

Midwives Council of Hong Kong

Manual for Accreditation as a Provider Institute of Continuing Education in Midwifery (“CEM”)

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1. Introduction

- 1.1 In the rapidly changing social and healthcare environment, technological advances are increasing at an exponential rate. The role of midwife is evolving and extending. Lifelong learning in the form of continuing education in midwifery (“CEM”) (formerly known as post-registration education in midwifery (“PEM”)) is a requisite for all practising midwives in order to cope with the changes.
- 1.2 The Midwives Council of Hong Kong (“the Council”), being a statutory body for the regulation of the midwifery profession in Hong Kong, decrees a requirement for registered midwives to undergo CEM.
- 1.3 The Council will approve a list of organizations, which will be updated from time to time, as accredited provider institutes to run CEM programmes/activities. Normally, only CEM programmes/activities conducted by these approved provider institutes will be counted for CEM points.
- 1.4 This manual provides an overview of the CEM accreditation system, the criteria for accreditation as CEM provider institutes, the operational guidelines for accredited provider institutes to provide CEM programmes/activities, and procedures relating to application and review of accreditation result, etc.

2. Purposes of Accrediting an Organization as a Provider Institute of CEM

- 2.1 To determine organizations as accredited provider institutes of CEM programmes/activities.
- 2.2 To maintain and improve the quality of CEM.

3. Overview of the Accreditation System

- 3.1 Organizations should apply in advance to the Council for accreditation as provider institutes for organizing educational programmes with CEM points for registered midwives.
- 3.2 Organizations accredited by the Nursing Council of Hong Kong as providers of continuing nursing education are required to separately apply for accreditation with the Council if they wish to grant CEM points to participants of the relevant courses.
- 3.3 Applicant organizations are required to meet all the accreditation criteria as stated in this manual.
- 3.4 Applicant organizations must submit details about their CEM activities along with each application for accreditation (or as and when requested by the Council) in order to assist the Council to evaluate and monitor the standard of their CEM.
- 3.5 At the discretion of the Council, a site visit to the applicant organization may be arranged. The purpose of the visit is to verify the information submitted in the application and to explore any areas essential for conducting learning activities.

- 3.6 Having evaluated the application, the Council will notify the applicant organization of the accreditation result and recommendations, and the approved accreditation period.
- 3.7 Accreditation will usually be granted for a period of 3 years. In some cases, the Council may approve a shorter accreditation period and/or impose conditions upon approval.
- 3.8 Accredited provider institutes wishing to maintain their accreditation status must submit an application for re-accreditation at least 3 months prior to the end of each accreditation period.
- 3.9 Accreditation criteria, policies and procedures may be revised by the Council from time to time. Accredited provider institutes are expected to comply with such changes and to implement appropriate revisions in their programmes as indicated by the Council as soon as possible.
- 3.10 The Council reserves the right to revoke any accreditation granted to the provider institutes. For details, please refer to paragraph 9 below.
- 3.11 The Council will upload and regularly update the list of accredited CEM provider institutes on the Council's website at <http://www.mwchk.org.hk>.

4. Accreditation Criteria

- 4.1 To be eligible for consideration as a CEM provider institute, an organization should:-
 - (i) be either a local tertiary educational institute, a hospital or a similar healthcare establishment or a professional body/association as may be recognized by the Council from time to time;
 - (ii) have a good track record in organizing educational programmes in midwifery/nursing; and
 - (iii) be able to provide appropriate physical facilities for learning.
- 4.2 Apart from the organizational beliefs and goals, the applicant organization should submit the educational goals of its CEM provider unit which should be geared to the promotion and enhancement of midwifery through the provision of CEM activities.
- 4.3 There must be **at least one registered midwife** to act as the healthcare professional responsible for overseeing the provider unit's CEM programmes/activities AND the registered midwife should be a midwifery/nursing related degree holder who possesses at least 5 years of post-registration midwifery experience.
- 4.4 The teaching staff should have appropriate expertise and be appropriately qualified and prepared for teaching the courses.
- 4.5 There should be adequate and appropriate resources/equipment to provide the courses.
- 4.6 Learners' feedback should be obtained and used to modify courses.
- 4.7 Records of enrolment, assessment and completion should be maintained, stored and

- provided to the Council as required. Records should be kept for at least six years.
- 4.8 For the purpose of seeking re-accreditation, accredited provider institutes must organize **at least one midwifery related programme/activity** each year during the accreditation period.

