



**GUIDELINES FOR  
CONTINUOUS PROFESSIONAL  
DEVELOPMENT  
(CPD)  
PROGRAMME FOR NURSES/MIDWIVES**

**JANUARY 2008**

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## **Foreword**

The Nursing Division, Malaysia is advocating continuous professional development (CPD) as the hallmark for a competent and excellent nursing workforce. This is because registered nurses and midwives have a major contribution to population health. In an era of rapid organisational changes, information technology, increasing public expectations and demand of quality and greater accountability, nurses and midwives must maintain professional competence. Moreover, this in line with the policy of Nursing Division, Malaysia to tie up CPD credit points for the renewal of the annual practicing certificate in ensuring quality and which will be in force beginning Year 2008.

This booklet will provide the information about activities on continuous professional development for nurses and midwives. It also contains information on the 'must-do' for officers and supervisors.

It is hoped that this booklet will serve as a guide to officers and supervisors on matters pertaining to continuous professional development.

I would like to thank and commend all those who are involved for their invaluable time and effort towards the preparation and publication of this booklet.

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Director of Nursing Malaysia  
2008

## INTRODUCTION

With the cooperation from the CPD Unit, Ministry of Health, the Nursing Division/Nursing Board Malaysia (NBM) is pleased to present this Continuous Professional Development (CPD) guideline which reviews the activities of registered nurses and midwives in relation to continuing professional development.

Registered nurses and midwives provide the majority of direct care to patients/clients of the health services on a twenty four hour basis. They comprise the largest group of health service workers and as such have great potential to further contribute to population health and help to achieve the goals of the National Health Policy under the leadership of the Ministry of Health Malaysia.

Continuing Professional Development (CPD) in this context is defined as “a process of lifelong learning aimed at meeting patients’ needs and improving health outcomes by systemic improvement and broadening of knowledge, understanding and skills and the development of personal qualities necessary for the execution of professional duties, including the acquisition of new roles and responsibilities”.

There is a need for CPD in order to maintain professional competence in an environment of numerous challenges, rapid organizational changes, information technology, increasing public expectations and demand for quality and greater accountability. Nurses and Midwives face these challenges of embracing new methods of care delivery which will provide a quality service that is truly patient/client – centered. In ensuring the quality standards of nursing practice in the country, the NBM have taken serious concern regarding continuous professional development activities from a number of aspects namely equity of access, its relevance to practice, and the integration of new knowledge into practice.

Hence, this guideline makes recommendations regarding Continuous Professional Development for nursing personnel who must be developed based on needs assessment and outcome evaluation. The program recommended is relevant to individual practice and help to maintain standards and competence. In addition, it also incorporates group-based activities such as workshops and conferences hence facilitate greater interaction and integration of health professionals.

It is also hoped that this guideline is beneficial for the enhancement of career development and job satisfaction among nurses and midwives hence, enhancement of nursing service provision.

## OBJECTIVES

### General Objective

To have a competent and excellent nursing workforce.

### Specific Objectives

1. To maintain professional competency.
2. To ensure high standard of care.
3. To broaden knowledge.
4. To refine skills.
5. To accept responsibility in one's career /professional development.
6. To accept greater accountability in nursing practice.

