

SINGAPORE NURSING BOARD

ACCREDITATION SELF-STUDY REPORT PRE-REGISTRATION NURSING PROGRAMME

(For applicant to demonstrate & provide evidence in the curriculum & annex documents on how the nursing programme has met SNB's Standards for Nursing Education and Accreditation requirements)

Title of Programme:	
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Name of Institution: _	

NB: The Self-Study Report is to be submitted together with Curriculum & Annex Documents.

Applicant will be required to present the Report & necessary documents during SNB On-site Evaluation Visit

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STANDARD ONE: GOVERNANCE

The institution that provides education for nurses shall ensure policies and practices reflect professional nursing standards and meet the needs and expectations of the community of interest. Policies and practices are consistent with the Standards for Nursing Education of the Singapore Nursing Board (SNB).

No.	Quality Indicators	Evidence (make references/page no. in curriculum)	Indicators (additional indicators can be included)
1.1	The institution seeking accreditation of the nursing programmes(s) shall be registered with the Ministry of Education (MOE) as a recognised education provider.		Letter of Approval from Ministry of Education/ Committee for Private Education
1.2	The institution's mission, philosophy and purpose support the professional development of the learners; reflect professional nursing standards and the needs of the community of interest.		 Institution's mission and philosophy Purpose/ objectives/ competencies of course Need for the course supported by industry needs analysis/survey
1.3	The organisation chart delineates authority, responsibility, accountability and communication in the institution and the Nursing Department/School.		Organisation chart
1.4	The Head of the Department/ School shall be responsible for maintaining organisational standards and regulatory requirements in all aspects of the programme as stipulated by SNB.		Job Description of Head and/or Assistant Head of School/Department
1.5	Authority for oversight of the programme is delegated to the Head/ Assistant Head of the Department/ School.		Organisation chart/Job Description
1.6	Authority to lead a nursing programme is delegated to a qualified Registered Nurse.		Curriculum vitae/Job DescriptionPractising Certificate issued by SNB
1.7	There is evidence that current policies and procedures guide the programme administration, management and evaluation.		Written policies & procedures
1.8	Expected faculty outcomes are identified by the Department/ School/ Institution. They are written and communicated to the faculty.		Written policies & procedures
1.9	Nursing faculty are involved in the development, review and revision of programme policies and practices.		Written policies & procedures

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No.	Quality Indicators	Evidence (make references in curriculum)	Indicators (additional indicators can be included)
1.10	A record of the learner's education in the programme maintained for verification shall include: (i) academic results; and (ii) credit hours in the classroom, laboratory and clinical practice placement (where applicable).		 Transcript Academic results during the preceding accreditation period – trends and analysis
1.11	There is evidence of a policy to guide the process when the institution collaborates with other educational institutions and where there is transfer of educational credits.		Written policies and agreement
1.12	The institution shall submit the detailed curriculum of a new programme for accreditation and approval by SNB at least nine months before implementation of the programme.		 Proposed date of commencement Advertisement materials (e.g. course brochure)
1.13	The institution seeking <u>re-accreditation</u> of the programme shall submit the revised curriculum to SNB nine months prior to end of the accreditation period.		

STANDARD TWO: CURRICULUM DEVELOPMENT

The curriculum design ensures outcomes of the programme are consistent with the mission and philosophy of the institution. The curriculum provides correlated theory and practice to prepare graduates with a level of competence required for safe effective nursing care at the level relevant to the programme offered.

No.	Quality Indicators	Evidence (make references in curriculum)	Indicators (additional indicators can be included)
2.1	The programme shall specify the: (i) selection of learners with appropriate educational qualifications; (ii) requirements for learners to be certified medically and physically fit to pursue the programme; and (iii) eligibility of the learners to meet the requirements for registration by SNB		 Entry requirements stated in brochure/ website etc. Evidence of student selection and admission Students' Medical fitness records

