



A GUIDELINE FOR USE BY MONITORS IN NURSING INSTITUTE MONITORING & EVALUATION

The Directorate General of Nursing and Midwifery Services (DGNM) is mandated to manage nursing education in public institutions which includes both Nursing Institutes (NIs) and Colleges of Nursing (CONs). In doing so the Directorate works closely with the Bangladesh Nursing and Midwifery Council (BNMC) to ensure quality nursing education. To that end, in 2014, the Director of Nursing Services put in place new policies and processes for ongoing monitoring of nursing education **in public NIs**. This Monitoring Guide, based on BNMC standards and DGNM criteria, forms the basis of the monitoring and evaluation process.

Purpose of the Guide

This document has been designed to provide assistance in carrying out the monitoring role. It provides interpretation of terms, abbreviations and criteria and should be considered as a work in progress, meaning it is regularly updated to meet your needs. Therefore your feedback and suggestions are always welcome. We hope you find it helpful and trust you will enjoy your Monitor role. You are performing a very important service for the patients and the public as well as for the NIs and the profession.

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GENERAL DIRECTIONS FOR MONITORS

A. Getting Ready

You will have received this document at least two (2) weeks in advance of your monitoring visit. Please read it carefully and contact the Monitoring and Evaluation Focal Point (MEFP) within the Directorate of Nursing (DNS) if you have any questions. The MEFP will contact you a few days before your assignment and again at the end of Day 1 to see if you have any needs.

Please plan your travel and visit in advance. This means anticipating your personal needs as well as those related to the work. The Nursing Institute (NI) will make accommodation arrangements for you. However, you will need to make your own travel arrangements following the government rules. Your planning should also account for computer, pens, paper and any related needs.

It is best if both Monitors plan to arrive near the same time so that some of your planning can be done the evening before the visit begins. Otherwise you will be cutting into visit time. Please be sure the head of the NI knows what time you will see her/him.

B. Setting the Stage

The NI will know in advance the dates of your visit and the time you will start. Please contact the NI in Charge to confirm the time of your arrival. If you will be late for any reason, please let the NI know. Arrive promptly for work each day. It is important to establish a positive working relationship from the start. Following are some tips:

1. Start with the NI in Charge - Introduce yourself and ask about them. Have an introductory meeting with other faculty if this is the wish of the head of the institution.
2. State the purpose of the meeting. Assure them that this is for improving the education of students and the welfare of faculty.
3. Explain how you plan to work over the two (2) days and what you expect from the NI staff.
4. Assure them that personal information will remain confidential to the Monitoring & Evaluation program and comments will be anonymous; that is, no one will be quoted.
5. State that information collected on any one NI will be shared with the DNS Monitoring & Evaluation program only. Combined information on NIs may be more broadly shared. Such information will not identify any one NI.

C. During the Visit

6. Plan with the other Monitor how to organize your work. When interviewing someone, group a number of topics so as not to waste time for you and them by needing to have repeated meetings with the same persons. This will become easier after you have made a couple of visits.
7. Debrief with each other at the end of the day. It often helps to write up your notes together. Doing this as soon as possible after a meeting means things are fresh in your mind and you are less likely to forget information.
8. Feel free to contact the MEFP at any time if you have questions and concerns.
9. At the end of the visit schedule a meeting with the NI in Charge (and others if she wishes). Provide some general feedback on your visit, complement the NI where you can, and let them know the rest of the process; that is, you will submit your report to the MEFP within a week, that within six (6) months the Oversight Committee will meet to review a number of reports and the MEFP will advise you informally of the outcome directly after the meeting.
10. Thank the NI in Charge and others for their cooperation.

D. Following the Visit

1. Prepare your report – meet together to review the findings and develop your recommendations.
2. Use the guidelines provided to write the report.
3. Submit it within 7 days to the MEFP along with your feedback form. Feel free to offer suggestions on how to improve the process.
4. Contact the MEFP at any time if you have questions.
5. The MEFP will let you know informally the results of the Oversight Meeting as soon as possible.