## GUIDELINES TO THE USE OF THE LOG BOOK

1. This log book is designed to guide nursing professionals in recording and updating whatever CPD activities they have been involved in. To allocate credit points in each of the CPD activities please refer to the relevant CPD Credit Points System.
2. There is a requirement for annual minimum Credit Points achievement for each professional group. For nurses, the Nursing Board of Malaysia have recommended Tutor, Matron & Sister 35 – 40 points per/yr, Staff Nurse 25 – 30 points / yr and JM & AN 15 – 20 points / yr. However there is **no** upper limit in acquiring points for CPD especially when there is growing evidence of the need to link CPD with organizational/institutional goals.
3. As outlined in the CPD Credit Points System, a health professional may be involved in or attend many CPD activities of the same category, but only the maximum credit points of that category would be taken into consideration for the annual minimum. [For example, a person who has attended a congress twice in that year will be awarded 40 CPD points. However for the annual minimum credit points only a maximum of 20 CPD points will be taken into consideration for that year].
4. Each CPD activity undertaken must be recorded in the log book and be verified by the Supervisor or Head of Department with documented proof (see Verification of CPD Points by Supervisor).
5. The Supervisor will be the first assessor for the annual assessment [*Penilai Pertama untuk Sasaran Kerja Tahunan (SKT) dan Laporan Nilai Prestasi Tahunan (LNPT)*] or a senior officer appointed at the discretion of the Head of Unit or *Jabatan* (Discipline). The Head of Unit or *Jabatan* (Discipline) will issue a formal letter of appointment to the supervisor at the start of each year to indicate which officers is under her/his supervision.
6. At the end of the year by 1<sup>st</sup> September (at the same time as submission of the annual assessment report/*LNPT*), an individual has to submit the completed and supervisor-signed log book to the Head of Unit or *Jabatan* (Discipline) for evaluation and endorsement. The log book will then be submitted with the annual assessment report/*LNPT* to the Head of Department (*Ketua Jabatan*). The log book will be kept with the annual assessment report/*LNPT* and a summary sheet (see Document for Submission) which contains a summary of the relevant information will be submitted for use to apply Annual Practicing Certificate (APC) from the Nursing Board Malaysia. (see Figure 1 – Flowchart of the CPD Information/Data Collection & Management).

7. A CPD Committee at Hospital, District & State level will be responsible for ensuring the implementation of this revised system. The CPD committees will also be responsible to deal with any appeals from officers regarding disagreement on points awarded and the local verification process.
8. The request for renewal of the APC should be submitted to Nursing Division by 1<sup>st</sup>. September of the year (The total of CPD point is calculated from 1<sup>st</sup>. September of previous year to 31<sup>st</sup>. August of present year.

### **Instructions to Officers**

1. Officers are encouraged to plan their CPD activities at the start of each year.
2. Please fill in Table 1 (Detailed Record of CPD Activities & Supervisor's verification) on an ongoing basis.
3. Please show your log book to your immediate supervisor, appointed by the Head of Unit or *Jabatan* (Discipline), 3-monthly at least, to verify your CPD activities, document the points you have achieved and to plan further activities.
4. The certificates of attendance and relevant verification documents must be produced when showing your log book for CPD points to the supervisor.
5. Any appeal regarding disagreement on points awarded or the verification process should be made to the local CPD committee.

### **Instructions to Supervisors**

1. Please be proactive and review the officer's log book at least 3 monthly to document the points she/he has achieved and to plan further CPD activities.
2. Please record the points in Table 1 at least 3 monthly. Awarding and verifying points for the officer can be done continuously.
3. Use the verification of CPD points (see Verification of CPD Points by Supervisor) as a guide on verifying the activity. The officer must provide documented proof of CPD activities when submitting the log book.
4. Please fill CPD-LB form in duplicate at the end of the year to determine the summary of CPD points achieved. Submit the completed CPD-LB form together with annual assessment report/*LNPT*) to the Head of department.
5. The Head of Department will prepare the summary report using CPD-01 form, analyzed and submit the report to State Health Director (Chairman of State CPD committee) and the Nursing Board Malaysia.

**CPD ACTIVITIES DESCRIPTION FOR NURSES / MIDWIVES**  
(Please refer to table on CPD Credit Point System for attainment of credit points for each activity)

**CPD CATEGORY / CORE BUSINESS CATEGORY**

**A1. NURSING CONGRESS/CONFERENCE**  
(Local / International)

Nursing congress/conference on health related subjects conducted at local or international level. Any professional bodies, Ministry of Health, and any accredited private agencies and universities should organize the congress. The congress/conference should also have a theme, goals, and objectives that would affect policy decision. It must not be less than two (2) full days (i.e. 14 hours). It should contain lectures, plenary and symposium that allow presentation of the free papers, posters presentation or any related articles. Finally, the congress/conference must involve speakers of international standing.