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No.	Quality Indicators	Evidence (make references in curriculum)	Indicators (additional indicators can be included)
2.2	The Curriculum Development Committee shall include Nurse Educators, nurses in practice, and at least two members who have training and/ or experience in curriculum development.		List of members/ designation/ employing organisation and their corresponding area/s of expertise who developed the curriculum
2.3	The curriculum provides evidence of: (i) a conceptual framework that underpins educational and nursing philosophies; (ii) a focus on the nursing response to healthcare needs of the community in accordance with healthcare policies; (iii) nursing as the primary focus of the programme; (iv) integration of theory with practice; (v) linkages between subject objectives, learning outcomes, assessments and expected competencies; and (vi) teaching and learning strategies that enable the development of clinical reasoning, problem-solving and critical thinking to achieve the expected outcomes of the programme.		Complete curriculum which includes: Conceptual framework (refer to 14.2 of SNB Guidelines for application of accreditation/reaccreditation of academic nursing programme) List of teaching & learning strategies List of summative learning outcomes and competencies to be achieved
2.4	There is evidence of: (i) an implementation plan for the programme; (ii) a logical sequence of learning experiences; (iii) learning outcomes and competencies for acquisition of knowledge, skills and attitudes; (iv) clinical practice placements to facilitate interaction between learners and clients to achieve the stated learning outcomes; and (v) appropriate methods of assessment to reflect achievement of expected outcomes specific to the programme.		 Implementation plan of the course – List of modules and corresponding Teaching faculty & their roles Allocation of theoretical hours & list of units/ modules (use tables to summarise number andhours of modules, clinical practice placements, assessment modes etc.)
2.5	There is written evidence of commitment from the health care industry to accept learners for clinical placements.		MOU/ Approval letters from Clinical practice placement providers for clinical education
2.6	There is sufficient and appropriate clinical experience for learners to achieve the stated learning outcomes.		Summary of classroom, laboratory, simulation and clinical practice placement hours and credits

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No.	Quality Indicators			Evidence (make references in curriculum)	In	dicators (additional indicators can be included)
2.7	The clinical placement learning where the learning application and integrand acquisition of pro-	earner is guide ration of know	d/ supervised in the ledge and skills,		•	Clinical Logs Learning Contract/ Agreement etc. Interviews with students & Clinical Instructors/ Preceptors
2.8	The programme's contents, learning outcomes, assessments and graduate competencies are mapped against and supports the development and application of SNB's Code for Nurses and Midwives, Core Competencies and Generic Skills of Registered Nurses: - Legal and Ethical Nursing Practice; - Professional Nursing Practice; - Collaborative Practice and Teamwork; and - Continuing Professional Education and Development				•	Learning Outcomes Competencies/Skills outcomes and achievement aligned with SNB's Professional Scope of Practice, Code, Core Competencies and Generic Skills Summative Assessments
2.9	There is evidence of representation from the institution and nurses in practice to review/ revise the course/ programme. There is input from current and past students.		vise the course/		•	Terms of reference, minutes of meeting of curriculum development/review committee
2.10	The validity of the ac programme is three t				•	For information only
	Course/ Programme Duration	Accreditation Period	Accreditation Period for initial/ first accreditation			
	Less than 2 years	3 years	2 years			
	2 years and above	5 years	3 years			
2.11	There is a systematic curriculum componer development, mainte curriculum.	nts to ensure a	n ongoing		•	Evaluation Framework: plan & implementation as in SNB's Programme Evaluation Framework Students & Employers' feedback & trending data Submission of Annual Reports to SNB Improvements initiatives/projects etc.

STANDARD THREE: ASSESSMENT

The curriculum incorporates a variety of approaches to assessment. The assessment and evaluation of learning is a continuous process of providing feedback on learners' progress and achievement of learning outcomes.