5. The Application Process

- 5.1 New applications for accreditation should be forwarded to the Council at least 3 months prior to the start day of any course leading to CEM points. For re-accreditation, applications should reach the Council 3 months before expiry of the accreditation period. **Applications for retrospective accreditation will normally not be accepted.**
- 5.2 The applicant organizations should complete the application form for accreditation as a provider of CEM at **Appendix I** of this manual. The application form consists of 3 parts as follows:
- (i) Part I – Fact sheet (Appendix I(a))
 - (ii) Part II – Documentation report for internal evaluation of CEM provision (Appendix I(b))
 - (iii) Part III – Report summary sheet on continuous professional education: Overview (Please complete Appendix I(c) for a new application, or Appendix I(d) for an application for re-accreditation.)
- 5.3 Following the receipt of an application, the Accreditation Committee of the Council will review and evaluate the application, and submit its recommendations for the consideration of the Council. Further information may be sought if necessary.
- 5.4 If the Council is satisfied that all the accreditation criteria have been met, the application will be approved. Otherwise, the application will be rejected.
- 5.5 Accreditation will usually be granted for a period of 3 years. The Council may however approve a shorter accreditation period and/or impose conditions upon approval.

6. Operational Guidelines for Provision of CEM Programmes/Activities

- 6.1 The accredited provider institutes, in organizing CEM programmes/activities, are required to follow the guidelines about the scope and modes of CEM programmes/activities, and the granting of CEM points as set out at **Appendix II** of this manual.

7. Review of Accreditation Result

- 7.1 The applicant organisation may apply for a review of the Council's decision on the accreditation result. The application for review must be lodged in writing within 14 calendar days of notification of result.
- 7.2 The organization will normally be notified of the review result in writing within 3 months on receipt of the application.

7.3 The decision of the Council will be final.

8. Notification of Changes

8.1 An accredited provider institute must notify the Council, in writing within 14 calendar days, of any changes in its organizational structure or facilities, or the key personnel responsible for planning or administration of the CEM programmes / activities.

8.2 A site visit may be conducted, as deemed necessary, to decide whether the provider institute concerned still has the capability to provide quality CEM.

9. Revocation of Accreditation Status

9.1 The Council reserves the right to conduct visits to verify and audit the current abilities of accredited provider institutes in meeting the Council's accreditation requirements at any time, and/or to conduct investigations in response to complaints against accredited provider institutes.

9.2 In case irregularities are spotted or allegations are found substantiated, the Council reserves the right to revoke the accreditation status granted to the provider institutes concerned, to approve a shorter accreditation period and/or impose conditions upon approval.

MIDWIVES COUNCIL OF HONG KONG
Application for Accreditation as a Provider of CEM

Part I: Fact Sheet

Instructions: Supply complete information either directly on this form or on a form developed in a similar format.

Name of Organization _____

Address

Name of Person in-charge _____

Title or Position _____

Academic and Professional Qualifications _____

Telephone Number _____ Fax Number _____

E-mail Address _____

The provider unit administratively and operationally responsible for co-ordinating all aspects of CEM offered by the provider is:

(i.e. department/division/unit within the organization responsible for providing CEM)

Category of the organization (*Please tick as appropriate*)

Educational institute

Hospital

Healthcare establishment

Professional body/association

Others (*please specify*)

Is your organization an accredited provider of CNE of the Nursing Council of Hong Kong?

Yes

No

MIDWIVES COUNCIL OF HONG KONG
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Part II: Documentation Report for Internal Evaluation of CEM Provision

1. ~ Beliefs & goals of the organization ~

2. ~ Educational goals of the CEM provider unit (if different from the above) ~
(The goals should be midwifery related.)

3. ~ Administrative & organizational structure ~
(Organizational chart(s) or other schematic(s) that depict the provider unit's line of authority and organizational communication within the organization as a whole as well as within the provider unit.)

The person-in-charge of the provider unit is :

_____ (Name) _____ (Position/Title)

Midwives/Nurses/other healthcare professionals responsible for overseeing the provider unit's CEM programmes/activities are:

[There must be at least one registered midwife who should be a midwifery/nursing related degree holder and possess at least 5 years of post-registration midwifery experience (please provide CV, including academic qualifications and years of midwifery experience of the registered midwife).]

<i>Name(s)</i>	<i>Academic and Professional Qualifications</i>	<i>Position/Title</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. ~ CEM provision process ~

The following documents are attached:

- Record of continuous professional education (*Please complete either Appendix I(c) or Appendix I(d)*)
- Policies and procedures used by the provider unit to guide the operation of the unit e.g. system for awarding credit, performance assessment policies

5. ~ Evaluation ~

(Describe all the methods used to evaluate the effectiveness of the provider unit and provide evidence of the implementation of each method. Examples include course planning committee, course handbook, information sheets, guide for designing programmes, course evaluation reports, assessment of learners' performance, types of assessment, arrangement of clinical practicum, feedback from teachers & learners, etc.)