**A2. SCIENTIFIC MEETINGS**

This scientific meeting must be specific to nursing and may be less than two (2) hours to four (4) days or more of full days. Points are awarded accordingly to hours attended. The research papers must involve any local or international practitioner or academia. This scientific meeting should be able to disseminate new knowledge, practices, and methods of improvement of current practices. The main objective is to the sharing of knowledge and skills among participants.

**A3. WORKSHOP/COURSES**

This workshop or courses must be a competency related program. Its objective must be measurable in which a test or quiz administered for the verification of competency attained by the participants. And later, the product of the workshop can be used for the purposes as determined and verified by the technical committees. The workshop conducted should be of less than two (2) hours until more than seven (7) days. Participants will be awarded with three (3) points a day or may be counted using the criteria in A2 category (Scientific Meeting).

**A4. CONTINUOUS NURSING EDUCATION (CNE) SESSIONS**

The Continuous Nursing Education sessions can be in a form of lectures, forum, or seminar. It will be calculated on an hour basis.

**WARD ROUNDS/LECTURES/CLINIC ATTENDANCE/JOURNAL CLUBS/TOPIC SEMINAR**

The ward rounds inclusive of a CNE ward rounds, structured incidental teaching in the wards, case conferencing and also clinical meeting. For the ward rounds, credit points will only be awarded for participants from outside the hospital establishment such as the private nurse practitioners being verified by the CME chairman of institution.

For CNE ward round, Matrons as well as Sisters do their teaching rounds in another unit of service. In cases of a structured incidental teaching in the clinical areas (wards), it should be verified by the Matron who is in-charge of that unit.

For case conferencing, sisters and senior staff were the one to conduct case conferencing for nurses and house officers in their ward. Matron will verify case with the in-charge of that unit.



For clinical meeting, discussion should be based on diagnosis, nursing assessment and also on patient's care. Its **implementation must be verified by Chairman of the session.**

#### **A5. PRESENTATION AT AN ACCREDITED MEETING**

Credit Points were awarded for participants involved with Poster Presentation, giving a plenary lecture (long paper presented more than 45 minutes), or even a visiting lecture. It also includes if you are the Chairman of that session either at local, national or international level.

For information, these credit points are in accordance with full attendance at the Medical Congresses by the delegate concerned. In addition, the attendee's audience should be nurse practitioners.

#### **A6. PUBLICATION**

Publication of original articles in Nursing Journal, bulletin, or report of each article and also any chapters in the book. For Nursing Journal it may be an indexed journal or it may also be a non-indexed journal written by the principal, author or others. In addition, an indexed journal is one, which has international standing and is listed in the Index Medicus or any similar indexing system.

For publication or original articles for chapter in a book, the credit points can be awarded up to a maximum of 10 points or each chapter. The publication of original articles is inclusive of an Editorial Board of any Journals, Bulletin, or Magazine. Credit points will be awarded either you are an Editor, Member of an Editorial Board, or involved with the Proof Reading.

#### **A7. SELF STUDY / SELF DIRECTED LEARNING OR DISTANCE LEARNING OR A GROUP STUDY**

Self study of Distance Learning includes reading any scientific papers from indexed journals or from audio-visual aids. To get the credit points documented, evidence with proper verification needs to be produced. Appropriate forms to be fill up. A summary of the article is to be countersigned by the first evaluator who has the right to ask questions regarding the article. This must be verified by a second evaluator. If journal clubs exist, active involvement and contribution of ideas from journal club members is encouraged.

For study group, it must be an organized group discussion organized or coordinated by an accredited coordinator and must be conducted with minimum of an hour. Documentation of evidence with verification needed to obtain credit points.

#### **A8. CNE ON LINE – FOR REGISTERED USER**

Any CNE done on-line basis need to be provided by a registered accredited provider, such as the Ministry of Health. To obtain credit points, evidence obtained by checking with the website. Participants must obtain a minimum of 60% to be awarded one (1) credit point per article or session. The CPD Board is ultimately responsible for accreditation of the providers.

