

Government of the people's republic of Bangladesh
Directorate General of Nursing & Midwifery
College of Nursing (Academic Building)
Sher-e-Bangla Nagar, Dhaka-1207
www.dgnm.gov.bd

No-DNS/NESP/HRH-CIDA/11/2012(Part-3)/ 142

Date: 07/05/2017

Office Order

A **four-day on-site visit** to 43 Nursing Institutes to set up or improve the laboratories and libraries are currently undertaken from 6 - 9 May 2017.

Following officers are requested to do monitoring visit as per schedule: (List Not in order of seniority)

Name of Monitor	Designation and Working place	Date of Visit	Place to visit
Mariam Begum	Deputy Director, Midwifery, DGNM	08 May 2017	NI, Chapaingawabganj
Shahnaj Parvin	Nursing Officer, DGNM		
Fatema Zahura	Deputy Director, Finance, DGNM	08 May 2017	NI, Kurigram
Shirin Akther	Nursing Officer, PMIS, DGNM		
Shirina Akther	Assistant Director, Admin, DGNM	08 May 2017	NI, Comilla
Begum Salma Sultana	Principal , DGNM		
Mst. Shabnoor Begum	AD, Coordination, DGNM	08 May 2017	NI, Chuadanga
Daufatun Nessa	Assistant Director, Dhaka Division	08 May 2017	NI, Tangail
Aklima Begum	ADNS, Nursing, Barisal Division	08 May 2017	NI, Barguna
Ela Rani Saha	ADNS, Nursing, Sylhet Division	08 May 2017	NI, Hobiganj
Ronju Kana Paul	ADNS, Nursing, Chittagong Div.	08 May 2017	NI, Feni

Checklists for monitoring On-site Visit Team to set up/improve Lab and Library and **team visit schedule** are enclosed herewith.

All expenses in the connection will be provided by HRH project, RFATD as per DNSDP rules.

07.05.17

Tandra Sikder

(Additional Secretary)

Director General

Direcotorate General of Nursing & Midwifery, Dhaka

Email: infor@dgnm.gov.bd

Phone: 02-9136674

No-DNS/NESP/HRH-CIDA/11/2012(Part-3)/ 147

Date: 07/05/2017

Copy forward for kind information & necessary action please (Not according to Seniority):

1. Additional Secretary (Discipline & Nursing), Ministry of Health & Family Welfare, Bangladesh
2. Sr Assistant Secretary (Nursing), Ministry of Health & Family Welfare, Bangladesh Secretariat, Dhaka
3. Assistant Director, Division (Nursing),
4. Principal/ Nursing Instructor In-Charge/ Nursing Institute,
5. Dr. Monira Parveen, CFM, HRH Project in Bangladesh, Banani, Dhaka
6. Mr./Mrs.

07.05.17

Director General

Direcotorate General of Nursing & Midwifery, Dhaka

Programme Schedule
On-site Visit for Laboratory and Library set up at Nursing Institutes

The aim of this visit is to provide assistance and support to all 43 Nursing Institutes to set up or improve the laboratories and libraries for ensuring effective use of teaching learning materials distributed to the Nursing Institutes.

DAY-1

Time	Activities
08:30 – 2:30	Orientation to the Principal/ NI Incharge and instructors and share their visit plan Visit the Institutes: Space, Number of Lab- Nursing, Anatomy & Physiology, Nutrition, Microbiology, Midwifery, Computer & English; Library; Classrooms; List of T-L materials and Books provided to the Nursing Institutes Inventory Register for T-L materials of the lab Prepare a Plan (Based on the onsite visit) and share it with NI Incharge & Teachers (in relation to Importance of Lab and library management for nursing Education)
03:00 – 04:00	Day report & Preparation for the next day

DAY-2

08:30 – 12:00	Library: Observe Accession Registrar Orientation to Accession Registrar (Show Sample format) Borrowing system & encourage students & teachers to use Library
12:00 – 02.30	Update the Accession Register for the library
03:00 – 04:00	Day report & Preparation for the next day

DAY-3

08:30 – 02.30	Laboratory: Seven labs, Organize 7 labs according to standards, Listing of T-L materials for each lab. Assist in set up 7 labs. Orientation to Lab: demonstrate use of the new teaching/learning materials. Identify the list of the major skills to be learned for each year students at the lab. Assist in preparing charts of various procedures for the major skills Assist to prepare a class routine for students to have a study day/study hour system for using library and skills labs.
03:00 – 04:00	Day report & Preparation for the next day

DAY- 4

08:30 – 10:00	Brief Students on; Importance of use of Lab Importance of use of Library Role of student for maintenance of Lab and Library
10:30 – 01:30	Continue setting up and organize the Labs and library Prepare a training calendar for skills lab for each year students reflecting nursing and midwifery curriculum
01:30 – 02:30	Debriefing NI Principal/Incharge and Lab/Library Coordinators & teacher
03:00 – 04:00	Day report

Checklist for monitoring On-site Visit Team to set up/improve Lab and Library

Name of the Institute Visited:

Date of Visit:

Checklist for the Monitor

SI No	Lists of activities for monitoring	Yes	No	Remarks
1.	Brief the Principal/ NI In-charge and nursing Instructors and share their visit plan.			
2.	Orient the designated instructors as skill lab coordinator			
3.	Orient the designated instructor as Library coordinator			
4.	Visit nursing institutes to assess and understand the existing structure of nursing institute including facilities for Lab and Library.			
5.	Update the inventory list of T-L materials for Lab			
6.	Update the Accession registrar for libraries			
7.	Rearrange and organize labs for maintaining 7 functional nursing labs with separate areas for Nursing(1), Midwifery(2), Anatomy & Physiology(3), Nutrition(4) Microbiology(5), English(6) and Computer labs(7)			
8.	Rearrangements of books and set up adequate and comfortable seating arrangements for the students, in consultation with the NI-In charge			
9.	Conduct training on issues related to lab and library and demonstrate use of new T-L materials.			
10.	Orient the library coordinator on maintaining accession register and borrowing system.			
11.	Prepare charts of various procedures for the major skills.			
12.	Prepare a class routine for students to have a study day/study hour system for using library and skills labs.			
13.	Prepare a training calendar for skills lab for each year students reflecting nursing and midwifery curriculum.			
14.	Orient students about the importance of skill labs & libraries, role of students in proper use & maintenance of skill lab and library			
15.	Orient instructors to give assignments to the students to encourage to use libraries			
16.	Debriefing NI In-Charge and teachers			
17.	Any other activities undertaken by the team			
18.	Difficulties faced during set up /improve lab and library at NI			

Signature of Monitor:

Name:

Designation:

Place of Posting: