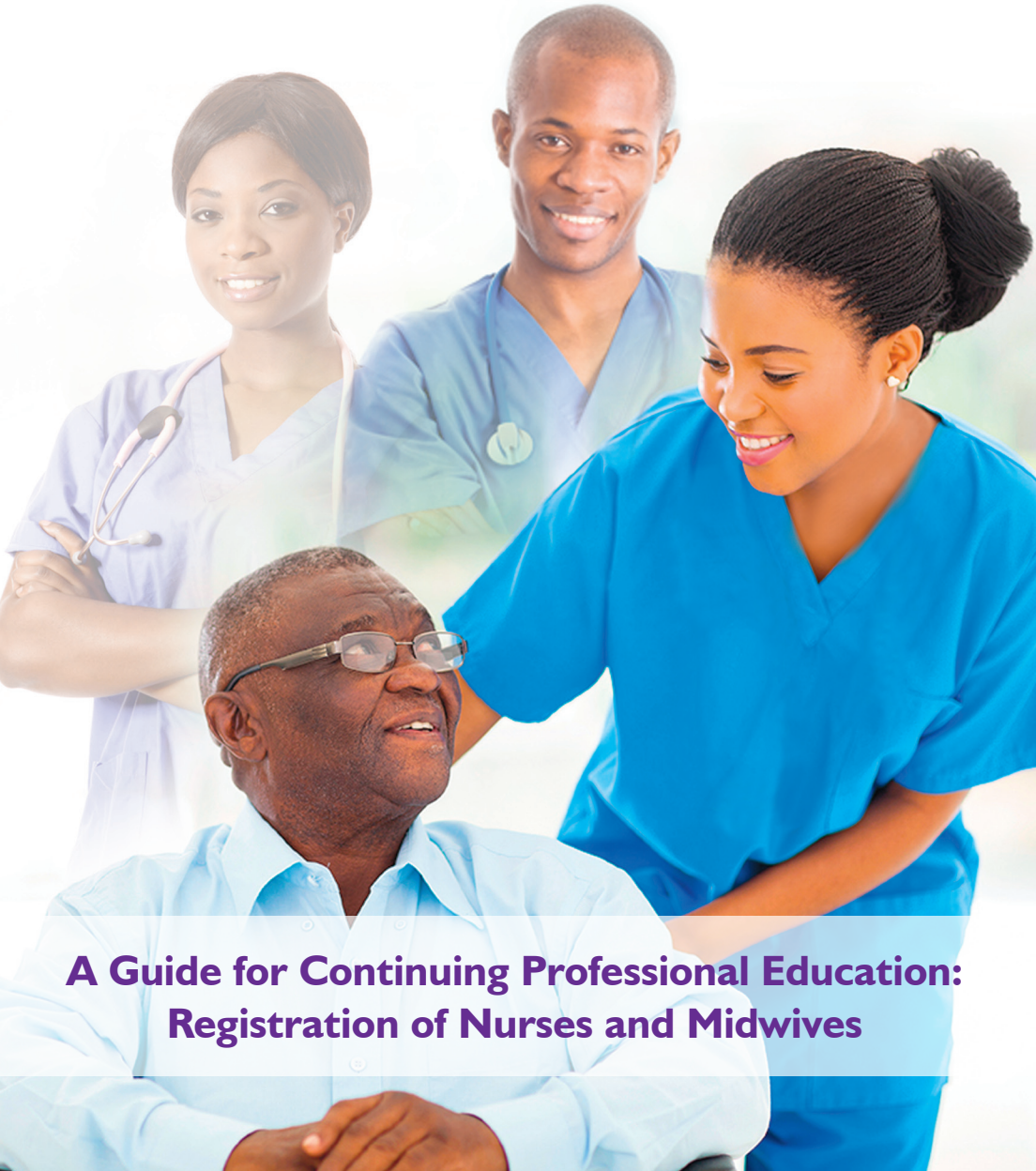


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# Nursing Council of Barbados

Nurses' Act-2008



**A Guide for Continuing Professional Education:  
Registration of Nurses and Midwives**



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# A Guide for Continuing Professional Education:

## Registration of Nurses and Midwives

### Introduction

It is noted that with evidence of emerging and re-emerging diseases, nurses and midwives need to be kept current with the latest treatment and care modalities to implement changes in client care as required. Similarly, nurses are required to meet continuing education requirements within the context of state or country laws worldwide, which would be the supporting evidence for continuation of registration of nurses and midwives. Such laws ensure that patients receive the best possible care from nurses and midwives who are on the cutting edge of technological innovation. The requirement for continuing education for nurses definitely reflects the constant changes and development of the nursing profession. To this end, the period for renewal of registration is standard in all developed countries and increasingly so in developing countries for the main purpose of ensuring the delivery of safe nursing care to the populations being served.