#### **A9. POST BASIC COURSES**

Staff who had undergone post basic courses for a period of 6 months to a year will also to be given a credit points. These post basic courses should be conducted by relevant recognized authorities, local or international. It must be verified by the CPD committee and points are given only once, upon completion of studies.

**A10. DEGREE, MASTERS PROGRAMS, POST GRADUATE PROGRAMMES, PhD, ADVANCED DIPLOMA / SUBSPECIALTY TRAINING**

Staff who had undergone the above tertiary education for a specified time directed by the faculty will also to be given a credit points. Staff that are still undergoing this program are allowed to also get points from other CPD categories or sections.

**A11. QUALITY PROJECTS**

Any involvement as committee or project member of Quality Initiatives e.g. KMK, Innovations, TQM, Accreditation, ISO, etc. will be included for award a credit points. Other quality activities such as involving with research projects as researcher or collaborator as well as training activities as facilitator or trainer is also to be awarded credit points.

In addition, a staff that was identified to be a local preceptor with one (1) month to a twelve (12) months period will also be given a credit points.

## **NON – CORE BUSINESS**

### **OTHER SELF – SUPPORTIVE ACTIVITIES FOR SELF DEVELOPMENT**

Credit points will be given for organizing a full day up to 3 days of any self – supportive activities for self development. Examples of such activities are an in-service training, workshop, seminar, technical or scientific meeting. **It is also inclusive if you participates or registered as a member of a Professional Body (e.g. Malaysian Nurses Association, Malaysian Nurses Union etc.).**

The CPD category of the self – supportive activities is categorized as follows:-

#### **B1. EDITOR / MEMBER OF EDITORIAL BOARD AS REFEREE OR REVIEWER**

Credit points will be awarded for the above activities pertaining to the production of journals, special reports, bulletins, newsletters etc.

#### **B2. OTHER SUPPORTING ACTIVITIES RELATED TO PERSONAL DEVELOPMENT AND SELF IMPROVEMENT**

Examples of the above supporting activities are courses on management, Information Technology, Innovations etc. and as organizing committee or secretariat of any courses or in-service training.

These activities are not restricted to MOH functions only. For example, involvement in PIBG may also be considered. However, documented evidence with verification needs to be produced.

#### **NOTE:**

- 1. Maximum points refer to maximum that will be accepted for each category, and will be taken into account for the annual CPD points. (e.g. attending 3 conferences in one year will only result in a maximum of 20 points being awarded).**
- 2. For all activities, certificates of attendance, certified attendance lists, or other evidence for verification are required.**

**CPD Credit Point System for  
Nurses / Midwives**

CPD Category	CPD Activity Description	Points per Activity	Criteria /Explanatory Notes	Maximum Points for Annual Consideration
A1	Congress / Conference (Local/ international)	20 per conference (3days)  15 per conference (2days)	A conference should: a. Be conducted not less than 3 full days, a full day being 5-8 hours. b. Involve speakers of international standing. c. Contain plenary lectures / symposia. d. Allow presentation of free communication / poster, etc.	20
A2	Scientific Meetings of Chapters of Academy/ Universities/ Colleges/Association /Institutions/ Ministry of Health & others a. Less than 2 hours b. 2-4 hours (1/2 day) c. 5-8 hrs (full day) d. 2 full days e. 3 or more full days.	1 point  2 points  3 points 6 points 10 points		20

CPD Category	CPD Activity Description	Points per Activity	Criteria /Explanatory Notes	Maximum Points for Annual Consideration
A3	<p>Workshops/ Courses/ attachment etc. (include hands-on &amp; skills courses)</p> <p>a. Half day (2-4 hours)</p> <p>b. Full day (5-8 hours)</p> <p>c. 2 full days</p> <p>d. 3 or more full days</p> <p>e. Skills accredited structured courses by specific disciplines (e.g. ALS, PALS, NRP, MTLs)</p> <p>f. Study Tour</p>	<p>4 points</p> <p>6 points</p> <p>10 points</p> <p>15 points</p> <p>20 points</p> <p>5 points</p>	For professional attachment, credit points are awarded to participants from outside the place of work, e.g. Tertiary Hospitals, University Hospitals.	30
A4	CNE sessions / other professional activities e.g. Topic seminar, Forum, Lectures, Journal Club, Formal ward rounds (teaching rounds), Clinic attendance, Hospital clinical meeting, Video show, Video conferencing, Reflective notes, Morbidity and mortality reviews, Epidemiological reviews	1 point / hour	For ward rounds credit points are awarded to participants from outside own hospital / establishment e.g. private practitioners, verified by the CPD Chairman of that institution.	20