No.	Quality Indicators	Evidence (make references in curriculum)	Indicators (additional indicators can be included)
3.1	The assessment of learning: (i) is based on a variety of strategies that are aligned with the subject area, stage of the educational programme and expected learning outcomes; (ii) measures the integration and application of knowledge, skills, attitude and behaviours required for professional nursing practice; (iii) has evidence of formative and summative assessment; (iv) has explicit marking rubric for each assessment component; and (v) has a consistent approach to assessment across modules or subjects that are periodically reviewed and updated.		 Assessment tools/ forms Marking rubrics
3.2	The institution shall establish an Examination Board or Committee with clearly defined functions for academic programmes.		Minutes/ Notes of meetings
3.3	The institution shall have a grading system based on a modular credit system for academic programmes.		 Samples of students' assessment Summary of Assessment Methods
3.4	The faculty responsible for assessment shall have formal preparation in assessment and evaluation.		Curriculum vitae of assessors
3.5	The assessors shall have experience/ expertise in the subject area.		Curriculum vitae of assessors
3.6	Evaluation outcomes are used for the development, improvement and planning of future learning opportunities for learners.		Table of revisions/improvements made following feedback & evaluation by curriculum committee

STANDARD FOUR: TEACHING FACULTY

The institution has sufficient qualified and capable faculty to provide leadership and to teach and guide learners to attain the goals and outcomes of the nursing programme.

No.	Quality Indicators	Evidence (make references in curriculum)	Indicators (additional indicators can be included)
4.1	Nursing faculty have academic and/ or professional nursing qualifications in the relevant discipline in advance (at least one level higher) of the programme of study taught (refer to table on page 8 that includes work experience of nursing faculty).		Curriculum vitae of teaching staff (use SNB's CV template)
4.2	Only Registered Nurses with a valid Practising Certificate issued by the SNB can teach nursing and nursing practice related contents in the programme.		Practising Certificates
4.3	All faculty, including full-time and part-time employed staff, shall show evidence of undertaking or completion of a course in curriculum development or design, teaching and learning strategies, assessment and evaluation.		Relevant qualifications/ certifications indicated in CVs
4.4	Adjunct/Associate/Sessional Lecturers/ Facilitators/ Tutors shall show evidence of completion of preparatory course in teaching, learning and assessment.		Evidence of teaching and assessment qualifications/ teaching course
4.5	Faculty teaching clinical speciality modules and non- nursing subjects shall possess appropriate professional qualifications and experience.		• CVs
4.6	There shall be evidence of continuing professional education for faculty and currency of nursing competencies for faculty involved in clinical supervision/education.		Record of nursing competencies maintenance/assessment Record of continuing education during the last two years
4.7	The performance of faculty is evaluated periodically to assure ongoing competence and development.		 Performance Review-Key Performance Indicators Learning Needs Assessment & Plan
4.8	There shall be a minimum of 60% full-time faculty teaching the programme.		List/number of full-time and part- time/adjunct faculty

STANDARD FIVE: RESOURCES

The education institution has adequate and appropriate facilities and resources to support the programme objectives and outcomes.

No.	Quality Indicators	Evidence (make references in curriculum)	Indicators (additional indicators can be included)
5.1	There is evidence of: (i) human resources to support the development and implementation of the programme; (ii) physical resources (e.g. classroom, laboratories, tools and materials, equipment, library, instructional technology facilities, audio-visual aids, offices and spaces) that are accessible to faculty and learners to enable the achievement of programme outcomes; and (iii) learning resources such as adequate and current collection of literature on nursing and related subjects, including e-resources.		 List of resources & facilities to support the course List of books, journals, literature, databases, online learning resources available for faculty & students List of teaching/ learning aids

STANDARD SIX: PROGRAMME EFFECTIVENESS AND QUALITY IMPROVEMENT

The education institution utilises a systematic process to determine programme effectiveness with an emphasis on continually improving the quality of teaching and learning experience for students and the competence of its graduates.

No.	Quality Indicators	Evidence (make references in curriculum)	Indicators (additional indicators can be included)
6.1	There is an oversight by an academic board or equivalent, on the school's responsibility and control of the programme development, monitoring, review, evaluation and quality improvement.		List of qualified members of Academic Board
6.2	There is regular evaluation of academic and clinical supervisor effectiveness through feedback from students and other sources and systems to monitor and improve staff performance.		Summary of students' feedback & Performance Review meetings
6.3	Feedback obtained from the quality improvement processes is incorporated into the programme to improve both theoretical and practical learning for learners.		Programme evaluation process/ framework incorporated into the curriculum review & development
6.4	There are regular evaluation and revision of programme contents and learning methodologies to incorporate emerging issues surrounding nursing practice, healthcare trends and policy reforms.		Evident in the curriculum, Annual and Special reports to SNB

