



Government of Sierra Leone
Ministry of Health and Sanitation

NURSES AND MIDWIVES BOARD OF SIERRA LEONE

**MONITORING AND EVALUATION ACCREDITATION TOOL
FOR NURSING AND MIDWIFERY EDUCATIONAL
PROGRAMMES**

September 2016

Name of Institution.....Date.....

Address.....

Tel. No.....

E-mail.....

Accreditation status.....

Date of assessment.....

Assessor

Position

Signature

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.....

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MONITORING AND EVALUATION

PREAMBLE

Monitoring and Evaluation is a process of measuring progress towards achievement of set goals, objectives and or targets against set standards. Monitoring and Evaluation of Nursing and Midwifery education programmes in training institutions is one of the core functions of Nurses and Midwives Board of Sierra Leone.

The Nurses and Midwives Board of Sierra Leone is a regulatory body, which is mandated by the Nurses and Midwives Act of 1995 to protect the public from unsafe practices through prescription of Nursing and Midwifery Standards of Education and Training, Practice and Professional Conduct of its Practitioners.

The Board carries out this responsibility through the monitoring and evaluation of services in all institutions where Nursing and Midwifery education and training services are provided.

PURPOSE

The purpose of monitoring and evaluation exercise is to determine if the activities done at the training institutions of nurses and midwives of different categories contribute to the provision of quality and relevant nursing and midwifery education and training in Sierra Leone in line with established standards for basic nursing and midwifery education as prescribed by the Board. This accreditation tool will be used for initial accreditation of an educational institution as well as for re-accreditation purposes.

OBJECTIVES

- i. To determine if the training institutions meet the prescribed standards for basic nursing and midwifery education;

- ii. To assess if institutions are providing supportive environment to meet the educational goals of the learners;
- iii. To provide recognition – short and long term for continuation of programme implementation;

INSTRUCTIONS TO FOLLOW WHEN FILLING THE FORM

- i. Please fill in the appropriate blank spaces provided
- ii. Provide evidence of availability of specific documents/processes to prove compliance with prescribed Standards of Basic Nursing and Midwifery Education

STANDARD 1: Mission, philosophy and objectives:

Educational institutions must define their mission, philosophy, conceptual framework and objectives and make them known to their users.

ITEM	SOURCES OF EVIDENCE/ MEANS OF VERIFICATION	MARKS ALLOCATED	MARKS OBTAINED	COMMENTS
Mission, Philosophy and Objectives	• Available and well defined	3		
	• Displayed publicly at strategic points	1		
Institution's Strategic Plan	• Available	1		
	• Disseminated to Members of staff	1		
	• Implemented	3		
School Information Brochure	• Available and accessible	1		
	TOTAL MARKS	10		

STANDARD 2: Educational programme

Learning programmes must show evidence of addressing the health and human resource needs and must fit harmoniously and coherently into the total health professional education system of the country, and in keeping with international trends.

ITEM	SOURCE OF EVIDENCE/ MEANS OF VERIFICATION	MARKS ALLOCATED	MARKS OBTAINED	COMMENTS
Program Curriculum	<ul style="list-style-type: none"> • Curriculum for each program available and updated • Curriculum content shows evidence of 2/3 core courses & 1/3 supportive courses: <ul style="list-style-type: none"> I. Biomedical II. public health III. behavioural IV. social sciences V. Nursing and Midwifery sciences • Report of academic curriculum committee • Approved curriculum • Curriculum committee available • Previous accreditation certificate 	<p style="text-align: center;">3</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">3</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p>		
	Total Marks	14		
Professional and legal Documents for Reference	<ul style="list-style-type: none"> • Availability of professional documents: <ul style="list-style-type: none"> i. Nurses and Midwives Act ii. Code of Ethics 	<p style="text-align: center;">1</p> <p style="text-align: center;">1</p>		

	<ul style="list-style-type: none"> iii. Scope of Practice iv. Medical, Dental and Allied Professional Act v. Mental Treatment Act vi. Pharmacy, Medicines and Poisons Board Act vii. HRH Policy viii. Civil Service Code • Labour Act 	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>		
Standards	<ul style="list-style-type: none"> • Availability of: <ul style="list-style-type: none"> i) ICN, ICM and WHO, WAHO standards and Competencies, ii) Core competences for nurses and midwives for SL iii) NMB Educational standard document, iv) NMB Standards for Accreditation v) Nursing and Midwifery Services Policy and Strategy • All standards are accessible to staff and students 	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>		
	Total Marks	14		