ABBREVIATIONS

(Please note that definition of terms is found at the end of the document)

ACR	Annual confidential report	EQ	Essay Question
AGB	Accountant General of Bangladesh	MCQ	Multiple Choice Question
BNC	Bangladesh Nursing Council	MEFP	Monitoring & Evaluation Focal Point
BSR	Bangladesh Service Rules	NI	Nursing Institute
CON	College of Nursing	NIIC	Nursing Instructor in Charge
CR	Classroom	NIME	Nursing Institute Monitoring & Evaluation
CV	Curriculum Vitae	Prin	Principal
DNM	Diploma in Nursing Science & Midwifery	SAQ	Short Answer Question
DNS	Directorate of Nursing Services	TOR	Terms of Reference
DR	Document Review	QA	Quality Assurance

GENERAL INFORMATION

Name of Nursing Institute: _____ Name of Attached Hospital: _____

Address of the Nursing Institute: _____

CONTACT INFORMATION

Name of NI in Charge: _____ Tel: _____ Cell: _____

Fax: _____ Email: _____

Name of Hospital Administrator: _____ Tel: _____ Cell: _____

Name of Nurse Administrator: _____ Designation: _____

Tel: _____ Cell: _____

TEACHING & OTHER STAFF NUMBERS

Number of Sanctioned *Nurse* Teacher Post: _____

Number of Sanctioned *Nurse* Teacher Posts Filled: _____

Number of "Deputed" *Nurse* Teachers: _____

Number of Administrative Staff: _____

Number of "Acting" *Nurse* Teachers: _____

Number of Guest Teachers: _____

Number of Support Personnel: _____

STUDENT INFORMATION

Total Number of Sanctioned DNM seats per year: _____ Total Number of DNM Students: _____

Number of DNM Students at the beginning Year 1: _____ Year 2: _____ Year 3: _____

Overall Attrition rate: _____% Attrition rate in Year 1: _____% Year 2: _____% Year 3: _____%

Number of DNM Students at beginning of the 6 week Internship: _____

Number of DNM Students Completing the 6 week Internship: _____

Name of Hospitals: In addition to the Attached Hospital, list other hospitals/agencies used for clinical placements.

STANDARD 1. THE GOVERNANCE OF THE NURSING INSTITUTE SUPPORTS GOOD QUALITY EDUCATION

MONITORING CRITERIA	MET	PARTLY MET	NOT MET	OBSERVATIONS
<p><i>1.1 The Institute organogram is clear, current and publicly displayed.</i></p>				
<p>Data Collection Methods Document Review Observation</p>	<p>Describe where/how displayed Note if prepared in past 3 years Is it easily understood by the Monitor?</p>			
<p><i>1.2 The Nursing Instructor in Charge is a nurse-midwife with a bachelor's degree in nursing/PHN, preferably holds has a master's degree in nursing or a related field, and has experience in leadership and administration.</i></p>				
<p>Data Collection Methods Interview DR</p>	<p>Interview Principal/Nursing Instructor In Charge Ask about leadership & admin experience, ask for examples Review CV</p>			
<p><i>1.3 The Bangladesh Service Rule document is available to the NI –in – Charge.</i></p>				
<p>Data Collection Methods Observation</p>	<p>Ask to see a copy</p>			

STANDARD 1. THE GOVERNANCE OF THE NURSING INSTITUTE SUPPORTS GOOD QUALITY EDUCATION

MONITORING CRITERIA	MET	PARTLY MET	NOT MET	OBSERVATIONS
1.4 The Nursing Instructor in Charge is knowledgeable about the Bangladesh Service Rules (BSR).				
Data Collection Methods Interview NIIC	Test this by asking NIIC to: a. List the different types of leave allowed b. Explain actions taken in the case of misconduct c. Explain the process for pension			
1.5 The Nursing Instructor In Charge proposes to DNS the annual budget expenditures according to current government rules and procedures and NI needs				
Interview NIIC	Check the proposed and current year documents			
1.6 Current, relevant policies and procedures are in place				
Data Collection Methods NIIC Interview DR	Check for the following policies: hiring guest lecturer, library, mess, hostel rules & regulations, disciplinary action. Where absent, ask why			

