



National Council of Nurses and Midwives, Rwanda

Policy and Procedure

Title: Accreditation policy № 001/ED/2019

Authority: This policy has been approved by the National Council of Nurses and Midwives in accordance with Law no 25/2008 of 25/07/2008.

Statement: All Nurses and midwives, both associate and registered, must complete an approved qualification to gain registration. Under the Law, the Council is responsible for approval of courses. If the qualification presented by the Nurse or Midwife has not been approved by the Council, the Nurse or Midwife will be denied registration. For an institution to start a new programme, the Council shall review the programme, its length and content as requirements for its approval.

Requirements

1. The institution meets Higher Education Council requirements for conducting the courses.
2. The institution has suitable facilities for educating Nurses and Midwives.
3. The institution has appropriate entry requirements for students entering the course.
4. The school of Nursing / Midwifery employs sufficient number of appropriately qualified staff.
5. The school of Nursing demonstrates appropriate system for assessment of students.
6. The course meets the National Council of Nurses and Midwives standards.
7. Detailed current course structure, content in accordance with the NCNM standards

Evidence

The school of Nursing and Midwifery must submit the following documents.

1. Audit report, accreditation and approval from HEC.
2. Written details of accommodation and facilities as stipulated in the standards.
3. Evidence of the institution's application policy and process for the school of Nursing / Midwifery applicants.
4. List of all staff teaching in the program and their qualifications as stipulated in the standards.
5. Curriculum document
6. Copies of policies and procedures for assessment and assessment tools, examinations taken, list of students that sat for and passed exams

The applicant must also submit bank slip as proof of payment for approval process.

Procedure

The head of the school must submit all forms and documents to the NCNM office in person or by electronic means within the specified timeframe.

The NCNM education coordinator will complete a desktop audit of the application. If the application is incomplete, the NCNM will return it to the school for completion.

If the application is complete, the NCNM Education Committee will conduct a preliminary assessment of the application.

The application will proceed to the assessment by an accreditation panel or may be referred back to the institution for further work or information.

All documents must be in English

Proceedings of the Accreditation panel

The education coordinator will forward the application to the education committee.

The committee will then meet to discuss the application.

The committee nominates a panel to conduct a site visit to assess the facility and to obtain any other information, which they believe will assist them in their decision-making.

Once the panel has completed the site visit and meetings, they will present a recommendation to the Board.

The Board will then consider the recommendation of the panel and make a final decision.

Outcomes

- Initial approval of the course for Advanced diploma, Bachelor and/or Master's program.
- Conditional approval for a period not exceeding nine months with recommendations for improvement.
- No approval.

Publication of decisions.

- The Board will publish a list of approved programmes.
- Where a program has conditional approval, the Board will publish this information. Once the conditions are met, the programme will be placed on the list of approved programmes.
- Where a programme with conditional approval fails to meet the Board's requirements the Board may close the programme.

- Where a program is not approved, the Board will publish the decision together with the reasons.

Appeals

Where a course is not approved, the institution may lodge an appeal with the Board within 15 working days.

Reporting

All institutions must submit a written annual report to the NCNM including staff numbers and qualifications, student numbers (new and old) and exams results, any planned changes to the course.

Monitoring

The NCNM will conduct inspections of institutions and courses as it deems fit.

Composition of panel

Five people with a minimum qualification of Master's level. Skills, qualifications and selection are made as follows: one member of the NCNM Board of Directors, one experienced Nurse or Midwife educator, one Director of Nursing at the regional or national referral hospital, one registered Nurse or Midwife with management experience and a member of the Rwanda Nurses or Midwives association. All panel members must be people of integrity.

The panel as an independent body will elect a chairperson and a secretary.

Decision-making is by consensus or ¾ of panel members.

Approved by the Board of Directors on: 16/05/2019

Signed:

Name & Designation: Innocent KAGABO NCNM Chairperson	Name & Designation: Julie Kimonyo NCNM Registrar
Signed:	Signed:
Date: 16/05/2019	Date: 16/05/2019

Date for review: 16/05/2022

