

**KEMENTERIAN KESIHATAN MALAYSIA**  
**LEMBAGA JURURAWAT MALAYSIA**  
**UNIT KURIKULUM**  
**INSTRUMEN PENILAIAN UNTUK PERAKUAN AKREDITASI**

**PROGRAM** :

**NAMA IPT** :

BIL	PERKARA	CATATAN
1.	Nama Institusi Pengajian	
2.	No. Rujukan MQA	
3.	Alamat Institusi Pengajian	
4.	No. Telefon	
5.	No. Fax	
6.	Alamat Email	
7.	Nama Ketua Eksekutif	
8.	Nama Koordinator Program	
9.	Nama Pensyarah yang menjaga kursus	
10.	Nama Program	
11.	<i>Home Grown / Collaboration</i>	
12.	Tempoh Program	
13.	Kaedah Program	
14.	Penganugerahan	
15.	Badan yang memberi anugerah	
16.	Bahasa Penghantar	
17.	Kaedah Pengajaran & Pembelajaran	
18.	Jumlah Kredit	Subjek Kejururawatan : Subjek MQA/MPU : Subjek Universiti : JUMLAH :
19.	Nama Penilai Dokumen	
20.	Nama Penilai Fasiliti	
21.	Tarikh Lawatan	

**STANDARD 1: VISION, MISSION, EDUCATIONAL GOAL AND LEARNING OUTCOMES**

No	Criteria / Statement	Available	Not Available	Comment	Rating scale			
					0	1	2	3
1.1	Vision							
1.2	Formulation of mission and objective							
1.3	Policy on academic independence							
1.4	Educational Outcomes							
1.5	Educational Structure							
1.6	Policy on budget allocation							
1.7	Leadership role / responsibilities / functions							
1.8	Teaching and learning methods							
1.9	Policy on students representative and leadership							
1.10	Relationship on health and health related with government and non - government organization							
	➤ Collaboration							
	➤ Corporate Social Responsibility (CSR)							
<b>Total</b>								
<b>Grand total / 33</b>								
<b>Weightage 5%</b>								

**STANDARD 2: HUMAN RESOURCES**

No	Criteria / Statement	Available	Not Available	Comment	Rating scale			
					0	1	2	3
2.1	Academic and administrative staffs are aware dan informed to meet the intended philosophy and objectives of nursing education within the nursing institution							
2.2	Requirement policy for appointment academic and administrative							
2.3	Qualification of academic staff must be appropriate with the level of programme							
2.4	Head of Institution / Head of Programme / Coordinator of Programme / Director of Nursing							
2.5	Non Nursing Academic Staffs:							
	➤ Constitute 30% full time nursing academic staff							
	➤ Allowed to teach only non - nursing sciences							
2.6	Distance Learning Programme							
2.7	Ratio of full time and part time nursing academic staff							
2.8	Foreign nursing academic staffs must not exceed 40%							

No	Criteria / Statement	Available	Not Available	Comment	Rating scale			
					0	1	2	3
2.9	Sufficient number of staffs to implement the curriculum effectively and adequate supervision							
	➤ Teacher - student ratio - 1: 30							
	➤ Clinical teaching: teacher-student ratio: 1: 15							
2.10	Clinical Instructors (CI )							
	➤ Must be currently practicing							
	➤ Possess APC							
	➤ Minimum 3 years clinical experience							
	➤ Post basic if supervising in the specialized area							
2.11	A system to evaluation of both academic and administrative staffs							
2.12	The head of Institution: ensure that core skills are taught							
2.13	Continuing Education:							
	➤ Must be evidence of continuing education							
2.14	There is evidence of succession planning for staff							
<b>Total</b>								
<b>Grand total / 57</b>								
<b>Weightage 5%</b>								

### STANDARD 3: PROGRAMME RESOURCES

No	Criteria / Statement	Available	Not Available	Comment	Rating scale			
					0	1	2	3
3.1	Adequate teaching and learning materials							
3.2	Easy to access to computer network by the staff and students							
3.3	Access to Subject matter expert (SME) (in program) development:							
	➤ Subject matter expert easy to access							
3.4	Provision of resource to facilitate teaching and learning: Library - Current literature on nursing and nursing related subjects:							
	➤ On-line facilities / on - line journal							
	➤ E - library							
	➤ Total of nursing books (each subject at least one							

