

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

**PROGRAM** :  
**NAMA PPT** :

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	<b>Subjek Kejururawatan</b> : <b>Subjek MPU</b> : <b>Subjek Universiti</b> : <b>JUMLAH</b> :
19.	Nama penilai dokumen	
20.	Nama penilai fasiliti	
21.	Tarikh Lawatan	

AREA 1: PROGRAM DEVELOPMENT AND DELIVERY					
No.	Criteria/Statement	Comment	Rating Scale		
			0	1	2
1.1	The curriculum must comprise: ➤ Basic Medical Sciences				
1.2	➤ Behavioral sciences				
1.3	➤ Nursing science				
1.4	➤ Clinical Placement				
1.5	➤ Research				
1.6	➤ Elective courses in nursing				
1.7	➤ Duration of study must be within the time frame				
1.8	Well define the semester system and conceptual framework, credit hours for the theory and practice and number of hours in a week:				

	➤ Calculation of hours for theory / tutorial				
1.9	➤ Calculation of hours for practical				
1.10	Total credits per semester should not exceed 20 credits				
1.11	Each subject theory should not exceed 4 credits.				
1.12	Clinical placement not exceed 8 credits				
1.13	Evidence of theory and practice components: ➤ Each semester must demonstrate evidence of theory followed by practice - Lesson plan/notes				
1.14	➤ Learning outcome of clinical posting must be congruent with the theory of current semester -academic calendar/table of implementation				
1.15	Selection, organization and sequence of learning experience: ➤ Clinical practice must facilitate student achievement -log book, assignment				
1.16	Variety of teaching methods/strategies				
1.17	Sufficient of clinical experiences 60% must be medical and surgical				
1.18	Emphasis on skills and attitude: ➤ Curriculum must have course objectives				
1.19	➤ Curriculum must define the level of achievements of procedures				
1.20	The curriculum should illustrate the content sequences, breadth, depth and extent				
1.21	Any review or changes to the curriculum must be notified to NBM				
1.22	Reviews or changes of more than 30% to the curriculum must be endorse by the NBM				
		<b>Total</b>			
		<b>Grand total/44</b>			
		<b>Weightage 5%</b>			

<b>AREA 2: ASSESSMENT OF STUDENT LEARNING</b>					
<b>No.</b>	<b>Criteria/Statement</b>	<b>Comment</b>	<b>Rating Scale</b>		
			<b>0</b>	<b>1</b>	<b>2</b>
2.1	Possess (in house) examination policy				
2.2	Examination Committee with clearly defined functions				
2.3	Define Grading based on the credit system				
2.4	Have external examiners with appointed letter				
2.5	Clearly defined methods of assessment (based on the learning outcome)- theory/practical				
2.6	Ratio of continuous assessment: JSU ➤ Continuous assessment 40% - theory				
2.7	➤ Summative 60% - theory & practical				
2.8	Continuous assessment and feedback of academic and clinical performance are				

	discussed with the student and documented - question/answer paper				
2.9	Records of tutorial and remedial classes available				
2.10	Requirement to fulfill training sitting for the Nursing Board Registration examination: ➤ Theory: 85% coverage of lectures				
2.11	➤ Practical: 100%				
2.12	➤ Medical leave should not exceed: ○ Program ≥ 1 year: 9 days/year				
2.13	○ Program ≤ 1 year: 5 days				
2.14	Review curriculum must involve external examiner (For MQF Level 6 and above)				
		<b>Total</b>			
		<b>Grand total/28</b>			
		<b>Weightage 5%</b>			

<b>AREA 3: STUDENT SELECTION AND SUPPORT SERVICES</b>					
No.	Criteria/Statement	Comment	Rating Scale		
			0	1	2
3.1	Policy students selection and admission				
3.2	Students intake according to guidelines				
3.3	Recruitment committee includes a nurse				
3.4	Malaysian Nursing Board has allocated of the quota				
3.5	Entry requirement meets the Malaysian Nursing Board guidelines				
3.6	Health Status: ➤ Certified medically fit				
3.7	➤ Students with medical problems as stipulated cannot be admitted to the programme				
3.8	➤ Student must not have any physical or impaired senses that hinders nursing dexterity				
3.9	Student support services				
3.10	Student representation and participation				
3.11	Alumni				
		<b>Total</b>			
		<b>Grand total/22</b>			
		<b>Weightage 5%</b>			

