



Continuing Professional Development of NMC: Frequently Asked Questions

I. Introduction:

Nepal Medical Council (NMC), in pursuance of its responsibility to protect the health of the people served by the practitioners licensed by it to practice, has made it essential that all the medical and dental practitioners (termed “practitioners” henceforth) continue to develop their professional knowledge and skills. Practitioners who had participated in the Continuing Professional Development (CPD) activities are required to register the record of such activities with medical council. A Continuing Professional Development Board has been established at NMC to oversee the implementation of this requirement. This booklet has listed the frequently asked questions in relation to CPD and its record at NMC and offered the answers.

1. What is Continuing Professional Development (CPD)?

Continuing Professional Development (CPD) refers to a number of educational activities that health professionals undertake to maintain, develop and enhance the knowledge, skills, professional performance, and relationships they use to provide care for patients and the public (Institute of Medicine, 2010). It addresses not only the clinical domain, but also additional professional practice competencies (communication, collaborative and professional), it emphasizes self-directed lifelong learning and learning from practice.

2. What is the goal of CPD?

The goal of CPD programme is to keep the practitioners competent, compassionate and confident throughout their career and to augment patient care, outcome and patient satisfaction by setting standards for good medical practice. It helps to reassure the patients and public about the care they are receiving from their medical and dental practitioners.

3. Who needs to participate in CPD?

All medical and dental practitioners registered with Nepal Medical Council need to participate in CPD except in certain conditions specifically mentioned by NMC.

4. How can a practitioner participate in CPD?

A practitioner interested in participating in CPD can keep himself informed of CPD activities conducted by the hospital s/he is working at, local or national professional associations or medical colleges and training programmes being organized by different units of Ministry of Health and Population. Interested practitioner will have to take necessary steps (e.g; applying or registering for the CPD activity with NMC) to participate in these activities and make a record of successful participation. Once the participation is completed, the participants need to inform NMC through CPD website of NMC (online) about such participation and get credit points for it.



5. How would the participation in CPD activity recognized and registered?

- a. All the CPD providers have been informed by Nepal Medical Council about the process of CPD organization and registration. The CPD provider institutions will register their activities with NMC and receive prior approval of Accreditation Unit of NMC CPD Committee.
- b. The CPD providers will record the participant details including the NMC registration number while conducting the CPD programme. After the successful completion of the CPD programme, the CPD providers will upload the list of participants along with their NMC registration number and valid signatures.
- c. CPD participants, to ensure that their participation has been registered with NMC, can upload the scanned copies of the certificates they had received at the end of the CPD programmes.

6. How many CPD credit points do I need to accumulate for five yearly renewal of my license?

During each five-year licensing cycle, you must earn a minimum of 100 credit points. If you are a Medical Practitioner then 30 credit points of which must be earned from Mandatory Verifiable CPD section and rest from Professional Verifiable CPD section, however if you are a Dental Practitioner then you have to earn 40 credit points from Mandatory Verifiable CPD section and rest from Professional Verifiable section .

7. Why is there 40 credit points of Mandatory Verifiable CPD requirement for dental practitioners?

It is because most of the dental practice setups are outside the hospital setting where medical emergency backup many not be available, hence extra mandatory module of 10 credit points on “Medical emergencies in dental practice and practice management” is added.

8. When must I obtain my CPD credit points?

All required CPD credits must be earned during the practitioners’ five year license renewal cycle. It is not necessary to earn a specified number of CPD credits during each year of the five year cycle, or during any calendar year, so long as the full CPD requirement is met during the five-year license renewal period.

9. Can excess CPD credits earned during one license renewal period be "saved" and used during a subsequent period?

No. A total of 100 CPD credits must be earned during each five year license renewal cycle. Practitioners who do not have the necessary credits during a given cycle may apply for a waiver or an inactive status.