CPD Category	CPD Activity Description	Points per Activity	Criteria /Explanatory Notes	Maximum Points for Annual Consideration
A5	<p>Presentation at accredited meeting</p> <ul style="list-style-type: none"> <li>- Plenary lecture / long paper (&gt; 45 min) Free paper / short paper.</li> <li>- Other lectures/talks e.g. visiting lecture, hospital clinical meeting, CNE sessions, public meeting, giving talk/public advice, Lectures to NGO/radio or TV talk, Technical briefing update. Chairman of sessions</li> </ul>	<p>10 points</p> <p>5 points</p>	<p>These credit points are in addition to full delegate attendance at congresses, scientific meetings or workshops. Otherwise only credit points for presentation are attainable.</p> <p>Visiting lecture, where one is officially invited to give a lecture at venue / function away from one's principal place of practice.</p>	20
A6	<p>Publication of articles in journal/ chapters in book /reports</p> <ul style="list-style-type: none"> <li>a. Indexed/ Peer reviewed Journal (authors)</li> <li>b. Non-indexed journal (authors)</li> <li>c. Chapter in book - each chapter</li> <li>d. Reports e.g. Technical report, working papers, etc.</li> </ul>	<p>20 points</p> <p>10 points</p> <p>10 points</p> <p>10 points</p>	<p>An indexed journal is one which has international standing and is listed in the Index Medicus or similar indexing system.</p> <p>Maximum for writing chapters in a book is 20.</p>	30

CPD Category	CPD Activity Description	Points per Activity	Criteria /Explanatory Notes	Maximum Points for Annual Consideration
A7	Self study / Group study/Distance learning e.g. reading scientific papers from indexed journals, audio-visual, organized group discussion under accredited coordinator.	3 point / paper or discussion	Documented evidence (with verification) needs to be produced e.g. a) self study b) Documented evidence in form of synopsis/ evidence table.	20
A8	CME / CNE Online	1 point/ article or session	The CPD Board is ultimately responsible for accreditation of the providers.	20
A9	Post-basic courses  a. 6 months b. > 6 months – 1 yr	15 points 30 points	These should be: a. Conducted by relevant recognized authorities - local or international b. Verified by the CPD committee  c. Points are given only once, upon completion of studies.	30

CPD Category	CPD Activity Description	Points per Activity	Criteria /Explanatory Notes	Maximum Points for Annual Consideration
A10	a. Degree, Masters Programs, Postgraduate programmes (for each stage of examination passed)	50 points	Allowed to also get points from other categories / sections	50
	b. PhD/DrPH Advanced	50 points		
	c. Diploma / Subspecialty training	50 points		
A11	Involvement as committee or project member a. Quality Initiatives e.g. KMK, Innovations, TQM, Accreditation, ISO, etc b. Research projects (as researcher/ collaborator) c. Training activities (as facilitator/ trainer)	5 points for involvement in each area		20
B1	Editor Member of Editorial Board Referee/ reviewer (per article)	10 points 5 points 5 points	Pertaining to production of journals, special reports, bulletins, newsletters etc.	10



CPD Category	CPD Activity Description	Points per Activity	Criteria /Explanatory Notes	Maximum Points for Annual Consideration
B2	Other supporting activities related to personal development and self-improvement: Leadership, Management, IT, Organizing Committee/Secretariat, Innovation, Arts, music, Languages, Teamwork, Member of professional body, etc		These activities are not restricted to MOH functions e.g. involvement in PIBG may also be considered.	10
	a. Local level	2 points /activity	Documented evidence (with verification) needs to be produced)	
	b. State level	3 points /activity		
	c. National level	5 points /activity		
	d. International level	10 points /activity		

**Note:**

1. Maximum points refers to maximum that will be accepted for each category, and will be taken into account for the annual CPD/PTK points (e.g. attending 3 conferences in one year will only result in a maximum of 20 points being awarded).
2. For all activities, certificates of attendance, certified attendance lists, or other evidence for verification are required.