STANDARD 1. THE GOVERNANCE OF THE NURSING INSTITUTE SUPPORTS GOOD QUALITY EDUCATION				
MONITORING CRITERIA	MET	PARTLY MET	NOT MET	OBSERVATIONS
<i>1.7 The NIIC proposes to DNS the annual budget expenditures according to current government rules and procedures and NI needs.</i>				
Data Collection Methods Interview NIIC DR	Check the proposed and current year documents			
<i>1.8 Current, relevant policies and procedures are in place.</i>				
Data Collection Methods NIIC Interview DR	Check for the following policies: hiring guest lecturer, library, mess, hostel rules & regulations, disciplinary action. Where absent, ask why			

STANDARD 1. THE GOVERNANCE OF THE NURSING INSTITUTE SUPPORTS GOOD QUALITY EDUCATION				
MONITORING CRITERIA	MET	PARTLY MET	NOT MET	OBSERVATIONS
<i>1.9 There is an effective system for hiring guest lecturers, who are expert in their field.</i>				
Data Collection Methods NIIC Interview DR	Process: NIIC identifies potential teachers who meet the DNS criteria, discusses this with the CS, and issues letter. Check the process used (NIIC interview) Ask whether the Guest Lecturer meets the criteria Observe appointment letter and CV of the Guest Lecturer.			
<i>1.10 The NI promptly follows established policies and procedures for handling complaints and discipline involving students and faculty and these are routinely followed.</i>				
Data Collection Methods DR Interview NIIC	Current - (3 years) Review personnel files Students: Review Academic Council records & if they show the nature of complaint and action taken. Are there any patterns of actions from the records? Are there any records of gender-based violence and action taken against the perpetrator? Faculty- written complaint process is: faculty to NIIC/ NIIC to DNS for action.			

STANDARD 1. THE GOVERNANCE OF THE NURSING INSTITUTE SUPPORTS GOOD QUALITY EDUCATION				
MONITORING CRITERIA	MET	PARTLY MET	NOT MET	OBSERVATIONS
<i>1.11 The Nursing Institute has an annual plan and a resource plan which are followed.</i>				
Data Collection Methods DR Interview NIIC Interview at least 3 teachers	Are documents current? . See if they exist, are current (developed/revised within past 3 years), and interview to see if followed Ask other teachers when interviewing for other items			
<i>1.12 The following committees are in place and active:</i> <i>Academic Council</i> <i>Local Admission Committee</i> <i>Ad hoc Inquiry committee</i> <i>Examinations</i> <i>Extracurricular</i> <i>Hostel/ Accommodation</i> <i>Library</i> <i>Mess</i> <i>Procurement</i> <i>Other</i> _____				
Data Collection Methods DR - Interview NIIC, at least 3 Committee Chairs, 2-3 other Committee members				

Note if held regularly, if fully attended. Are there Minutes of the meetings? Are any resolutions clear?
 Are there points for follow up actions? Is there evidence that these have occurred?
 Check at least 5 committees for a 3 year period. Two must be the Admission Committee and Exam Committee.
 Ask if all Committees are active? If not, which and why not?
 This can be done when interviewing for other topics – need to group items for interviews with various individuals

Interview NIIC, at least 3 Committee Chairs,
 2-3 other Committee members

Note if held regularly, if fully attended.
 Are there Minutes of the meetings?
 Are any resolutions clear?
 Are there points for follow up actions? Is there evidence that these have occurred?
 Check at least 5 committees for a 3 year period. Two must be the Admission Committee and Exam Committee.