Criteria for Accreditation of Nursing Programmes

Type of Programme	Duration	Curriculum	Educational Setting	Minimum Qualification and Work Experience of Nursing Faculty
Pre-registration: Diploma in Nursing	Three years full-time Two years full-time (Professional Conversion	Refer to SNB's Guidelines for Curriculum Accreditation of Pre-registration Nursing	Tertiary academic institutions or equivalent	 Degree in Nursing Three years of full-time post- registration clinical nursing experience
Pre-registration: (Undergraduate) Degree in Nursing	Programme) Three years full-time Four years full-time (Honours) Two years full-time (Professional Conversion Programme)	Programmes Refer to SNB's Guidelines for Curriculum Accreditation of Pre-registration Nursing Programmes	Universities located in Singapore	 Teaching experience and qualification Master Degree in Nursing (preferred), or a minimum of Degree in Nursing and Master Degree in a related field Three years of full-time post-registration clinical nursing experience Teaching experience and qualification

Note:

Any variations to the above criteria will be subject to SNB's approval. SNB shall accredit clinical practice placement areas.

GUIDELINES FOR CURRICULUM ACCREDITATION/ RE-ACCREDITATION OF PRE-REGISTRATION NURSING PROGRAMMES

No.	Criterion						
2.	CURRICULUM The curriculum comprises theoretical and clinical/practicum hours with a minimum clinical practice placement of 32 weeks (1280 hours), inclusive of final consolidated practice placement. The clinical practice experiences shall have well formulated learning outcomes that demonstrate the expected progression towards meeting Singapore Nursing Board's Core Competencies & Generic Skills for Registered Nurse (RN) (2023) and Scope of Professional Nursing Practice for the RN (2023). ENTRY REQUIREMENT						
	The minimum entry requirements are as tabled below, and all applicants must pass the medical examination and be certified to have the abilities to perform patient care activities in a safe and effective manner.						
	Entry Requirements		ration Programmes				
	, ,	Undergraduate Degree in Nursing	Diploma in Nursing				
	Academic	A-Level: A pass at H2 level in any 2 of the following subjects: Biology, Chemistry, Physics, Computing and Maths NUS High School qualifications: Major CAP of 2.0 in any 2 of the following subjects: Biology, Chemistry, Physics and Maths. Acceptable Diploma from a Polytechnic in Singapore	O-level: EL1- (grade 1-7) R1 - Maths (grade 1- 6) R2 - Any one of 8 subjects (subset of 2 nd group of R subjects (grade 1-6) below: - Biology - Biotechnology - Chemistry - Food & Nutrition - Physics - Science (Chemistry, Biology) - Science (Physics, Biology) - Science (Physics, Chemistry)				
	National ITE Certificate (<i>Nitec</i>) in Nursing Higher National ITE Certificate (<i>Higher Nitec</i>) in Nursing		- *In-service Enrolled Nurse (EN) with minimum 2 years of work experience and employed in direct client care GPA - minimum 2.0 (<i>Nitec</i> in Nursing only) *Employer will facilitate the clinical education requirements of trainee.				
	For International students whose language of education is not in English		IELTS score of <u>6.0</u> (or equivalent) for writing, speaking, listening & reading, as required by the education provider				

Aptitude-based admissions	Admissions may include students who do not meet cut-off point but show aptitude for the course and possess minimum academic	Early Admissions Exercise (EAE): Allow students to secure a place in a diploma programme before they sit for O level exams EAE that assesses students' aptitude, talents and interests in the course applied for.
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TEACHING STRATEGIES

The teaching strategies will include:

- a variety of teaching and learning methods, including: lectures, tutorials, video conferencing, classroom and small group discussions, role-play, simulation-based learning, etc.
- use of simulation to facilitate critical thinking, problem-solving and development of clinical skills competence

4. CORE CONTENT

The curriculum shall focus on the Singapore healthcare context and the core content (and its percentage of the total curriculum hours) as per tabled below:

