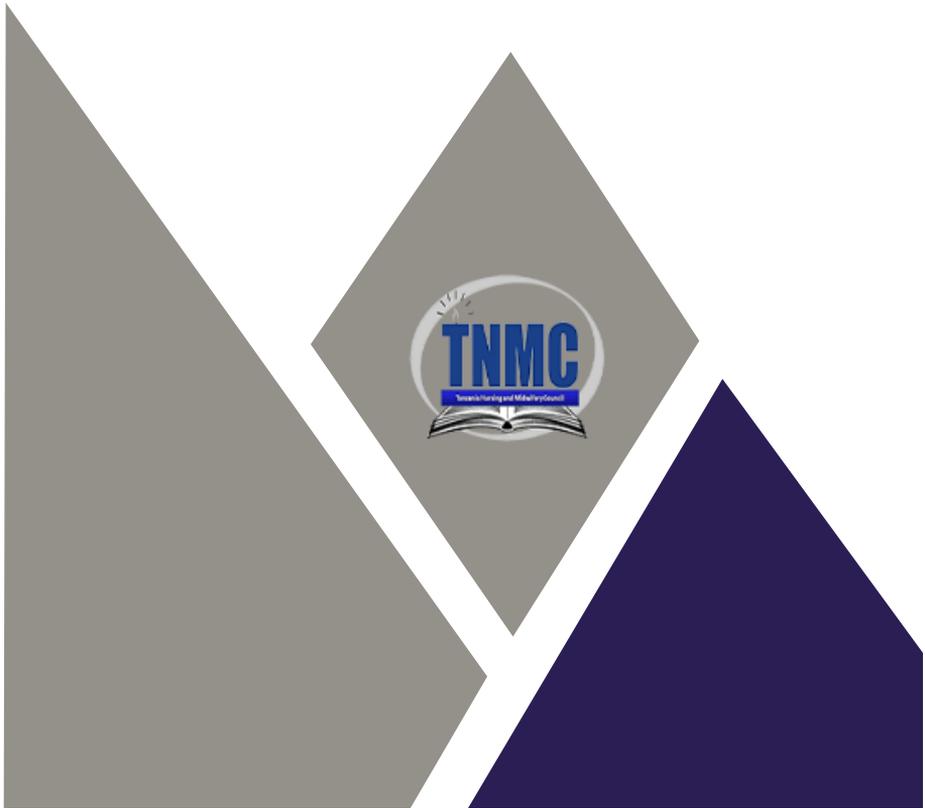**THE   UNITED REPUBLIC OF TANZANIA**

MINISTRY OF HEALTH

TANZANIA NURSING AND MIDWIFERY COUNCIL

CONTINUING PROFESSIONAL DEVELOPMENT

LOG BOOK FOR NURSES AND MIDWIVES IN TANZANIA

THE   UNITED REPUBLIC OF TANZANIA

MINISTRY OF HEALTH

TANZANIA NURSING AND MIDWIFERY COUNCIL

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) LOGBOOK FOR NURSES AND MIDWIVES IN TANZANIA

REVISED VERSION

JANUARY, 2026

Tanzania Nursing and Midwifery Council

Ministry of Health

DEFINITION OF THE KEY TERMS

Continuing Professional Development (CPD) is a range of planned and purposeful learning activities, formal and informal, that Nurses and Midwives undertake throughout their careers to maintain, update, and enhance their knowledge, skills, attitudes, and professional performance, ensuring safe, ethical, legal, and effective care.

CPD Provider:
An individual or organization accredited by the relevant regulatory authority to design, deliver, and evaluate Continuing Professional Development (CPD) activities.

CPD Points: The mean score that an individual obtained for participating in organized CPD activities.

CPD credits: Means are points gained by a participant's equivalent to the number of contact hours in an active participation in CPD activities

CPD scope: Means a variety of defined activities as determined by the Council to be practised by different levels of nurses and midwives that provide learning needs and their application into practice

CPD activity/event/ Programme: Means a planned series of learning events accredited by TNMC to create opportunities for Practitioners to gain knowledge, develop skills and shape their attitudes to maintain high professional standards.