### Verification of CPD Points by Supervisor

CPD Category	Verification Accepted
A1	Proof of attendance
A2	Proof of attendance (certificate or letter of participation)
A3	Proof of attendance (certificate or letter of participation)
A4	Proof from attendance records
A5	Certificate or Letter of appreciation for activity conducted
A6	Verified presentation or publication in programme book, abstract book, proceedings or journal
A7	Proof from CME provider or synopsis of article
A8	Proof from CME-online provider
A9	Proof of post-basic or other diploma certificate
A10	Certificate or exam result
A11	Letter of appreciation or appointment for activity
B1	Documentation of position held from journal or editorial board, or Letter of appointment
B2	Certificate or Letter of appreciation/appointment for activity

**Document for Submission for PTJ to State CPD committee**

**To: Chairman State CPD Committee (State Health Director)**

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**Summary of CPD Points Achieved For the Year:**

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**Name and address of PTJ**

**:**

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Comments and suggestions:

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Head of PTJ Signature

Date :

Head of PTJ Name:

Official Chop :

**STRUCTURE  
CONTINUOUS PROFESSIONAL DEVELOPMENT  
NURSING DIVISION / NBM**

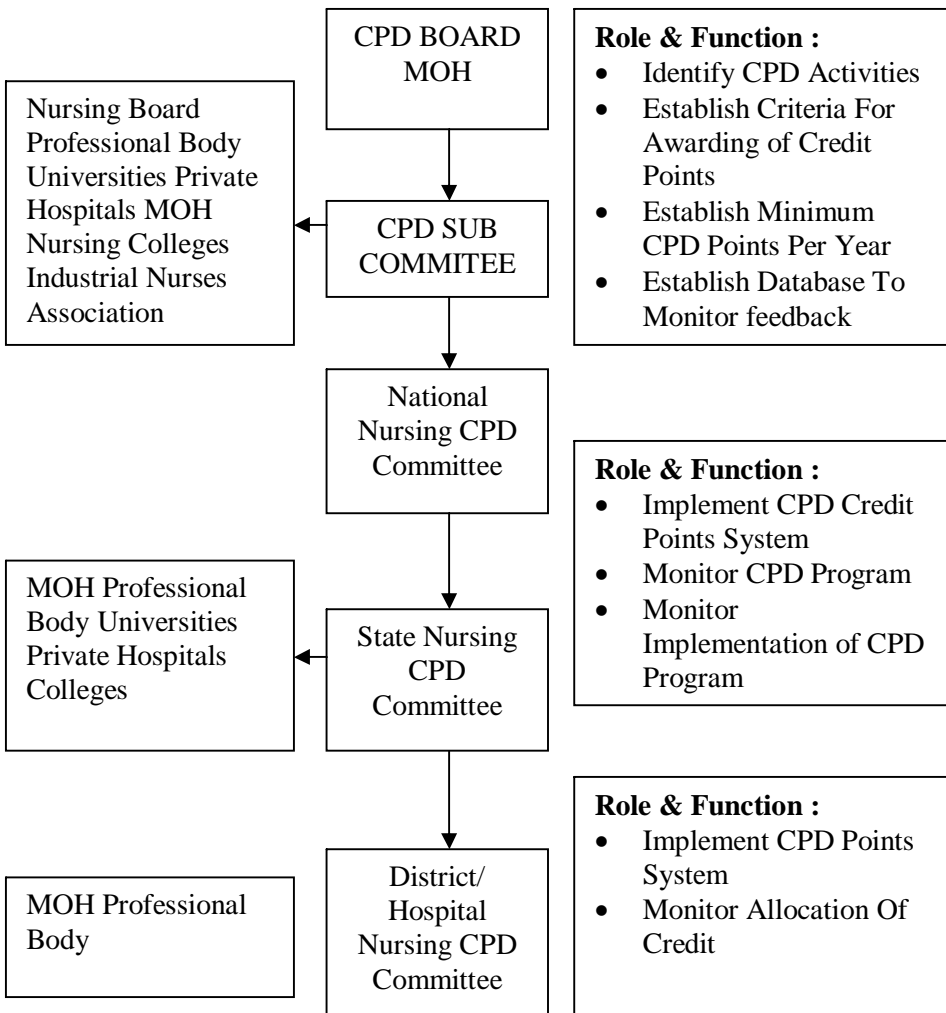
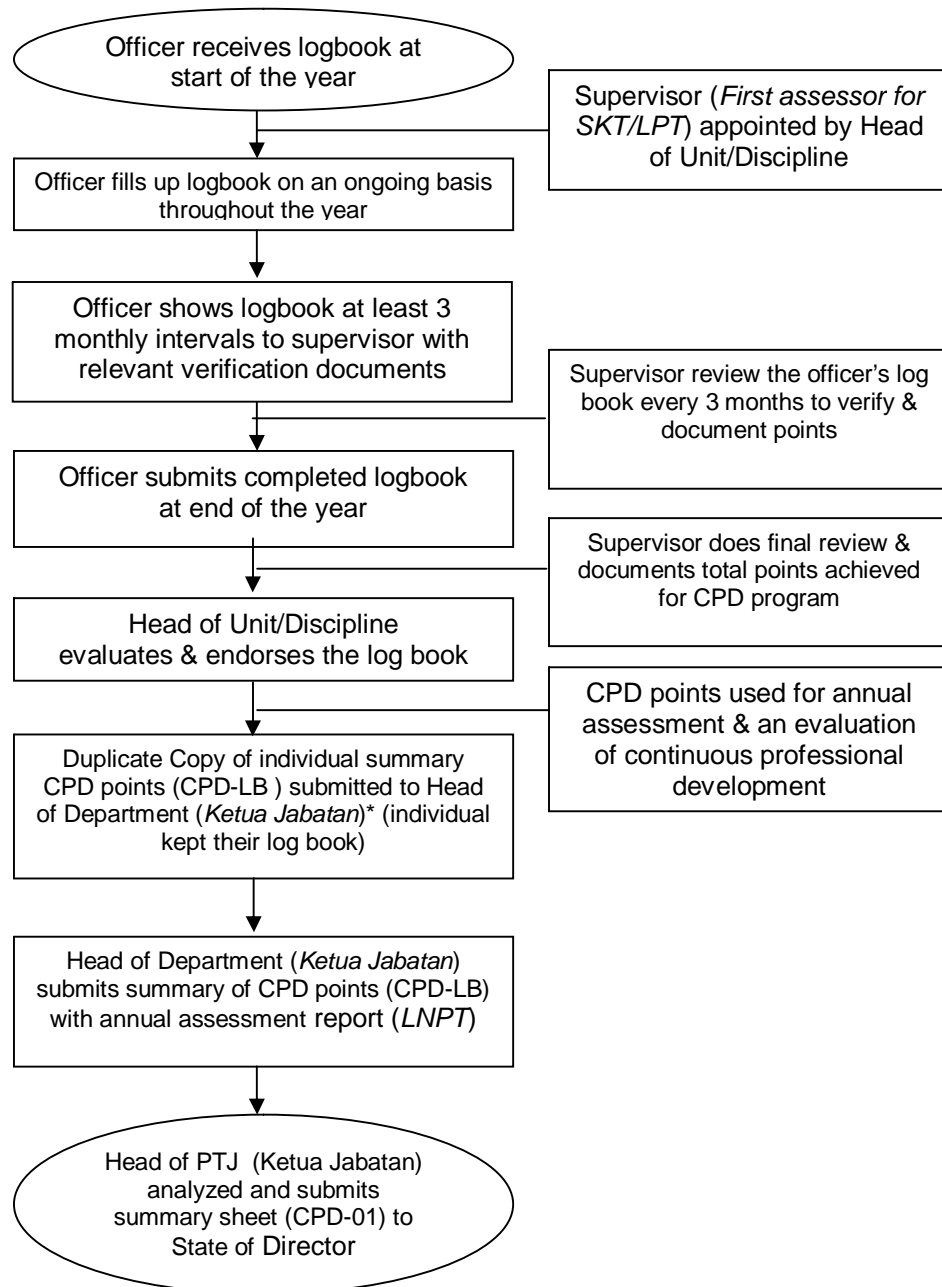