<b>AREA 4: ACADEMIC STAFF</b>					
No.	Criteria/Statement	Comment	Rating Scale		
			0	1	2
4.1	Requirement policy for appointment academic and administrative				
4.2	Qualification of academic staff must be appropriate with the level of programme				
4.3	Head of Institution/Head of Programme/ Coordinator of Programme/Director of Nursing is a Malaysian & minimum 5 years in				

	teaching inclusive related management.				
4.4	Non Nursing Academic Staffs: ➤ Constitute 30% full time nursing academic staff				
4.5	➤ Allowed to teach only non-nursing sciences				
4.6	➤ Foreign nursing academic staff not exceed 40% of the full time nursing academic staff				
4.7	Distance Learning Programme				
4.8	Ratio of full time and part time nursing academic staff				
4.9	Sufficient number of staffs to implement the curriculum effectively and adequate supervision ➤ Teacher - student ratio - 1:25 (conventional programme)				
4.10	➤ Teacher-student ratio - 1:20 (ODL)				
4.11	➤ Teacher-student ratio - 1:20 (Specialty programme)				
4.12	Clinical Instructors (CI ) ➤ Must be currently practicing				
4.13	➤ Possess APC				
4.14	➤ Minimum 5 years clinical experience				
4.15	➤ Post basic if supervising in the specialized area				
4.16	➤ Clinical teaching: teacher-student ratio: 1: 15 (conventional programme)				
4.17	➤ Clinical instructor ratio - 1:10 (specialty programme)				
4.18	➤ Teacher/Clinical Instructor ratio – 1:8 in community health center				
4.19	A system to evaluation of both academic and administrative staffs				
4.20	The head of Institution: ensure that core skills are taught				
4.21	Continuing Education: ➤ Must be evidence of continuing education				
4.22	There is evidence of succession planning for staff				
		<b>Total</b>			
		<b>Grand total/44</b>			
		<b>Weightage 5%</b>			

<b>AREA 5: EDUCATIONAL RESOURCES</b>					
<b>No.</b>	<b>Criteria/Statement</b>	<b>Comment</b>	<b>Rating Scale</b>		
			<b>0</b>	<b>1</b>	<b>2</b>
5.1	Adequate teaching and learning materials				
5.2	Easy to access to computer network by the staff and students				
5.3	Access to Subject matter expert (SME) (in program) development:				

	➤ Subject matter expert easy to access				
5.4	Provision of resource to facilitate teaching and learning: Library - Current literature on nursing and nursing related subjects: ➤ On-line facilities/on - line journal				
5.5	➤ E - library				
5.6	➤ Total of nursing books (each subject at least one book)				
5.7	➤ Total of nursing journal				
5.8	➤ Clinical Nursing Practice Guideline (CNPg)				
5.9	➤ The number of books allowed to be borrowed:				
	○ Student (minimum 2 books)				
5.10	○ Lecturer (minimum 3 books)				
5.11	➤ Operation hours (8.30 am - 5.00 pm)				
5.12	➤ Name of person in charge				
5.13	Students support and counseling: ➤ Person in charge				
5.14	➤ Academic qualification				
5.15	➤ Additional qualification				
5.16	Classroom and teaching facilities include: ➤ Adequate number of classroom				
5.17	➤ Classroom must be spacious and comfortable/adequate lighting standard requirement				
5.18	➤ Adequate and current audio-visual aids				
5.19	Examination unit ➤ Examination hall:				
	○ Spacing from table to table must be adequate				
5.20	○ Clock				
5.21	○ White board				
5.22	○ PA system				
5.23	○ Adequate lighting				
5.24	➤ Strong room:				
	○ Double lock/combination key lock/digital lock				
5.25	○ Door with grill and indicator light				
5.26	○ Authorize personnel in-charge				
5.27	○ Authorization and oath letter				
5.28	○ Standard Operating Procedures (SOP) for handling and receiving question papers				
5.29	➤ Examination room to prepare question papers:				
	○ Computer				
5.30	○ Printer/Photocopy machine				
5.31	○ Shredder				
5.32	○ Fire extinguisher				

