specific or inter-professional CPD activities or both.

**Conflict of interest** refers to any benefit such as cash, political, family or personal interest that influences a person's action in the implementation on his/her formal duty (according to the Law on Anti-Corruption, Article 4, Point 11)

These Guidelines will be reviewed by the Cambodian Midwives Council as needed.

Phnom Penh 02 January 2020

On behalf of the Cambodian Midwives Council

President



**Hem Navy**



**Kingdom of Cambodia**

**Nation Religion King**



**CAMBODIAN MIDWIVES  
COUNCIL**

**Guidelines for  
Continuing Professional Development  
Training Providers**

**02 January 2020**



## Introduction

The Cambodian Midwives Council is responsible for implementing the Law on *Regulation of health practitioners* and to set out the minimum standard for Continuing Professional Development (CPD) for all midwifery practitioners.

The Cambodian Midwives Council's *Decision on the Minimum Standard for Continuous Professional Development* requires midwifery practitioners to complete a minimum number of CPD points that is relevant to midwifery professional practice and improve professional knowledge and competence in order to provide quality, effective, safe, ethical (Code of Ethics for Midwives) and legal health services to patients, clients and the community.

The Cambodian Midwives Council's *Guidelines for Continuing Professional Development* provides further information about the Council's minimum CPD requirements and who and how midwifery practitioners can meet these requirements. The Cambodian Midwives Council's *Fact Sheet* supplements this Guideline and provides responses to health practitioners who want to know and as reference.

The *Guidelines for Continuing Professional Development Training Providers* relate to the role of CPD Training Providers and the recognition of CPD Training Providers and their CPD activities to help midwifery professionals [and] midwifery practitioners complete the minimum requirements for CPD as part of their requirement for applying for initial license to practice (midwifery professionals that graduated [more] than 3 (three) years [from date of application]) and midwifery practitioners for renewal of midwifery practitioners' license to practice.

It is suitable for CPD Training Providers, midwifery professionals, midwifery practitioners, stakeholders and the public.

### 1. Applying the Guidelines to CPD Training Providers

These Guidelines apply to all local and international CPD Training Providers who wish to be a "Recognized CPD Training Provider" in Cambodia.

- Deliver CPD activities to midwifery professionals and midwifery practitioners;
- Have the hours of active learning for these CPD activities recognized and allocated CPD points by the Cambodian Midwives Council so that each midwifery professional and midwifery practitioner can achieve their total of 60 (sixty) CPD points for the 3 (three) years CPD cycle.

### 2. Definition of a Cambodian Midwives Council Recognized CPD Training Provider

A Cambodian Midwives Council Recognized CPD Training Provider is an institution or partner as a physical entity or legal entity recognized by the Cambodian Midwives Council as meeting the required standard for delivery of quality CPD activities to midwifery practitioners. A Cambodian Midwives Council Recognized CPD Training Provider may offer profession-specific or inter-professional CPD activities or both.

### 3. Recognition of CPD Training Providers

The Cambodian Midwives Council recognizes CPD Training Providers to deliver a range of CPD activities to midwifery professionals and midwifery practitioners. These include the:

- Ministry of Health (MoH)
- University of Health Sciences
- Regional Training Centres: - Battambang, Stung Treng, Kampong Cham and Kampot
- National Institute of Public Health





- Health Science Institute of Royal Cambodian Armed Forces (RCAF)
- Private Universities approved by the Ministry of Education Youth & Sport (MOEYS) and MoH that provide pre-service health profession education
- National public and private hospitals
- Provincial Health Departments
- Provincial Referral Hospitals
- Health Operational Districts
- Health Profession Association

Should the CPD Training Provider not be listed, they must work in partnership with a Cambodian Midwives Council Recognized CPD Training Provider or apply for recognition as a CPD Training Provider with the Cambodian Midwives Council.

The Cambodian Midwives Council will not recognize CPD activities organized solely by pharmaceutical or commercial companies.

\*\*\*CPD Training Providers must provide required documents to the Cambodian Midwives Council before conducting the CPD activities to get the CPD points.

#### **4. Role of Cambodian Midwives Council Recognized CPD Training Provider**

The responsibilities of a Cambodian Midwives Council Recognized CPD Training Provider shall be to:

- Hold recognition with the Cambodian Midwives Council as a CPD Training Provider (see Item #3)
- Act as a model Recognized CPD Training Provider and where appropriate, partner CPD Training Providers that are not recognized by the Cambodian Midwives Council
- Adhere to the CPD Training Provider recognition criteria
- Advocate for CPD
- Develop CPD activities that meet the Cambodian Midwives Council's Standards for the delivery of CPD activities
- Deliver and assess CPD activity content
- Develop or procure relevant teaching resources
- Advertise and provide quality CPD activities
- Collaborate with relevant authorities at National, Regional, Municipal and Provincial levels
- Liaise with the Cambodian Midwives Council and other stakeholders to conduct training needs assessment
- Participate in CPD Training Provider forums
- Minimize any conflicts of interest related to commercial supporters and disclose any conflicts of interests where applicable.