CPD verifier/supervisor: Means an authorised person for the verification of CPD activities, including the Hospital/Regional/ District/Facility/ Head of Nursing and Midwifery School / Department in charge

CPD category of activities: Means a range of in–service learning and practice activities **(Short-term learning sessions)** that are within the nursing and midwifery scope of work. These activities are awarded in terms of their relevance and contribution to the field in improving the quality of services delivered

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INSTRUCTIONS ON THE USE OF THE LOG BOOK

1. Obtain your CPD logbook from the www.tnmc.go.tz

2. Obtain CPD learning materials from various sources and methods includes online/virtual and manual

3. Use your official names as appears in the TNMC registration certificates and practising license

4. Identify and attend relevant CPD activities based on your learning/organization learning needs for professional development and quality service delivery

5. Keep a record of continuing education topics/activities that are relevant, currently accessible, available, and affordable in application to the nursing and midwifery field. Record and sign all the continuing education hours immediately after every session in chronological order, and confirm and sign by the immediate supervisor/provider

6. Present the logbook to supervisors for approval before renewal of the practice license.

7. Obtain a minimum of **20 (Twenty**) points of continuous professional Development annually and **60 (Sixty)** total points in three years. CPD points will be allocated following active learning for different activities

8. Attach a summary sheet of CPD points with the licensure renewal application form

9. Keep a record of CPD learning for evidence, at least for the next three years after submission of the summary and declaration of Compliance form to TNMC

10. CPD must be intentional for learning purposes and not part of your job description

11. Clinical learning activities are **THE MOST** valuable area of CPD practice to demonstrate ongoing competence acquisition

12. Obtain as many points as possible in a specified period and are approved, therefore acceptable for the year in which they are accrued, but cannot be "banked".

13. It is an offence to present false information in this logbook.

MINIMUM REQUIREMENT

1. CPD is mandatory. require every nurse or midwife to obtain not less than 60 points of CPD activity within three years, i.e., CPD cycle starting from 1st January in a given renewal year up to 31st December of the next three years (A minimum of 20 points annually) as directed in the National CPD framework.

2. CPD category of activities must include a mixture of accredited and non-accredited clinical, community-oriented, research, leadership and governance reflection learning materials that are organized and delivered by TNMC recognized Institutions, Facilities, Agencies and Organization

Acquisition of the CPD points may be directly obtained by participation in a formal program of study organized and offered by an accredited or approved provider of education, or from informal learning, or self-directed learning. and experiential learning

Table: Number of CPD points distributions

SN	CPD	Distribution of Points in %	Points in Number		
			2026	**2027**	**2028**
1	Non-Accredited and Formal and Informal CPD	50%	10	10	10
2	Accredited Modules	30%	6	6	6
3	Online CPD	20%	4	4	4
	Total CPD Points	**100%**	**20**	**20**	**20**

CPD Priority Areas for learning

1. Nursing Process and care plan
2. Professional Ethics and Code of Conduct
3. Infections Prevention and Control– (IPC)
4. Antenatal care
5. Basic Emergency obstetric, neonatal and newborn care
6. Customer care
7. Respectful, compassionate care
8. Care and Management of Non-communicable Diseases
9. Care and management of communicable and infectious diseases, including HIV/TB and AIDS, COVID-19, and other infectious diseases
10. Emergency and Critical Care
11. Health Education and Counselling
12. Clinical governance and quality improvement
13. Supervision, mentorship, and Evaluation
14. Evidence-Based Practice and Research in nursing and midwifery
15. Digital Health and Information Communication and Technology (ICT)
16. Management and support for mental health cases
17. Care of people with disabilities and ageing people
18. Family and Patient Centered Care
19. Other imaging issues

NB:

1.   *Professionalism and ethics are key thematic areas to be attained by an individual nurse or midwife for quality services and improvement*
2.   *Institutions/ Agencies/Programs and Projects are required to prepare and offer accreditation CPD modules for nurses and midwives.*

CPD ACTIVITY CATEGORIES AND CREDIT ALLOCATION

CPD learning activities are organized into eight categories based on their complexity, reflection, duration and the packaging points that an individual may acquire through participation in organised formal and informal programs of study.