5.33	○ Authorize personnel				
5.34	○ Authorization and oath letter				
5.35	○ SOP for packing and handling question papers				
5.36	Clinical Placement: ➤ Hospital (MOA)				
5.37	➤ Community (MOA)				
5.38	Skills lab and Simulation Ward: ➤ Nurses counter				
5.39	➤ Adult and child mannequin				
5.40	➤ Bed unit				
5.41	➤ Psychotropic drug cupboard with SOP				
5.42	➤ Emergency trolley with SOP				
5.43	➤ Oxygen and suction panel with apparatus				
5.44	➤ Medication trolley				
5.45	➤ Medical and surgical equipment				
5.46	➤ Treatment room				
5.47	➤ Hand washing facilities with elbow tap				
5.48	➤ Medical unit				
5.49	➤ Surgical unit				
5.50	➤ Specialty unit				
5.51	➤ Community unit				
5.52	➤ Isolation room				
5.53	➤ Clean utility room				
5.54	➤ Dirty utility room				
5.55	➤ Program Schedule (if more than 1 program)				
5.56	➤ Student attendance records				
5.57	➤ Operation hours/time table				
5.58	➤ Name of person in charge				
5.59	Transportation: ➤ Type of vehicle (s)				
5.60	➤ Total vehicle (s)				
5.61	➤ Name of person in charge				
5.62	Recreation Centre: indoor/outdoor				
5.63	Accommodation provided/hostel/ condominium/apartment/house rent: ➤ Conducive				
5.64	➤ Facilities provided: eg: Telefon, WIFI/internet/washing machine				
5.65	➤ Name of person in charge				
5.66	Resource centre comprising: ➤ Library facilities and computer laboratory (1 computer: 8 students)				
			<b>Total</b>		
			<b>Grand total/132</b>		
			<b>Weightage 5%</b>		

<b>AREA 6: PROGRAMME MANAGEMENT</b>					
<b>No.</b>	<b>Criteria/Statement</b>	<b>Comment</b>	<b>Rating Scale</b>		
			<b>0</b>	<b>1</b>	<b>2</b>
6.1	Programme Management				
6.2	Programme leadership: ➤ Appointment and responsibilities of the programme				
6.3	➤ Have appropriate qualification				
6.4	➤ Structured action plan for continuous improvement of activities				
6.5	➤ Internal audit				
6.6	➤ External audit				
6.7	➤ Feedback				
6.8	Administrative staff: ➤ Sufficient number of qualified administrative staff				
6.9	Academic records: ➤ Appropriate policies				
6.10	➤ Maintain student records				
6.11	➤ Records of academic meetings				
		<b>Total</b>			
		<b>Grand total/22</b>			
		<b>Weightage 5%</b>			

<b>AREA 7: PROGRAMME MONITORING AND CONTINUAL QUALITY IMPROVEMENT</b>					
<b>No.</b>	<b>Criteria/Statement</b>	<b>Comment</b>	<b>Rating Scale</b>		
			<b>0</b>	<b>1</b>	<b>2</b>
7.1	<b>Mechanisms for Programme Monitoring, Review and Continual Quality Improvement:</b> Feedback on curriculum and implementation from: ➤ Lecturers				
7.2	➤ Students				
7.3	➤ Non-academic staff				
7.4	Teaching and Learning Activities: ➤ Evidence of evaluation on teaching-learning activities-interview: ○ HOD				
7.5	○ Lecturers				
7.5	○ Non-academic staff				
7.6	○ Students				
7.7	○ Students representative				
7.8	Feedback from: ➤ Process of monitoring must involve teachers and students and are documented				
7.9	Adequacy of facilities: ➤ Should establish a system for maintaining and upgrading of facilities and resources				
7.10	Review Curriculum committee should consist of stakeholders, academic staff,				

	nursing personnel, graduates/regulatory accreditation bodies				
7.11	Major review curriculum every 3 - 5 years				
		<b>Total</b>			
		<b>Grand total/22</b>			
		<b>Weightage 5%</b>			

**RUMUSAN:**

AREA	CRITERIA/STATEMENT	MARKS
1	Programme development and delivery	
2	Assessment of student learning	
3	Student selection and support services	
4	Academic staff	
5	Educational resources	
6	Porgramme management	
7	Programme monitoring, review and continual quality improvement	
	<b>TOTAL SCORE</b>	

Jumlah Peratusan Penilaian adalah..... / 35 x 100 =.....%.

Melalui hasil lawatan, jumlah peratusan penilaian yang diberi mengikut Area 1 hingga Area 7 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

AREA	CRITERIA/STATEMENT	MARKAH/PERATUSAN
1	Programme development and delivery	5%
2	Assessment of student learning	5%
3	Student selection and support services	5%
4	Academic staff	5%
5	Educational resources	5%
6	Porgramme management	5%
7	Programme monitoring, review and continual quality improvement	5%
	<b>JUMLAH MARKAH/PERATUS</b>	<b>35%</b>

SKOR PERATUSAN	:	ULASAN
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-1:25 : Instruktur Klinikal-1:15	:	Tolak Program

SKOR	:	ULASAN KRITERIA/STATEMENT
2	:	Memenuhi semua kriteria ditetapkan/Pernyataan jelas dan tepat
1	:	Ada tetapi perlu penambahbaikan dan syarat/Pernyataan ada tetapi perlu penambahbaikan dan syarat
0	:	Tiada kriteria yang dinyatakan/Tiada pernyataan dinyatakan