No	Criteria / Statement	Available	Not Available	Comment	Rating scale			
					0	1	2	3
	book)							
	➤ Total of nursing journal							
	➤ Clinical Nursing Practice Guideline (CNPG)							
	➤ The number of books allowed to be borrowed:							
	○ Student (minimum 2 books)							
	○ Lecturer (minimum 3 books)							
	➤ Operation hours (8.30 am - 5.00 pm)							
	➤ Name of person in charge							
3.5	Students support and counseling:							
	➤ Person in charge							
	➤ Academic qualification							
	➤ Additional qualification							
3.6	Classroom and teaching facilities include:							
	➤ Adequate number of classroom							
	➤ Classroom must be spacious and comfortable / adequate lighting standard requirement							
	➤ Adequate and current audio-visual aids							
3.7	Examination unit							
	➤ Examination hall:							
	○ Spacing from table to table must be adequate							
	○ Clock							
	○ White board							
	○ PA system							
	○ Adequate lighting							
	➤ Strong room:							
	○ Double lock / combination key lock / digital lock							
	○ Door with grill and indicator light							
	○ Authorize personnel in - charge							
	○ Authorization and oath letter							
	○ Standard Operating Procedures (SOP) for handling and receiving question papers							
	➤ Examination room to prepare question papers:							
	○ Computer							
	○ Printer / Photocopy machine							
	○ Shredder							
	○ Fire extinguisher							
	○ Authorize personnel							

No	Criteria / Statement	Available	Not Available	Comment	Rating scale				
					0	1	2	3	
	<ul style="list-style-type: none"> <li>○ Authorization and oath letter</li> <li>○ SOP for packing and handling question papers</li> </ul>								
3.8	Clinical Placement: <ul style="list-style-type: none"> <li>➤ Hospital (MOA)</li> <li>➤ Community (MOA)</li> </ul>								
3.9	Skills lab and Simulation Ward: <ul style="list-style-type: none"> <li>➤ Nurses counter</li> <li>➤ Adult and child mannequin</li> <li>➤ Bed unit</li> <li>➤ Poison cupboard with SOP</li> <li>➤ Emergency trolley with SOP</li> <li>➤ Oxygen and suction panel with apparatus</li> <li>➤ Medication trolley</li> <li>➤ Medical and surgical equipment</li> <li>➤ Treatment room</li> <li>➤ Hand washing facilities with elbow tap</li> <li>➤ Medical unit</li> <li>➤ Surgical unit</li> <li>➤ Obstetric and Gynaecology</li> <li>➤ Pediatric unit</li> <li>➤ Orthopedic unit</li> <li>➤ Community unit</li> <li>➤ Isolation room</li> <li>➤ Clean utility room</li> <li>➤ Dirty utility room</li> <li>➤ Program Schedule (if more than 1 program)</li> <li>➤ Student attendance records</li> <li>➤ Operation hours / time table</li> <li>➤ Name of person in charge</li> </ul>								
3.10	Transportation: <ul style="list-style-type: none"> <li>➤ Type of vehicle (s)</li> <li>➤ Total vehicle (s)</li> <li>➤ Name of person in charge</li> </ul>								
3.11	Recreation Centre: indoor / outdoor								
3.12	Accommodation provided / hostel / condominium / apartment / house rent: <ul style="list-style-type: none"> <li>➤ Conducive</li> </ul>								

No	Criteria / Statement	Available	Not Available	Comment	Rating scale			
					0	1	2	3
	<ul style="list-style-type: none"> <li>➤ Facilities provided: Telefon, WIFI / internet</li> <li>➤ Name of person in charge</li> </ul>							
3.13	Resource centre comprising: <ul style="list-style-type: none"> <li>➤ Library facilities and computer laboratory (1 computer: 8 students)</li> </ul>							
<b>Total</b>								
<b>Grand total / 204</b>								
<b>Weightage 5%</b>								

#### STANDARD 4: CURRICULUM DESIGN AND DELIVERY

No	Criteria / Statement	Available	Not Available	Comment	Rating scale			
					0	1	2	3
4.1	The curriculum must comprise the 3 core sciences: <ul style="list-style-type: none"> <li>➤ Health sciences</li> <li>➤ Behavioral sciences</li> <li>➤ Nursing science</li> <li>➤ Duration of study must be within the time frame</li> <li>➤ Total credit hours (core science) should be within the range</li> </ul>							
4.2	Well define the semester system and conceptual framework, credit hours for the theory and practice and number of hours in a week: <ul style="list-style-type: none"> <li>➤ Calculation of hours for theory / tutorial</li> <li>➤ Calculation of hours for practical</li> </ul>							
4.3	Total credits per semester should not exceed 20 credits  Each subject should not exceed 4 credits hours in a semester by: <ul style="list-style-type: none"> <li>➤ Review academic calendar / Table of implementation</li> <li>➤ Review content outline / course structure</li> </ul>							
4.4	For modular programme the credit weightage per module should be within 10 credits only							
4.5	Ratio between theory of nursing science and practical							
4.6	Evidence of theory and practice components: <ul style="list-style-type: none"> <li>➤ Each semester must demonstrate evidence of theory</li> </ul>							

