



# **NURSING BOARD MALAYSIA**

## **GUIDELINES ON STANDARDS & CRITERIA**

**FOR**

## **APPROVAL / ACCREDITATION OF NURSING PROGRAMMES**

**(EFFECTIVE FROM 1<sup>st</sup> JULY 2010)**

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# INTRODUCTION

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The nursing profession irrespective of the area of practice makes it crucially important to have set standards to communicate professional expectations, criteria that measure these standards and an audit tool for measuring professional performances.

The Nursing Board Malaysia (NBM) is the body that regulates the nursing profession.

The main functions include :

1. Maintain a register of qualified nurses through nursing licensure.
2. Set professional standards and guidelines for all levels of nursing education, nursing practices, management and research.
3. Regulate the conduct and competency of nurses.
4. Evaluate, approve and accreditate all nursing programmes offered locally by both Public and Private Educational Institutions.

The purpose of this document is to :

1. Provide guidelines on professional standards and criteria required for both the approval and accreditation of any nursing programme offered in the country.
2. Serve as a reference (though not prescriptive) for all nursing institutions intending to offer nursing programmes.

These guidelines are subjected to being reviewed from time to time when deemed necessary by the Curriculum Committee, Nursing Board Malaysia.



All nursing programmes are under the control of the Nursing Board Malaysia.

Any educational institution wanting to offer a nursing programme must abide to the eight (8) standards as set by the NBM prior to NBM's approval.

If there is any change in the approved curriculum (more than 30% changes in the curriculum), size of the enrolment of students, staff resources or programme resources or site (new branches) of programme, the respective institution must notify the NBM in writing of such changes for reevaluation of suitability of the intended changes.



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# GLOSSARY

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“Nursing Board Malaysia” (NBM) refers to a professional body governing nursing in Malaysia.

“Institution” refers to an educational institution approved by Nursing Board Malaysia (NBM).

“Course” refers to all subjects related to nursing leading to registration / recognition by the NBM.

“Nursing Programme” refers to all nursing programme ranging from certificate level to the highest post-graduate programmes; including Midwifery, Community Health Nursing and Mental Health Nursing.

“Standard” refers to the level of quality required or expected of the nursing programme (NBM).

Compliance to the Standard should be expressed by a “Must”.

“Quality Development” refers to the advancement in the level of performance in the effort to bring about the best practice in the implementation of nursing education.

“Stakeholder” refers to any person / organization with vested interest in nursing education e.g. the consumer, public / private, professional organizations and the nursing profession.

“Administrative staff” refers to any person / persons appointed to manage and supervise the effective implementation of the educational programmes, including the deployment of educational resources.

“Academic staff” refers to nurse tutors, clinical instructors and others with appropriate qualifications and relevant experiences, who have been credentialed and recruited to implement the curriculum.



“Governance” refers to the decision making processes in the administration of an organization.

“Clinical Instructor (CI)” refers to a currently practicing Registered Nurse employed by the institution to provide clinical instruction, supervision and assessment of students’ clinical performance.

“Equipment” refers to items required for effective classroom teaching and demonstration of nursing skills.

“Nursing Skills Laboratory” refers to the laboratory designated for the students to practice their clinical nursing skills prior to clinical placement.

“Simulated ward” refers to a specially established ward situation where students can practice clinical skills under the supervision of nurse educator prior to clinical placement.

“Clinical placement” refers to the approved local and international clinical resources.

“Clinical Practice” refers to the process of performing nursing skills in the real live situation.

“Health care facility” refers to local and international health related institution.

“External Examiner” refers to nursing lecturer/ educator who is registered with Nursing Board Malaysia and posses current Annual Practicing Certificate with following qualifications:

- Diploma Programme
  - Degree in Nursing
  - Five (5) years teaching experience in nursing programme
  
- Degree Programme
  - Masters in Nursing or higher qualification in nursing
  - Five (5) years teaching experience in nursing programme
  
- Masters Programme
  - PhD/ Doctorate in nursing or nursing related field



# 1 STANDARD ONE: GOVERNANCE AND MANAGEMENT

*The organization and administration of the institution facilitates the achievement of the institution's goals*

## CRITERIA

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- 1.1 The institution **must** clearly state its direction through defining its mission and objectives which **must**:
  - 1.1.1 be consistent with the goals of the institution and be made known to its constituency.
  - 1.1.2 describe an educational process leading to a competent nurse at the level relevant to the programme offered.
  - 1.1.3 incorporate the appropriate educational foundation for future specialization in any discipline of nursing relevant to the role of the nurse in the healthcare system.
  - 1.1.4 encompass the elements of social responsibilities, participation in research, community involvement, and continuing nursing education activities.
- 1.2 The formulation of mission and objectives **must** involve the participation of:
  - 1.2.1 major stakeholders who are members in the curriculum committee.
  - 1.2.2 the academic staff, respective nursing graduates, the community, education and health care authorities and professional organizations.