#### **5. Role of a Health Professional Associations**

Health Professional Association is a body registered with the Royal Government of Cambodia's Ministry of Interior in accordance with the Law on *Associations and Non-Governmental Organizations* and established to represent a specified group of health professionals with a mandate to work in the interests of the profession and the interests of its members.

The health professional Association is a Cambodian Midwives Council recognized CPD Training Provider and plays a major support role to the Cambodian Midwives Council that includes:





- Encourage midwifery professional and midwifery practitioners to undertake professional CPD activities
- Facilitate dissemination of the Cambodian Midwives Council's *Minimum Standard for CPD for midwifery practitioners*; Guidelines for CPD and Fact Sheet about new CPD requirements of the Cambodian Midwives Council to members of the Association
- Provide CPD activities for midwifery professionals and midwifery practitioners that are recognized by the Cambodian Midwives Council.
- Coordinate CPD activities in partnership with the Cambodian Midwives Council.

#### **6. Requirements for Cambodian Midwives Council Recognized CPD Training Providers**

A Cambodian Midwives Council Recognized CPD Training Provider shall:

- Appoint a responsible person to oversee CPD activities.
- Maintain documentation of CPD activities conducted. These include but are not limited to CPD program, attendance sheets, training content and activity report for a minimum of three (3) years.
- Award certificates to participants of CPD activities.
- Develop, administer and submit evaluations for respective CPD activities upon request to the Cambodian Midwives Council.
- Maintain a database for training and share this information upon reasonable request from the Cambodian Midwives Council.
- Engage in monitoring and continuously improving the quality of CPD activities based on evaluation findings and changing patterns of health care delivery.

#### **7. Requirements for Recognition as a CPD Training Provider by the Cambodian Midwives Council**

Recognized CPD Training Providers not listed in Item #3, the CPD Training Provider must:

- Submit an application to meet the Cambodian Midwives Council's Recognized CPD Training Provider criteria;
- Request to Cambodian Midwives Council to recognize the number of active hours of learning to be claimed as CPD points for midwifery practitioners.
- The Cambodian Midwives Council will implement the CPD Training Provider recognition criteria and recognition process for CPD Training Providers.

#### **8. Recognition Criteria for CPD Training Providers**

CPD Training Providers shall be recognized by the Cambodian Midwives Council using minimum criteria. This will include the following criteria.

- Have qualified and competent facilitators, trainers, teachers, instructors with qualifications relevant to the CPD content.
- Provide a capability statement with evidence of appropriate teaching and learning infrastructure for the provision of CPD activities.
- Meet the Cambodian Midwives Council's requirements for CPD activities.
- Have a physical location at national, regional and provincial levels.
- Have appropriate and relevant infrastructure, equipment and learning materials.
- Use valid and reliable assessment methods that provide feedback on whether the learning objectives have been met.
- Provide relevant documents and information about course design and contents: number of active learning hours; names and contact details of participants; and evaluation outcomes.
- Comply with the CPD Training Provider requirements and provide assurance of quality CPD activities.





## **9. Standards for delivery of CPD activities by CPD Training Providers**

The CPD activities to be eligible for CPD points it should meet the standards outlined below.

### **Standard 1**

CPD must consist of at least 1 (one) hour of learning in which the participants are actively engaged.

### **Standard 2**

CPD Training Provider must follow the Cambodian Midwives Council's approved Standard and Guidelines on CPD for midwifery professionals and midwifery practitioners and these Guidelines for CPD Training Providers.

### **Standard 3**

CPD Training Provider must be recognized in Cambodia or their own country. If recognized outside Cambodia, they must be in partnership with a recognised CPD training provider in Cambodia or directly recognized by the Cambodian Midwives Council.

### **Standard 4**

CPD must be provided by trainers or facilitators, who are experienced in the content area; whose qualifications are appropriate to the content area and can be verified by the Cambodian Midwives Council; who deliver high quality, up-to-date learning topics; and use effective teaching and learning strategies matched to content of the topics, level and type of learners.

### **Standard 5**

CPD Training Provider must have adequate and appropriate resources (human, materials, finances etc.) to deliver the CPD activity.

### **Standard 6**

CPD Training Provider must use valid and reliable assessment tools that provide feedback on whether the learning objectives have been met.

### **Standard 7**

CPD Training Provider must have appropriate systems and procedures for collecting data and ensuring secure storage of documents that record participants who have attended CPD activities.

### **Standard 8**

CPD Training Provider must understand the need to minimise any conflicts of interest related to commercial supporters and willingly disclose any conflicts of interest to participants at the beginning of the CPD activity.

## **10. Requirements for CPD activities that are equal to, or greater than one day**

Relevant CPD activities of 1 (one) day or more must have documentation that demonstrates clear aims and objectives; expert trainers, facilitators and/or presenters and where possible, include an assessment to demonstrate application of the new knowledge and skills into the midwifery practitioner's professional practice.





