



**CONTINUING PROFESSIONAL DEVELOPMENT (CPD) COUNCIL OF NURSING**  
**Resolution No. 01**  
Series of 2021

**GUIDELINES ON THE EVALUATION AND GRANTING OF CPD CREDIT UNITS TO ACTIVITIES UNDER INFORMAL LEARNING AND PROFESSIONAL WORK EXPERIENCE INCLUDING ACTIVITIES UNDERTAKEN DURING THE STATE OF PUBLIC HEALTH EMERGENCY DUE TO COVID-19 CRISIS THAT MAY EARN CPD CREDIT UNITS**

**WHEREAS**, the Commission issued Resolution No.1208 (s.2019) or the “Guidelines on the Accreditation of Informal and Professional Work Experience”. Section 5 thereof states that the Continuing Professional Development (CPD) Councils shall determine the appropriate number of CPD credit units;

**WHEREAS**, the Commission issued Resolution No. 1240 (s. 2020) reiterating ways of learning that can earn CPD credit units particularly during the State of Public Health Emergency due to COVID-19 crisis;

**WHEREAS**, there is a need to issue guidelines on the evaluation and granting of CPD credit units to activities under Informal Learning and Professional Work Experience including activities undertaken during the State of Public Health Emergency due to COVID-19 crisis that may earn CPD credit units, in order to guide the professionals.

**NOW THEREFORE**, the CPD Council of Nursing **RESOLVES** to issue these guidelines on the evaluation and granting of CPD credit units to activities under Informal Learning and Professional Work Experience including activities undertaken during the State of Public Health Emergency due to COVID-19 crisis that may earn CPD credit units, as follows:

**Section 1. Informal Learning** – Refers to learning that occurs in daily life and which can contribute to a qualification. The parameters for the evaluation and granting of informal learning are as follows:

**Activities Undertaken During the State of Public Health Emergency Due to COVID-19 that may Earn CPD Credit Units:**

**For the Local and Overseas Filipino Nurses:**

ACTIVITY	DURATION	LEARNING OUTCOMES	APPLICABILITY	CPD CREDIT UNITS EARNED
		<i>By the end of the activity, the professional should be able to:</i>	<i>The professional can apply the information or experience gathered to:</i>	<i>Maximum of 30 % of the required CPD Credit Units for the renewal cycle and Documentary Requirement/s</i>
<b>INFORMAL LEARNING ACTIVITIES RELATED TO THE PROFESSION</b>				

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<p>Do personal study which includes reading (books, journal articles, technical manuals);</p> <p>Enroll in online courses; attend webinars; view videos on You tube or other on-line sources.</p>	Variable	<p>Synthesize and apply the learnings through personal study in subjects that interest the professional nurse.</p> <p>Examples:</p> <ol style="list-style-type: none"> <li>1. Health and Safety Protocol to prevent spread of COVID-19 virus.</li> <li>2. Proper use of PPEs (Donning and Doffing of Gown, Proper use of Mask, Faceshield, and Gloves).</li> <li>3. Contact Tracing.</li> <li>4. Pathophysiology of COVID-19 and management and care of COVID-19 patients.</li> <li>5. Mental Health and Well-being</li> <li>6. Other related information and updates on COVID-19.</li> </ol>	<ol style="list-style-type: none"> <li>1. Personal and Family adherence to health and safety protocols.</li> <li>2. Protective measure to prevent contracting and prevent the spread of COVID-19 virus.</li> <li>3. Guidelines on Early detection and spread of COVID-19.</li> <li>4. Identification of the causes, signs and symptoms, prevention and interventions and management of COVID-19.</li> <li>5. Positive outlook and good coping mechanism and being resilient in the midst of pandemic.</li> </ol>	<p>Maximum of 5 CPD credit units per year.</p> <p>Photographs and Narrative Report of 150 to 200 words on what has been learned and applied.</p>
<p>Participate in the care of an individual who may be sick, challenged or with special needs</p>	Less or more than a month	<p>Manage to develop plan of care to an individual who may be sick, challenged or with special needs.</p>	<p>Implement the plan of care to an individual who may be sick, challenged or with special needs.</p>	<p>Maximum of 5 CPD credit units per year.</p> <p>Photographs and Narrative Report of 150 to 200 words on what has been learned and applied.</p>