- 1.3 Policy on academic independence **must:**
  - 1.3.1 allow the administrators and the faculty to be responsible for designing the curriculum
  - 1.3.2. have resource allocation necessary for the implementation of the programme/curriculum.
  
- 1.4 The educational outcomes of the nursing programme **must:**
  - 1.4.1 demonstrate identified competencies upon graduation.
  - 1.4.2 meet the registration requirements of Nursing Board Malaysia / Midwifery Board Malaysia.
  - 1.4.3 measure the competencies of the graduates.
  - 1.4.4 ensure that the information must be used as feedback to review and improve the curriculum.
  
- 1.5. The organizational structure **must have:**
  - 1.5.1 written policies on the administration and management of the institution, curriculum design, staff development, student selection and assessment, and programme evaluation.
  - 1.5.2 an organizational chart which indicates functional relationship and formal lines of communication.
  - 1.5.3 a policy formulation committee comprising of representatives of academic staff, students and other relevant staff.
  - 1.5.4 appropriate committees to assist in the administration of the institution.
  - 1.5.5 a record of minutes of previous regular meetings .
  - 1.5.6 a Registry of both nursing students and staff which need to be submitted to NBM upon request.



- 1.6 There **must** be a policy on budget allocation which allows:
  - 1.6.1 sufficient autonomy to direct resources appropriately to achieve the educational objectives
  - 1.6.2 delineation of responsibility and decision making concordant with the curriculum activities and its resources.
  
- 1.7 The academic leadership **must**:
  - 1.7.1 clearly state their responsibilities.
  - 1.7.2 be evaluated at defined intervals with respect to the realization of the mission and objectives of the programme.
  
- 1.8 The institution **must** have a policy on teaching and learning methods and the use of educational expertise in nursing education.
  
- 1.9 There **must** be a policy on student representation and leadership.
  
- 1.10 The interaction with the health sector should demonstrate the constructive and continuous relationship with the health and health-related sectors, government and non-government organizations.
  
- 1.11 The institution **should** have a policy on collaboration with other educational institutions and on the transfer of educational credits.



# 2 STANDARD TWO : PROGRAMME RESOURCES

*Facilities and resources are appropriate in types and numbers and are accessible to students and teachers*

## CRITERIA

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- 2.1 There must be appropriate and adequate learning - teaching materials.
- 2.2 Teachers and students must have accessibility to computer networking.
- 2.3 The institution should have access to experts in programme development and demonstrate evidence of use of such expertise.
- 2.4 The institution should encourage provision of resources to facilitate regional and international exchanges of academic staff and students.
- 2.5 There must be adequate and current collection of literature on nursing and related subjects, including on-line facilities for sourcing such materials for students and academic staff.
- 2.6 There must be evidence of programme for students' support and Counseling services.
- 2.7 Classroom and teaching facilities include:
  - 2.7.1 Adequate classrooms according to approved number of students.
  - 2.7.2 Classroom must be spacious and comfortable to accommodate the intended number of students.
  - 2.7.3 Adequate and current audio-visual aids for effective teaching-learning activities. There must be upgrading of equipment and facilities to cater for increasing number of students.



2.8 Clinical practice areas

2.8.1 Clinical placement areas should cover all required discipline as approved to meet the learning outcomes of the respective placement (Refer Table 1).

2.8.2 Placements are audited to ensure suitability when required.

**Table 1 : DISCIPLINE TO BE COVERED DURING CLINICAL PRACTICE**

Basic Degree & Diploma	Community and Assistant Nurses' Certificate	Post Registration Degree	Specialty / Post Basic
Medical nursing Surgical nursing Orthopaedic Paediatric Obstetric Gynaecology Ophthalmology Ear, Nose and Throat Psychiatry Oncology Accident and Emergency Operation Theatre Unit Urology Geriatrics Nephrology Community Health Nursing Optional discipline <ul style="list-style-type: none"> <li>• ICU</li> <li>• CCU</li> <li>• Neurology</li> </ul> * Note : minimum : 52 - 53 weeks of clinical placement * Medical nursing & Surgical nursing : 60% of total disciplines * Management practice : minimum 2 weeks * Old folk's home and retirement home are not to be used as clinical practice area (except for social responsibility and community activity)	Community Health Nursing Medical nursing Surgical nursing Orthopaedic Paediatrics Geriatrics Obstetrics Gynaecology Mental Health Operation Theatre Out-patient Department Accident and Emergency	Relevant disciplines <b>must</b> be available and must comply with criteria	For specialty programme, relevant disciplines <b>must</b> be available and must comply with criteria