6. ~ List of infrastructure/facilities for educational activities ~

The following lists are attached:

- List of infrastructure/facilities owned by the organization
- List of infrastructure/facilities in collaboration with other organization(s)
- List of infrastructure/facilities rental for CEM programmes/activities

7. ~ List of audio-visual aids for educational activities ~

The following lists are attached:

- List of audio-visual aids owned by the organization
- List of audio-visual aids in collaboration with other organization(s)
- List of audio-visual aids rental for CEM programmes/activities

Report Summary Sheet on Continuous Professional Education: Overview

[This form is for use by first time applicants and the reporting period should cover the past 12 months.]

(_____ - _____)

Month / Year

Month / Year

Name of organization _____

Programme Title	Objectives	Date		Duration		Format (i.e. face-to-face/ online)	Venue	Name(s) & Professional Qualifications of Speaker(s)	No. of participants	Remarks
		From	To	Theory (Hrs)	Clinical (Hrs)					

Report Summary Sheet on Continuous Professional Education: Overview

[This form is for use by applicants applying for re-accreditation and the reporting period should cover the past 3 years.]

(_____ - _____)
 Month / Year Month / Year

Name of organization _____

Period of current accreditation _____

Programme Title	Objectives	Date		Duration		Format (i.e. face-to-face/ online)	Venue	Name(s) & Professional Qualifications of Speaker(s)	No. of participants	CEM Points Granted	Remarks
		From	To	Theory (Hrs)	Clinical (Hrs)						

Appendix II

Operational Guidelines for Provision of CEM Programmes/Activities

(I) Scope and Modes of CEM Programmes/Activities

- (a) The scope of CEM programmes/activities should either be midwifery related or healthcare related which contributes to the enhancement of professionalism of midwives/nurses:

<u>Midwifery related</u>	<u>Healthcare related</u>
<ul style="list-style-type: none">➤ Biological sciences related to childbearing, childbirth and neonates➤ Midwifery practice➤ Medical sciences of childbearing women and their fetuses/neonates➤ Medical technologies related to the health of childbearing women and their fetuses/neonates➤ Development and research specific and directly related to midwifery practices or obstetrics➤ Ethical and legal issues in midwifery practices or obstetrics	<ul style="list-style-type: none">➤ Healthcare related education e.g. epidemiology, clinical risk management➤ Social sciences related to care enhancement e.g. counseling, communication, teaching skills➤ Leadership and management, preferably in healthcare➤ Academic study leading to a higher professional degree related to healthcare➤ Infection control➤ Occupational health and safety

- (b) The Council permits various modes of learning other than simply attendance at conventional classroom-teaching courses. Modes of CEM activities conducted by accredited provider institutes may include:-

- (i) Courses, lectures, seminars, workshops, including face-to-face courses and real-time online courses
- (ii) Distance learning/e-learning activities (i.e. self-study programmes)
- (iii) Conference and scientific meetings

- (c) Other CEM activities, such as attending overseas conferences/training/courses, publication in professional journals/academic books on midwifery related areas, visiting hospitals, giving talks and seminars, are also acceptable.
- (d) An accredited provider institute should develop a system of tracking attendance for live webinar programmes.

(II) Granting of CEM Points

- (a) An accredited provider institute may grant CEM points to its own CEM programmes/activities in accordance with the Council's specifications.
- (b) The accredited provider institute is not authorized to grant CEM points to other organizations.
- (c) The accredited provider institute can grant CEM points to activities co-organized with other non-accredited organizations. However, the accredited provider institute concerned must have active participation in the planning and conducting of the activities.
- (d) Activities not conducive to the enhancement of midwifery professionalism should not be awarded any CEM points.
- (e) CEM points should not be double-counted.
- (f) If the activity is part of the duties of a midwife, no CEM point should be granted to the midwife concerned.
- (g) CEM points will be awarded for a CEM activity based on the format and duration of the activity.
- (h) CEM activities organised by accredited CEM provider institutes, including courses, lectures, seminars, workshops and conferences, must be of at least one hour in duration for award of CEM points. After the first hour, a fraction of the hour will be rounded down to the nearest half-hour.

- (i) CEM points may be granted as follows:

Type of CEM activities		Number of CEM points
Each hour of a course/lecture/seminar/workshop/conference		1
Every 2-hour clinical practicum/structured visit to hospitals or health care institutions		1
One research project with publication in professional journal	Principal researcher	20
	Co-researcher	10
Author of an article published in professional journal	First author	10
	Co-author	5
Author/editor of a published academic book on midwifery related areas	Sole author/editor	30
	Joint author/editor	15
Author/editor of a chapter of a published academic book on midwifery related areas	Author/editor	10
	Joint author/editor	5
Each hour of oral presentation in midwifery courses / seminars		1
Each oral presentation in midwifery/health care related scientific conference	In international/national conference	8
	In local conference	5
Each poster presentation in midwifery/health care related scientific conference	First/sole author in international/national conference	6
	Co-author/joint author in international/national conference	3
	First/sole author in local conference	2
	Co-author/joint author in local conference	1