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Apply leadership styles and management principles to a group working on a special project	Less or more than a month	Practice appropriate leadership styles and management principles that works for a given situation.	Demonstrate appropriate leadership styles and management principles to a given situation.	Maximum of 5 CPD credit units per activity.  Photographs and Narrative Report of 150 to 200 words on what has been learned and applied.
Other activities that are not related to the professional as may be approved by the CPD Council				As may be approved by the CPD Council

**Section 2. - Professional Work Experience.** – Refers to any participation that the professional gains while working in a specific field and workplace.

The parameters for the evaluation and granting of credit units are as follows:

<b>NEEDED COMPETENCY</b>	<b>ACTIVITIES OF PROFESSIONAL TO ACHIEVE NEEDED COMPETENCY</b>	<b>LEARNING OUTCOME/ RESULTING LEARNING</b>	<b>CREDIT UNITS EARNED AND DOCUMENTARY REQUIREMENTS</b>
			<i>Maximum of 30% of the Required Credit units per renewal cycle</i>
Applies nursing process in the management and care of Covid-19 patients in the isolation ward or unit.	Reads articles regarding care of Covid-19 patients through online, flyers, and journals.  Attends webinars and in-service training in the care of patients in Covid-19.  Renders actual care to a Covid-19 patients in the isolation ward or unit.	Applies the nursing process in the appropriate management and care of patient with Covid-19 in the isolation ward or unit.	Maximum of 5 CPD credit units per activity.  Certificate of Training.  Picture and Self-declaration of 100 to 300 words of what has been learned and applied.
Demonstrate effective leadership and management capacity and capability in working with other frontliners	Attends different leadership and management trainings and workshops particularly during Covid-19 pandemic.	Applies leadership and management knowledge and skills learned through training, workshops, and video, mass media,	Maximum of 5 CPD credit units per activity.  Certificate of Training.

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providing care to Covid-19 patients.	Views video, mass media, and other online platform about effective leadership and management in working with the team providing care to Covid-19 patients.	and other online platform in working with the team providing care to Covid-19 patients.	Picture and Self-declaration of 100 to 300 words of what has been learned and applied.
Possess knowledge about health and safety protocols in preventing the transmission of the Covid-19 among the health workers and patients.	Attends workshops, webinars, in-service trainings on health and safety protocols in preventing the transmission of Covid-19 among health workers and patients.  Reviews official sources of information regarding health and safety protocols in preventing the transmission of Covid-19 among health workers and patients.	Disseminates factual information about health and safety protocols in preventing the transmission of Covid-19 among health workers and patients.	Maximum of 5 CPD credit units per activity.  Certificate of Training.  Picture and Self-declaration of 100 to 300 words of what has been learned and applied.

**\* Awarding of CPD Credit units.** The respective CPD Councils shall:

1) Determine if the Informal Learning and Professional Work Experience applied for merits approval and 2) grant the appropriate number of CPD credit units. For purposes of earning CPD credit units, only Professional Work Experience for the last three (3) years from the date of application shall be accepted.

**Section 3. Certificate of Credit units earned** — Certificate of Credit units earned shall be issued upon approval of the CPD Council.

**Section 4. Repealing Clause** - Any resolution, memorandum order or circular and any issuances inconsistent with these guidelines are hereby repealed or modified accordingly.

**Section 5. Effectivity** — This Resolution shall take effect immediately; copy furnished the U.P Law Center.

Done, this **8<sup>th</sup>** day of **October**, 2021 in Pasay City, Philippines.

**CONTINUING PROFESSIONAL DEVELOPMENT COUNCIL OF NURSING**

  
**MERLE L. SALVANI**  
Chairperson

  
**MELBERT B. REYES**  
Member

  
**ELIZABETH R. ROXAS**  
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