2.8.3 Students are provided with comprehensive programme information prior to placements.

2.8.4 Adequate number of patients and sufficient placements are available to meet the programme outcomes and cover the range of the placements required.

**2.8.5 Hospital facilities**

2.8.5.1 Enough disciplines to meet the student's learning objective (s).

2.8.5.2 At any one placement, the students : CI ratio should not exceed 1:15 and based on the number of beds in the ward and placement must correspond to the level of care taught.

2.8.5.3 Ratio of student to patients should be 1:4. Level of patient care must correspond with the students' required learning outcomes.

2.8.5.4 Number of students per shift should not be more than 10 per area/ unit/ ward at any one time regardless of institutions.

2.8.5.5 There must be evidence that respective health care facilities have a planned and coordinated clinical placement schedule from all institutions to prevent congestion of students at any one time in any clinical area.

2.8.5.6 Male students must be chaperoned by a female health personnel when attending to female clients.

2.8.5.7 Verbal or written consent from client/patient should be sought at all times before and when attending to them.

2.8.5.8 At any time, one clinical instructor (CI) should not cover more than 2 wards, however if the CI needs to cover 2 wards simultaneously, then, these wards must be adjacent to one another.



### 2.8.6 Community Health Centres

2.8.6.1 Number of students allowed per clinic should **not exceed 8 at any one time.**

2.8.6.2 Number of students **per activity** in the clinic should **not exceed 4.**

2.8.6.3 Staff : Student ratio must be 1:8 in clinic and 1:4 during activities..

### 2.9 Skills laboratory and Simulated (Mock) Ward

2.9.1 Nursing Staff (tutors/ CI): Student: bed ratio per session 1:15:1.

2.9.2 Equipment **must** correspond with the requirement for and upgraded to meet the increasing population of the students.

2.9.3 Utilization of the skill laboratory **must** be scheduled to ensure adequate opportunities for all students to practice.

2.9.4 Must have a simulated (mock) ward at the learning centre for practical/ clinical skills session prior to students' placements in the clinical areas.

2.10 There must be transport made available for the clinical areas/ college/ campus.

2.11 There should be sufficient recreational facilities.

2.12 Availability of accommodation for students in the clinical/ college : if accommodation is provided, it must comply with standard requirement of minimum 60sq ft. per student.

2.13 Availability of resource centre comprising library facilities and computer laboratory. (1 computer : 8 students)



# 3 STANDARD THREE : HUMAN RESOURCES

*The Institution must be adequately staffed by:*

- *Faculty members who are academically and professionally qualified.*
- *Administrative members who are academically qualified.*

## CRITERIA

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- 3.1 Academic and administrative staffs are organized to meet the intended philosophy and objectives of nursing education within the nursing institution.
- 3.2 There must be a recruitment policy and procedure for appointment of both academic and administrative staff.
- 3.3 The qualification for academic staff **must** be appropriate with the level of programme:

### 3.3.1 Certificate Programme:

- 3.3.1.1 A Registered Nurse with current Annual Practicing Certificate with a minimum of 3 years clinical experience.
- 3.3.1.2 A certificate in teaching or have done a module in teaching methodology from a recognized university / institution as approved by the NBM.

### 3.3.2 Diploma programme:

- 3.3.2.1 A Registered Nurse with current Annual Practicing Certificate and a minimum of 3 years clinical experience.
- 3.3.2.2 A basic degree in nursing or nursing related degree upon approval by the NBM.



- 3.3.2.3 A certificate in teaching or have done a module in teaching methodology from an accredited university/ institution as approved by the NBM.
- 3.3.2.4 Relevant qualification or experience in a nursing specialty that the person is teaching.

**3.3.3 Degree programme:**

- 3.3.3.1 A Registered Nurse with current annual practicing certificate and a minimum of 3 years clinical experience.
- 3.3.3.2 A Masters degree or a basic degree in Nursing or nursing related degree with 5 years of teaching experience.
- 3.3.3.3 A certificate in teaching or have done a module in teaching methodology from an accredited university/ institution as approved by the NBM.