Figure 1: Flowchart of the CPD Information / Data Collection & Management





**CONTINUOUS PROFESSIONAL  
DEVELOPMENT  
(CPD)**

**LOG BOOK  
FOR NURSES/MIDWIVES**

**YEAR: \_\_\_\_\_**

### PERSONAL BIODATA

Name: \_\_\_\_\_

I.C.No: \_\_\_\_\_

Appointment Date in MOH (*Tarikh Lantikan dalam Perkhidmatan*): \_\_\_\_/\_\_\_\_/\_\_\_\_

Confirmation Date in Current Post (*Tarikh Pengesahan Jawatan Sekarang*): \_\_\_\_/\_\_\_\_/\_\_\_\_

Grade: \_\_\_\_\_

Position: \_\_\_\_\_

Places of Work in Current Year:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Qualifications	Place of Training/University	Year

# Record of CPD Activities

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

I.C. No: \_\_\_\_\_ Supervisor's Name & Chop: \_\_\_\_\_

Table 1: Detailed Record of CPD Activities & Supervisor's verification  
Please record all CPD activities in the table below. Use additional sheets of this same table to capture all CPD activities for the year.

To be filled by Officer				To be filled by Supervisor		
Date of CPD Activity	CPD Category (A1-11, B1-2)	CPD Activity Description (describe the course/activity/duration)	Course Organiser	Credit Points	*Method of Verification	Supervisor's Signature & date



# Record of CPD Activities

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

I.C. No: \_\_\_\_\_ Supervisor's Name & Chop: \_\_\_\_\_

Table 1: Detailed Record of CPD Activities & Supervisor's verification  
Please record all CPD activities in the table below. Use additional sheets of this same table to capture all CPD activities for the year.

To be filled by Officer				To be filled by Supervisor		
Date of CPD Activity	CPD Category (A1-11, B1-2)	CPD Activity Description (describe the course/activity/duration)	Course Organiser	Credit Points	*Method of Verification	Supervisor's Signature & date

TO: HEAD OF DEPARTMENT/DISCIPLINE:

\_\_\_\_\_  
\_\_\_\_\_

Individual Summary of CPD Points Achieved for CPD programme. For The Year \_\_\_\_\_

Name: \_\_\_\_\_

I.C. No: \_\_\_\_\_

Appointment Date in MOH: (date/month/year) \_\_\_\_/\_\_\_\_/\_\_\_\_

Confirmation Date in Current Post: (date/month/year) \_\_/\_\_/\_\_\_\_

Position: \_\_\_\_\_ Grade: \_\_\_\_\_

CPD Category	Points Achieved for CPD Programme
A1	
A2	
A3	
A4	
A5	
A6	
A7	
A8	
A9	
A10	
A11	
B1	
B2	
Total Points	

Supervisor's Signature \_\_\_\_\_  
Name:  
Official Chop:

## **COMMITTEE**

**Advisor :** Y. Bhg. Tan Sri Datuk Dr. Haji Mohd. Ismail Merican  
Director General Ministry Of Health Malaysia

**Chairperson:** (Dr.) Hjh. Bibi Florina Abdullah  
Director of Nursing Malaysia

**Members:** Ramlah Taha  
Che Sayang Long  
Maureen Richard Lee  
Mohamad Ardino Bin Haini

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