CLASSROOM TEACHING AND LEARNING	• Lesson plans Available and well structured	3		
	• Program Course Plans/ Course Outlines available	1		
	• Block/Semester Timetables available	1		
	• Course/module evaluation report	1		
	• Teacher Portfolio/Course Register available	1		
	Total Marks	7		
CLINICAL TEACHING AND LEARNING	• Record of covered practical hours for each student at different level	1		
	• Records of Clinical Objectives for each placement	1		
	• Schedules for clinical placements for each allocation for each group of students	1		
	• Record of Student Portfolio	1		
	• Record of final summative evaluation available for each clinical placement for each student;	1		
	• Clinical supervision tools available	1		
	• Available MOUs/policies of:	1		
	I. Clinical Placement facilities	2		
II. Guidelines for student activities on placement	2			
	• Procedure Manuals available in the skills laboratory, general and	1		

	maternity wards and easily accessible			
	Total Marks	12		

STANDARD 3: Student selection, admission and support

Institutions must have policies and procedures related to student selection, admission and support requirements.

STUDENT POPULATION

Recommended Student Intake per year.....

Total number of Students per year.....

Current number of students..... (Residential..... Non residential.....)

Recommended Student –teacher Ratio by the Board.....

Current student – teacher Ratio for Program(s).....

Type of PROGRAMMES	YEAR OF STUDY	Gender Distribution		TOTAL	COMMENTS
		No. of Male	No. of Female		

ITEM	SOURCES OF EVIDENCE/ MEANS OF VERIFICATION	MARKS ALLOCATED	MARKS OBTAINED	COMMENTS
Selection and Admission Policy	<ul style="list-style-type: none"> • Student Admission and Selection policy available • Terms of Reference for Selection Committee • Guidelines for Entry Requirements available • Guidelines for intake per programme including information on gender distribution and equity; • Student handbook 	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>		
Student Academic and Social Services	<ul style="list-style-type: none"> • Existence of a Social Welfare body • Guidelines for identifying students' social, academic and spiritual needs/challenges; • Student counseling & career guidance services; • Recreational facilities available 	<p>1</p> <p>1</p> <p>1</p> <p>1</p>		
Student Representation	<ul style="list-style-type: none"> • Policy/guidelines on students' involve in academic affair; • Existence of a student Union body; <p>Representation of students in:</p> <ul style="list-style-type: none"> • Curriculum review committee; • Disciplinary committee 	<p>1</p> <p>1</p> <p>1</p>		
	Total Marks	13		

STANDARD 4: ASSESSMENT OF STUDENTS

Institutions should have assessment policies and procedures, which ensure that students meet all the requirements and demonstrate continuous progress towards achieving competencies stated in the curriculum.

ITEM	SOURCES OF EVIDENCE/MEANS OF VERIFICATION	MARKS ALLOCATED	MARKS OBTAINED	COMMENTS
Learner's Assessments	• Assessment and examination Policy available	1		
	• Assessment schedules available	1		
	• Marking Scheme/Blueprints available	1		
Clinical Assessment Strategies	• Record of assessment tools available	1		
	• Guidelines for Grading System available;	1		
	Total Marks	5		

STANDARD 5: Academic staff/faculty

The Nursing and midwifery faculty staff size and composition must be sufficient to provide teaching and guidance to students to ensure that students meet the entry requirements and gained the requisite knowledge to practice as defined by the national regulatory bodies

DEPARTMENTS/SUBJECT LEAD (indicate what is available)

DEPARTMENT	YES	NO	COORDINATOR AVAILABLE	COMMENTS
Medical-Surgical Nursing				
Community/Mental health Nursing				
Midwifery				
Clinical Teaching/education				
Foundation Courses (Basic studies)				