II. Types and categories of CPD:

1. What are the different types of CPD?

The CPD activities have been divided into three sections: i. Mandatory Verifiable CPD; ii. Professional Verifiable CPD; and iii. Non Verifiable CPD

2. What is Mandatory Verifiable CPD?

Those CPD activities in which all practitioners must participate at least once in five years have been termed Mandatory Verifiable CPD. NMC Board has developed the details of training in these areas. Mandatory Verifiable CPDs have the following characteristics:

- a. these have a curriculum (with a definite educational plan) developed by CPD board and approved by NMC
- b. offered by trainers approved by NMC
- c. with mechanisms for quality control and assurance (combined with feedback system)
- d. successful participants receive a certificate

3. What are the areas covered by Mandatory Verifiable CPD for medical practitioners?

- a. Basic Life Support and Cardio-Pulmonary Resuscitation (BLS and CPR)
- b. Professional Ethics and Communication Skills (PE/CS)
- c. Rational Use of Drugs and Infection Prevention and Control (RUD/IPC)

4. What are the areas covered by Mandatory Verifiable CPD for dental practitioners?

- a. Basic and Cardio-Pulmonary Resuscitation (BLS and CPR)
- b. Professional Ethics and Communication Skills (PE/CS)
- c. Rational Use of Drugs and Infection Prevention and Control (RUD/IPC)
- d. Medical Emergencies in Dental Practice and Dental Practice Management (MEDP/DPM)

5. How can a practitioner participate in the mandatory CPD topic?

Nepal Medical Council has prepared the curricula, training materials and programme for training in mandatory areas. It has also trained master trainers who are recognized to provide the training. The usual CPD providers (as mentioned in I. 5 above) will conduct the training with the help of master trainers trained/recognized by NMC. The CPD providers will publicize the information about the venue and dates of the training programmes. Interested participants can participate in a site which is convenient to them.

6. What is a Professional Verifiable CPD?

Those CPD activities which are in the areas of individual practitioner's interest and are characterized by:

- a. Organized by registered and approved CPD providers
- b. With a clear statement of educational objectives and activities aimed to achieve the objectives
- c. With a mechanism for quality control and assurance (with a provision for feedback system)
- d. With successful participants receiving a certificate



7. What is a non-verifiable CPD?

Those CPD activities which are likely to contribute to professional development but are carried out without any set educational objectives, have no quality assurance and control mechanism built in it and do not offer certificates to the successful participants. Such CPD activities will not contribute to credit points from NMC.

8. What are the CPD activities that a practitioner would have to participate in to earn the CPD credit points?

CPD Board of Nepal Medical Council has categorized the different CPD activities in the following groups:

- a. Category I: Local events
- b. Category II: Events abroad
- c. Category III: Publication, Editorial and Review
- d. Category IV: Distance learning
- e. Category V: Additional approved qualifications

9. What activities are considered under Category I (National activities)?

Those CPD activities which are organized within the country consisting of:

- a. Scientific meetings, seminars, workshops, symposia, etc organized by CPD providers recognized by NMC
- b. Approved CPD activities conducted by hospitals, professional associations, medical colleges, training units of Ministry of Health.

10. What activities are considered under Category II (Regional or global activities)?

Those CPD activities which are organized outside Nepal consisting of:

- a. Scientific meetings, seminars, workshops, symposia, etc, organized by CPD providers recognized by the national medical/dental council or similar authority of that country.

11. What activities are considered under Category III?

Practitioners carrying out activities related to biomedical publications, editorial or review work will also earn credit points as listed below:

- a. Authorship of an original article published in a peer reviewed biomedical journal
- b. Authorship of a book or a book chapter in a medical or dental textbook
- c. Review work for a peer reviewed biomedical journal
- d. Review work of a research proposal for a Institutional Review Committee or Ethical Review Board of Nepal Health Research Council
- e. Publication of an article for public awareness in popular press on topics related to health



12. What activities are considered under Category IV?

Participation in a recognized distance learning activity which meets requirements of Professional Verifiable CPD and has a system of self-assessment will be considered under this category.

13. What activities are considered under Category V?

Participation in formal educational programmes leading to acquisition of degrees, diplomas and fellowships approved by Nepal Medical Council are considered under this category.