**3.3.4 Masters programme:**

- 3.3.4.1 In addition to the above, must possess PhD / Doctorate in nursing or nursing related field.

**3.3.5 Specialty/ Post Basic Programme:**

- 3.3.5.1 A Registered Nurse with current annual practicing certificate and a minimum of 3 years clinical experience (2 years clinical experience in the relevant specialty).
- 3.3.5.2 A basic degree in nursing or nursing related degree.
- 3.3.5.3 A certificate in teaching or have done a module in teaching methodology from an accredited university/ institution as approved by the NBM.
- 3.3.5.4 Relevant qualification according to Specialty taught.





**3.4. Head of Institution / Head of Programme / Coordinator of Programme / Director of Nursing**

- 3.4.1 A Registered Nurse with current annual practicing certificate.
- 3.4.2 In addition to the above, the Head of the Institution must also possess relevant nursing qualification and management experience.
- 3.4.3 Be a Malaysian citizen.
- 3.4.4 Minimum 3 years teaching experience in nursing programme.
- 3.4.5 Minimum 5 years management experience.
- 3.4.6 Head of Program for degree / specialty program in collaboration with overseas universities / colleges must be a Malaysian.

**3.5. Non-nursing academic staff** must be a qualified graduate in the relevant field of expertise.

- 3.5.1 Constitute **30%** of full time Nursing academic staff.
- 3.5.2 Allowed to teach only non-nursing sciences which include Basic Sciences / Health Sciences / Behavioral Sciences.

**3.6. Ratio of full time and part time nursing academic staff**

**3.6.1 Conventional nursing programme**

**3.6.1.1 Full time staff**

- 60% of the academic staff must be full-time.

**3.6.1.2 Part time staff**

- Comprise 40% of the academic staff.
- Allowed to teach a maximum of 5 credits hours per semester.
- Not employed by more than 2 colleges.



### 3.6.2 Distance learning nursing programme

- 10% of the academic staff must be full-time.
- 90% are part time.

3.7. Foreign nursing academic staff must not exceed 40% of the full time nursing academic staff.

For foreign collaboration / twinning nursing programme the above criteria is waived.

The Head of the Programme must be a Malaysian.

3.8. There must be sufficient number of staff to implement the curriculum effectively and ensure adequate supervision.

3.8.1 For conventional nursing programme teacher-student population ratio **1:20-30 (based on full time nursing academic staff)**.

3.8.2 For distance learning programme teacher-student population ratio **1:25 – 30 (tutorial)**

3.8.3 Clinical teaching: teacher-student ratio **1:10-15** (based on full time nursing staff)

### 3.9. Clinical Instructors (CI)

3.9.1 Must be currently practicing (health care or community based).

3.9.2 Possess current Annual Practicing Certificate.

3.9.3 Have minimum 3 years clinical experience as a Registered Nurse.

3.9.4 Must have at least 3 months of clinical attachment coordinated by the current employer if the appointed CI have not been in practice for 1 year and above.

3.9.5 A post basic certificate with a minimum of 3 years experience if supervising in the specialized area.



3.10 There should be a system for evaluation of both academic and administrative staff that demonstrates essential qualities for the development of appropriate attitudes, ethical and professional behaviors.

3.11 The Head of the Institution should ensure that core skills are taught and validated.

**3.12 Continuing education**

3.12.1 There must be evidence of continuing education for academic and administrative staff.

3.12.2 There should be provision for sabbatical leave or time-off.

3.12.3 There is evidence of publications / presentations.

**3.13 Succession planning**

There is evidence of succession planning for academic and administrative staff.



# 4

## STANDARD FOUR : THE CURRICULUM

*The content of the curriculum must be designed to prepare the students to:*

- *Assume the responsibility and accountability that registration confers.*
- *Apply knowledge, skills and demonstrate the right attitudes to meet the nursing needs of individuals and families in wellness or in sickness in the area of practice.*
- *Be a competent and safe nurse practitioner.*

### CRITERIA

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#### 4.1 The curriculum must comprise the 3 core sciences:

4.1.1 Health sciences (Anatomy & Physiology, Microbiology, Pharmacology, Parasitology, Epidemiology, Nutrition, Environmental Health)