This documentation shall be lodged with the Cambodian Midwives Council at least 30 (thirty) working days prior to the delivery of the CPD activity for review and allocation of CPD points.

For inter-professional CPD activities, the Recognized CPD training provider is required to lodge the documentation to each Health Professional Council for allocation of CPD points.

### 11. Types of CPD Activities and Allocation of CPD Points

A wide range of CPD activities are recognized by the Cambodian Midwives Council and listed in the table below as a guide. The CPD points for each CPD activity are based upon the actual number of hours the midwifery practitioner is actively engaged in the learning activity. The time allocated for activities such as registration; meal breaks; speeches and ceremonial events cannot be counted as active learning and cannot be counted towards CPD points. For example, a 1 (one) day or 8 (eight) hour workshop may include 2 (two) hours of meal and refreshment breaks and 1 (one) hour of speeches resulting in only 5 (five) hours of active learning. This means the total number of CPD points for this workshop would be 5 (five) points.

Some CPD activities listed in the table below include a maximum number of CPD points allocated irrespective of the total number of hours of active learning. For example, a 4 (four) day training workshop may result in a total of 24 (twenty four) hours of active learning that would be equivalent to 24 (twenty four) points of CPD. However, the maximum number of CPD points for a training workshop or seminar with a duration of 1 (one) day to 2 (two) weeks is 15 (fifteen) CPD points. This 4 (four) day training workshop would therefore be allocated the maximum number of 15 (fifteen) CPD points.

When a formal assessment (Post Test) is included in a CPD activity and evidence of successful completion can be provided, an additional 2 CPD points may be added to the total number of allocated CPD points.

**Table 1: CPD Activities & Allocation of CPD Points**

#	CPD Activities	Number of CPD Point [1 CPD Point = 1 Hour of Active Learning]	Maximum number of CPD Points
1	Case study group discussion/Colloquy participant	1 CPD Point for each hour of active learning	Actual CPD Points
2	Self-directed study* - reading journal articles in reputable health-related journals; or on-line health publications; or viewing health related webinars or videos)  <i>*Requires written evidence</i>	1 CPD Point for each hour of active learning	Actual CPD Points up to a maximum of 10 CPD Points
3	Training Workshop or Seminar for duration of 1 day - 2 weeks	1 CPD Point for each hour of active learning up to a maximum of 15 hours	Actual CPD Points up to a maximum of 15 CPD Points
4	Successful completion of a short course with a duration > 2 weeks to 3 months	1 CPD Point for each hour of active learning up to a maximum of 25 hours	Actual CPD Points up to a maximum of 25 CPD Points





#	CPD Activities	Number of CPD Point [1 CPD Point = 1 Hour of Active Learning]	Maximum number of CPD Points
5	Successful completion of a short course with a duration of > 3 months to 6 months	1 CPD Point for each hour of active learning up to a maximum of 35 hours	Actual CPD Points up to a maximum of 35 CPD Points
6	Successful completion of a short course with a duration of > 6 to 12 months	1 CPD Point for each hour of active learning up to a maximum of 45 hours	Actual CPD Points up to a maximum of 45 CPD Points
7	Attended workplace education; in-service session or skills development program	1 CPD Point for each hour of active learning	Actual CPD Points
8	Attended a National Conference in Cambodia	1 CPD Point for each hour of active learning	Actual CPD Points
9	Attended an International conference, congress or convention	1 CPD Point for each hour of active learning up to a maximum of 20 hours	Actual CPD Points up to a maximum of 20 CPD Points
10	Research and preparation for first presentation of a teaching session or presentation at a national or International conference to a cohort of participants (cannot be part of a person's regular teaching role)	1 CPD Point for each hour of research and preparation for presentation up to a maximum of 10 hours	Actual CPD Points to a maximum of 10 CPD Points
11	Participation as a team member in health-related research or project work	1 CPD Point for each hour of active learning up to a maximum of 10 hours	Actual CPD Points up to a maximum of 10 CPD Points
12	Participation as a team member in the development of health policies, protocols and guidelines	1 CPD Point for each hour of active learning up to a maximum of 10 hours	Actual CPD Points up to a maximum of 10 CPD Points
13	Additional research and preparation to improve role as a preceptor, mentor or coach to students with a well-documented training plan	1 CPD Point for each hour of active learning up to a maximum of 10 hours	Actual CPD Points up to a maximum of 10 CPD Points
14	Review and comment on professional or health related educational material: journal article; book chapter or research paper	1 CPD Point for each hour of active learning up to a maximum of 15 hours	Actual CPD Points up to a maximum of 15 CPD Points
15	Publish a professional or health related paper or report as co-author	1 CPD Point for each hour of active learning up to a maximum of 15 hours	Actual CPD Points up to a maximum of 15 CPD Points
16	Written a research paper, book chapter or report as first author and submitting for publication	1 CPD Point for each hour of active learning up to a maximum of 20 hours	Actual CPD Points up to a maximum of 20 CPD Points
17	Publish a paper, book chapter or report as first author	1 CPD Point for each hour of active learning up to a maximum of 20 hours	Actual CPD Points up to a maximum of 20 CPD Points
18	Conduct research as principal investigator	1 CPD Point for each hour of active learning up to a maximum of 25 hours	Actual CPD Points up to a maximum of 25 CPD Points





