

RULES OF CONTENT, TERMS AND PROCEDURE OF CONTINUOUS EDUCATION AND VERIFICATION THE COMPETENCE OF NURSES

I. GENERAL PROVISIONS

Article 1

These Rules shall define the content, terms and the procedure of continuous education and verification the competence of nurses in accordance with the Article 12 of the Nurses Act.

Nurses are obliged to permanently renew the acquired knowledge and adopt the new one in accordance with the newest accomplishments and knowledge in the nursing profession.

According to these Rules, registrants shall have the obligation of professional improvement and verification of their competence in order to renew their licence.

II. PRINCIPLES OF PROFESSIONAL TRAINING

Article 2

Continuous professional improvement of nurses is resumption of the acquired regularly education and applies to all nurses conducting primary health protection within the field of health care.

Continuous education shall be accessible to everyone and conducted in accordance with unique criteria for all levels of health care, in accordance with these rules.

The forms of continuous education shall be equal to teaching effect and point value.

The program of continuous education shall include, in its content and point value, the acquired and new accomplishments in the progress field, and new accomplishments in the nursing.

All forms of continuous education shall be validated through a points-system in accordance with the criteria defined by these Rules.

III. CONTENT OF PERMANENT PROFESSIONAL IMPROVEMENT

Article 3

Manners of continuous education shall be: professional meetings (congresses, symposiums and conferences), professional meetings with lecture, professional consultations, courses, study tours with mentor, publications (scientific articles in professional journals, editor in publications, authorship, co-authorship, editor in books or book's chapters, reviewer of the book), from nursing area and e-learning (on-line courses and on-line professional meetings).

Article 4

Professional Issues and Continuous Education Committee shall decide on the recognition and categorisation of all forms of continuous education on the basis of a request submitted by the organiser of a continuous education program.

IV. CONTINUOUS EDUCATION TERMS

Article 5

Registrant shall undergo competence verification each six years in order to renew her licence.

Competence verification is not necessary for a registrant who acquired 90 points within the six-year period, i.e. who acquired 15 points each year.

V. CONTINUOUS EDUCATION PROCEDURE

Article 6

Croatian Nursing Council shall organise professional training of nurses for the purpose of continuous education.

A registrant may choose the modality of her professional improvement which best suits her taking into consideration the manners of continuous education from the Article 3 of these Rules.

A registrant may choose the manner of her professional improvement, organised by the Council or other organisers taking into consideration the fact that points shall be collected from various forms of professional improvement.

Continuous education program proposers may be: educational institutions which have nursing studies in their system, county Council branch-offices, health institutions, expert associations working in specific fields of health care, companies, individuals, and others.

All organisers of continuous education which are not a part of Plan and programme of continuous education regulated with Article 7 of these Rules shall be considered as external organiser of continuous education.

Continuous education application, administrative proceeding of validation and evidence of participation in every form of continuous education shall be conducted and recorded in a manner regulated by Professional Issues and Permanent Education Committee with special protocol and related forms.

Article 7

The plan of permanent professional improvement for nurses on the level of health institutions shall consist of a list of professional meetings with lectures on the level of the organisational unit.

The proposal for the plan of permanent professional improvement for nurses on the level of health institutions shall be delivered to the county branch office by October 15th.

The county branch office of the Council shall deliver a proposal for the plan of permanent professional improvement for nurses in their own organisation by November 1st for the following year and meant for the members of the branch office in various institutions.

Professional Issues and Permanent Education Committee shall draw up a suggested plan and programme for permanent professional improvement of nurses for the next year until December 1st of the current year.

The Board of Croatian Nursing Council shall decide on a plan and programme for continuous education of nurses by December 20th.

VI. COMPETENCE VERIFICATION

Article 8

Verification of the competence of nurses for the period of six years shall be executed through the points-system.

Registrant shall gain 90 points during a six-year period in accordance with criteria for verification the competence of nurses. The extra collected points cannot be transferred to the following six-year period.

For the continuity of the permanent professional improvement registrant, as a rule, shall collect at least 15 points in a year without the possibility of transfer to the previous or following period.

In exceptional cases in which, for a particular reason, a registrant hasn't been able to collect 15 points during a year, a Committee's decision may allow the transfer of points within a two-year period.

VII. THE EVALUATION OF MANNER OF CONTINUOUS EDUCATION

Article 9

The evaluation of the manner of continuous education shall be conducted through a system of point's value of the individual manners of continuous education.