4.1.2 Behavioral sciences (Psychology, Sociology, Soft Skills / Professional Interaction)

4.1.3 Nursing Sciences

Core Sciences	Minimum (%)	Maximum (%)
<b>Basic Degree/ Diploma / Certificate</b>		
Health Sciences	10	20
Behavioral Sciences	10	20
Nursing Sciences	60	80

<b>Specialty/ Post Basic/ Advanced Diploma</b>		
Health / Behavioral Sciences	10	20
Nursing Sciences (Related Pathophysiology / Nursing Management)	80	90



<b>Post Registration Degree</b>	<b>Minimum %</b>	<b>Maximum %</b>
Health / Behavioral Sciences	10	20
Nursing Sciences	80	90

<b>Post Graduate Studies :</b>		
<b>1) Masters</b>		
Behavioral Sciences (Research Components)	20	50
Nursing Sciences	50	80

<b>2) Doctorate</b>		
Behavioral Sciences (Research Components)	50	70
Nursing sciences	30	50

4.1.4 Duration of study must be within the timeframe as below

Certificate	2 - 4 years
Diploma programme	3 - 5 years
Specialty / Post Basic	6 months - 1 year
Advanced Diploma	1 – 2 years
Basic Degree programme	4 - 6 years
Post Registration Degree	2 - 4 years
Masters	2 - 4 years
PhD / Doctorate	3 - 5 years (Full Time) 4 - 8 years (Part Time)



4.1.4 Total credit hours (core Sciences) should be within the range of:

Certificate	60 - 85 credits
Diploma	90 - 100 credits
Post Basic	20 - 40 credits
Advanced Diploma	40 – 60 credits
Basic Degree	120 – 140 credits
Post Registration Degree	80 credits
Masters	40 credits
PhD / Doctorate	no given credit value or 50 – 70 credits (coursework and dissertation)

4.2 The organization must define its semester system and conceptual framework, the credit hours for theory and practice and the number of hours in a week that is being used. The institution is allowed to implement either a 2 or 3 semesters system.

**Calculation of credit hours:**

**4.2.1 Theory:**

4.2.1.1 1 credit hour of lecture = 1 hour X 14 to 16 weeks

4.2.1.2 1 credit hour of tutorial = 1.5 hours X 14 to 16 weeks

4.2.1.3 1 credit hour of clinical skills = 2 hours X 14 to 16 weeks (skills laboratory)

4.2.1.4 Tutorial and clinical skills are computed as theoretical components.



**4.2.2. Practical:**

4.2.2.1 2 weeks of clinical posting is equivalent to 1 credit hour of clinical experience (84 to 96 hours)

It is calculated as:

1 week of Clinical Posting =  
Number of hours x 14 to 16 weeks = 3 x 14 to 16  
= 42 to 48 hours.

Therefore 2 weeks of Clinical Posting = 84 to 96 hours.

(Refer Table 2)

**TABLE 2 : CALCULATION OF CREDIT HOURS  
(BASED ON 16 TEACHING-LEARNING WEEKS)**

<b>Components</b>	<b>Calculations</b>
Lectures	1 hour lecture per week for 16 weeks is equivalent to 1 credit. ➤ 16 hours lecture = 1 credit hour.
Tutorial	1 ½ hours of tutorial per week for 16 weeks is equivalent to 1 credit. ➤ 24 hours of tutorial = 1 credit hour.
Clinical Skills	2 hours of clinical skills session per week for 16 weeks is equivalent to 1 credit hour- ➤ 32 hours of clinical skill practice = 1 credit
Practical (Clinical Experience)	7-8 hours of activities continuously for 2 weeks is equivalent to 1 credit. ➤ 2 weeks of clinical experience (clinical posting) = 1 credit hour.

4.2.2.2 Supervised experience in simulated ward using Human Patient Simulator (High fidelity mannequin) should not exceed 20% of total clinical practice and must be approved by Nursing Board Malaysia.



- 4.3 The total credits per semester should not exceed 20 credit hours. Each subject should not exceed 4 credit hours in a semester.
- 4.4 In a modular programme the credit weightage per module should be within 10 credits only.
- 4.5 The ratio between theory of nursing science and practical:

Components	Certificate	Diploma/ Basic Degree	Post Basic/ Advanced Diploma	Post Registration Degree	Post Graduate Studies
Theory	30 – 40%	45 – 55%	40 – 50%	45 – 55%	70 – 85%
Practical	60 – 70 %	45 – 55%	50 -60%	45 – 55%	15 – 30%

- 4.6 There must be evidence of integration between theory and practice components.
  - 4.6.1 Each semester must demonstrate evidence of theory followed by practice.
  - 4.6.2 Learning outcomes of clinical posting must be congruent with the theory of current semester.
- 4.7 Selection, organization and sequence of learning experiences including the clinical practice **must** facilitate student achievement of course objectives.
- 4.8 There must be a variety of teaching methods that promotes creativity and life long learning.
- 4.9 There should be sufficient clinical experiences in the various disciplines as required by Nursing Board Malaysia with 60% emphasis in Medical and Surgical Nursing. The remainder will be used for exposure to specialized areas.