The Nursing Council of Barbados is the sole regulatory body for registered nurses, midwives, nursing assistants and nursing auxiliaries in Barbados. These nursing personnel groups in order to practice in their respective fields in Barbados must be awarded a certificate called a Practising Certificate as indicated in the Nurses' Act 2008-3 Section 18 (1) which states;

*“The Council shall, in respect of the first registration or enrolment of a nursing professional under this Act, issue to that person, on payment of the prescribed fee, a certificate to be called a Practising Certificate.”*

Additionally, further to this the Nurses' Act 2008-3 Section 19 (1) also states;

*“A nursing professional who desires to practice as such in Barbados shall in the month of January in the registration or enrolment year, apply to the Council for a Practising Certificate, and the Council shall*

- (a) on payment of the registration or enrolment fee; and*
- (b) in the case of a nurse, on production of evidence that the nurse has undertaken continuing nursing education over the preceding 2 years,*

*therefore issue to that nursing professional a Practising Certificate.”*

These statements therefore support the implementation of renewal of registration for nurses and midwives in Barbados on presentation of evidence of continuing professional education activities. This is based on the belief, that lifelong learning is an essential component of continued professional competence and ensures that nursing personnel remain accountable and engaged in continuous quality improvement. This position will only serve to enhance the quality of nursing care delivered to the public. Therefore, accordingly, continuing professional education is a mandatory requirement **for all nursing personnel** applying for renewal of registration as specified by the Nurses' Act 2008-3, hereafter to be referred to as continuing professional education.

The Nursing Council of Barbados reserves the right to approve the areas for continuing professional education in which the registrants must achieve the stipulated contact hours for renewal of registration. It is proposed that the recommended areas include nursing, midwifery, health and related courses which impact directly and indirectly on patient care. Such activities are aimed at strengthening and expanding the knowledge, skills and attitudes of the practitioners. Following is the glossary of key terms:

### **Glossary of terms**

- **Continuing professional education:** professional learning experiences that are designed to enrich nursing professionals' contribution to quality healthcare and pursuit of professional career goals. These learning activities are intended to build upon the education and experiential bases of the professional nurse for the enrichment of practice, education, administration, as well as research and theory development.
- **Contact hours:** actual clock hours of participation in continuing professional education activities. Sixty (60) minutes is one (1) contact hour. Personal time, such as lunch and refreshment breaks are not included.
- **Continuing education:** Learning activities intended to build upon the education and experiential bases of the professional nurse for the enrichment of practice, education, administration, as well as research and theory development.
- **Credits:** Points calculated and awarded for participation in recognized continuing professional education activities.
- **Licence:** certificate giving official permission to practice in a specified field of nursing.

- **Registrants:** Registered nurses and midwives, as listed in the Nurses' Act- 2008.
- **Inactive Status:** Nurses who are not actively practicing general nursing, a particular specialty of nursing or midwifery, should apply for Inactive Status.

## General Information

- **Definitions of renewal of registration**
  - The renewal of registration to practice nursing in Barbados in those professional areas listed in the Nurses Act 2008-3.
- **Purpose of renewal of registration**
  - The purpose of biennial renewal of registration will ensure that all registrants of the Council continue to enrich and expand their practice related knowledge base, as well as maintaining their competencies in the related fields of practice and specialization.
- **Process of renewal of registration**
  - Biennial renewal of registration by continuing professional education is obtained by accumulating a minimum of forty (40) contact hours of continuing education during the biennial renewal period of two (2) years. At least 30 hours must be in nursing and health, of which at least half must be directly related to the applicant's area of practice and 10 hours must be in general education.
  - Category A- Nursing and health 30 hours
  - Category B- General education 10 hours
  - Category C- Academic Credit Courses and Research projects
  - Multiple licences
  - Process
    - a. 30 hours for practicing area
    - b. 10 hours for every additional area of registration requested.
    - c. If application is made for two (2) additional areas of practice there would be a total of 50 hours.
- **Notification of renewal of registration**

The Council will notify all registrants of the deadline for submission of completed application forms and supporting documentation for the initial biennial renewal of registration using the credit system.

It is the professional responsibility of the registrant to maintain the status of their licences by monitoring the expiration dates as well as the number of contact hours of continuing education activities.

- **Eligibility Requirements**

- i. Categories of nursing and midwifery personnel as presented in the Nurses Act 2008-3
- ii. Current unrestricted registered nurse and midwife
- iii. All continuing professional education hours must be acquired during the two year period of the renewal of registration
- iv. Completed applications, documentation and fees where required must be submitted by the specified deadline.

