



Federal Ministry of Health Ethiopia

Directive on Continuing Professional Development for Health Professionals



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**Directive on Continuing Professional
Development for Health Professionals**

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Preamble

Whereas changing medical knowledge, evolving technology, rapid organizational changes, increasing public expectations and greater accountability necessitate the need for updating professional competence;

Whereas continuing professional development will contribute to the competency of health professionals and eventual improvement of quality health services;

Whereas it is found necessary to systematically organize the fragmented continuing professional development activities in Ethiopia;

Whereas, to link with re-licensing, continuing professional development is one of the main regulatory requirement provided under the Food, Medicine and Healthcare Administration and Control Regulation for re-licensure;

Now, therefore, the Ministry has adopted this directive as per the delegation given by Ethiopian Food, Medicine and Health Care Administration and Control Authority to perform all the CPD activities given to the authority in accordance with article 55 (3) of the Food, Medicine, Health Care Administration and Control Proclamation and article 66 (1) of the Food, Medicine and Healthcare Administration and Control Regulation.

Part One

General

1. Title

This directive is cited as “Directive on Continuing Professional Development for Health Professionals No. /2018.”

2. Definition

Notwithstanding to the definition provided under Proclamation No. 661/2009 and unless the context requires otherwise in this directive:

1. **“Continuing Professional Development”** shall mean a range of learning activities through which health professionals maintain and develop throughout their career to ensure that they retain their capacity to practice safely, effectively and legally within their scope of practice;
2. **“Proclamation”** shall mean the Food, Medicine and Healthcare Administration and Control Proclamation No. 661/2009;
3. **“Ministry”** shall mean the Federal Democratic Republic of Ethiopian Ministry of Health;
4. **“Health professional”** shall mean a health worker involved in the promotive, preventive, curative, palliative or rehabilitative health services licensed by the Ministry or regional health regulatory bodies;
5. **“Accreditation”** shall mean a type of quality assurance process under which potential continuing professional development providers and CPD courses are evaluated by an Accreditor;
6. **“Continuing Education unit”** shall mean the value attached to a learning activity for continuing professional development;

7. **“Accreditor”** shall refer to government universities or health professionals association that shall be accredited by the Ministry to Accredite CPD service providers and CPD courses;
8. **“CPD Service Provider”** shall refer to public or private institutions including universities, health science colleges, professional associations, hospitals and other consultancy firms with the experience of providing training and meet the specified criteria and have been accredited by accreditor to present learning activities for Continuing Professional Development;
9. **“Employer”** shall mean any organization hiring a health professional to practice in his/her profession;

3. **Scope of applications**

This directive governs all health professionals practicing in Ethiopia, accreditors and CPD providers

4. **Principles**

1. No health professional shall be re-licensed without fulfilling the required CEU by this directive.
2. No continuing professional development course or activity shall be counted unless accredited by Accreditors and endorsed by Ministry.
3. Standardization of continuing professional development shall be made following applicable guidelines adopted by the Ministry.
4. Health practitioners will commit themselves to meeting the requirements for continuing education in the belief that the practitioner and patient/client will reap the benefits of lifelong learning.
5. Accreditors and CPD providers should encourage professional Associations for the implementations of professional ethics.

Part Two

Roles and Responsibilities

5. Ministry

The Ministry shall have the following responsibilities:

1. The Ministry shall establish a Continuing Professional Development committee (herein after referred to as the “Committee”) 16 representative members consisting of the Ministry, Regional Health Bureau, RRB, accredited professional associations as a provider or accreditor, training institution and development partners.
2. The Committee established by sub-article 1 of this article shall be chaired by the chairperson elected from the committee members, and the secretary shall be from the Ministry.
3. The Committee shall adopt its own rules or procedures.
4. The Committee shall have the following power and responsibilities:
 - a. Develop implementation guidelines and manuals;
 - b. Accredite accreditors by standard criteria provided under the relevant guideline;
 - c. Investigate complaints and recommend appropriate administrative measures against accreditors’ and service providers;
 - d. Review the continuing professional development guideline when necessary;
 - e. Shall conduct quality assurance checks of Accreditors. Accreditor status may be suspended/or revoked after such quality check(s) should any critical incident be brought to the ministry’s attention;
5. Creates institutional recognition mechanism to enroll health professional in CPD activity

6. Guide the overall continuing professional development activities and identify means to fund and sustain the program.
 7. The CPD case team in the Ministry shall be responsible to
 - a. Develop and made available forms necessary for continuing professional development implementation;
 - b. Maintain an up-to-date website with electronic copies of downloadable guides, forms, related documents and list of accredited providers and courses;
 - c. Develop and maintain continuing professional development data base;
 - d. Shall notify timely the list of available accreditors and accredited CPD providers;
 - e. Monitor and evaluate the overall CPD implementation in the country;
 - f. Ensure the CPD courses are provided as per the CPD implementation guideline;
 - g. Review the appropriateness of continuing education units allocated for courses by accreditors;
 - h. Regulate the overall continuing professional development implementation in the country;
 - i. shall support regional CPD regulatory bodies and health bureau to build their capacity;
- 6. Regional Health Bureau/Regulatory Body**
1. May establish regional CPD case team and committee
 2. Shall coordinate the undertaking of CPD course need assessment in the respective region.
 3. Shall advocate and facilitate continuing development of all health professionals in the respective region.
 4. Shall mobilize resources for in-service training and CPD activities for health professionals working in the region.