Ask if all Committees are active? If not, which and why not?
 This can be done when interviewing for other topics – need to group items for interviews with various individuals

STANDARD 1. THE GOVERNANCE OF THE NURSING INSTITUTE SUPPORTS GOOD QUALITY EDUCATION

MONITORING CRITERIA	MET	PARTLY MET	NOT MET	OBSERVATIONS
<p><i>1.13 Student representatives sit on the following Committees:</i> <i>Hostel/Accommodation</i> <i>Extracurricular</i> <i>Mess</i> <i>Other</i></p> <hr/>				
<p>Data Collection Methods DR Interview NIIC, student representatives</p>	<p>Review TOR and minutes for presence of students Ask students if they attend regularly, about their participation</p>			

STANDARD 1. THE GOVERNANCE OF THE NURSING INSTITUTE SUPPORTS GOOD QUALITY EDUCATION				
MONITORING CRITERIA	MET	PARTLY MET	NOT MET	OBSERVATIONS
<i>1.14 There are signed, dated Minutes of Committee meetings.</i>				
Data Collection Methods DR				
<i>1.15 Copies of meeting minutes are on file for the current year.</i>				
Data Collection Methods DR				
<i>1.16 A copy of the most recent external financial AGB audit is on file and there is evidence of action taken to address any identified deficits.</i>				
Data Collection Methods DR Interview NIIC	Check that there is a copy of the most recent AGB audit note date Check for action on deficits			

MONITORING CRITERIA	MET	PARTLY MET	NOT MET	OBSERVATIONS
<i>1.17 The Nursing Institute keeps comprehensive, well-organized and up to date records and in a secure place if necessary</i>				
Data Collection Methods DR	The government system is followed (e.g. page number, letter number, format, etc.) for all documents Randomly check 3 of each: Admission records, exam results, leave records to see if up to date.			
<i>1.18 The NI noticeboard holds current information.</i>				
Data Collection Methods Observation				
<i>1.19 There is a half yearly meeting between the NI and the senior hospital administrator and senior nurse administrator.</i>				
Data Collection Methods DR Interviews	Check for minutes of meetings, dates Ask NIIC, hospital staff if meetings occurred			

STANDARD 1. THE GOVERNANCE OF THE NURSING INSTITUTE SUPPORTS GOOD QUALITY EDUCATION				
MONITORING CRITERIA	MET	PARTLY MET	NOT MET	OBSERVATIONS
<i>1.20 There is a half yearly meeting between the NI and the senior hospital administrator and senior nurse administrator.</i>				
Data Collection Methods DR Interviews	Check for minutes of meetings, dates Ask NIIC, hospital staff if meetings occurred			
<i>1.21 The Nursing Institute invites hospital personnel (e.g. Nursing Superintendent) to attend events and key NI committees and the hospital also does the same.</i>				
Data Collection Methods Interview NICC, Nursing Superintendent DR	Get list of committees where there is shared membership. Key NI committees to check include: Clinical Placement Committee Curriculum Implementation Committee Academic Council/Committee Key Hospital Committees to ask about: QA, Infection Control, In-service. Review committee notes for attendance			

STANDARD II. THE NURSING INSTITUTE ADMITS, ASSESSES AND SUPPORTS STUDENTS				
MONITORING CRITERIA	MET	PARTLY MET	NOT MET	OBSERVATIONS
<i>2.1 The NI admits selected students according to admission policy.</i>				
Data Collection Methods DR	Compare admission register with selection list Compare if 10% quota for male students maintained in NIs attached to Medical College Hospitals.			
<i>2.2 Teachers use both formative & summative evaluation in student assessments and in accordance with the methods set out in the curriculum. (E.g. class tests, clinical performance and exams, class attendance, assignments, case studies/case presentations/ case conferences).</i>				
Data Collection Methods DR	Randomly select student records (5/year) and review results register			
<i>2.3 Evaluation outcomes are used to improve learning experiences for students (e.g. extra guidance, lab time, added library time, discussion, etc.)</i>				
Data Collection Methods DR Interview NIIC, 2-3 teachers	Ask for examples of how learning experiences are offered to help students improve. Ask if the outcomes are generally seen as effective.			