The points-system of the individual ways of continuous education shall be defined in the following manner:

PROFESSIONAL MEETINGS:

	Type of organised form of continuous education	Evaluation by points	
		Active involvement	Passive involvement
CONGRESSES			
1.	Domestic congress	10	6
2.	Regional congress	11	7
3.	Domestic congress with international involvement	12	8
4.	European congress	14	10
5.	International congress	15	11
SYMPOSIUMS			
1.	Domestic symposium	8	5
2.	Regional symposium	9	6
3.	Domestic symposium with international involvement	10	7
4.	European symposium	11	8
5.	International symposium	12	9

A Congress shall be regarded as a professional gathering lasting from 3 to 5 days, containing at least 3 main topics (and additional free topics in the specific field of the Congress) and includes lectures (may include demonstrations).

A regional congress shall have organisers/lecturers from at least two neighbouring countries.

A domestic congress with international involvement shall have lecturers from at least three countries (without the option that all the lecturers come from countries that are Croatia's neighbours).

An European congress shall be regarded as a congress organised by an organiser registered to operate on the European level and/or lecturers from at least 7 European countries.

International congress shall be regarded as a congress organised by an organiser registered to operate on the international level and/or lecturers from at least 7 countries from at least 2 continents.

A symposium shall be regarded as a professional meeting lasting from 1 to 3 days, containing 1 to 2 topics, inevitable including lectures (may include demonstrations and practice).

Regional symposium shall have organisers/lecturers from at least two neighbouring countries.

A domestic symposium with international involvement shall have lecturers from at least three countries (without the option that all the lecturers come from countries that are Croatia's neighbours).

A European symposium shall be regarded as a symposium organised by an organiser registered to operate on the European level and/or lecturers from at least 7 European countries.

An international symposium shall be regarded as a symposium organised by organisers registered to operate on the international level and/or numerous lecturers from at least 7 countries and at least 2 continents.

A conference shall be valued according to the criteria for congresses or symposiums depending on the duration, number of topics and the contents.

Participation at a congress, symposium and conference abroad shall bring one additional point in the categories.

Active involvement as an invited lecturer shall bring additional 2 points in the categories.

The first three authors shall have the right to have their active involvement evaluated. The other authors shall receive 1 point added in the categories for passive involvement.

Co-authors of briefs or posters at the congress and alike who did not participate shall receive half a point for active involvement.

Professional meetings and consultations:

	The type of organised form of continuous education	Valuation through points	
		lecturer	atendee
PROFESSIONAL MEETINGS AND CONSULTATION			
1.	Professional meeting with lecture on the level of organisational unit	6	4
2.	Yearly meeting of the professional class	6	4
3.	Professional meeting with lecture organised by an outside organiser of continuous education	6	4
4.	Professional consultation	1	

A professional meeting with a lecture on the level of an organisational unit shall include a lecture lasting at least 45 minutes with additional 15 minutes for debate.

A professional meeting with a lecture on the level of an organisational unit shall have a maximum of 2 lecturers.

Professional meetings at the level of an organisational unit shall be registered one year in advance as part of the Plan for continuous education of nurses on the level of healthcare institutions and county branch offices defined by the Article 7 of these Rules. The nurse in the healthcare institution who assembles and organises a suggested Plan for professional improvement of nurses on the level of his/her healthcare institution and delivers it to the branch office shall be awarded with 7 points.

A professional meeting with lecture organised by an outside organiser of continuous education includes a lecture at least 45 minutes in duration with at least 15 minutes for debate.

A professional meeting shall be regarded as a meeting of an organisational unit within a healthcare institution with the goal of solving/advising about the current problems in the professional field of nurse labour lasting minimally 30 minutes.

The topics of professional advisement with description, conclusions and the list of participants shall be delivered to the branch office 7 days after the event. The branch office shall deliver this same material to the Council within 10 days.

The maximum number of points that registrant can collect in a one-year period with professional advisement is 4 points.

The final decision about the evaluation of professional advisement rests with the Committee.

COURSES:

COURSES		VALUATION THROUGH POINTS	
		Domestic	International
1.	Courses of the first category		
	lecturer	15 points	19 points
	atendee	10 points	13 points
2.	Courses of the second category		
	lecturer	10 points	13 points
	atendee	6 points	8 points
3.	Courses of the third category		
	lecturer	8 points	10 points
	atendee	5 points	7 points

Courses of the first category shall last from 3 to 7 days, include lectures and exercises, printed materials, a written and oral test of knowledge and skills (practical work).