Category 1 - Range of the CPD Activities that provide 1 Point	
Attending nursing and midwifery forums, such as conferences, group sessions for 1 day	Undertaking a short course, face-to-face or online, 1 days
Attending a professional clinical or interdepartmental meeting	Attending the case study presentation
Attending journal club meetings or congresses	Participating in project work, which is not a part of nurses' and midwives' job descriptions
Reading professional journals or books	Publish an issue as a journal editor or associate editor.
Participation in commemorations/exhibitions events related to professional practice	Presenting a case or literature review in interdepartmental meetings
Participate in community service or voluntary work relevant to professional practice.	Attending a practical/ clinical training session
Attending clinical meetings, symposiums, workshops with various presentations, or any educational sessions conducted at your workplace for 1 day	Being mentored or coached to acquire specific skills
Category 2 - Range of the CPD Activities that provide 2 points	
Facilitating or presenting a journal club meeting	Attending a professional meeting outside the workplace
Organizing the commemorations/exhibitions events related to professional practice	Undertaking a formalized short course related to professional practice (2 days)
Participating in case studies, clinical audits, clinical meetings, focus groups or peer review	Participate in planning, designing, running, or facilitating a formalized short course (4-7days)
Attending clinical meetings, symposiums, workshops with various presentations, or any educational sessions conducted at your workplace for 2 days	Presenting a scientific paper to other staff in a journal club/conference
Working with a mentor or supervisor to improve practice	Supervising an undergraduate student for an academic qualification
Attending meetings as an active member of professional bodies (association or regulatory) and their committees for 2 days	Participate in clinical audit/ adverse event monitoring/case evaluation.

Utilising research findings as an application to provide evidence-based practice	Giving feedback presentation after attending an international or national conference
Participating as a witness in a professional disciplinary hearing	Planning and designing volunteer services in community-based groups and programs relevant to practice

Category 3 - Range of the CPD Activities that provide 3 Points

Review health-related education materials, including a book chapter or research paper.	Reviewing educational materials, journals, articles, guidelines, protocols and books, followed by a presentation to peers
Participating in committees, eg., Quality improvement, occupational health and safety	Undertaking a short course, face-to-face or online, 3 days
Conducting a peer review of practice for individual competencies related to published standards	Investigating disciplinary cases is not part of the job Description.
Be involved in problem-solving and working with other health committee members.	Participating in developing policies, protocols, and standard operating procedures
Acting as a mentor or preceptor, supervising staff or students, if it is not part of the job description	Participating in research /project work as a team member with a report
Being a member of a National or Regional health care committee or task force	Teaching or doing assessments if it is not part of the job description
Presenting at conferences, seminars, workshops or clinical in-service education, lecturing for 3 days	Presenting case studies, research findings, or clinical audit reports
Planning or coordinating a 3-day seminar/any educational program	Coordinate a voluntary community health program for 3 days

Category 4: Range of the CPD Activities that provide 4 Points

Designing, developing, and reviewing curricula and educational material	Facilitating reflective discussions or reading groups, or journal
Planning, running or evaluating a short course /curriculum/education program	Planning, designing, running, or facilitating a short course (3-6 months)
Managing a project that is additional to and is not part of the job description	Participating in the development of educational material, manuals or guidelines
Participating in facilitating focus groups or peer reviews of education materials, policies, protocol, standards and operating procedures for 4 days	Prepare Lecture/teaching materials if not part of your own job description.

