

# PAKISTAN NURSING COUNCIL



## MINIMUM CRITERIA

TO ESTABLISH NEW  
NURSING EDUCATIONAL INSTITUTIONS  
FOR  
DEGREE PROGRAMS

**2019**

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**PAKISTAN NURSING COUNCIL  
ISLAMBAD**

In exercise of the powers conferred by section 22 (1) & (2) of the Pakistan Nursing Council, 1973, the Pakistan Nursing Council, hereby makes the following regulations namely:-

1. (i) **Short title and commencement:** these regulations may be called the minimum criteria, to establish new nursing educational institutions for Degree programs
  
- (ii) They shall come into force at once.

**PART I  
PREAMBLE**

2. Section 12 and 13 of the PNC Act 1973 govern recognition of undergraduate nursing schools and reciprocal recognition of qualification respectively. The Section 14 of the PNC Act 1973 governs recognition of undergraduate, graduate, postgraduate institutions and qualifications.

The PNC in term of PNC Act 1973 is statutory autonomous body which determines the policies for accreditation of institutions, academic planning and quality assurance in nursing institutions, and the affiliated or constituent nursing institutions of the Universities in public and private sector. The rules and regulation of PNC governing the accreditation and recognition process for nursing institutions apply uniformly to both public and private sector.

In Pakistan, nursing education at undergraduate graduate and postgraduate level is imparted in the public as well as the private sector in various institutions, constituent or affiliated colleges/institutions of the Universities recognized under the PNC Act 1973.

Due to rapid changes occurring around us and keeping in view the statutory responsibilities, the major areas of concern for PNC are the greater mobility of Pakistani graduates nationally and internationally, emergence of outposts of foreign DAIs in the country, accreditation and recognition of status of nursing institutions, constituent / affiliated colleges and institutions of the Universities, recognition of courses of study, National curriculum development, and validation of under and postgraduate diploma and degree programmes. Certification of the experience gained by faculty in the recognized institutions is also demanded from PNC. Role of PNC with regard to accreditation, recognition and equivalencies is widely accepted and respected the world over. Individuals, NGO's, regulatory bodies and Nursing Councils all over the world, the Government employing agencies such as Federal/Provincial Public Service Commissions, all seek the PNC advice on matters related to Nursing, lady health visitor and Midwifery education and status of registered practitioners/Nursing institutions, affiliated & constituent institutions of the Universities; validation, registration and equivalence of diplomas and degrees, and teaching experience of faculty.

## PART II

# Recognition Criteria & Guidelines to establish New Nursing Institution

### A. GUIDELINES AND CRITERIA

These are the guidelines and criteria on which the institution shall be evaluated. Recognition shall only be recommended for the institutions which have complied with these regulations and their faculty has been appointed as per PNC regulations on the subject.

Once the case is referred to PNC, to comply with the terms of the PNC Act 1973, the PNC adopts a pragmatic procedure for determining recognition status of institutions and equivalence of qualifications. Before inspection, information from the Nursing Institutions/Universities is obtained on prescribed application forms attached to these regulations. The PNC then conducts inspection to verify fulfillment of its laid down criteria. The reports of the inspectors received after inspection of these Institutions and the observations of the inspected institution on the inspection reports are considered by the Executive Committee, which formulates its recommendations for the Council. Then these recommendations with its preceding record are placed before the Council for final endorsement under provision of PNC Act 1973.

In order to conduct inspection to formulate recommendations whether the institution merits recognition under the PNC Act 1973 or otherwise, the following is the criteria and requirement of the Council which is verified by the inspection team. The institution may prepare and apply for recognition under these requirements and guidelines. It is suggested that the institution may apply only if all requirements of PNC given below have been fulfilled and these guidelines have been complied with and that the institution is ready for physical verification of facilities of training by inspection. The major requirements and their weightage / credit points on fulfillment of PNC requirements are:

- a) The inspection of nursing institution / constituent or affiliated colleges to the University shall be carried out according to following schedule. The objectives for each visit are mentioned below and the details are present in the forms.

I. **ZERO VISITS** shall be carried out on request of an institution the PNC Inspection team by the approval President or Vice President. This team shall guide and explain the minimum requirements as are laid down in these regulations.

II. **Visit 1:** 1st Comprehensive Inspection is for recognition of a new college, prior to any admission of students.

**Objectives:** The inspectors shall carry out the inspection as per this criterion and submit their report on the prescribed report form for recognition or otherwise under the relevant section of the Ordinance to the Executive committee. In this first visit for recognition, the institution shall be expected to have the full minimum complement of faculty in Anatomy, Physiology and biochemistry and at least half of the faculty in other subjects. In addition to ascertaining the fulfillment of this criterion, they are required to comment on:

1. Suitability of the venue for educational purposes.
2. Availability of all necessary infrastructure and physical facilities needed during the first professional studies.
3. Presence of needed educational resources.
4. Recruitment of appropriate and adequate registered teaching faculty.
5. Availability of written curriculum.
6. Adequacy and source of funds.
7. Procedure for financial accountability.
8. Attached teaching functional hospital and its bed strength.
9. The physical structure of the departments of 2nd, 3rd and final professional subject.