14. What activities are considered under Category VI?

III. Participation by a practitioner in a free medical or dental camp, verified by the local organizer of the camp: the maximum CPD credit points from this category should not to exceed 10 points in one CPD cycle. Serving in a remote, disadvantaged health institution will also be granted credit points. **Minimum Credit points required and credit points allocation for participation in different CPD activities:**

1. How many credit points a practitioner need to acquire every year?

A practitioner will be required to renew the license every five years and renewal will depend on a demonstrated record of acquiring 100 credit points over a period of five years. Yearly acquisition of 20 credit points thus looks necessary but one does not have to limit oneself, acquisition of more credit points is permissible.

2. What CPD activities are necessary for acquiring 100 credit points? How should the credit points be distributed between mandatory verifiable and professional verifiable CPD activities?

- a. Medical practitioners are required to acquire 30 credit points (10 each) from 3 categories of mandatory verifiable CPD and rest 70 from professional verifiable CPD activities.
- b. Dental practitioners are required to acquire 40 credit points (10 each) from 4 categories of mandatory verifiable and rest 60 credit points from professional verifiable CPD activities.

3. Why there is 40 credit points of Mandatory Verifiable CPD requirement for dental practitioners?

It is because most of the dental practice setups are outside the hospital setting where medical emergency backup many not be available, hence extra mandatory module of 10 credit points on “Medical emergencies in dental practice and practice management” is added.



▪ 4. How are credit points allocated to CPD activities under different categories? *x These

| CATEGORY | ACTIVITY | ROLE | DURATION | CREDIT POINTS |
|--|---|---|-------------------------------|--|
| I: National CPD events | NMC Approved Conference, Seminar etc | Participant in a lecture*x | One hour | 1 |
| | | Speaker/trainer | One hour | 1.5 |
| | | Participant in a skilled training | One hour | 1.5 |
| | | *Speaker/trainer | One hour | 2 |
| | | Presenter **Chairman/Moderator of a session | Poster One hour | 0.25 1 |
| Regional or global CPD events | NMC Recognized Conference, Seminar etc | Same as above | Same as above | Same as above |
| ***Publication, editorial or review work | Authorship of an original article/reviews in a peer reviewed journal Co-authorship | a. Lead author, - | -- | 4 |
| | | b. Co-author (within 4 of the authors' list) | | 3 |
| | | c. Co-author (beyond 4 th in the list) and first author of non-original articles | | 2 |
| | Authorship of a medical or dental textbook | a. Lead author/editor of a book | -- | 6 |
| | | b. Contributor to a book chapter | | 3 |
| | | c. Co-author/editor of a textbook | | 2 |
| | Editorial work | a. Chief Editor b. Managing Editor c. Co-editor | For the tenure of 1 > 3 years | 1.5 per year 1 per year 0.5 per year |
| Reviewer | a. Review of one article/proposal b. Review of a medical or dental textbook | | 1 0.3/review | |
| ****Additional NMC approved qualification | *Post graduate MD/MDS/MS or equivalent or PhD (as Basic/ Primary degree) | | | 15 |
| | Diploma | | | 5 |
| | Fellowship training, Superspeciality/ Training of one year or more | | | 5 |
| \$*Distance learning from verifiable self-assessment | | | | Credit points to be assigned by CPD board |



lectures and training should be additional; not a part of regular teaching/learning activities conducted in medical colleges

- *Maximum of 40 credit points per cycle as a speaker or trainer; some content and topics will be counted only once for credit calculation by NMC CPD Board
- ** Maximum of 10 credit points per cycle as chairperson or moderator
- *** Maximum of 20 credits per cycle
- **** Maximum of 15 credit points per cycle
- \$* Maximum of 15 credit points per cycle
- Credit may be claimed in 15 minute or 0.25 credit increments.