ITEM	SOURCES OF EVIDENCE/ MEANS OF VERIFICATION	MARKS ALLOCATED	MARKS OBTAINED	COMMENTS
Human Resources Management Systems.	<ul style="list-style-type: none"> Recruitment, deployment and retention Policy available; Staff development Policy Clear job descriptions Staff Conditions of Service Performance Appraisal Tools 	1 1 1 1 1		
Staff Profile and Expertise in Teaching and Practice.	<ul style="list-style-type: none"> Staff contracts and CVs available Reports of performance appraisals. 	1 1		
Nurse/Midwife Educators' Licensure Status	<ul style="list-style-type: none"> Record on the institution's nurse/midwife educator's licensure status with NMB (Please attach compiled list). 	1		
	Total marks	8		

STANDARD 6A: Educational Resources

The nursing and midwifery institutions must have physical facilities, clinical training resources, information technology, research facilities, educational expertise, and educational exchange programmes, for the staff and the student population to ascertain that the curriculum can be delivered adequately in line with relevant policies.

INFRASTRUCTURE

ITEM	SOURCES OF EVIDENCE/ MEANS OF VERIFICATION	MARKS ALLOCATED	MARKS OBTAINED	COMMENTS
Teaching Classrooms	• Accommodates 50 -100 students at a time	1		
	• Furniture (desk & chairs)	1		
Teacher Offices(faculty)	• Availability of:			
	i. filing cabinets/Shelves	1		
	ii. Reference materials	1		
	iii. Notice board	1		
	iv. Functional IC Tools	1		
	v. Functioning Toilets	1		
vi. Stations for staff	1			
Sickbay	• Sickbay with assigned staff available with beds	1		
	• Basic first aid drugs and equipment	1		
	Total Marks	10		
Library	• Spacious to accommodate 30-50 students at a time	1		
	• Clean, well ventilated with adequate lighting	1		
	• Availability of:	1		
	i. Area for individual reading;			

	<ul style="list-style-type: none"> ii. Recent editions of textbooks, periodicals/journals(not published more than 10 years ago) iii. Reference materials/section iv. Computers with Internet connection v. Opening hours managed by a Librarian 	<p>1 1 1 1</p>		
Teaching- learning Equipment	<ul style="list-style-type: none"> • Availability of : <ul style="list-style-type: none"> I. Laptop/Desktop-(3 students/Computer) II. Blackboard/whiteboard III. LCD Projector and Screen IV. DVDs, CD Roms, Video Camera V. Printers and photocopiers VI. Comb Binding Machine 	<p>1 1 1 1 1 1</p>		
Electricity	<ul style="list-style-type: none"> • NPA/Standby Generator /solar available 	<p>1</p>		
Transportation	<ul style="list-style-type: none"> • BUS- Minimum 18-30 seater • Utility vehicle 	<p>1 1</p>		

	TOTAL MARKS	18		
Residential Facilities (where applicable)	SOURCES OF EVIDENCE/ MEANS OF VERIFICATION	MARKS ALLOCATED	MARKS OBTAINED	COMMENTS
Halls of Residence/Students' Hostel _if available	<ul style="list-style-type: none"> • Adequate for all students • Clean, well ventilated with adequate lighting • Availability of : <ul style="list-style-type: none"> - Reading lights - Study tables and chairs - Beds hard with soft mattresses 	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>		
	Total Marks	5		
Bathrooms /showers	<ul style="list-style-type: none"> • Adequate functioning showers • Functioning Drainage system • Availability of: <ul style="list-style-type: none"> - Privacy (Shower curtains/door) - Sinks with running water 	<p>1</p> <p>1</p> <p>1</p> <p>1</p>		
Toilets	<p>Availability of:</p> <ul style="list-style-type: none"> - Adequate functioning flush toilets (1 toilet to 5 students) - Buckets with lid for sanitary pads - Incinerator • Clean, odor-free with adequate 	<p>1</p> <p>1</p> <p>1</p> <p>1</p>		

	lighting	1		
	Total Marks	9		
Laundry	<ul style="list-style-type: none"> • Availability of laundry facility 	1		
Kitchen and Dining facilities_if available	<ul style="list-style-type: none"> • Clean, well ventilated with adequate lighting • Availability of Medical examination biannual reports for food handlers; • Availability of: <ul style="list-style-type: none"> - Adequate sinks with water - Drainage system and pipes (clean and functioning). - Appropriate food preparation area • Dining room(with appropriate tables and chairs) 	1 1 1 1 1		
	Total Marks	6		
ITEM	SOURCES OF EVIDENCE/ MEANS OF VERIFICATION	MARKS ALLOCATED	MARKS OBTAINED	COMMENTS
Food Storage Area	Availability of: <ul style="list-style-type: none"> • Deep freezers(functioning and clean) • Well ventilated with adequate Lighting 	1 1		
	Total Marks	2		