5. Report the complaints raised against CPD accreditors and service providers in their respective region to the Ministry.
6. Shall develop and maintain continuing professional development database;

7. **Accreditors**

1. Potential Accreditors shall apply to the Ministry for registration as an Accreditor. The CPD Committee shall, review the existing accreditors and shall issue a license to accreditors for a further period of three years and may relicense after three years if they comply with the requirement.
2. The role of Accreditor is to:
 - a. Review applications for accreditation of CPD service providers and CPD courses;
 - b. Monitor compliance with the guidelines;
 - c. Revise continuing education units (CEUs) allocated where the provider failed to comply with the rules and regulations of the Ministry CPD System;
 - d. Review Accredited Service Providers and submit an annual report to the Ministry for noting whether the following was adhered to:
 - A list of all activities during the year was provided;
 - A record of all applications received, as well as their outcomes to be kept for at least five years.
 - All ethical activities were mentioned;
 - Relevance of activities to the field of practice;
 - Has an activity been presented more than once to the same audience; and
 - Any problem experienced.

- e. Investigate complaints against CPD Service Providers and take necessary administrative measures.
 - f. Submit accredited CPD activities to the Ministry for coding and uploading on the website.
 3. Government Universities involved in health science education and health professional associations who fulfill the required criteria are the potential/qualified accreditors.
 4. The appropriate infrastructure which the accreditor shall fulfill is the following: an office with access to the internet, computer with database, e-mail and fax facilities and dedicated administrative support.
 5. The accreditor shall have accreditation director, administration assistant/secretary and designated members of the panel of experts (at least 5 either part-time or full time).
 6. To avoid conflict of interest, members of the accreditation committees need to take cognizance of the ethical rules and the policy on undesirable business practice.
 7. The accreditor must ensure that the proposed activity is free of undesirable commercial influence. The proposed activity should be ethically acceptable, of educational value, should provide a balanced view and must not be unduly promotional.
 8. In the case of straightforward applications where discussion is not necessary, the CEUs allocated by the designated person will be noted formally by the Committee at its next regular meeting. However, the accreditor must ensure that the proposed activity is free of undesirable commercial influence. Therefore, the proposed activity should be ethically acceptable, of

educational value, should provide a balanced view and must not be unduly promotional.

9. In the case of contentious applications where the designated committee cannot reach a decision (or in the case of an appeal by the provider), such an application, with supporting documentation, should be referred to the Ministry.
10. Levies for the accreditation providers /activities of should be within approved guidelines as agreed to by the CPD Committee. The Guidelines on the Accreditation fees will be prescribed by the CPD Committee and may be audited on an annual basis.
11. The Ministry CPD Committee shall conduct quality assurance checks of Accreditors. Accreditor status may be reviewed and/or revoked after such quality check(s) or should any critical incident be brought to the Ministry's attention
12. When the accreditor wants to apply as a CPD course provider, the accreditation process shall be done by another accreditor.
13. The accreditor shall maintain the confidentiality of the course submitted by the provider

8. CPD Providers

Providers shall:

1. Have program mission statement specifying major changes in competence, performance or patient outcome that will be the result of the program for review and accreditation.
2. Complete an application form, and submit the required documentation and fees to the accreditor when requesting accreditation

3. Submit each CPD course to an accreditor for review and accreditation three months before presenting the CPD activity.
4. Assign qualified panel of experts composed of content expertise, program experts, and instructional design experts.
5. Fulfill the following requirements:
 - a. CPD director/coordinator (a minimum of first degree in health science), training officer, IT officer and administration assistant/secretary.
 - b. Office with an Internet connection, national software database for training information and telephone service.
 - c. Shall arrange standardized training hall and syndicate room to provide the CPD training for face to face training modality.
 - d. Computer (Desktop/laptop), printer, LCD, and photocopy machine.
6. Develop and provide accredited CPD courses.
7. Check before the course development, whether there exists approved relevant CPD document in the area seeking to prepare.
8. Only one-course provider shall be accredited for one CPD course material with the same and course code unless it is nationally approved as national CPD courses.
9. Meet agreed training quality requirements in course design and delivery
10. Document and avail internal monitoring and evaluation results and participant evaluation report of every CPD activity
11. Required to publicize the annual proposed activity together with its accreditation number and CEUs.