- 4.10 Emphasis on skills and attitudes necessary for effective communication and provision of safe nursing care:
  - 4.10.1 The curriculum must have course objectives emphasizing on the psychomotor and effective domains to ensure the ability to communicate effectively, provide safe, competent and holistic nursing care.
  - 4.10.2 The curriculum must define the level of achievements of procedures in the clinical practice record (Nursing Skills Log Book) according to the semesters and for exit of course.
- 4.11 Review of curriculum every 3 - 5 years to address the professional and health needs of the country.
- 4.12 The curriculum should illustrate the content sequence, breadth, depth and extent.
- 4.13 The Curriculum Committee should consists of stakeholders, academic staff, nursing personnel, graduates / regulatory / accreditation bodies.
- 4.14 Any review or changes to the curriculum must be notified to the NBM.
- 4.15 Reviews or changes of more than 30% to the curriculum must be endorsed by the NBM.



# 5

## STANDARD FIVE : ADMISSION POLICY

### CRITERIA

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- 5.1 There must be a policy and procedure for student's selection and admission to determine suitability.
- 5.2 The number of student intake must abide to the guidelines and standards of the Malaysian Nursing Board.
- 5.3 The recruitment committee must include a nurse.
- 5.4 The Malaysian Nursing Board is responsible to allocate the quota of students for the Nursing Programmes.
- 5.5 **Entry Requirement**  
All candidates must meet the entry requirement as stipulated by the Nursing Board Malaysia:

#### 5.5.1 Basic Certificate Programme

Pass *Sijil Pelajaran Malaysia (SPM)* or its equivalent

#### 5.5.2 Diploma Programme (Direct Entry)

##### 5.5.2.1 Local candidate

- *Sijil Pelajaran Malaysia (SPM)* with **5** credits
  - Credit in Mathematics
  - Credit in Science (General Science / Pure Science - Biology / Chemistry / Physics); and
  - 3 other subjects

**and a**

- Pass in :
  - Bahasa Malaysia
  - English



### 5.5.2 Diploma Programme (Foreign candidate / Malaysian Studying Abroad)

- O-Level or equivalent to **SPM with 5 credits.**
  - Credit in Science (General Science / Pure Science - Biology / Chemistry / Physics)
  - Credit in Mathematics
  - 3 other subjectsand
- Proficiency in English ( Required for those whose medium of instruction is not in English language.)
  - Pass International English Language Testing Services (IELTS) with a minimum of 5.5**OR**
  - Test of English as a foreign language (TOEFL) with a minimum of 550.**OR**
  - Pass in English (O-Level or equivalent to SPM 1119 )

### 5.5.3 Diploma Programme (Conversion programme)

- *Sijil Pelajaran Malaysia* (SPM) or its equivalent
- Community Nurse / Assistant Nurse Certificate
- Registered in the supplementary part of the Register, Nursing Board Malaysia
- Minimum 5 years working experience
- Possess current annual practicing certificate

### 5.5.4 Basic Degree Programme (Pre-Registration)

#### 5.5.4.1 For local students:

- Pass STPM or its equivalent, with a minimum CGPA 2.5  
(For Art Stream students  
- credits in Mathematics and Science at SPM level)
- OR**
- Matriculation with a minimum CGPA 2.5
- OR**
- Foundation programme with a minimum CGPA 3.0
- AND**
- Pass in the Malaysian University English Test ( MUET ).



**5.5.4.2 For foreign Student:**

In addition to the above requirements:

Pass International English Language Testing Services (IELTS) with a minimum of 5.5 or Test of English as a foreign language (TOEFL) with a minimum of 550.