#	CPD Activities	Number of CPD Point [1 CPD Point = 1 Hour of Active Learning]	Maximum number of CPD Points
19	Conduct a project as principal coordinator	1 CPD Point for each hour of active learning up to a maximum of 25 hours	Actual CPD Points up to a maximum of 25 CPD Points
20	Undertake relevant post-graduate studies locally or internationally that award a formal qualification such as an Associate Degree; Bachelor Degree; Graduate Diploma; Master Degree or PhD in midwifery	1 CPD Point for each hour of active learning up to a maximum of 60 hours	Actual CPD Points up to a maximum of 60 CPD Points

### Providing CPD Activities and CPD Points

CPD activities will predominantly be delivered via:

- Face to face or self-directed learning.
- On-line training courses and group training using video presentation.

The International CPD activities from distance that are delivered on-line, documented proof of the activities for which the participant participated (certificate of completion and the assessment) need to be provided.

The International CPD activities from distance (on-line) may be recognized by the Cambodian Midwives Council where they have been conducted by a reputable (formally recognized) CPD training provider and include a documented assessment.

The Cambodian Midwives Council will develop over time a list of recognized local and international on-line CPD activities.

The number of CPD points for an on-line CPD activity is based on the number of hours specified by the CPD Training Provider. This number of CPD points may be doubled for those midwifery practitioners who are Cambodian nationals when the on-line CPD activity is in English or French or they attend an international workshop or training.

An additional 2 (two) CPD points may be added for successful completion of an assessment and when documentary evidence is provided to the Cambodian Midwives Council. For example, completion of a 2 (two) hour online course in English doubles to 4 (four) CPD points and with successful completion of the assessment adds an extra 2 (two) CPD points to make a total of 6 (six) CPD points.

### Inter-professional CPD Activities

Inter-professional CPD activities are those that target two or more regulated health professions and include topic areas such as:

- Leadership and Management
- Communicable Diseases
- Non communicable Diseases
- Health related Research
- Reproductive Health
- Maternal and Child Health
- Information and Communication Technology (ICT)





- Occupational Safety and Health
- Disaster Management
- Medical Waste Management
- Health Service Quality Management
- Teaching and Learning

For the allocation of CPD points for each Inter-professional CPD activity, the Recognized CPD training provider will need to submit 30 (thirty) working days in advance, both the documentation and CPD hours of active learning to each profession Council responsible for their respective health practitioner cohort and CPD points to be allocated.

## 12. Compliance

All Recognized CPD training providers are expected to demonstrate accountability and ensure safe, quality CPD activities that build on knowledge, competencies and performance of the midwifery practitioner to the required proficiency.

CPD training providers are required to ensure full compliance to the requirements as outlined by the Cambodian Midwives Council in this Guideline.

The following constitutes grounds for non-compliance:

- Failure to address identified gaps within three months of notification of review by the Cambodian Midwives Council.
- Failure to adhere to the role and requirements of a Cambodian Midwives Council Recognized CPD training provider.

When it has been determined by the Cambodian Midwives Council [that] a Recognized CPD training provider is non-compliant in meeting the Standards and the requirements of a quality program, the Cambodian Midwives Council may place some limitations on the Recognized CPD training provider to comply within a specific timeframe or remove them from the list of Cambodian Midwives Council Recognized CPD Providers until adjustments are made.

The Guidelines for CPD training providers are developed by the Cambodian Midwives Council in accordance with the Law on *Regulation of Health Practitioners* and the Cambodian Midwives Council's *Standard for Continuing Professional Development (2 January 2020)*.

This complements the Cambodian Midwives Council's *Guidelines for Continuing Professional Development (2 January 2020)*.

## Definitions

**Active Learning** relates to the actual time in hours that a health practitioner spends focused on learning activities that maintain competence and professional development.

**Continuing Professional Development** refers to a lifelong process of learning aimed at maintaining and enhancing the performance of a health practitioner through broadening of their knowledge (research; skills and professional competence) for the necessary personal development for health practice.

**Practice** in this context refers to any role, in which the individual uses their skills and knowledge as a health practitioner in their profession.

Practice is not restricted to the provision of direct clinical care with clients. It also includes working in administration management, education/training, research, advisory, regulatory or policy development roles, and any other roles that impact on the safe, effective delivery of services by the profession whether for profit or not profit.



**Health professional** refers to a Physician / Dentist / Midwife / Nurse or Dental Nurse / Pharmacist who is registered with a relevant Health Professional Council.