No	Criteria / Statement	Available	Not Available	Comment	Rating scale			
					0	1	2	3
	followed by practice - Lesson plan / notes							
	➤ Learning outcome of clinical posting must be congruent with the theory of current semester - academic calander / table of implementation							
4.7	Selection, organization and sequence of learning experience: ➤ Clinical practice must facilitate student achievement - log book, assignment							
4.8	Variety of teaching methods / strategies							
4.9	Sufficient of clinical experiences 60% must be medical and surgical							
4.10	Emphasis on skills and attitude: ➤ Curriculum must have course objectives							
	➤ Curriculum must define the level of achievements of procedures							
4.11	Review curriculum every 3 - 5 years							
4.12	The curriculum should illustrate the content sequences, breadth, depth and extent							
4.13	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 NBM							
4.15	Reviews or changes of more than 30% to the curriculum must be endorse by the NBM							
<b>Total</b>								
<b>Grand total / 72</b>								
<b>Weightage 5%</b>								

#### STANDARD 5: ENTRY REQUIREMENT

No	Criteria / Statement	Available	Not Available	Comment	Rating scale			
					0	1	2	3
5.1	Policy students selection and admission							
5.2	Students intake according to guidelines							
5.3	Recruitment committee includes a nurse							
5.4	Malaysian Nursing Board has allocated of the quota							

No	Criteria / Statement	Available	Not Available	Comment	Rating scale			
					0	1	2	3
5.5	Entry requirement meets the Malaysian Nursing Board guidelines							
5.6	Health Status:							
	➤ Certified medically fit							
	➤ Students with medical problems as stipulated cannot be admitted to the programme							
	➤ Student must not have any physical or impaired senses that hinders nursing dexterity							
<b>Total</b>								
<b>Grand total / 24</b>								
<b>Weightage 5%</b>								

#### STANDARD 6: ASSESSMENT OF STUDENTS

No	Criteria / Statement	Available	Not Available	Comment	Rating scale			
					0	1	2	3
6.1	Possess (in house) examination policy							
6.2	Examination Committee with clearly defined functions							
6.3	Define Grading based on the credit system							
6.4	Have external examiners with appointed letter							
6.5	Clearly defined methods of assessment (based on the learning outcome)-theory / practical							
6.6	Ratio of continuous assessment: JSU							
	➤ Formative 30 - 40% - theory / practical ➤ Summative 60 - 70% - theory / practical							
6.7	Continuous assessment and feedback of academic and clinical performance are discussed with the student and documented - question / answer paper							
6.8	Records of tutorial and remedial classes available							
6.9	Requirement to fulfill training sitting for the Nursing Board Registration examination:							
	➤ Theory: 80% coverage of lectures							
	➤ Practical: 100%							
	➤ Medical leave should not exceed:							
	○ Program ≥ 1 year: 9 days / year							
	○ Program ≤ 1 year: 5 days							
<b>Total</b>								



No	Criteria / Statement	Available	Not Available	Comment	Rating scale			
					0	1	2	3
<b>Grand total / 39</b>								
<b>Weightage 5%</b>								

**STANDARD 7: PROGRAMME MONITORING AND CONTINUAL QUALITY IMPROVEMENT**

No	Criteria / Statement	Available	Not Available	Comment	Rating scale			
					0	1	2	3
7.1	Feedback on curriculum and implementation from:							
	➤ Lecturers							
	➤ Students							
	➤ Non academic staff							
7.2	Teaching and Learning Activities:							
	➤ Evidence of evaluation on teaching - learning activities - interview:							
	○ HOD							
	○ Lecturers							
	○ Non - academic staff							
	○ Students							
	○ Students representative							
7.3	Feedback from: ➤ Process of monitoring must involve teachers and students and are documented							
7.4	Adequacy of facilities: ➤ Should establish a system for maintaining and upgrading of facilities and resources							
<b>Total</b>								
<b>Grand total / 30</b>								
<b>Weightage 5%</b>								