### **Renewal requirements: Continuing professional education**

Registered nurses and midwives will be required to show proof of having completed the minimum of forty (40) contact hours of continuing education as specified below for registered nurses and midwives:

- At least thirty (30) hours must be in nursing, health or midwifery and ten (10) hours in general education
- The content of all courses of continuing education must be relevant to the practice of nursing. Learning experiences are therefore expected to enhance the knowledge of the registered nurse at the level above that required for licensure.
- Courses must be related to the scientific knowledge and/or technical skills required for the practice of nursing, or should be related to the direct and/or indirect patient/client care.
- Courses related to scientific knowledge for the practice of nursing include basic and advanced courses in the physical, social and behavioural sciences as well as advanced nursing in specialty areas.
- Courses in nursing administration, management, education, research or other functional areas of nursing relating to indirect patient/client care would be acceptable.
- Content which includes application of the scientific knowledge to patient care in addition to advanced nursing courses may include courses in related areas as follows:
  - i. human sexuality
  - ii. death, dying and grief



- iii. therapeutic interpersonal relationship skills
- iv. pharmacology
- v. specialty areas of nursing practice
- Continuing medical education which fall into the category specified above is acceptable for meeting continuing education requirements for registered nurses and midwives.
- At the initial and subsequent renewal process only courses taken within the last two (2) years and approved by the Council will be accepted.

## **Multiple licences**

Registered nurses who are holders of more than one licence to practice and who are seeking renewal of only one such licence are required to have all other licences be deemed inactive.

Registered nurses who are holders of one or more licences to practice and wish to maintain the active status of licences must apply for re-licensing in all such areas of practice. This process will allow the registrants to:

- Maintain more than one active licence in order to practice in these multiple areas of nursing and midwifery in Barbados.
- Acquire the required additional continuing education contact hours in the areas of additional licences which are to be obtained.
- Apply to the Council for renewal of all licences held.
- Pay the additional fee (s) where applicable for the licences to be renewed as required.

## **Penalty**

Registered nurses and midwives who fail to have their registration renewed within the specified time shall not be allowed to practice in their respective fields in Barbados, until all continuing professional education requirements are met and all fees and fines for renewal are paid.

This process will therefore ensure the following:

- The Council retains the right to publish the names of registrants whose licenses to practice become inactive.
- Registered nurses and midwives found practicing after expiration of their licences may apply for renewal of registration on the prescribed

form, and be reinstated on the payment of all outstanding fees and fines.

- The next due date of renewal for persons so re-instated shall be calculated from the last due date of renewal and not from the date of re-instatement of the licence.
- The Council may therefore conduct audits of employers' records to determine the status of licences for all nursing personnel in their employ in order to enforce the stipulated policies.

### **Inactive status**

The Council may grant inactive status for the period of up to two (2) years on the submission of a written request to the Council. The registrant may apply for an extension on a biennial basis.

Therefore the following guidelines will pertain:

- Registrants who have been inactive in their field of practice for two (2) years or more will be required to successfully complete a refresher course approved by the Council as a condition for re-entry to active practice.
- Registrants must immediately contact the Council if while on inactive status they have to return to active status.
- Registrants who are inactive status may not accept employment until so authorized by the Council.
- Registrants pursuing inactive status should be guided by the requirements for such status.

## **FREQUENTLY ASKED QUESTIONS**

### **Who is required to renew registration?**

All nurses and midwives renewing their registration on/or after January, 2016 will need to comply with the new system.

### **When does renewal of registration commence?**

The process for renewal of registration will begin in the fourth quarter of 2015, with the deadline for receipt of application and supporting documentation with fees, where applicable, to be submitted to the Nursing Council by December 1st of every year prior to the registration period. After this date there, there is no guarantee that applications will be assessed before the registration is due.

### **Can continuing education contact hours be carried over to the next registration period?**

Registrants who have completed in excess of forty (40) contact hours of continuing education are allowed to carry over a maximum of ten (10) contact hours from the previous biennial renewal cycle.

### **What are employer responsibilities?**

It is the responsibility of the employers of nurses and midwives, to have in their employ persons who are in possession of a current licence(s) to ensure the provision of safe competent services within their defined scope of practice.

All employers must ensure that persons produce evidence of current licensure with the Council.