**Health practitioner** refers to a health professional who holds a health practitioner license.

**Cambodian Midwives Council Recognized CPD Training Provider** is an institution or partner as a physical entity or legal entity recognized as meeting the required standard for delivery of quality CPD activities to midwifery practitioners. A Cambodian Midwives Council Recognized CPD training provider may offer profession-specific or inter-professional CPD activities or both.

**Conflict of interest** refers to any benefit such as cash, political, family or personal interest that has an influence on a person's action in the implementation on his/her formal duty (according to the Law on Anti-Corruption, Article 4, Point 11)

These Guidelines will be reviewed and adjusted by the Cambodian Midwives Council as needed.

Phnom Penh, 02 January 2020

On behalf of the Midwives Council of Cambodia

President



**Hem Navy**





## Fact Sheet:

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### Continuing Professional Development for Midwives

January 02, 2020

#### Introduction

The Cambodian Midwives Council is responsible for implementing the Law on *Regulation of health practitioners* and to set out the minimum requirements for Continuing Professional Development (CPD) for all midwifery practitioners.

The Cambodian Midwives Council's *Decision on the minimum Standard for Continuing Professional Development* requires midwifery practitioners to complete a minimum number of CPD points that include relevant professional knowledge and competence in order to provide ethical (Code of Ethics for Midwives), legal, safe and effective health services to patients and clients.

The Cambodian Midwives Council's *Guidelines for Continuing Professional Development* provides further information about the Cambodian Midwives Council's minimum CPD requirements and how midwifery practitioners can meet these requirements. This is supplemented by the Cambodian Midwives Council's *Guidelines for CPD Training Providers* about the role of CPD Training Providers and the recognition of CPD Training Providers and CPD activities to help all midwifery practitioners complete the minimum requirements for CPD.

This Fact Sheet relates to all midwifery practitioners who must complete the minimum Standard for CPD as a requirement for renewal of their license to practice and provides key points for quick reference. It is suitable for midwifery practitioners, registered midwifery professionals, students of the midwifery profession, stakeholders and the public.

#### What is Continuing Professional Development or CPD?

Continuing Professional Development (CPD) refers to a long-life process of learning aimed at maintaining and enhancing the performance of a midwifery practitioner through broadening of their knowledge, research skills and professional competence (for the necessary personal development for professional practice).

#### Why do I need CPD?

In an environment of rapid advances in technology, pharmaceuticals and treatment modalities in health care; increasing expectations of the public and the requirement for quality of health





care and greater accountability, there is recognition that CPD provides an important means by which health practitioners can maintain their professional competence.

### **What are the benefits of CPD for me?**

CPD helps you regularly update on what you originally learned during your pre-service studies and reflects changes in practice to ensure you provide contemporary, safe and quality care to your patients, clients or community. Research evidence has shown that within 5 (five) years of graduation from pre-service education, the knowledge gained becomes obsolete and so without meaningful CPD, professional practice is performed poorly and can lead to a higher risk for the patient, client and community (i.e. morbidity and mortality). While undertaking CPD is not in itself a guarantee of a practitioner's competence, it is a key indicator for assuring quality of health care.

CPD also helps you to anticipate and positively respond to the continual changes in health care and your profession. It enables you to keep up to date; maintain your "fitness to practice" in your profession and maintain the professional standards required of you throughout your professional career. It is also seen as being beneficial for your career development and potential advancement as well as job satisfaction.

### **What do you mean by practice?**

Practice in this context refers to any role, in which the midwife uses their skills and knowledge as a midwifery practitioner in their profession.

Practice is not restricted to the provision of direct clinical care with clients. It also includes working in administration management, education/training, research, advisory, regulatory or policy development roles, and any other roles that impact on the safe, effective delivery of services by the profession whether for profit or not profit.

A health practitioner refers to a health professional who holds a health practitioner license.

### **How can I describe my context of practice?**

Context of practice refers to the circumstances that define a person's professional practice. These include the:

- Type of practice setting (e.g. clinical care, administration management, education, research);
- Location of the practice setting (e.g. urban, rural, remote);
- Characteristics of patients or clients (e.g. health status, age, learning needs);
- Focus of professional practice (e.g. health promotion, research, management; teaching);
- The degree to which practice is autonomous; and
- The resources that are available, including access to other health practitioners.

### **How many CPD Points do I need to complete?**

On receiving your initial license to practice from the Cambodian Midwives Council, you will be required to complete a total of 60 (sixty) CPD points during a 3 (three) years CPD cycle.

Each foreign midwifery practitioner will be required to complete a minimum of 20 (twenty) points of CPD activities in a 1 (one) year CPD cycle.

One CPD point is equivalent to 1 (one) hour of active learning. This means 60 (sixty) CPD points per 3 (three) years CPD cycle is equivalent to 60 (sixty) CPD hours of active learning.