**STANDARD 8: GOVERNANCE AND MANAGEMENT**

No	Criteria / Statement	Available	Not Available	Comment	Rating scale			
					0	1	2	3
8.1	Evidence of Quality Improvement include:							
	➤ Monitoring progress of the programme							
	➤ Assessment - any short fall							
	➤ Action of improvement taken							
	➤ Evaluation program							
	➤ Feedback							
8.2	Mechanism to monitor students progress and achievement							
8.3	Adequacy of report form educational audit							
8.4	Adequate learning, teaching and assessment tools and strategies							
8.5	Appropriateness of assessment especially practical and clinical assessment							
8.6	Sufficient teaching staffs with relevant with accredited teaching and professional qualification							
8.7	Adequate support mechanism for students							
8.8	Appointment of approved external examiners to moderate the assessment							
8.9	Evidence of utilization of finding from programme evaluation for future improvement							
<b>Total</b>								
<b>Grand total / 39</b>								
<b>Weightage 5%</b>								

**SESI LAWATAN PERAKUAN AKREDITASI PROGRAM KEJURURAWATAN:**

1. Sesi temu bual dengan Pengarah / Pengetua / Ketua / Koordinator Program Kejururawatan

**Ulasan:**

**Penambahbaikan / Cadangan:**

**Syarat:**

2. Sesi temu bual dengan pensyarah

**Ulasan:**

**Penambahbaikan / Cadangan:**

**Syarat:**

3. Sesi temu bual dengan *Clinical Instructor*

**Ulasan:**

**Penambahbaikan / Cadangan:**

**Syarat:**

4. Sesi temu bual dengan Majlis Perwakilan Pelajar

**Ulasan:**

**Penambahbaikan / Cadangan:**

**Syarat:**

5. Sesi temu bual dengan pelajar setiap semester

**Ulasan:**

**Penambahbaikan / Cadangan:**

**Syarat:**

**RUMUSAN:**

STANDARD	CRITERIA/STATEMENT	MARKS
1	Vision, Mission, Educational Goal And Learning Outcomes	
2	Human Resources	
3	Programme Resources	
4	Curriculum Design And Delivery	
5	Entry Requirement	
6	Assessment Of Students	
7	Programme Monitoring And Continual Quality Improvement	
8	Governance And Management	
	<b>TOTAL SCORE</b>	

Jumlah Peratusan Penilaian adalah..... / 40 x 100 =.....%.

Melalui hasil lawatan, jumlah peratusan penilaian yang diberi mengikut Standard 1 hingga Standard 8 adalah .....%.

Sehubungan itu penilai bersetuju untuk memberi..... untuk mendapatkan maklum balas dari pihak IPT berhubung dengan penambahbaikan yang perlu dilakukan dan akan membawa laporan ke mesyuarat *Joint Technical Committee* (JTC) pada ..... bagi mendapat kata putus mengenai laporan yang dikemukakan serta untuk **memutuskan pemberian tempoh perakuan akreditasi berdasarkan maklum balas yang diterima selepas lawatan akreditasi yang dilakukan pada .....**

**Lampiran B**

**MARKAH PENILAIAN AKREDITASI**

<b>STANDARD</b>	<b>CRITERIA / STATEMENT</b>	<b>MARKAH / PERATUSAN</b>
1	Vision, Mission, Educational Goal And Learning Outcomes	5%
2	Human Resources	5%
3	Programme Resources	5%
4	Curriculum Design And Delivery	5%
5	Entry Requirement	5%
6	Assessment Of Students	5%
7	Programme Monitoring And Continual Quality Improvement	5%
8	Governance And Management	5%
	<b>JUMLAH MARKAH/PERATUS</b>	<b>40%</b>

<b>SKOR PERATUSAN</b>	<b>:</b>	<b>ULASAN</b>
95-100%	:	4 Tahun
81-94%	:	3 Tahun
70-80%	:	2 Tahun
50-69%	:	1 Tahun
< 50%	:	Tidak Dipertimbangkan Untuk Akreditasi Penuh Atau Sementara
*Tiada Human Resources yang layak *Human Resources yang tidak mengikut nisbah SOP LJM:-Pensyarah-1:30 :-Instruktur Klinikal-1:15	:	Tolak Program

<b>SKOR</b>	<b>:</b>	<b>ULASAN KRITERIA/STATEMENT</b>
3	:	Memenuhi semua kriteria ditetapkan / Pernyataan jelas dan tepat
2	:	Ada dinyatakan, tetapi tidak sepenuhnya / Pernyataan ada dinyatakan tetapi tidak sepenuhnya
1	:	Ada tetapi perlu penambahbaikan dan syarat / Pernyataan ada tetapi perlu penambahbaikan dan syarat
0	:	Tiada kriteria yang dinyatakan / Tiada pernyataan dinyatakan