**5.5.5 Degree Programme (Post Registration)**

- 5.5.5.1 Diploma in Nursing or its equivalent.
- 5.5.5.2 Registered with Nursing Board Malaysia.
- 5.5.5.3 Possess current Annual Practicing Certificate.
- 5.5.5.4 Minimum 3 years working experience

**5.5.6 Masters Programme:**

- 5.5.6.1 Basic degree in Nursing or nursing related degree.
- 5.5.6.2 Registered with NBM or its equivalent.
- 5.5.6.3 Possess current Annual Practicing Certificate.
- 5.5.6.4 Minimum 3 years working experience for basic degree holders.
- 5.5.6.5 Foreign candidate must obtain:
  - Temporary Practicing Certificate (TPC) for clinical programme.
  - Pass International English Language Testing Services (IELTS) with a minimum of 6.5  
**OR**  
Test of English as a foreign language (TOEFL) with a minimum of 600.



**5.5.7 PhD/ Doctorate Programme:**

- 5.5.7.1 Masters in Nursing or nursing related degree or its equivalent.
- 5.5.7.2 Registered with NBM or its equivalent.
- 5.5.7.3 Possess current Annual Practicing Certificate.

**5.5.8 Advanced Diploma / Post Basic / Specialty:**

- 5.1.8.1 Registered with NBM or its equivalent.
- 5.1.8.2 Possess current Annual Practicing Certificate.
- 5.1.8.3 Minimum 1 year working experience as general nurse.
- 5.1.8.4 At least 3 months working experience in related field.

**5.6 Health status**

- 5.6.1 Students must be certified medically fit by a registered medical practitioner recognized by the recruiting institution.
- 5.6.2 Students with the following medical conditions, HIV/AIDS, Hepatitis B or C, any mental health disorders, Epilepsy, and other chronic diseases cannot be admitted into the programme.
- 5.6.3 Students must not have any physical or impaired senses that hinders nursing dexterity.



# 6

## STANDARD SIX : STUDENT ASSESSMENT

*There is continuous assessment of students to ensure that the learning objectives are met.*

### CRITERIA

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#### The institution must:

- 6.1 Have its own examination policy.
- 6.2 Establish an Examination Committee with clearly defined functions.
- 6.3 Define the grading system based on the credit system.
- 6.4 Have External Examiners whose appointment is approved by the institution for the final/ qualification examination of the institution prior to Malaysian Nursing Board/ Malaysian Midwifery Board Examination For Admission To General Part Of The Register.
- 6.5 Clearly define its method of assessment in order to assess knowledge, skills and attitude components through course work/ examination/ assignment/ practicum/ dissertation.  
  
(The assessment methods are based on the learning outcome).
- 6.6 Ratio of continuous assessment and summative evaluation in theory and practice is formative 30 – 50% and summative 50 – 70%, except for projects and practicum.
- 6.7 Continuous assessment and feedback of academic and clinical performances are discussed with students and documented.
- 6.8 There must be documented evidence of tutorial and remedial classes.
- 6.9. Requirements to fulfill training and to sit for Nursing Board Registration examination.



Candidates must have achieved :

- Theory : 80% coverage of lectures
- Practical : 100% clinical experience exposure
- Medical leave should not exceed :
  - Programme  $\geq$  1 year : 9 days/ year
  - Programme  $<$  1 year : 5 days

7. Result for registration examination is final.



# 7

## STANDARD SEVEN : PROGRAMME EVALUATION

*There must be a mechanism for programme evaluation*

### CRITERIA

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#### 7.1 Curriculum and implementation

- The institution **should** ensure content, breadth and sequencing of the curriculum are adhered to.

#### 7.2 Teaching-learning activities

- There must be evidence of evaluation on teaching-learning activities.

#### 7.3 Teacher-student feedback system

- Process of monitoring must involve teachers and students and are documented.

#### 7.4 Facilities

- The institution should establish a system for maintaining and upgrading of facilities and resources (local and internationally).





# 8

## STANDARD EIGHT : CONTINUOUS IMPROVEMENT ACTIVITIES

*Documentation of continuous improvement activities includes monitoring and reviewing of educational programmes, assessment process, acting on funding of external examiners and other external agencies, and collaborative arrangements with service providers and other institutions.*

### CRITERIA

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8.1 Quality improvement activities include the following elements:

8.1.1 Monitoring

- Structured collection of information on important aspects in the delivery of programme.

8.1.2 Assessment

- Periodic assessments are used to identify deficiencies in the delivery of programme and for improvement.

8.1.3 Action

- When deficiencies are identified, actions for improvement are taken and are documented.

8.1.4 Evaluation

- The effectiveness of actions taken is evaluated to ensure long-term improvement.