- 1. Life Sciences
 - · Anatomy and Physiology
 - · Pathophysiology and Disease Process
 - Microbiology
 - Nutrition
 - Pharmacology & Management of Medications
- 2. Behavioural, Social and Health Sciences
 - Psychology
 - Sociology
 - Global Health Trends and National Health Policies
- 3. Nursing Science
 - Caring Science
 - Communication and Information Technology
 - Health Assessment
 - Health Education and Prevention Of Illnesses
 - Maintaining a Safe Environment
 - Continuous Quality Improvement
 - Evidence-Based Practice
 - · Principles of Nursing Leadership and Management
 - Clinical Reasoning, Multiple Ways of Thinking and Decision-Making
- 4. Foundations of Nursing Practice
 - Medical-Surgical Nursing
 - Care of the Older Adult
 - · Women and Children Health
 - Community Health
 - Palliative Care
 - Mental Health and Psychiatric Nursing
 - Acute Care
 - Intermediate and Long Term Care
 - Transitional Care
 - Professional, Legal and Ethical Nursing Practice
 - Nursing Skills (refer to NB's Core Competencies and Generic skills for RN)
- 5. Research
 - Research Process
 - Critical Appraisal of Research Findings
 - Basic Statistics

No.	Criterion				
5.	CLINICAL NURSING PRACTICE – disciplines and minimum duration (weeks) of clinical placement. Replacement for Pre-Registration Nursing Programme: not more than 8 weeks of clinical hours to be replaced with clinical simulation. Clinical Nursing Practice – disciplines and minimum duration (weeks/hours) of clinical placement.				
	Disciplines	Weeks	Hours		
	General Medical (Acute, Community Hospitals or Nursing Homes with minimum of 4 weeks in acute hospital, inclusive of Emergency Department)	7	280		
	Elder Care / Intermediate and Long -Term Care/ Palliative Care (Community Hospitals, Nursing Homes, Elder Day Care/Rehabilitation Centres)	4	160		
	Community Health (Primary Care, School Health, Home Nursing and Community Health Services)	2	80		
	Mental Health (Institute of Mental Health)	2	80		
	Paediatrics or Obstetrics & Gynaecology	2	80		
	General Surgical (Operating Theatre, Surgical, Orthopaedics, Gynaecology & Day Surgical wards)	5	200		
	Consolidated Clinical Practice* (Medical-Surgical)	10	400		
	Total	32	1280		
	*Consolidated Clinical Placement shall take place only when students have completed/passed all core mode. The placement period shall be at least 10 weeks. NB: A maximum of 8 weeks of simulation learning can be used to replace clinical practice placement hours adopt this strategy shall write in to SNB for approval. Please refer to "Guidelines on the Use of Simulation replace Clinical Hours for Pre-Enrolment/Pre-Registration Nursing Education" on SNB's "Guidelines and States".	s. Institutio	ons planning to		
6.	CANDIDATURE In line with international educational standards and practice, students are required to complete pre-registral within 4 years (for full-time programme of 2 years' duration) 6 years (for full-time programmes of 3 years' of full-time programmes of 4 years' duration). This is to ensure that students' knowledge & competencies reprior to ration with Singapore Nursing Board. While education institutions retain full responsibility for the registration nursing programmes, setting time limits on candidature is to ensure public protection is not competencies.	duration) a nain curre managem	nd 8 years (for nt and relevant		

No.	Criterion	Evidence (make references in curriculum)
7.	OTHER INFORMATION	references in earnealarily
	 1) Curriculum vitae (CV) of lecturer teaching the subject. The CV (please use SNB's format) shall include: Academic and teaching qualifications 	
	 Relevant work and teaching experience in subject area 	
	Participation in continuing education within the last 2 years	
	2) Subject description	
	3) Learning outcomes	
	4) Content	
	5) Teaching methods: specify contact hours for each teaching strategy.	
	6) Assessment: specify methods and weightage for each type of assessment	
	7) Readings and references	
	<u>TABLES</u>	
	Table (1) Programme Schedule	
	Table (2) Summary of Teaching Hours	
	Table (3) Summary of Assessment Methods	