STANDARD II. THE NURSING INSTITUTE ADMITS, ASSESSES AND SUPPORTS STUDENTS				
MONITORING CRITERIA	MET	PARTLY MET	NOT MET	OBSERVATIONS
<i>2.4 Evaluation outcomes are used to improve learning experiences for students (e.g. extra guidance, lab time, added library time, discussion, etc.)</i>				
Data Collection Methods DR Interview NIIC, 2-3 teachers	Ask for examples of how learning experiences are offered to help students improve. Ask if the outcomes are generally seen as effective.			
<i>2.5 The student rotation plan is subject based and reflects the syllabus.</i>				
Data Collection Methods DR	Review the rotation plan. If you have questions then interview NIIC.			
<i>2.6 Students and the clinical sites receive a copy of the objectives and rotation plan 2 weeks in advance.</i>				
Data Collection Methods DR Interview NIIC, 2 teachers, 3 students, 3 hospital staff	Ask for copy of the memo - check for date sent and for the objectives and plan if separate from memo. Ask if these are received 2 weeks in advance on a regular basis.			

STANDARD II. THE NURSING INSTITUTE ADMITS, ASSESSES AND SUPPORTS STUDENTS				
MONITORING CRITERIA	MET	PARTLY MET	NOT MET	OBSERVATIONS
<i>2.8 There is a clear checklist outlining the required clinical practice skills of students is completed and signed by the assigned hospital/community personnel.</i>				
Data Collection Methods DR Interview NIIC, 2 teachers, 3 students, 3 hospital staff	Check 2 student checklists /year of program Ask what is done			
<i>2.9 All students cover the required clinical areas (e.g. placed in medical unit, pediatric unit, etc.)</i>				
Data Collection Methods DR Interview 2 students/year of program; 2-3 teachers	Check the rotation plan and duty roster Ask the 6 students to name the subjects covered in their year Ask 2-3 faculty if this is routinely accomplished and if not, why			
<i>2.10 Lesson plans contain current information; have a minimum of 5 questions (1 SAQ, 1 EQ, 3 MCQ) and references.</i>				
Data Collection Methods DR	Randomly select 1 lesson plan per 2 teachers			

STANDARD III. THE STUDENTS ARE TAUGHT BY WELL QUALIFIED INSTRUCTORS IN THE CLASSROOM AND IN CLINICAL PLACEMENTS				
MONITORING CRITERIA	MET	PARTLY MET	NOT MET	OBSERVATIONS
<i>3.1 The teachers hold the government required qualification as a nursing instructor (i.e. Bachelor degree in nursing/ public health nursing).</i>				
Data Collection Methods DR Interview NIIC	Randomly select 10% instructors CVs and list professional qualifications held			
<i>3.2 There are sufficient teachers to provide a ratio of 1 teacher to 10 students for lab practice</i>				
Data Collection Methods Observation Interview NIIC, 2 teachers, 3 students	Calculate on site Observe numbers randomly			
<i>3.3 The nurse teachers hold current BNC registration.</i>				
Data Collection Methods Observation	Randomly ask 3-5 teachers to show their registration card. Check date of expiration			

STANDARD III. THE STUDENTS ARE TAUGHT BY WELL QUALIFIED INSTRUCTORS IN THE CLASSROOM AND IN CLINICAL PLACEMENTS				
MONITORING CRITERIA	MET	PARTLY MET	NOT MET	OBSERVATIONS
<i>3.4 No more than 25% of content is taught by guest lecturers and not exceeding 12 lectures in a month in any one subject.</i>				
Data Collection Methods DR	Check the attendance register of teaching staff Check the bill register Note the data collected per page 1 of the Monitoring Framework Tool			
<i>3.5 All nurse teachers consistently inform the NIIC if they are will be absent.</i>				
Data Collection Methods DR Interview NIIC	Check to verify the attendance register, 10% teachers' personnel files			
<i>3.6 Students are routinely supervised in clinical practice by NI or hospital based clinical supervisors.</i>				
Data Collection Methods DR Observation Interview NIIC, 2 teachers, 3 students, 3hospital staff	Review the checklist for signatures Observe in the clinical site Ask who does the supervision, if it is all the time			