STANDARD 6B: Learning resources including Clinical learning experiences;

Nursing and midwifery school(s) must ensure access to an adequate range and depth of clinical learning resources and opportunities for the programmes offered

ITEM	SOURCES OF EVIDENCE/ MEANS OF VERIFICATION	MARKS ALLOCATED	MARKS OBTAINED	COMMENTS
Skills Laboratory	<ul style="list-style-type: none"> • Accommodates 12- 24 students at a time • Clean, well ventilated with adequate Lighting • Availability of: <ul style="list-style-type: none"> - well displayed and labeled teaching/learning aids for different nursing and midwifery specialties - Utility room/slucice room - Protocols on walls - A variety of equipment and supplies to assist students learning and mastering nursing & midwifery skills - Infection Prevention Equipment and supplies - Procedure manuals - Skills checklist <ul style="list-style-type: none"> • Appointment times are listed on the skills lab notice board • Skills lab timetables are posted with dates and times for tutorial sessions 	<p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p>		
	Total Marks	9		
Biochemistry Laboratory	<ul style="list-style-type: none"> • Spacious with capacity of 10-20 • Clean, adequate ventilation with Lighting 	<p style="text-align: center;">1</p> <p style="text-align: center;">1</p>		

Preceptors	<ul style="list-style-type: none"> • Availability of trained Preceptors • Preceptorship training manual available 	1		
	Total Marks	4		

ITEM	SOURCES OF EVIDENCE/ MEANS OF VERIFICATION	MARKS ALLOCATED	MARKS OBTAINED	COMMENTS
Clinical Area Audit	<ul style="list-style-type: none"> • Availability of health facilities with adequate and variety of health conditions for student clinical experience; • Availability of qualified staff in each ward (SRN/M for nursing and RM for midwifery department respectively). • Availability of adequate essential equipment for patient care; • Availability of space for tutorials and counseling of students • Availability of: <ul style="list-style-type: none"> - Students duty rosters in each ward - Expected learning outcomes (objectives) for each placement and communicated to staff and students. - Record of students assigned tasks in specific clinical allocation in a given period of time e.g. a week - Record of tutor's/instructor's weekly teaching goals 	1 1 1 1 1 1 1		

	<ul style="list-style-type: none"> - Time tables for tutors' clinical teaching. - Institution's assessment tools for every allocation • Dressing code (Lecturers & students) 	1		
		1		
		1		
	Total Marks	13		

CLINICAL LEARNING SITES AUDIT

Health Facility with minimum 50 in/out patient attendance-----

WARDS /DEPARTMENT	BED CAPACITY	BED OCCUPANCY FOR THE PAST 3 MONTHS	NUMBER OF NURSING AND MIDWIFERY PERSONNEL				COMMENTS
			RN	RM	NT	NMT	
Male Surgical Ward							
Female Surgical Ward							
Male Medical Ward							
Female Medical Ward							
Paediatric Ward							
Gynaecology Ward							
Antenatal Ward							
Labour Ward							
Postnatal Ward							
Nursery Ward							
Under five clinic							
Antenatal clinic							
Family planning clinic							
Operating Theatre							
Specialty Clinics(TB, Leprosy, Diabetic, psychiatric, ophthalmology, ENT)							
ART clinic							
Accident and Emergencies							
OPD, Triage							

STANDARD7: Programme Evaluation

The nursing and midwifery programmes must establish a mechanism for programme evaluation that monitors the curriculum and student progress and ensures that concerns are identified and addressed.

ITEM	SOURCES OF EVIDENCE/ MEANS OF VERIFICATION	MARKS ALLOCATED	MARKS OBTAINED	COMMENTS
Evaluation Mechanism	• Student/staff feedback report	1		
	• Programme evaluation report	1		
	• Course/module evaluation report	1		
	• Internship report	1		
	• Academic board minutes of meetings	1		
	• External examiners agreement and reports	1		
	Total Marks	6		

STANDARD 8: Governance and Administration

The nursing and midwifery institutions are part of the infrastructure of the society and demonstrate mechanisms required to operate an academic institution with adequate governance and administrative structure.

