

Midwives Council of Hong Kong

Manual for Accreditation
as a Provider Institute of
Post-registration Education in Midwifery (PEM)

May 2011

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 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 PEM.
- 1.3 The Council will approve a list of organizations, which will be updated from time to time, as accredited provider institutes to run PEM programmes / activities. Normally, only PEM programmes / activities conducted by these approved provider institutes will be counted for PEM points.
- 1.4 This manual provides an overview of the PEM accreditation system, the criteria for accreditation as PEM provider institutes, the operational guidelines for accredited provider institutes to provide PEM programmes / activities, and procedures relating to application, appeal, etc.

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

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

3. Overview of the Accreditation System

- 3.1 The Council will approve a list of organizations, which will be updated from time to time, as accredited provider institutes to run PEM programmes / activities. Normally, only PEM programmes / activities conducted by these approved provider institutes will be counted for PEM points.
- 3.2 Organizations should apply in advance to the Council for accreditation as provider institutes for organizing educational programmes with PEM points for registered midwives.
- 3.3 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 PEM points to participants of the relevant courses.
- 3.4 Applicant organizations are required to meet all the accreditation criteria as stated in this manual.
- 3.5 Applicant organizations must submit data about their PEM 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 PEM.

- 3.6 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.
- 3.7 Having evaluated the application, the Council will notify the applicant organization of the accreditation result and recommendations, and the approved accreditation period.
- 3.8 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.
- 3.9 Accredited provider institutes wishing to continue their accreditation must submit a new application before the end of each accreditation period.
- 3.10 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.
- 3.11 The Council reserves the right to revoke any accreditation granted to the provider institutes. For details, please refer to paragraph 10 below.
- 3.12 The Council will upload and regularly update the list of accredited PEM provider institutes in the Council's website at <http://www.mwchk.org.hk>.
- 3.13 An accreditation fee will be charged only when the Mandatory PEM is implemented.

4. Accreditation Criteria

- 4.1 To be eligible for consideration as a PEM 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 PEM provider unit which should be geared to the promotion and enhancement of midwifery through the provision of PEM activities.
- 4.3 There must be **at least one registered midwife** to act as the healthcare professional responsible for the provider unit's PEM programmes / activities who should have 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.
- 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 PEM 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 PEM 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 PEM 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 PEM Programmes / Activities

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

7. Accreditation of International Conferences

- 7.1 The Council will only accredit international conferences relating to midwifery practice or obstetric care on a programme basis. The international conferences concerned

should also be organized by credible organizations and last for at least 2 days. **Other individual PEM programmes / activities will normally not be considered.**

- 7.2 The accredited provider institutes are welcome to submit information about international conferences as mentioned in paragraph 7.1 above and with recommendation of accreditation for the Council's consideration.
- 7.3 Upon receipt of the submissions, the Council will vet the conferences concerned, and consider if approval of accreditation would be granted.
- 7.4 The accreditation result will be posted on the website of the Council.

8. Appeal

- 8.1 Any appeal against the Council's decision on the accreditation result must be lodged in writing within 14 calendar days of notification of result.
- 8.2 The appealing organization will normally be notified of the review result in writing within 3 months on receipt of the appeal.
- 8.3 The decision of the Council will be final.

9. Notification of Changes

- 9.1 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 PEM programmes / activities.
- 9.2 A site visit may be conducted, as deemed necessary, to decide whether the provider institute concerned still has the capability to provide quality PEM.

10. Revocation of Accreditation Status

- 10.1 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.
- 10.2 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 PEM

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 PEM offered by the provider is:

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

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
Application for Accreditation as a Provider of PEM

Part II: Documentation Report for Internal Evaluation of PEM Provision

1. ~ Beliefs & goals of the organization ~

2. ~ Educational goals of the PEM 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 overall day-to-day management and operation of the unit is :
(please provide CV of the person in-charge)

_____ (Name) _____ (Qualifications) _____ (Position/Title)

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

[There must be at least one registered midwife who should have at least 5 years of post-registration midwifery experience (please provide CV, including years of midwifery experience of the registered midwife).]

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

4. ~ PEM 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 PEM 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 PEM 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		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		Venue	Name(s) & Professional Qualifications of Speaker(s)	No. of participants	PEM Points Granted	Remarks
		From	To	Theory (Hrs)	Clinical (Hrs)					

Appendix II

Operational Guidelines for Provision of PEM Programmes / Activities

(I) Scope and Modes of PEM Programmes / Activities

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

<u>Midwifery related</u>	Healthcare related which contributes to the enhancement of professionalism of <u>midwives/nurses</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 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 PEM activities conducted by accredited provider institutes may include:-
- (i) Courses, lectures, seminars, workshops
 - (ii) Interactive on-line course / distance learning / e-learning activities with certification of learning / assessment

(iii) Conference and scientific meetings

- (c) It will be up to the accredited provider institutes to assess the effectiveness of the learning process, the quality of teaching and performance of the programme participants as measured by course work, project, reflective journal writing or other forms of assessment.

(II) Granting of PEM Points

- (a) An accredited provider institute may grant PEM points to its own PEM programmes / activities in accordance with the Council's specifications.
- (b) The accredited provider institute is not authorized to grant PEM points to other organizations.
- (c) The accredited provider institute can grant PEM 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 PEM points.
- (e) PEM points should not be double-counted.
- (f) If the activity is part of the duties of a midwife, no PEM point should be awarded for participating in it.
- (g) Allocation of PEM points should follow the following principles:
- PEM points will be awarded for a PEM activity based on the format and duration of the activity.
 - The PEM activities must be of at least one hour in duration for allocation of any PEM point. After the first hour, fraction of the hour will be rounded down to the nearest half-hour.

	Mode of PEM Activity	PEM Points
i.	Course/Lecture/Seminar/Workshop provided by accredited PEM provider	1 point / hour
ii.	Local conference provided by accredited PEM provider/International conference accredited by the Council	3 points / half day (at most 6 points / day)
iii.	Research with published reports - lead researcher - co-researcher	10 points / project 2 points / project
iv.	Author/co-author of an article published in professional journal	5 points
v.	Author/editor of professional book related to midwifery - Sole author/editor of a published book - Author/editor of a chapter of a published book - Joint author/editor of a chapter of a published book	45 points 10 points 2 points
vi.	Oral Presentation in : - International/national conference - Local conference Poster presentation in conference	5 points 2 points 1 point
vii.	Any 3-hour clinical practicum/structured visit	1 point