STANDARD III. THE STUDENTS ARE TAUGHT BY WELL QUALIFIED INSTRUCTORS IN THE CLASSROOM AND IN CLINICAL PLACEMENTS				
MONITORING CRITERIA	MET	PARTLY MET	NOT MET	OBSERVATIONS
<i>3.7 Workloads are balanced among the teaching faculty.</i>				
Data Collection Methods DR Interview teachers	Review Class schedule			
<i>3.8 Guest lecturers are expert in their subject matter and follow the prescribed curriculum.</i>				
Data Collection Methods DR CR Observation	Check 2-3 lesson plans Observe a partial lecture of 1 Guest Lecturer			
STANDARD IV. THE DELIVERY OF THE NATIONAL CURRICULUM FOR NURSE-MIDWIVES FOSTERS GOOD STUDENT OUTCOMES				
MONITORING CRITERIA	MET	PARTLY MET	NOT MET	OBSERVATIONS
<i>4.1 The Nursing Institute ensures subject based clinical experiences by placing students in other health care facilities (e.g. public or private hospitals, health centers, etc.) if there are no opportunities in their own care facilities for practice in areas such as ENT, orthopedics, psychiatry, etc.</i>				
Data Collection Methods DR	Check request letter for objectives & student list Check the rotation plan& acceptance letter sent to the facility			

4.2 <i>The Nursing Institute includes inter-professional teamwork approaches in the classroom and clinical learning experiences</i>				
Data Collection Methods DR Interview NIIC, 2-3 teachers	Check teaching plan & schedule Ask for examples of how to introduce this			
STANDARD IV. THE DELIVERY OF THE NATIONAL CURRICULUM FOR NURSE-MIDWIVES FOSTERS GOOD STUDENT OUTCOMES				
MONITORING CRITERIA	MET	PARTLY MET	NOT MET	OBSERVATIONS
4.6 <i>There is an academic plan prepared with a logical sequence of learning experiences (prepared by faculty) that meet the syllabus.</i>				
Data Collection Methods DR	Review the academic plan, note date			
4.7 <i>The course syllabus is completed in a timely manner.</i>				
Data Collection Methods DR Interview 2 students/year, 2 teachers	Review student attendance register and topics named			
5.1 <i>The Nursing Institute provides adequate accommodation and support to students during the program, including a fully furnished</i>				

<i>hostel for students, a student washroom in the hostel and transportation to the clinical sites.</i>				
Data Collection Methods Observation Interview NIIC Interview 2-3 students	Check the hostel physical facilities Ask NIIC about transport Ask students satisfaction level/needs; if getting transport			
STANDARD V. THE NURSING INSTITUTE HAS THE RESOURCES TO PROVIDE GOOD LEARNING ENVIRONMENT FOR TEACHING AND LEARNING				
MONITORING CRITERIA	MET	PARTLY MET	NOT MET	OBSERVATIONS
<i>5.2 The Nursing Institute ensures students and staff have safe drinking water.</i>				
Data Collection Methods Observation Interview NIIC, 2-3 students	Ask the source and quality of the drinking water and source of supply system. Are there any related student illnesses?			
<i>5.3 The Institute premises are clean, in good repair, well lit and well ventilated.</i>				
Data Collection Methods Observation	Inspect the Institute on a walk through			