Active learning relates to the actual time in hours that a midwifery practitioner spends on learning activities that maintains their competence and advances their professional development.





CPD points for each CPD activity are based upon the actual number of hours the midwifery practitioner is actively engaged in the learning activity. Activities such as registration; meal breaks; speeches and ceremonial events are not recognized as active learning and do not result in the allocation of CPD points.

**I work on a part time basis. Do I need to complete 60 CPD points of CPD activities over the 3 (three) years CPD cycle?**

You are required to complete 60 (sixty) CPD points over the 3 (three) years CPD cycle to maintain your license to practice. This requirement is regardless of your hours of work.

**How do I plan for my CPD?**

The Cambodian Midwives Council has developed a Personal Learning Plan for CPD [see Attachment A] that you may use to help you in setting your own professional learning goals for the CPD cycle. Alternatively, you may wish to use a Personal Learning Plan for CPD of your own choice. You will need to ensure that your chosen Personal Learning Plan for CPD addresses all the information listed in the Cambodian Midwives Council’s Personal Learning Plan for CPD.

The aim is for you to set yourself short-term and long-term learning goals; identify the relevant CPD activities to achieve these goals and regularly monitor your progress in achieving your goals. This will ensure you are able to complete the required CPD points within the 3 (three) years CPD cycle and be eligible for renewal of your midwifery practitioner’s license to practice.

**What types of CPD activities can I do?**

The Cambodian Midwives Council requires each midwifery practitioner to engage in a variety of CPD activities that are: (1) relevant to their current and future professional practice and (2) meet their identified learning needs. These CPD activities are expected to extend beyond your existing professional role and not form part of your usual work requirements.

You can choose from a wide range of CPD activities in Cambodia or internationally. Attendance at international conferences or post-graduate studies relevant to the health profession are common international CPD activities.

The table below lists a range of CPD activities including the number of CPD points and the Actual or Maximum number of CPD Points that are allocated by the Cambodian Midwives Council. Should the CPD activity you are considering not be identified in the Table below, you may first check with your National Council via email: [info.cmccambodia.com](mailto:info.cmccambodia.com) to ensure that it will be recognized for the CPD points.

**Table 1: CPD Activities and Allocation of CPD Points**

#	CPD Activities	Number of CPD Point [1 CPD Point = 1 Hour of Active Learning]	Maximum number of CPD Points
1	Case study group discussion/Colloquy participant	1 CPD Point for each hour of active learning	Actual CPD Points
2	Self-directed study* - reading journal articles in reputable health-related journals; or on-line health publications; or viewing health related webinars or videos)	1 CPD Point for each hour of active learning	Actual CPD Points up to a maximum of 10 CPD Points





#	CPD Activities	Number of CPD Point [1 CPD Point = 1 Hour of Active Learning]	Maximum number of CPD Points
	<i>*Requires written evidence</i>		
3	Training Workshop or Seminar for duration of 1 day - 2 weeks	1 CPD Point for each hour of active learning up to a maximum of 15 hours	Actual CPD Points up to a maximum of 15 CPD Points
4	Successful completion of a short course with a duration > 2 weeks to 3 months	1 CPD Point for each hour of active learning up to a maximum of 25 hours	Actual CPD Points up to a maximum of 25 CPD Points
5	Successful completion of a short course with a duration of > 3 months to 6 months	1 CPD Point for each hour of active learning up to a maximum of 35 hours	Actual CPD Points up to a maximum of 35 CPD Points
6	Successful completion of a short course with a duration of > 6 to 12 months	1 CPD Point for each hour of active learning up to a maximum of 45 hours	Actual CPD Points up to a maximum of 45 CPD Points
7	Attended workplace education; in-service session or skills development program	1 CPD Point for each hour of active learning	Actual CPD Points
8	Attended a National Conference in Cambodia	1 CPD Point for each hour of active learning	Actual CPD Points
9	Attended an International conference, congress or convention	1 CPD Point for each hour of active learning up to a maximum of 20 hours	Actual CPD Points up to a maximum of 20 CPD Points
10	Research and preparation for first presentation of a teaching session or presentation at a national or International conference to a cohort of participants (cannot be part of a person's regular teaching role)	1 CPD Point for each hour of research and preparation for presentation up to a maximum of 10 hours	Actual CPD Points to a maximum of 10 CPD Points
11	Participation as a team member in health-related research or project work	1 CPD Point for each hour of active learning up to a maximum of 10 hours	Actual CPD Points up to a maximum of 10 CPD Points
12	Participation as a team member in the development of health policies, protocols and guidelines	1 CPD Point for each hour of active learning up to a maximum of 10 hours	Actual CPD Points up to a maximum of 10 CPD Points
13	Additional research and preparation to improve role as a preceptor, mentor or coach to students with a well-documented training plan	1 CPD Point for each hour of active learning up to a maximum of 10 hours	Actual CPD Points up to a maximum of 10 CPD Points
14	Review and comment on professional or health related educational material: journal article; book chapter or research paper	1 CPD Point for each hour of active learning up to a maximum of 15 hours	Actual CPD Points up to a maximum of 15 CPD Points
15	Publish a professional or health related paper or report as co-author	1 CPD Point for each hour of active learning up to a maximum of 15 hours	Actual CPD Points up to a maximum of 15 CPD Points
16	Written a research paper, book chapter or report as first author and submitting for publication	1 CPD Point for each hour of active learning up to a maximum of 20 hours	Actual CPD Points up to a maximum of 20 CPD Points





