



**On approval of the rules for confirming the results of continuous professional development of healthcare workers**

*Unofficial translation*

Order of the Minister of Health of the Republic of Kazakhstan dated December 20, 2020 No. ҚР ДСМ -283/2020. Registered in the Ministry of Justice of the Republic of Kazakhstan on December 22, 2020 No. 21843

Unofficial translation

In accordance with subparagraph 41) of article 7 of the Code of the Republic of Kazakhstan dated July 7, 2020 "On people's health and health care system", I HEREBY ORDER:

1. To approve the attached rules for confirming the results of continuous professional development of healthcare workers.

2. The Department of science and human resources of the Ministry of Health of the Republic of Kazakhstan, in accordance with the procedure established by the legislation of the Republic of Kazakhstan, to ensure:

- 1) state registration of this order in the Ministry of Justice of the Republic of Kazakhstan;
- 2) posting this order on the Internet resource of the Ministry of Health of the Republic of Kazakhstan after its official publication;

3) within ten working days after the state registration of this order in the Ministry of Justice of the Republic of Kazakhstan, submission of information to the Legal Department of the Ministry of Health of the Republic of Kazakhstan on implementation of the measures provided for in subparagraphs 1) and 2) of this paragraph.

3. The supervising vice minister of health of the Republic of Kazakhstan is authorized to control the execution of this order.

4. This order comes into effect upon the expiration of ten calendar days after the day of its first official publication.

*Minister of health of the Republic of Kazakhstan*

*A. Tsoi*

A G R E E D

Minister of labor and social protection  
of the Republic of Kazakhstan

" \_\_\_\_\_ " \_\_\_\_\_ 2020

Appendix to the order  
Minister of health of the  
Republic of Kazakhstan  
dated December 20, 2020 № ҚР ДСМ-283/  
2020

# **Rules for confirming the results of continuous professional development of healthcare workers**

## **Chapter 1. General provisions**

1. The rules for confirming the results of continuous professional development of healthcare workers" (hereinafter referred to as the Rules) are developed in accordance with subparagraph 41) of article 7 of the Code of the Republic of Kazakhstan dated July 7, 2020 "On people's health and health care system" (hereinafter referred to as the Code) and determine the procedure for confirming the results of continuous professional development of healthcare workers.

2. The results of continuous professional development (hereinafter - CPD) of healthcare workers are confirmed by the personnel management service and the head of the medical organization in accordance with the criteria for confirming the results of continuous professional development of healthcare workers, in accordance with Appendix 1 of these Rules.

3. The following terms and definitions are used in these Rules:

1) an accredited assessment organization - an organization accredited by an authorized body that assesses the knowledge and skills of students, graduates of professional training and healthcare professionals.

2) additional education of specialists (hereinafter - additional education) - a learning process carried out in order to meet the educational needs of healthcare personnel to maintain, expand, deepen and improve professional knowledge, skills and abilities, as well as master new (additional) competencies;

3) credit unit in the system of continuous professional development of a specialist (hereinafter referred to as CU) - a unified conventional unit for measuring the amount of participation of a specialist in activities that contribute to continuous professional development for a certain period of professional activity.

4. The results of CPD of healthcare workers are documents certifying the results of additional, non-formal education and additional competencies, taking into account the requirements in accordance with paragraph 3 of Article 269 of the Code.

5. CPD results of healthcare workers are validated for certification of healthcare professionals in accordance with Article 27 of the Code.

## **Chapter 2. Procedure for confirming the results of continuous professional development of healthcare workers**

6. The results of CPD of health workers are confirmed over the past 5 years.

7. A healthcare worker, in the presence of certifying documents of the results of the CPD, provides the personnel management service at the place of main activity with the supporting documents provided for by the criteria, in accordance with Appendix 1 of these Rules.

Documents issued in a foreign language are provided with a notarized translation in Kazakh or Russian.