12. Keep a record that reflects attendance at the entire event completion of the activity and should retain these for a period of five years after the activity as these may be required in a compliance audit.
13. Report CPD activities annually to The Ministry and the accreditor
14. Amend and apply for approval in accordance with changing circumstances if necessary
15. Apply for license renewal annually
16. Avail certificate of competence in visible place

9. Professional Associations

- a. May serve as CPD accreditor and/or provider if they meet the required criteria.
- b. May suggest the annual credit point requirements for the respective profession.
- c. Shall conduct and participate in need assessment and propose continuing professional development activities in their respective profession.
- d. Shall create means to encourage professionals in the respective association to participate in continuing professional development activities in collaboration with other stakeholders

10. Health Professionals

1. Every health professional shall:
 - a. Evaluate the training value of the activity or course and its appropriateness for the learning needs;
 - b. Ascertain the legality of CPD providers before taking the courses
 - c. Comply with the specified continuing education units of activities in each year;
 - d. Ensure possession of a certificate for every activities attended and keep these for at least three years; and

2. Health professional who is registered in more than one profession shall be required to obtain continuing education units for each profession.
3. If a continuing professional development activity is relevant for both professions, (Cross cutting subjects) continuing education units may be considered for both professions.
4. Identify a means to participate in continuing professional development activities in collaboration with other stakeholders.
5. May identify their learning need and submit to the relevant body.
6. Health professionals may appeal to the process of CPD course delivery and quality of training to the Ministry and respective RRB/RHB

11. Employer

Employers shall:

1. Integrate the CPD program in the annual performance appraisal of health professionals;
2. Include the CPD offering schedule for its staffs, and report the number of staffs who took CPD courses annually to their respective body.
3. Notify on time information on CPD issues from the Ministry/ RHB and provider to its staffs.
4. Undertake continuing professional development need assessment for their health workers and, where appropriate, support the professionals accordingly.
5. Avail adequate time for their employees to participate in continuing professional development activities; and
6. Assist for their employee's continuing professional development activities.

12. Development Partners

- Provide technical and financial support to FMOH/RHB/Regional regulatory bodies/government universities to help CPD system function.
- Provide technical and financial support to Professional Associations or societies to be able to actively participate in CPD.

Part Three

Accreditation and, Credit Allocation and Requirements

13. Accreditation of accreditor

1. Potential accreditors fulfilling the criteria set by this directive and applicable guidelines may apply to the Ministry to function as an accreditor.
2. The accreditor shall fulfill appropriate human resource and infrastructure requirements by the CPD implementation guideline.
3. The Ministry shall review the application, weigh against set criteria and may approve, recommend correction or deny application made by sub-article (1 and 2) of this article.
4. Accreditor license shall be valid for three years.
5. A record of all applications received, as well as their outcomes and a record of the minutes of all Panels' meetings shall be kept for at least five years.
6. Certificate of accreditation for accreditor status shall be given by the Ministry, and the accreditor shall apply for renewal two months before license date of expiry.

14. Accreditation of CPD Provider

1. Potential provider fulfilling the criteria set by this directive and CPD guidelines may apply to the accreditor to function as a CPD provider.
2. The provider shall fulfill appropriate human resource and infrastructure requirements by the CPD guideline.
3. The accreditor shall review the application, weigh against set criteria and may approve, recommend correction or deny application made by sub-article (1 and 2) of this article.

4. Approval of an application shall be valid for one year.
5. A record of all applications received, as well as their outcomes and a record of the minutes of all Panels' meetings shall be kept for at least five years.
6. Certificate of competence for CPD provider status shall be given by the accreditor, and the provider shall apply for renewal two months before license date of expiry

15. Course Approval

1. The accredited CPD provider requiring course approval shall apply to the accreditor at least three months before the anticipated date of provision of the course.
2. The accreditor shall check the completeness of the application; assign application number and a professional category to the application after reviewing the criteria by the CPD guideline.
3. The accreditor upon receipt of the application by sub-article 15 sub -article 2 of this article, may approve the course and its credit value designated by the provider, recommend correction or deny approval, notify the decision within two months of application.

16. Credit allocation and requirement

1. Credit points shall only be counted if the course received is approved by the accreditor and found relevant to the applicant's current practice.
2. All health professionals shall be required to earn at least 30 credit units per year and 90 credit units per three years to get a re-licensure.
3. Notwithstanding to sub-article (2) of this article professional associations may recommend a higher credit point required for their specific professional category.

4. For CPD courses or activities received from abroad, credit points allocation shall be treated based on the applicable guideline.
5. The maximum credit point that can be earned from a single CPD course shall not exceed 15 CEUs.
6. Credit points earned from a particular course shall be considered only once within a licensure period.
7. CPD CEUs collected during one budget year cannot be transferred to another year
8. A trainer shall not be awarded credits for delivering the same course more than once within a licensure period.

Part Four

Miscellaneous

17. Conflict of interest

Any conflict of interest shall be entertained by the Ministry/RHB

18. Complaint handling

- a. Any complaint will be submitted to the Ministry/RHB and the Ministry/ RHB can bring it to CPD committee
- b. CPD committee will propose possible decisions to the human resource development directorate for final decision.

19. Uncovered matters

Any issue related to continuing professional development and which is not addressed by this directive shall be done by CPD guidelines adopted by the Ministry.

20. Inapplicable laws

No directive or practice shall be applicable in so far as it is contradictory with provisions provided under this directive.

21. Effective date

This directive shall enter into force from the date of signature by the minister of the federal democratic republic of Ethiopia Ministry of health.



Amir Aman (Dr.)
Federal Democratic Republic of Ethiopia
Ministry of Health Minister
November, 2018