#	CPD Activities	Number of CPD Point [1 CPD Point = 1 Hour of Active Learning]	Maximum number of CPD Points
17	Publish a paper, book chapter or report as first author	1 CPD Point for each hour of active learning up to a maximum of 20 hours	Actual CPD Points up to a maximum of 20 CPD Points
18	Conduct research as principal investigator	1 CPD Point for each hour of active learning up to a maximum of 25 hours	Actual CPD Points up to a maximum of 25 CPD Points
19	Conduct a project as principal coordinator	1 CPD Point for each hour of active learning up to a maximum of 25 hours	Actual CPD Points up to a maximum of 25 CPD Points
20	Undertake relevant post-graduate studies locally or internationally that award a formal qualification such as an Associate Degree, Bachelor Degree; Graduate Diploma, Master Degree or PhD in midwifery	1 CPD Point for each hour of active learning up to a maximum of 60 hours	Actual CPD Points up to a maximum of 60 CPD Points

### What type of delivery is acceptable for my CPD activities?

CPD activities shall predominantly be delivered via:

- Face to face or self-directed learning;
- On-line training courses and group training using video presentation.

For CPD activities that are delivered on-line, they need to include documented proof of the activities for which the participant participated (certificate of completion and the assessment).

The number of CPD points for an on-line [or] international training CPD activity is based on the number of hours specified by the CPD Training Provider. This number of CPD points may be doubled for those midwifery practitioners who are Cambodian nationals when the on-line CPD activity is in English or French or they attend an international workshop or training.

International on-line CPD activities may be recognized by the Cambodian Midwives Council where they have been conducted by a reputable (formally recognized) CPD Training Provider and include a documented assessment.

### What CPD activities do not qualify as CPD activities?

The following are some examples of activities that do not qualify as CPD:

- Daily ward rounds
- Written assignments
- Compilation of student manuals for internal use
- Staff and/or administrative meetings
- Tours and/or viewing of exhibits and technological demonstrations
- Membership of professional organizations; professional Boards or Associations.
- Meetings arranged by pharmaceutical companies and manufacturers or importers of products and technical devices (including assistive device technology) or their representatives purely for the purpose of marketing and/or promoting their products.





**Can I undertake CPD activities outside my usual practice area?**

Your CPD may include activities relevant to your profession although outside of your usual practice area. Midwifery practitioners are encouraged to reflect on their own practice and identify areas where they can gain maximum benefit from their chosen CPD activities.

Interprofessional CPD activities are an important learning opportunity and include areas such as:

- Leadership and Management
- Communicable Diseases
- Non-communicable Diseases
- Health related Research
- Reproductive Health
- Maternal and Child Health
- Information and Communication Technology (ICT)
- Occupational Safety and Health
- Disaster Management
- Medical Waste Management
- Health Service Quality Management
- Teaching and Learning

**Are there any CPD courses or CPD Training Providers approved by the Cambodian Midwives Council?**

For CPD courses that are 1 (one) day duration or more, the program must have documentation that demonstrates clear aims and objectives with expert developers, facilitators, and/or presenters, include an assessment that helps to demonstrate your application of the new knowledge and skills into your professional practice.

The Cambodian Midwives Council recognizes a cohort of CPD Training Providers to provide CPD activities to midwifery professionals and midwifery practitioners. These include:

- Ministry of Health (MoH)
- University of Health Sciences
- Regional Training Centres: - Battambang, Stung Treng, Kampong Cham and Kampot
- National Institute of Public Health
- Health Science Institute of Royal Cambodian Armed Forces (RCAF)
- Private Universities approved by the Ministry of Education Youth & Sport (MOEYS) and MoH that provide pre-service health profession education
- National public and private hospitals
- Provincial Health Departments
- Provincial Referral Hospitals
- Health Operational Districts
- Health Profession Association

Should the CPD Training Provider not be listed, they must work in partnership with a Cambodian Midwives Council Recognized CPD Training Provider or request directly to the Cambodian Midwives Council to be recognized as a CPD Training Provider.

Any CPD activity organised solely by pharmaceutical or commercial companies will not be recognized by the Cambodian Midwives Council.





\*\*\*CPD Training Providers are required to submit all related documents required by the Cambodian Midwives Council in advance to request allocation of CPD points.