III. **Visit 2:** Before the beginning of the 3rd year. The Inspection team shall look into the;

1. Availability of all necessary infrastructure and physical facilities needed during the second professional in the nursing college as well as affiliated teaching hospital.
2. Adequacy of clinical training opportunities including workload, case mix on the hospitals.
3. Availability of required full clinical faculty.
4. Presence of needed educational resources.
5. Recruitment of appropriate and adequate teaching faculty.
6. Availability of written training program with objectives, syllabus, teaching methods and assessment program.

IV. **Visit 3:** Comprehensive Inspection before final professional BSN examination. The inspection team shall look into

1. Availability of all necessary infrastructure and physical facilities in the nursing college as well as affiliated teaching hospital.
2. Adequacy of clinical training opportunities including workload, case mix.
3. Availability of required clinical faculty.
4. Presence of needed educational resources.
5. Recruitment of appropriate and adequate teaching faculty.
6. Availability of written training program with objectives, syllabus, teaching methods and assessment program.

**CUMULATIVE SCORING SHEET**  
**SCORE CHART FOR 50 ADMISSIONS**

<b>S No</b>	<b>Education Standards</b>	<b>Score Point</b>	<b>Min Req.</b>	<b>Scores by Inspector</b>	<b>Remarks</b>
1	Vision, Mission and Goals	05	05(100%)		
2	Physical Infrastructure of School/College	20	16(80%)		
3	Physical Infrastructure of Parent/Affiliated Hospitals	20	16(80%)		
4	Organization &Governance	05	4.5(90%)		
5	Financial Management	05	05(100%)		
6	Academic Programs and Evaluation	20	16(80%)		
7	Teaching and learning Resources	10	08(80%)		
8	Extracurricular Activities	03	1 (30%)		
9	Research& publication	05	2.5(50%)		
10	Public Disclosure and Transparency	02	01(50%)		
11	Quality Control	05	05(100%)		
	<b>Total</b>	<b>100</b>	<b>80</b>		

**DECISION AS PER PNC RULE**

<b>Category*</b>	<b>(%) Score</b>	<b>Status</b>
Z	< 60	Not approved for recommendation
Y	61 ~ 70	revisit to recommendation
X	71 ~ 85	Approved for recommendation with conditions
W	86 ~ Above	Approved for recommendation

**B. STEPS IN THE PROCESS OF RECOGNITION OF A NURSING, INSTITUTION**

1. All nursing institution, recognized and desirous of recognition, shall fulfill all requirements under this criterion and when ready for the initial inspection for recognition, shall submit an application for recognition of a school/college which shall be addressed to PNC.

2. All institutions seeking recognition shall apply to the PNC so that the Council shall inspect the institutions and hold to decide these cases of recognition and shall forward these cases for process of notification, wherever indicated. The same procedure shall also be applicable to recognized institutions that are applying to the Council for permission to increase/enhance the number of annual admissions to the course.
3. The PNC shall conduct inspection under this criteria and requirements. Inspectors are commissioned in the laid down manner and their reports are placed before the Executive Committee with observations, suggestion, and recommendations of the inspected institution on them. The recommendations of the Executive committee are then placed before the Council.
4. The Council decides whether notification of recognition shall be issued. The Council determines the number of annual admissions commensurate with available facilities.
5. College Authorities will get letter of intent from the University having provincial territorial jurisdiction, that it will affiliate the college once it gets recognition from PNC. The recommendations of the Council shall be provided to the University to enable it to issue a formal letter of affiliation.
6. Only once notified by the PNC in the relevant schedules of the PNC Act 1973, the institution can admit the nursing students for training.

<b>Stages</b>	<b>Stage of processing</b>
Stage1.	Receipt of applications with <ol style="list-style-type: none"> <li>i. Application fee</li> <li>ii. Affidavit from the owner</li> <li>iii. Application Form. <i>(Download from PNC Web Site)</i></li> <li>iv. Provincial NOC.</li> <li>v. Letter of intent from University</li> <li>vi. Clinical affiliation letter duly verified from concerned authorities</li> <li>vii. Intimation letter to institute for acceptance of institute recognition application.</li> <li>viii. Verification of nursing official's registration.</li> <li>ix. Need assessment and certificate for recognition process from a committee as approved by the Council</li> <li>x. Faculty Registration with PNC</li> </ol>
Stage2.	<ol style="list-style-type: none"> <li>i. Intimation letter for submission of inspection fee</li> <li>ii. Intimation Letter for inspection by PNC with dates.</li> </ol>
Stage3.	<ol style="list-style-type: none"> <li>i. Inspection by PNC.</li> <li>ii. Submission of report by the PNC inspector within 15 days of Inspection.</li> <li>iii. Forwarding letter of reports to applicant institution for observation, compliance or recommendation.</li> </ol>
Stage4.	Formulation of recommendations by the Council for notification in the schedules.