Conducting evaluation/supervision of the nursing and midwifery program, auditing and reporting writing	Being an examiner/mentor/preceptor of a master's/ doctoral student for academic qualification
Development/Moderation /Marking of the examination for nurses and midwives as an expert	Chairing community-based groups or committees, task forces, and technical working groups as a volunteer
Category 5: Range of the CPD Activities that provide 5 Points	
Conduct/ coordinate/ research as co-investigator and writing a research report	Writing articles for publication in professional newsletters, journals, and Books
Conduct and share clinical research.	Publishing research findings/paper/report, of journal, manuals, articles, nursing books
Undertaking Consultancy work (internal and external)	Working as a principal investigator, writing a research report
Planning, running, or facilitating a conference, seminar, workshop, in-service session or lecture	Contributing to the development of a policy, protocol, or guideline
Category 6: Range of the CPD Activities that provide 10 Points	
Attachment to the centre of excellence for special skills (fellowships) for 3 months to less than 6 months	Undertaking a short course (face to face, distance or online) for 3 months to six months
Publishing a paper, book chapter or report as the first author	Developing education materials (CPD Courses for accreditation purposes)
Organize and conduct clinical learning activities and projects	Making a significant contribution to a funded project or grant writing
Category 7: Range of the CPD Activities that provide 20 Points	
Leading the development of a funded project or grant writing	Coordinating a project or health related program
Attending Formal training for 1 year	Attachment to the centre of excellence for special skills (fellowships) for 6 months to a year
Category 8: Range of the CPD Activities that provide 40 Points	
Attending Formal recognized training for 2 years or more, e.g., upgrading and post-graduate training programs	
Other Category	
CPD activities /Modules Under the accredited CPD System	

NB: Activities that form part of routine professional duties shall not qualify for CPD credit

CPD MEANS OF VERIFICATION

Allocation of the CPD points for each activity presented by an individual, the Verifier/Supervisor shall use the following acceptable means of verification at any Level of CPD implementation and award (Community, Facility, District, Regional or National)

1. Invitation Letter/ Permit to attend

2. Certificate of award or attendance

3. Approved planned CPD session/program

4. Copy of CPD-accredited module

5. Organization / Unit Register book

6. Statement from the CPD Organizing Agency/centre

7. Minutes of the attended meeting

8. Copy of class attendance in case of teaching

9. Copy of workshop timetable

10. Copy of the presented paper

11. Activity Report

12. Copy of the developed topic in the article, journal

13. Copy of research proposal, report

14. Copy of the reviewed educational materials, policies, standards and protocols

15. Copy of published educational materials, articles, journals or books

16. Assigned task feedback

17. Number of attended cases in case of service deliveries

18. Practical assessment plan

SUMMARY OF CPD POINTS SUBMITTED FROM 2026 TO 2028

1. Verification and confirmation to: **REGISTRAR - Tanzania Nursing and Midwifery Council**

Full Name of a Nurse: (as per Registration/certificates) _____

Category for Registration: (Please tick) RN ☐   EN ☐   License Number: _____

Places of Work in Current CPD years:

     2026 _____

     2027 _____

     2028 _____

Individual CPD total point achieved and submitted   _____

From: Date _____ Month _____ Year _____   to   Date _____ Month _____ Year _____

2. Declarations: -

I declare that the above entries in my CPD Logbook are a true and correct record of my participation in CPD activities for the period.

From: Date _____ Month _____ Year _____   to   Date _____ Month _____ Year _____

Supervisee Name: _____   Signature: _____   Date: _____

3. Confirmation

I confirm and witness that the above entries in the CPD Logbook are true and correctly recorded for individual nurse/midwife participation in CPD activities for the period.

From: Date _____ Month _____ Year _____   to   Date _____ Month _____ Year _____

Supervisor Name: _____   Signature: _____   Date: _____

Supervisory Authority's

Official stamp:

SUMMARY OF CPD POINTS SUBMITTED FROM 2029 TO 2031

1. Verification and confirmation to: **REGISTRAR - Tanzania Nursing and Midwifery Council**

Full Name of a Nurse: (as per Registration/certificates) _____

Category for Registration: (Please tick) RN ☐   EN ☐   License Number: _____

Places of Work in Current CPD years:

2029 _____

2030 _____

2031 _____

Individual CPD total point achieved and submitted   _____

From: Date _____ Month _____ Year _____   to   Date _____ Month _____ Year _____

2. Declarations: -

I declare that the above entries in my CPD Logbook are a true and correct record of my participation in CPD activities for the period.