8. The personnel management service and the head of the medical organization add CU for each criterion of the CPD result.

9. The final CPD result is calculated by summing the CU for additional education, non-formal education and additional competencies.

CU based on the results of additional education (advanced training) is calculated for the last 5 years in accordance with Chapter 1 of Appendix 1 to these Rules.

CU for the results of non-formal education is calculated in accordance with Chapter 2 of Appendix 1 to these Rules, for additional competencies - in accordance with Chapter 3 of Appendix 1 to these Rules.

10. The confirmed results of the CPD are drawn up in the form in accordance with Appendix 2 to these Rules.

11. The grounds for refusal to confirm the results of the CPD are the non-compliance of the documents certifying the results of CPD with the requirements for criteria.

Appendix 1  
to the rules of confirming  
the results of continuous  
professional development of  
healthcare workers

## Criteria for confirming the results of continuous professional development of healthcare workers

№	Name of criteria	Requirement to criteria	Measurement unit	Supporting document
1	2	3	4	5
Chapter 1. Additional education				
1	Additional education (advanced training cycle)	In accordance with the profile of the declared specialty; in accordance with the level of the educational program; indication of the number of hours or credits.	1 hour = 1 credit unit; 1 credit = 30 credit units	A copy of the certificate of advanced training
Chapter 2. Non-formal education				
				A copy of the report on implementation of the individual

2	Internship according to the profile of the specialty	Regional, city, republican significance	1 week = 36 credit units	plan of the internship, information on the knowledge, skills and abilities acquired during the internship, Review of the head of the structural unit for the healthcare specialist following the internship
		International significance	1 week = 72 credit units	
3	Participation in face-to-face training seminars, trainings, master-classes	In accordance with the profile of the declared specialty; indication of the number of hours or credits.	1 hour = 1 credit unit; 1 credit = 30 credit units.	A copy of the certificate of training
4	Participation in webinars, online courses, and other training events using distance learning technologies	In accordance with the profile of the declared specialty; indication of the number of hours or credits.	1 hour = 0,5 credit units.	A copy of the certificate of training
5	Self-assessment at an accredited assessment organization	Positive result ( equal to or above the threshold level )	1 self-assessment result = 30 credit units.	Positive self-assessment of knowledge and skills (equal to or above the threshold level)
Chapter 3. Additional competences				
6	Participation in the work of the convention, congress, conference	regional, city significance	1 day = 5 credit units; report = 20 credit units.	Participant's document and (or) conference program indicating full name and surname of the speaker, topic, venue, organizer, date
	Republican significance	1 day = 10 credit units; report = 50 credit units.		
	International significance	day = 40 credit units; report = 100 credit units.		
7	Publication of a monograph, manual, guidelines	In accordance with the profile of the declared specialty; the first author or in mono authorship.	1 monograph = 300 credit units; manual, guidelines = 100 credit units.	Electronic copy of the published monograph, manual, guidelines
8	Publication of a textbook (book)	In accordance with the profile of the declared specialty; the first author or in mono authorship.	1 textbook ( book) = 200 credit units.	Electronic copy of the published textbook (book)
	Publication of a scientific article in publications included in the list recommended by the Committee for organization of control in the field of	In accordance with the profile of the		