STANDARD V. THE NURSING INSTITUTE HAS THE RESOURCES TO PROVIDE GOOD LEARNING ENVIRONMENT FOR TEACHING AND LEARNING

MONITORING CRITERIA	MET	PARTLY MET	NOT MET	OBSERVATIONS
<i>5.4 The NIIC office is furnished according to the Establishment Manual</i>				
Data Collection Methods Observation	Desk, Chairs, Shelves, Fan/AC, separate washroom, computer, internet, printer, phone, lamp should be in place			
<i>5.5 Teachers' office space is well furnished.</i>				
Data Collection Methods Observation	Desks, Chairs, Shelves, Fan, computer for each, internet, shared printer, phones, lamps Should be in place for all			
<i>5.6 There are 3 class rooms, one of which can accommodate 50 students.</i>				
Data Collection Methods Observation	Count the rooms & chairs Look at space between chairs			

STANDARD V. THE NURSING INSTITUTE HAS THE RESOURCES TO PROVIDE GOOD LEARNING ENVIRONMENT FOR TEACHING AND LEARNING				
MONITORING CRITERIA	MET	PARTLY MET	NOT MET	OBSERVATIONS
<i>5.7 There is a common room which doubles as a meeting room and has separate male & female toilet facilities attached.</i>				
Data Collection Methods Observation				
<i>5.8 Classrooms are fully furnished.</i>				
Data Collection Methods Observation	Observe for desks, chairs, black/white board, fan, shared multimedia/projector/computer, other AV aids, mikes and their general condition			
<i>5.9 The NI has 7 labs (fundamentals, anatomy & physiology, midwifery, computer, English, microbiology, nutrition).</i>				
Data Collection Methods Observation	Check if all exist and note where space is doubled up or absent			

STANDARD V. THE NURSING INSTITUTE HAS THE RESOURCES TO PROVIDE GOOD LEARNING ENVIRONMENT FOR TEACHING AND LEARNING				
MONITORING CRITERIA	MET	PARTLY MET	NOT MET	OBSERVATIONS
<i>5.10 Lab equipment is secure and inventoried by the assigned personnel yearly.</i>				
Data Collection Methods Observation DR	Check for locked rooms Review inventory reports for 3 years			
<i>5.11 Each lab has the required equipment and supplies to accommodate the students.</i>				
Data Collection Methods Interviews Observation	Check and verify stock ledger			
<i>5.12 The library has a current collection of literature on nursing and related subjects.</i>				
Data Collection Methods Observation	Observe whether books and journals are in good repair; are 10 years old or less; and that all subject areas are covered			

STANDARD V.THE NURSING INSTITUTE HAS THE RESOURCES TO PROVIDE GOOD LEARNING ENVIRONMENT FOR TEACHING AND LEARNING				
	MET	PARTLY MET	NOT MET	OBSERVATIONS
<i>5. 13 The library uses a subject or author based cataloguing system and a sign out policy and system for lending library materials to faculty and students.</i>				
Data Collection Methods Observation DR	Try finding a book Check the policy Check the sign out book			
<i>5.14 The NI has separate rooms for the following: general office, accountant/cashier room, and storeroom.</i>				
Data Collection Methods Observation				
<i>5.15 There is a night guard, boundary wall and external lighting at night.</i>				
Data Collection Methods Observation Interview 2-3 students	Check the duty roster for night guard Ask the students			

STANDARD V.THE NURSING INSTITUTE HAS THE RESOURCES TO PROVIDE GOOD LEARNING ENVIRONMENT FOR TEACHING AND LEARNING				
	MET	PARTLY MET	NOT MET	OBSERVATIONS
5.16 <i>The following Institute staff are in place:</i> <i>Housekeeper</i> <i>Librarian</i> <i>Head accountant</i> <i>Assistant accountant</i> <i>Upper division clerk</i> <i>Driver</i> <i>Cleaner</i> <i>Peon/daftary</i> <i>Security guard</i> <i>Gardener</i> <i>Office assistant/computer operator</i>				
Data Collection Methods Interview NIIC Observation DR	Ask if any one deputed to other place Check staff attendance list, NI organogram			
5.17 <i>The hostel has the following staff:</i> <i>Cook</i> <i>Table boy</i> <i>Masgalchi (cook assistant)</i> <i>Cleaner</i> <i>Housekeeper</i> <i>Night guard</i>				
Data Collection Methods Interview NIIC Observation DR	Ask if any one deputed to other place Check staff attendance list, NI organogram			