From: Date _____ Month _____ Year _____   to   Date _____ Month _____ Year _____

Supervisee Name: _____   Signature: _____   Date: _____

3. Confirmation

I confirm and witness that the above entries in the CPD Logbook are true and correctly recorded for individual nurse/midwife participation in CPD activities for the period.

From: Date _____ Month _____ Year _____   to   Date _____ Month _____ Year _____

Supervisor Name: _____   Signature: _____   Date: _____

Supervisory Authority's

Official stamp:

Continuing Professional Development Logbook for Nurses and Midwives in Tanzania   *1*

RECORD OF CPD ACTIVITIES FROM JAN, 1ST 2026, TO DEC, 31ST 2026

TNMC

Continuous Professional Development Logbook for Nurses and Midwives in Tanzania

SN		TO BE FILLED BY A NURSE OR MIDWIFE		TO BE FILLED BY FACILITATOR / NURSE MANAGER / SUPERVISOR			
SN	Date	Topic/Module/Activity	Provider/Organizer's Name	No of Days/Hours	Points Scored	Means of Verification	Supervisor's signature& date
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Approved by: Supervisor's Name _____ Signature _____ Date _____

RECORD OF CPD ACTIVITIES FROM JAN, 1ST 2027, TO DEC, 31ST 2027

SN	TO BE FILLED BY A NURSE OR MIDWIFE			TO BE FILLED BY FACILITATOR / NURSE MANAGER / SUPERVISOR			
SN	Date	Topic/Module/Activity	Provider/Organizer's Name	No of Days/Hours	Points Scored	Means of Verification	Supervisor's signature& date
1							
2							
3							
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6							
7							
8							
9							
10							

Approved by: Supervisor's Name _____ Signature _____ Date _____

RECORD OF CPD ACTIVITIES FROM JAN, 1ST 2028, TO DEC, 31ST 2028

Continuous Professional Development Logbook for Nurses and Midwives in Tanzania

SN		TO BE FILLED BY A NURSE OR MIDWIFE		TO BE FILLED BY FACILITATOR / NURSE MANAGER / SUPERVISOR			
SN	Date	Topic/Module/Activity	Provider/Organizer's Name	No of Days/Hours	Points Scored	Means of Verification	Supervisor's signature& date
1							
2							
3							
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7							
8							
9							
10							

Approved by: Supervisor's Name _____ Signature _____ Date _____

RECORD OF CPD ACTIVITIES FROM JAN, 1ST 2029, TO DEC, 31ST 2029

SN	TO BE FILLED BY A NURSE OR MIDWIFE			TO BE FILLED BY FACILITATOR / NURSE MANAGER / SUPERVISOR			
SN	Date	Topic/Module/Activity	Provider/Organizer's Name	No of Days/Hours	Points Scored	Means of Verification	Supervisor's signature& date
1							
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10							

Approved by: Supervisor's Name _____ Signature _____ Date _____

RECORD OF CPD ACTIVITIES FROM JAN, 1ST 2030, TO DEC, 31ST 2030

SN	TO BE FILLED BY A NURSE OR MIDWIFE			TO BE FILLED BY FACILITATOR / NURSE MANAGER / SUPERVISOR			
SN	Date	Topic/Module/Activity	Provider/Organizer's Name	No of Days/Hours	Points Scored	Means of Verification	Supervisor's signature& date
1							
2							
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7							
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9							
10							

Approved by: Supervisor's Name _____ Signature _____ Date _____

RECORD OF CPD ACTIVITIES FROM JAN, 1ST 2031, TO DEC, 31ST 2031

SN	TO BE FILLED BY A NURSE OR MIDWIFE			TO BE FILLED BY FACILITATOR / NURSE MANAGER / SUPERVISOR			
SN	Date	Topic/Module/Activity	Provider/Organizer's Name	No of Days/Hours	Points Scored	Means of Verification	Supervisor's signature& date
1							
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Approved by: Supervisor's Name _____ Signature _____ Date _____