ITEM	SOURCES OF EVIDENCE/ MEANS OF VERIFICATION	MARKS ALLOCATED	MARKS OBTAINED	COMMENTS
Organizational Structure	• Organogram Available and displayed at strategic points	1		
	• Evidence of a nurse /midwife as a leader	1		
	• College /school structure/departments/units	1		
	• Lines of communication	1		
Institution Academic Plan	• Availability of: - Yearly Master Plan(Communicated to academic staff and students,	1		
	- Academic block/semester plans	1		

	<ul style="list-style-type: none"> - Weekly work plans - Filed classroom time tables for each group of students. 	1 1		
Students' Policy document(student's handbook)	<ul style="list-style-type: none"> • Available • Contains the following: <ul style="list-style-type: none"> - Rules and Regulations 	1 1		
Committees	<ul style="list-style-type: none"> •The following committees are available: <ul style="list-style-type: none"> • Curriculum review • Academic /Examination • Joint Hospital and College • Disciplinary • Ethics/Standards 	1 1 1 1 1		
Information Management System(IMS)	<ul style="list-style-type: none"> • Availability of general record keeping: <ul style="list-style-type: none"> - Students inventory - Computerized system 	1 1		
BUDGET	<ul style="list-style-type: none"> • Budget and financial policy available • Financial report available • Audit report available • Functional finance unit/department 	1 1 1 1		
Security Services	<ul style="list-style-type: none"> • Restricted access to unauthorized persons • Emergency exits available and communicated to Students and staff • Alarm system available in strategic points • Fire extinguishers available in strategic points • All staff and students know how to use the fire extinguishers • Availability of record on fire drills (conducted once a year). 	1 1 1 1 1 1		
	Total Mark	27		

STANDARD 9: Continuous Renewal

The process of renewal should be based on prospective studies and analysis and should lead to the revision of the policies and practices of the educational institutions (nursing and Midwifery) in accordance with past experience, present activities and future perspectives.

ITEM	SOURCES OF EVIDENCE/ MEANS OF VERIFICATION	MARKS ALLOCATED	MARKS OBTAINED	COMMENTS
Continuous Renewal Mechanism	<ul style="list-style-type: none">• Report of review meetings	1		
	<ul style="list-style-type: none">• Report of workshops/seminars	1		
	Total Marks	2		

STANDARD 10: Quality assurance mechanisms

Programme providers must use effective quality assurance processes in which findings lead to quality enhancement.

ITEM	SOURCES OF EVIDENCE/ MEANS OF VERIFICATION	MARKS ALLOCATED	MARKS OBTAINED	COMMENTS
Quality Assurance Mechanism	<ul style="list-style-type: none">• Quality Assurance Audit report (internal & external)	1		
	<ul style="list-style-type: none">• Availability of quality assurance tools	1		
	<ul style="list-style-type: none">• School annual reports	1		
	<ul style="list-style-type: none">• Stakeholder feedback report –Through graduate tracer studies	1		
	<ul style="list-style-type: none">• School peer review report	1		
	<ul style="list-style-type: none">• Availability of NMB Standards of Basic N&M Education	1		
	Total Marks	6		

STANDARD 11: Research and evidence

The Educational institutions (nursing and midwifery) should have a policy that fosters relationship between research and education and should describe research facilities and areas of research priorities at the institutions

ITEM	SOURCES OF EVIDENCE/ MEANS OF VERIFICATION	MARKS ALLOCATED	MARKS OBTAINED	COMMENTS
Research development and evidence	• Supportive research environment:	1		
	I. Computers with internet	1		
	II. Dissertations, journals	1		
	• Reports of exchange visit	1		
	• Organized debates and conferences reports	1		
	Total Marks	5		

SUMMARY OF MONITORING AND EVALUATION

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STRENGTHS

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WEAKNESSES

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RECOMMENDATIONS

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GRADE OBTAINED%

KEY:

1. 0% - 59% = Unsatisfactory
2. 60% - 75% = Satisfactory
3. 76% - 100% = Above Satisfactory

Print Name:

Principal/Head/Dean of School

Signature and Stamp:
Stamp:

Print Name:

Assessor

Signature and