IV. CPD Providers

1. Who are the providers of CPD?

- Professional societies or associations such as Nepal Medical Association, Nepal Dental Association and similar organizations or associations recognized by NMC
- Tertiary care hospitals
- Academic institutions: medical colleges, institute of health and medical sciences, universities and academia
- Health Training Centers under Ministry of Health and Population
- Research Councils and Academies: Nepal Health Research Council, Nepal Academy of Science and Technology, University Grants Commissions.

2. What are the professional societies/organizations?

Any association, society or organization of practitioners licensed by Nepal Medical Council and duly registered with the local administration is considered as a professional society. Only those societies or organizations which have NMC registered members only will be recognized for CPD activities.

3. What are the basic criteria to become CPD Provider?

- The institution must have government registration (Private, Non-Governmental, Semi-Governmental)
- Establishment of CPD committee headed by CPD coordinator having registration with Nepal Medical Council
- CPD Unit management office with basic facility of separate room and necessary office equipment
- Minimum one dedicated office staff to work as a CPD unit contact person
- Internet access/Online CPD information dissemination facility; having own website

4. What are the roles of a CPD Unit?

- a. Plan and design CPD activities according to the needs of the target group, staff, etc
- b. Apply for and receive prior approval and credit points from CPD Board of NMC to conduct the activity
- c. Submit details of CPD speaker and get approval from CPD Board particularly in case of foreign speakers
- d. Publicize the CPD program announcement / publicity with all necessary information as per CPD guideline of NMC in institutions' website and within institution.
 - i. Maintain official records of CPD participants with details
 - ii. Conduct CPD activities as planned
 - iii. Provide a certificate of participation to CPD participants on successful completion of the program
 - iv. Submit a list of CPD participants and speakers with their NMC registration number and signatures along with the type of CPD activity organized to the NMC CPD board
 - v. Evaluate the participants' feedback about speakers and overall management; and submit to CPD Board and file for future reference.



5. How an agency (hospital, health institution, medical colleges, professional societies or private providers of CPD for profit) can get accredited as CPD provider?

- a. Interested agency will have to establish a CPD unit in their institution according to the NMC CPD guidelines.
- b. An inspection team from NMC will visit the site and submit the report of inspection to CPD Committee of NMC.
- c. NMC Executive Committee will recognize the unit on the recommendation of CPD committee.

6. How an agency can organize CPD activities and get the participants awarded credit points from?

- a. A recognized CPD provider can conduct a CPD activity which will have to be registered with the NMC.
- b. CPD provider will have to submit the following details including topic, duration, speakers or facilitators of the programme including their bio-data, details of the programme, methods of assessment of the learning of assessment, fees if applicable, any sponsors and conflict of interest of sponsors if any; to the Accreditation Unit of CPD Board of NMC.
- c. Accreditation Unit of CPD Committee of NMC will review the programme and assign credit points for the activity.
- d. CPD Providers will have to submit the list of participants along with their NMC registration number and their valid signatures to NMC after the event is concluded.
- e. It is ethical responsibility of providers to only claim CME credits commensurate with their actual participation in any CPD activity. CPD Board will award credits based on the amount of credit claimed by the individual professional rather than awarding the maximum amount of credit designated for that activity. Professionals should claim credit immediately upon completion of the activity. Credit is only given for those sessions, he/she attended if there are parallel session.
- f. Events provided by the pharmaceutical and medical equipment industries will not be considered for accreditation. All the material must be free of any form of advertising and any form of bias.

7. Who can become a CPD speaker or instructor? (These criteria are applicable only for trainers of mandatory courses)

- a. Only NMC Registered doctors can become CPD trainers.
- b. To start with, NMC – CPD committee will select the trainers in consultation with CPD sub – committees, Professional Associations and Institutions.

Note: The quality of the CPD speakers are regularly judged through feedback provided by the participants.

Documentation:



2. What documentation should I keep in order to demonstrate that I have earned my CPD credits and how long should I keep it?