# APPENDIX I

## THE NURSING COUNCIL OF BARBADOS

### NURSES ACT 2008-3

#### CONTINUING PROFESSIONAL EDUCATION : CATEGORIES OF COURSES ELIGIBLE FOR CREDITS

##### CATEGORY A

1. Clinical Nursing
  - a. Medical/ Surgical Nursing
    - i. General nursing topics- pharmacology, fluid management, infection control, standard precautions, wound care, ward management, team building, time management, documentation, clinical mentoring
  - b. Psychiatric/ Mental Health Nursing
    - i. Therapeutic interventions/restraints
    - ii. Substance abuse
    - iii. Building therapeutic nurse/patient relationships
  - c. Gerontological Nursing
    - i. Basic geriatric nursing care
    - ii. Geropsychiatric care
  - d. Paediatric Nursing
    - i. Special paediatric nursing considerations.
2. Midwifery
  - a. Maternal and Child Health
    - i. Antenatal education: Prioritizing and delivering education
    - ii. Prevention of Mother to Child Transmission (PMTCT) of HIV
    - iii. Care and management of mother and child in labour and delivery
    - iv. Antepartum and postpartum haemorrhage
    - v. Pain management strategies in labour.
3. Functional Nursing
  - a. Nursing Administration/Management
    - i. Nursing systems
    - ii. Management processes
    - iii. Quality assurance

- iv. Resource management
- v. Disaster preparedness and mitigation.
- b. Nursing Education
  - i. Education principles, processes and technology
  - ii. Clinical teaching/supervision
  - iii. Educational evaluation
- 4. Courses in specialized clinical nursing
  - a. Public health/Community health nursing
  - b. Critical care nursing
  - c. Operating room/theatre techniques
  - d. Neonatology
  - e. Burns
  - f. Eye, ear, nose and throat
  - g. Orthopaedics
  - h. Dermatology
- 5. Health and health related courses
  - a. Health promotion
  - b. Health education
  - c. Health/nursing informatics
  - d. Food and nutrition
  - e. Demography
  - f. Epidemiology
  - g. Public health

These courses may be completed through a variety of teaching/learning methodologies inclusive of face to face and online but not limited to seminars, workshops, symposia, conferences, lectures or training programmes which will be approved by the Nursing Council of Barbados.

## **CATEGORY B**

Courses/ workshops/ seminars related to the scientific knowledge of the practice of nursing where the content includes the application of scientific knowledge necessary for the support of nursing practice, administration and education. E.g. human sexuality; death, dying and grief; foreign languages (conversational); therapeutic interpersonal relationship skills; pharmacology and any other specialty area related to nursing.

## **CATEGORY C**

1. Academic courses in nursing and related fields at the degree/ diploma/ certificate level.
2. Completed research studies in nursing and/or health.
3. Approved publications in peer reviewed nursing journals.
4. Subscription to approved nursing journals.
5. Administration and/or development of CPE activity for nursing.

## APPENDIX II

### GUIDELINES: APPLICATION FOR CONTINUING PROFESSIONAL EDUCATION CREDIT POINTS

1. Applications by organizations/individuals who facilitated sessions for continuing professional credits (CPE) credits i.e. conferences, lectures, training programmes etc. must be made on **Form A** and be accompanied by the agenda/schedule of activities, the faculty and assessment of the credit which has been made by the organization/coordinators responsible for the activity.
2. Applications for CPE by nursing and midwifery personnel who participated/attended in sessions for continuing professional credits (CPE) credits i.e. conferences, lectures, training programmes etc. must be made on the prescribed **Form B**, and be accompanied by a letter and/or certificate of successful completion of the activity.
3. Forms may be obtained from The Nursing Council of Barbados, 3rd Floor Frank Walcott Building, Culloden Road, St. Michael.
4. Credits when approved for courses will be notified to the applicant.
5. Nurses are encouraged to apply to the council for the determination of credits as soon as possible on completion of the activity.
6. Applications for credit, post graduate or other courses must be countersigned by a supervisor of the programme, and be accompanied by a timetable of academic activities, the faculty as well as the activities/presentations of the post graduate students.
7. Applications by the individuals for credit of CPE conference etc. must be accompanied by the programme of the activity and a certificate of attendance/credit from the coordinators/officials of the conference. NB: If the conference activity being applied for, is already approved, the individual may only present the certificate of attendance/credit.
8. Applications for credit of presentations made at CPE conferences etc. must be accompanied by the programme of the activity and the script/content of the presentation.
9. Application for credit of approved publications must be accompanied by citation reference of the publication and a copy of the publication.
10. Application for credit for subscription to approved journals must be accompanied by a copy of the relevant receipt or other proof of purchase.
11. Applications for credit for administration and/or development of CPE activity must be accompanied by evidence to support the claim.

## **CONTACT INFORMATION:**

The Nursing Council of Barbados  
Ministry of Health  
3<sup>rd</sup> Floor Frank Walcott Building  
Culloden Rd.  
St. Michael.  
Barbados.

Tel: (246) 467-9432/(246) 467-9404

Email: [nursing.council@barbados.gov.bb](mailto:nursing.council@barbados.gov.bb)



## NOTES

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**The Nursing Council of Barbados**  
**Ministry of Health**

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Culloden Road, St. Michael, Barbados

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