Courses of the second category shall last from 1 to 3 days include lectures and workshops, printed material and a written test.

Courses of the third category shall last from 1 to 2 days include lectures and demonstrations.

An international course shall be regarded as a course organised by an organiser registered to operate on the international level or a course organised by a domestic organiser with the approval, plan and programme of an international organiser.

STUDENT STAYS WITH A MENTOR

STUDENT STAYS WITH A MENTOR	VALUATION THROUGH POINTS	
	In Croatia	Abroad
Mentor	15 points a week	19 points a week
Attendee	10 points a week	13 points a week

PUBLICATIONS

	PUBLICATIONS	VALUATION THROUGH POINTS
1.	Professional article in indexed publications	
	First author	15 points
	Co-author	7 points
2.	Professional article in non-indexed publications	
	First author	9 points
	Co-author	5 points
3.	The editor's staff of a magazine	
	Chief editor	10 points
	Member of the editor's staff	5 points
4.	A book	
	First author	30 points
	Co-author	10 points
5.	Book editor	
		20 points
6.	Chapter in a book	
	First author	15 points
	Co-author	5 points
7.	Book review	20 points

The first author and three co-authors shall have the right to evaluate a professional article.

A professional article in the indexed publications is an article published in a magazine which is quoted in Current Contents, Science Citation Index, Excerpta

Medica or the Medline base (Index Medicus or International Nursing Index). The fact that the publication is indexed is proven by the according confirmation from the library.

E-LEARNING

The nurse – the medical technician can take part to professional improvement from a distance through the internet via the information-communication technology (e-learning).

Manners for continuous education via e-learning shall be online courses and online professional gatherings.

E-learning

E-learning		VALUATION THROUGH POINTS	
		Domestic	International
1.	Online course		
	Lecturer	10 points	13 points
	Attendee	7 points	10 points

Online courses shall imply learning with the help of the computer and internet lasting minimally 60 minutes.

After accessing the educational materials the online course applicant shall pass a test of knowledge with at least 30 questions and 75% accurate answers to have the right to be evaluated.

Online professional gatherings shall be valued according to the point's criteria for valuing professional gatherings.

The Professional Issues and Continuous Education Committee shall consider separately every form of continuous at the distance – through the internet.

VIII. DOCUMENTING OF CONTINUOUS EDUCATION

Article 10

The list of nurses and manner of participating in professional gatherings with lectures on the level of organisational unit which are part of the Plan and programme for continuous education defined by Article 7 of these regulations, shall be delivered to the branch office within 7 days after the professional gathering with lecture in the healthcare institution.

Continuous education from outside organisers shall be evaluated by the Council if it involves an area of healthcare or if they are multidisciplinary while still including professional knowledge useful to nurses.

An outside organiser shall submit the request for evaluation of continuous education held in the Republic of Croatia no later than 30 days before the event. With the request organiser shall submit, depending on the manner and sort of continuous education, all the necessary documentation according to the Article 11 of these Rules.

An individual request for the evaluation of continuous education shall not be taken in consideration if the outside organiser, on whose continuous education the nurse seeks the evaluation, is a legal or private person conducting his work in the Republic of Croatia.

The list of nurses and manners of participation as the sheet of the knowledge test and the results of the test shall be delivered within 7 days after the completion of the form of continuous education.

The Council shall make a contract with the host, co-organiser i.e. organiser of the continuous education about the mutual rights and obligations for individual continuous education or programme of continuous education within a specified time period.

The decision of making a contract from Clause 3 of this article shall make Professional Issues and Continuous Education Committee. The contract shall be signed by the president of the Council.

Article 11

For the activation of the evaluation procedure the outside organiser of the continuous education shall present, depending on the type of continuous education, the following documentation:

Manner of continuous education	Documentation needed:
Professional gatherings	
Congress, symposium, conference	<ul style="list-style-type: none"> - Request for the evaluation of continuous education - Original copy of the confirmation of the organiser - Printed material: a book of briefs/works
After the professional gathering	<ul style="list-style-type: none"> - List of participants of the professional gathering
Courses	
Courses	<ul style="list-style-type: none"> - Demand for the evaluation of the continuous education - List of the course leaders and lecturers - The programme with the hour schedule - Briefs of the lectures and exercises - Original copy of the confirmation of the organiser
<i>Except the aforementioned one needs to deliver for courses of the first and second category:</i>	
- for first category course	<ul style="list-style-type: none"> - Exam sheet for the written test of knowledge of the course attendee - Exam/evaluation sheet for the oral test of knowledge of the course attendee
- for second category course	<ul style="list-style-type: none"> - Exam sheet for the written test of knowledge of the course attendee
- After the course	<ul style="list-style-type: none"> - List of the participants who successfully ended the course
Professional meeting organised by an outside organiser	
	<ul style="list-style-type: none"> - Request for the evaluation of the continuous education - Brief of the lecture
- After the professional meeting with lecture	<ul style="list-style-type: none"> - List of participants of the professional meeting
Editor's staff of the magazine	