You need to keep records in form of certificates of participation both for Mandatory Verifiable CPD and Professional Verifiable CPD programs. In addition, in case of Professional Verifiable CPD activities, keep a written record of the name of the program, program organizer, and the nature of the activity, the date of attendance, and the number of credit hours earned and number of hours spent on each type of CPD activity. Records should be maintained for at least one full license renewal cycle after the cycle in which the credits were earned. This will permit the CPD Board to conduct audits of compliance with the CPD requirements at any point during the Five Years following the cycle in which they were earned.

3. Should I send CPD documentation with my license renewal application?

You are not required to send any documents in hard copy. You need to keep the hard copies with you and only upload the activities data through online access to NMC CPD Website. Submission of documents is required only if you are asked to do so for audit purposes or if the CPD Board otherwise asks you to do so for any other reason.

4. Does the Board audit CPDs and what are the consequences for non-compliance with the Board's CPDs for license renewal?

The Board conducts random auditing of CPDs. If there are any mis-statements or mis-representations made in filing your renewal application, CPD Board may forward your case to NMC for disciplinary action.

5. If I am selected for a random CPD audit, what documents will I have to submit for the audit?

You will receive a letter instructing you to furnish documents related to CPD activities you had participated in.

6. How soon will I have to submit the documents after I receive the notification letter of CPD Board?

You must submit the related CPD documents within 30 days from the date of the CPD notification letter.



V. Miscellaneous: INACTIVE STATUS/LAPSED LICENSES AND WAIVERS

1. Can I apply for a waiver if I am not able to earn all of the required CPD credits?

Yes. A practitioner may apply for a waiver by submitting the application in a CPD Waiver form (available from NMC CPD website) along with necessary documents. The Board must receive the completed application at least 30 days prior to the physician's license renewal date, if the physician is to be eligible for a waiver. The Board will process a CPD waiver request and notify you. However, a CPD waiver does not excuse the cycle CPD requirement. In applying for a waiver, the practitioner must explain the reasons for not fulfilling the Board's CPD requirements, state how many credits in each category have been earned, and detail a plan for completing the requirements.

2. Under what conditions can one apply for a waiver?

A waiver can be granted under the following conditions:

- Prolonged illness of the practitioners, and
- Inaccessibility or unavailability of CPD activities due to work in a remote area
- Attending a formal degree, diploma or fellowship course or training program
- Academic and managerial responsibility (E.g. Practitioners working in key government /educational institution where responsibility is more administrative than clinical and academic e.g; dean of an institution, director of a division of MoH unit, teaching hospitals or tertiary care hospital, chairman, registrar and vice-chair of NMC)

However, the decision to waive the requirements will be discussed in the CPD Board and forwarded to NMC Executive Committee which will take the final decision.

If the Board grants the waiver, the practitioner typically receives an extension of time in which to complete the Board's CPD requirements; generally, a waiver will not exempt the physician from those requirements and they will have to start earning CPD points once their assignment is over and they are back in clinical practice.

3. If I am required to earn CPD credits under the terms of a waiver, can I apply those credits both to the licensing cycle covered by the waiver, as well as to my current licensing cycle?

No. Credits earned under a waiver may be applied only to the period covered by the waiver.

4. I am reactivating my license after having been in an inactive status (or reviving it after having allowed it to lapse). What are my CPD obligations?

Practitioners who reactivate or revive their licenses must satisfy the basic five year CPD cycle requirement on the date their license is reactivated or revived (i.e. they must have earned 100credits during the prior five years). Once you have reactivated or revived your license, you must begin earning CPD credits towards the next renewal.

5. Who can answer the questions related to CPD? Whom to contact for clarifications of different aspects of CPD?

Kindly contact the following at NMC for clarifications and any issue related to CPD:

cpd@nmc.org.np & cpd.nmc@gmail.com

6. Will the practitioners have to appear in any formal examination to maintain their NMC license?

No, licensed medical and dental practitioners will only have to demonstrate that they had been participating in different CPD programs. They are required to participate in a recognized CPD activity and get it recorded in their files maintained for the purpose in the CPD Unit of Nepal Medical Council. They need to maintain the hard copies of their certificates with them and only submit the earned credit points to CPD website of NMC.