### **How do I calculate my active learning hours for CPD Points?**

The majority of CPD activities are recognized by the Cambodian Midwives Council. The allocated CPD points for each CPD activity is based upon the total number of hours the midwifery practitioner is actively engaged in the learning activity. Time allocated for non-learning activities such as registration; meal and refreshment breaks; speeches and ceremonial events cannot be calculated as hours of CPD. For example, a one day or 8 (eight) hour workshop may include 2 (two) hours of meal and refreshment breaks and 1 (one) hour of speeches resulting in only 5 (five) hours of active engagement in learning activities. Therefore, the total number for this CPD activity would be 5 (five) CPD Points.

Some CPD activities listed in the Table at item #9 include a maximum number of CPD points allocated irrespective of the total number of hours of active learning. For example, a 4 (four) day training workshop may result in a total of 24 (twenty four) hours of active learning that would be equivalent to 24 points of CPD. However, the maximum number of CPD points for a training workshop or seminar with a duration of 1(one) day to 2 (two) weeks is 15 (fifteen) CPD points. This 4 (four) day training workshop would therefore be allocated the maximum number of 15 (fifteen) CPD points.

When a formal assessment (Post-Test) is included in a CPD activity and evidence of successful completion can be provided, an additional 2 (two) CPD points may be added to the total number of allocated CPD points.

### **Overseas CPD Training Providers may offer CPD in terms of points. How do I equate this to hours?**

Midwifery practitioners may need to speak to the relevant CPD Training Provider to confirm the equivalent hours of CPD for the points they have completed. You need to note that the allocated hours for each CPD activity is based upon the total number of hours the midwifery practitioner is actively engaged in the learning activity. This means that time allocated for activities such as registration; meal breaks; speeches and ceremonial events cannot be calculated in the hours of CPD.

### **What happens if I exceed the total number of CPD points in the 3 (three) years CPD cycle?**

For each year of the CPD cycle, Cambodian midwifery practitioners must acquire a minimum of 15 (fifteen) CPD points up to the maximum of 30 (thirty) CPD points each year.

Foreign midwifery practitioners must acquire a minimum of 20 (twenty) CPD points in each 1 (one) year CPD cycle.

Should you accumulate more CPD points in the CPD cycle than required by the Cambodian Midwives Council this is to be commended. However, these additional CPD points will not be counted towards or transferred to your CPD points requirement for the following CPD cycle.

### **How do I record my CPD?**

You may choose to record your CPD activities in the way that is best for you and meets the Cambodian Midwives Council's requirements for documentary evidence. Attachment B titled *Continuous Professional Development Activities Record* provides an example of what information and documentation the Cambodian Midwives Council will require about your CPD activities for your application for renewal of license to practice. This document is similar to the





on-line renewal of license to practice application form and will be supported by your CPD plan and additional documentary evidence for each CPD activity.

**What form should my evidence of CPD activities (including self-directed learning) take?**

You should retain documentary proof of CPD activities and particularly self-directed learning that you may need to provide to the Cambodian Midwives Council.

All CPD activities require specific supporting documentation from the midwifery practitioner that clearly identifies:

- (1) The purpose of this activity;
- (2) The individual's learning needs and personal CPD plan;
- (3) The activities the individual participated;
- (4) Date(s) and hours of active learning;
- (5) A brief summary of the learning outcomes.

For CPD activities that involve course work and are one day duration or more, they must have documentation that demonstrates clear aims and objectives with expert developers, facilitators, or/and presenters, include an assessment that helps demonstrate new knowledge and skills into their professional practice

**How long do I need to keep a record of my CPD activities?**

The Cambodian Midwives Council recommends that you keep documentary evidence of your CPD activities, including self-directed learning, for a minimum period of three years.

**What happens if I don't meet my required CPD hours?**

You will need to make a declaration and provide documentary evidence of your CPD activities at the time of renewal of your license to practice. Compliance with the Guidelines for CPD requires midwifery practitioners to have obtained 60 (sixty) CPD points for the 3 (three) years CPD cycle.

All midwifery practitioners must apply for renewal of their license to practice at least 3 (three) months prior to expiration. When applying to renew a license to practice, the midwifery practitioner will be required to make a declaration and provide documentary evidence that she has complied with the minimum requirements of the Standard for CPD.

In the event that the midwifery practitioner does not complete the CPD points requirement, the Cambodian Midwives Council will not renew their midwifery license to practice.

**Will everyone be audited?**

Compliance with the Cambodian Midwives Council's Standard and Guidelines for CPD may be audited by the Cambodian Midwives Council at any time and when the Council receives a complaint about a midwifery practitioner's fitness to practice, or midwifery professional misconduct.

You will need to be able to show evidence that you have completed the requirements and provide a copy of your CPD plan for the 3 (three) years CPD cycle.






**For more information**


- The Cambodian Midwives Council Decision on Minimum Standard for Continuing Professional Development for health practitioners [Jan 02, 2020]
- Guidelines for Continuing Professional Development [Jan 02, 2020]
- Guidelines for CPD Training Providers [Jan 02, 2020]

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