Editor's staff of the magazine (related to the joint request of the publisher i.e. editor's staff)	<ul style="list-style-type: none"> - Request for the evaluation of the continuous education - Impressum of the magazine from which are visible: the title, ISSN, name of the publisher, the make-up of the editorial staff, information of the frequency of numbers issued - List of the members of the editor's staff nurses-medical technicians who collect points - List of authors and titles of published articles in the period intended for evaluation
Professional articles	
Professional articles in the magazine published in the Republic of Croatia (group request of the publishers of the magazines for all published professional articles)	<ul style="list-style-type: none"> - Request for the evaluation of continuous education - Impressum of the magazine from which are visible: the title, ISSN, name of the publisher, the make-up of the editorial staff, information of the frequency of numbers issued - List of the authors, titles and briefs of published articles in the period intended for evaluation

The needed documentation in an individual request for the evaluation of continuous education of nurses, depending on the type of continuous education shall be:

The way of professional improvement	Needed documentation
Professional gatherings	
Congress, symposium, conference	<ul style="list-style-type: none"> - Request for the individual evaluation of the continuous education - Programme of the professional gathering/copy of the contents of the printed materials - Copy of the confirmation of participation in the professional gathering from the organiser
- to actively participate to a professional gathering one needs to deliver except the forementioned:	- Copy of the printed brief of the work
Courses	
Courses	- Request for the individual evaluation of

	<p>the continuous education</p> <ul style="list-style-type: none"> - Programme of the course with the contents and the hour-table - Copy of the confirmation of participation from the organiser
Student stays abroad with a mentor	<ul style="list-style-type: none"> - Request for the individual evaluation of the continuous education - Original copy of the mentor's confirmation and the representative of the institution
Publications	
Professional article	<ul style="list-style-type: none"> - Request for the individual evaluation of the continuous education - Impressum of the article - Copy of the brief of the work
Authorship / Editor's staff / Review of the book	<ul style="list-style-type: none"> - Request for the individual evaluation of the continuous education - Original copy of the book OR: - Copy of the cover - Copy of the pages of the book that offer informations about the author, publisher, editor and reviewers - Copy of the contents
<i>– except the forementioned for the authorship of the chapter one needs to deliver</i>	<ul style="list-style-type: none"> - confirmation of the publisher about the authorship of the chapter
Member of the editor's staff of the magazine	<ul style="list-style-type: none"> - Request for the individual evaluation of the continuous education - Impressum of the magazine from which are visible: the title, ISSN, name of the publisher, the make-up of the editorial staff, information of the frequency of numbers issued

Article 12

The improvement through studying abroad Professional Issues and Continuous Education shall consider individually.

Article 13

The acquired knowledge can be tested by written and oral tests, and for the organised improvement in a health institution by a report on a practical task.

The report on the held improvement program, number of participants and testing results shall be delivered to the Council and signed by the manager of the held program.

IX. OTHER REGULATIONS

Article 14

Registrant shall check if she fulfils the terms for renewal of the licence three months before the expiration of the six years period from receiving the licence or the extension on the licence.

Article 15

Should a registrant for any reason fail to collect the sufficient number of or all necessary points during the six-years period, it may be compensated by taking an exam the content of which is prescribed by the Council. The Professional Issues and Continuous Education Committee shall assess separately each case; compose a testing program and appoint testing committee.

If registrant, after receiving licence, stops working on the immediate health protection administration in the field of health care, licence may be renewed on the basis of the Article 8 of these Rules. If registrant does not work in the health care administration field, a renewal of licence may be acquired by taking an exam according to a special exam program before an exam committee appointed by the Professional Issues and Continuous Education Committee.

VII. TRANSITIONAL AND CLOSING PROVISIONS

Article 16

These Rules shall be announced on the Council's bulletin-board and come into force on the eighth day of their announcement.