9	education and science of the Ministry of Education and Science of the Republic of Kazakhstan	declared specialty; first 3 authors	1 article = 30 credit units	Electronic copy of the published article
10	Publication of an article in republican and foreign publications not included in the list recommended by the Committee for organization of control in the field of education and science of the Ministry of Education and Science of the Republic of Kazakhstan	In accordance with the profile of the declared specialty; first 3 authors	1 article = 15 credit units	Electronic copy of the published article
11	Publication of a scientific article in journals indexed in Scopus, Web of Science, Springer	In accordance with the profile of the declared specialty	1 article, quartile of the magazine Q4 = 70 credit units; 1 article, quartile of the magazine Q3 = 100 credit units; 1 article, quartile of the magazine Q2 = 200 credit units; 1 article, quartile of the magazine Q1 = 300 credit units.	Electronic copy of the published article
12	Obtaining a patent	In accordance with the profile of the declared specialty	1 republican patent = 120 credit units; 1 foreign patent = 300 credit units.	copy of the patent
13	Obtaining a certificate of intellectual property of the Republic of Kazakhstan	In accordance with the profile of the declared specialty	1 certificate = 5 credit units	copy of the certificate of intellectual property
14	Mentoring, teaching activities	In accordance with the profile of the declared specialty	throughout the year as a mentor or educator for students of medical educational organizations = 10 credit units	A copy of the order of the medical organization on appointment of a mentor, and (or) a certificate of professional development in mentoring and (or) educating
			throughout the year as a	

15	Mentoring for young and newly hired professionals	In accordance with the profile of the declared specialty	mentor =10 credit units	Copy of the order to appoint a mentor
16	Introduction of innovative scientific or practical methods of diagnostics, treatment, prevention of disease into practice	In accordance with the profile of the declared specialty	1 act of introduction = 100 credit units	Introduction of an act with the participation of the local healthcare authority
17	Membership in a professional association	In accordance with the profile of the declared specialty; at least 1 year with active membership at the time of confirmation.	Regional level = 10 credit units ; republican level = 30 credit units; international level = 100 credit units.	A copy of the membership document
18	Membership in expert bodies	In accordance with the profile of the declared specialty; for 5 years at least 1 year with active membership at the time of confirmation	republican level = 100 credit units	A copy of the document confirming the expert activity
19	Expert and (or) coaching activities	In accordance with the profile of the declared specialty; during the year at the time of confirmation.	= 20 credit units	A copy of the document confirming the expert and coaching activities
20	Participation in the development of normative legal and other regulatory acts	In accordance with the profile of the declared specialty; republican level ( clinical protocols, clinical nursing guidelines, operating procedure standards, industry programs, state education standards).	1 document = 50 credit units	A copy of the order on composition of a working group
21	Participation in the substantive or testological examination of the examination material (test questions and clinical scenarios) of an accredited organization for assessment of knowledge and skills of students, professional	In accordance with the profile of the declared specialty;	50 test questions = 1 credit units; 10 clinical scenarios = 1 credit units	

preparedness of graduates and healthcare professionals			A copy of the examination act of the examination material
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Appendix 2  
to the rules of confirming  
the results of continuous  
professional development of  
healthcare workers  
Form

## Confirmation of the results of continuous professional development of healthcare workers

1. Surname, name, patronymic (if any) \_\_\_\_\_

2. Declared specialty \_\_\_\_\_

3. Total length of service of a healthcare worker (years, months, days)

\_\_\_\_\_

4. Work experience in the declared specialty (years, months, days)

\_\_\_\_\_

5. Current place of work \_\_\_\_\_

6. Position held \_\_\_\_\_

7. Labor activity in the declared specialty (at the time of confirmation of the results of continuous professional development in the declared specialty)

Date of enrolment	Date of dismissal	Place of work	Position held	Number of the order	Date of issue of the order

8. Level of the industrial qualifications framework \_\_\_\_\_

9. Qualification category (if any) \_\_\_\_\_

10. Postgraduate education (if any) \_\_\_\_\_

11. Results of CPD \_\_\_\_\_

№	Name of criteria	Result in credit units
Chapter 1. Additional education		
1		
Chapter 2. Non-formal education		
2		
3		
4		
5		
Chapter 3. Additional competences		
6		
7		
8		

9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
	Total CPD results:	

Head of personnel management service \_\_\_\_\_  
(surname, name, patronymic (if any))

\_\_\_\_\_  
(signature)

Head of medical organization \_\_\_\_\_  
(surname, name, patronymic (if any))

\_\_\_\_\_  
(signature) Date of issue