8.1.5 Feedback

- The results of activities are regularly communicated to the staff and students.



- 8.2 Appropriately defined mechanism to monitor student progress and achievement.
- 8.3 Adequate clinical and academic learning environments are judged through educational audit.
- 8.4 Adequate learning, teaching and assessment tools and strategies.
- 8.5 Professionally informed judgments are made about the appropriateness of assessment, especially the practice / clinical assessment.
- 8.6 Sufficient teaching staff with relevant accredited teaching and professional qualifications.
- 8.7 Adequate support mechanisms for students.
- 8.8 Adequate provisions for quality management and enhancement, including the appointment of approved external examiners to moderate the assessment.
- 8.9 Evidence of utilization of findings from programme evaluation for future improvement.



# REFERENCES

1. Australian Nursing Council – Guidelines for the Accreditation of Nursing Courses, December 1995.
2. Australian Medical Council – Guidelines for the Assessment and Accreditation of Medical School, 1968.
3. International Council of Nurses: Guidelines for National Nurses Associations - Development of Standards for Nursing Education and Practice, ICN, 1989/157
4. National Board for Nursing, Midwifery & Health Visiting for Scotland – Quality Assurance Handbook 2000. Professional/Statutory Requirements for Programmes Leading to Registration or Recording on the UKCC Register, pg 38-40 & 63.
5. Nurses Board of Victoria: Nurses Act 1993 – Policies, Procedures and Guidelines for accreditation of Courses which Provide Qualifications for Registration in Division 1 of the Register.
5. United Kingdom Central Council for Nursing, Midwifery and Health Visitor – Requirement for pre-registration nursing programmes, April 2001.
7. World Federation for Medical Education: WFME task Force on Defining International Standards in Basic Medical Education: Report from the Working Party Seminar, Copenhagen, October 1999.



## CRITERIA FOR EMPLOYING A FOREIGNER AS NURSE LECTURER / CLINICAL INSTRUCTOR

### 1. Qualifications of Foreign Nurse Lecturers / Tutors

#### 1.1. Certificate Programme:

- Registered with the Ministry of Health or the Nursing Board/Council of country of origin
- Diploma in Nursing
- A Certificate in Teaching or have done a module in teaching methodology
- Minimum 3 years clinical experience
- Minimum 3 years teaching experience in Nursing Programme and currently teaching in a Nursing Institution at time of application.
- Proficient in English language (spoken & written)

#### 1.2. Diploma Programme:

- Registered with the Ministry of Health or the Nursing Board/Council of country of origin
- Bachelor in Nursing or Nursing related
- A Certificate in Teaching or have done a module in teaching methodology
- Minimum 3 years clinical experience
- Minimum 3 years teaching experience in Nursing Programme and currently teaching in a Nursing Institution at time of application.
- Proficient in English language (spoken & written)

#### 1.3. Degree Programmes (Pre-Registration & Post-Registration):

- Registered with the Ministry of Health or the Nursing Board/Council of country of origin
- Bachelor in Nursing or Nursing related
- Masters in Nursing or Nursing related



- A Certificate in Teaching or have done a module in teaching methodology
- Minimum 3 years clinical experience
- Minimum 3 years teaching experience in Nursing Programme and currently teaching in a Nursing Institution at time of application.
- Proficient in English language (spoken & written)

#### **1.4 Masters Programme**

In addition to the above (1.3), must possess PhD / Doctorate in nursing or nursing related field.

### **2. Qualifications of Foreign Clinical Instructor**

- Registered with the Ministry of Health or the Nursing Board/Council of country of origin.
  - Diploma in Nursing with specialization in Nursing.
  - Minimum 3 years clinical experience
  - Must be currently practicing (Hospital or Community)
  - Proficient in English language (spoken & written)
3. Possess Temporary Practicing Certificate issued by Nursing Board Malaysia renewable yearly.
  4. All applicants must abide to domestic rules and regulations.
  5. Quota for recruitment of foreign lecturers must only be 40% of the full time lecturers.
  6. Age, minimum 27 years old.
  7. The institution is required to submit written evidence, e.g. advertisement to verify that efforts have been made to recruit local Malaysian nursing lecturers/ clinical nurse instructors but was unsuccessful. Advertisements must be made in local major newspapers for at least once (1) in a week for three (3) consecutive weeks without mentioning that only foreign nurse lecturers/ clinical nurse instructors are eligible to apply. It must be advertised one year or less from the date of application for the recruitment of the mentioned nurse lecturer.