STANDARD V.THE NURSING INSTITUTE HAS THE RESOURCES TO PROVIDE GOOD LEARNING ENVIRONMENT FOR TEACHING AND LEARNING

	MET	PARTLY MET	NOT MET	OBSERVATIONS
<p>5.18 <i>The hostel has the following facilities:</i> <i>Kitchen Dining Room</i> <i>Recreation Room Visitors room</i> <i>TV room Prayer room</i> <i>Common Room Playground</i> <i>Sufficient toilets and bathrooms</i> <i>Guard room with toilet facilities</i></p>				
<p>Data Collection Methods Observation</p>	<p>Check physically that utensils and equipment in the kitchen are sufficient (e.g. deep freeze, refrigerator, exhaust fan, meat safe, etc.)</p> <p>Common Room and dining room should have seating for a minimum 100 students</p>			
<p>5.19 <i>The hostel is in good repair, clean, well lit, well ventilated and well furnished.</i></p>				
<p>Data Collection Methods Observation</p>	<p>Check physically</p>			

STANDARD V. THE NURSING INSTITUTE HAS THE RESOURCES TO PROVIDE GOOD LEARNING ENVIRONMENT FOR TEACHING AND LEARNING				
	MET	PARTLY MET	NOT MET	OBSERVATIONS
<i>5.20 Hostel rooms shall be no less than 10 square feet and accommodate no more than 2 students.</i>				
Data Collection Methods Observation	Check physically			
<i>5.21 There is a corridor railing on the roof and security in accessing the roof by means of a collapsible gate.</i>				
Data Collection Methods Observation	Check physically Is there a gate at top of stairs?			

DEFINITION of TERMS

TERM	DEFINITION
Active	Carried out regularly. For a committee it means: <ul style="list-style-type: none"> • Number of meetings held in keeping with their terms of reference • Regular meetings • Attendance • Minutes of meeting/resolutions • Recommendations/Actions taken
Attrition	The reduction in numbers of students attending the programme as time goes by. Students may leave due to failure, personal reasons/ dropout, administrative matters and other reasons.
Current	Updated within the past 3 years.
Effective	Easily accessed and understood.
Fully Met	Meets all the requirements.
Guest faculty	Individuals hired for teaching nursing students. This includes physicians, DPHNs, Nursing Superintendents, and general subject teachers (e.g. English, computer, etc.).
Hospital Administrator	The person responsible for running the hospital/health care services (e.g. Assistant Director, Civil Surgeon, Superintendent, Director, etc.)
Master Plan	An annual plan addressing academic functions.
Nurse Administrator	The person responsible for managing nursing services (e.g. Nursing Superintendent, Deputy Nursing Superintendent, Nursing Supervisor).
Partially Met	Meets some of the requirements.

TERM	DEFINITION
Prompt	Means within 4 weeks
Routinely	Means followed throughout the year
Sexual Harassment	Any unwanted, unreciprocated and unwelcome behaviour of a sexual nature that is offensive to the person involved, and causes that person to feel threatened, humiliated or embarrassed. <i>(Irish Nurses Organization)</i>
Unmet	Does not meet the requirements.
updated BNC registration	Has not expired.
Up to Date	In Past 5 Years Unless Otherwise Specified
Workplace violence	"Incidents where staff members are abused, threatened or assaulted in circumstances related to their work, including commuting to and from work, involving an explicit or implicit challenge to their safety, well-being or health". <i>(European Commission)</i>