Stage5.	Advertisement for admission and admission of students by the institution.
Stage6.	Pre- Registration of Students by PNC.

The continued recognition of a nursing college is subject to verification of the fulfillment of these criteria as per Visit Schedule. It shall be the responsibility of the institute to apply to PNC for purpose of maintaining continuation of recognition six month prior to next scheduled visit.  
This p

### C. **GENERAL RULES**

1. The continued recognition of a nursing college is subject to verification of the fulfillment of these criteria as per Visit Schedule. It shall be the responsibility of the institute to apply to PNC for purpose of maintaining continuation of recognition six month prior to next scheduled visit. This process shall continue till such time the establishment of the nursing college and expansion of the hospital facilities are complete and the first batch graduates. Then the comprehensive inspection is after every three years. or surprise.
2. The PNC may at any stage convey the deficiencies to the applicant institution and provide it with an opportunity and time to rectify the deficiencies. The council may obtain any information from a proposed or recognized institution any time, as it deems fit and necessary.
3. If a nursing college plans to enhance the seats then it shall have to prove its enhanced facilities commensurate with PNC requirements. The PNC shall comprehensively inspect the institution and permission to increase seats shall be granted if it is found that the institution has sufficient facilities to train the additional students. Notification of the PNC is to occur preceding this increase otherwise PNC shall not register these students with it.
4. All recognized nursing institutions shall be allotted a registration/recognition number by PNC.



### **PART III OWNERSHIP**

#### **A. The ownership of the Institution can vest in:**

- i. a body corporate registered under the relevant laws of companies ordinance / societies / trust.
- ii. Federal/ Provincial or Local Government
- iii. A Pakistan University.
- iv. An autonomous body promoted by Federal/provincial/local government by or under a statute for the purpose of nursing education;
- v. A public religious or charitable trust registered under the related act.

#### **B. LEGAL REQUIREMENTS OF OWNERSHIP**

- i) The Teaching hospital can be a public/ private or public private partnership/affiliation, and the agreement shall be of a minimum of five years duration with a notice period of three years, other conditions as laid down shall apply. This document shall be duly registered in a court of law and shall be supplied to PNC.
- ii) A Nursing school/College has to possess its own/rented buildings Opening of a Nursing. The institution shall be set up only on the plot of land owned by the institution or rented but earmarked for that purpose as indicated. The institution shall be a distinctively separate built facility from the hospital.
- iii) After recognition no change of ownership of the private institutions will be permissible without prior approval of the PNC.
- iv) In case of owned building the 33 years lease is required for the construction of the college or five years of contract in case of rented building.
- v) The institution shall certify that it has not admitted students to the proposed nursing college at the time of application.
- vi) That the nursing college owns/affiliated hospital of not less than 100beds with infrastructural facilities as required by the PNC.
- vii) Any work carried out by the students shall not be charged to them.
- viii) Provisional certificate from the university having territorial jurisdiction on the condition that it will grant recognition subject to approval of PNC.
- ix) The university shall not comment about seat allocation and a comment even if made about seat allocation shall carry no value
- x) The recognition granted shall be restricted to a specified place (Campus) and for particular course (Nursing under graduate and postgraduate diploma or degree). No sub campus or branch shall be established.
- xi) When applying for recognition, affiliation agreement of the teaching hospital with the college needs to be submitted to PNC.NOC for respective institute from concerned health authorities or the affiliation agreement is required to be in the form of declaration before a

first class magistrate or a civil judge and shall have complete cordal formalities addressing all facets of working between the college and the attached/affiliated hospital clearly spelling out the student training arrangement. The agreement shall be of a minimum of ten years duration with a notice period of three years. The PNC shall be informed of anticipated changes in affiliation agreements immediately. In the agreement

- a. There shall be defined responsibilities of each party related to the educational program for nursing students.
- b. It shall contain clauses assuring student and faculty access to appropriate resources for nursing student education.

#### **PART IV VISION MISSION AND GOALS (Credit Points 05)**

**Vision, Mission and Goals:** Every institution shall have their own vision, mission and defined goals.

A **Vision** Statement describes the desired future position of the institute. The mission drives institutional activities conveys the importance of quality standards to be met for its effectiveness and continuous improvement. The basic purpose of establishment of the institution should be reflected in the mission statement. Moreover, the mission of an effective institution to be is well translated and articulated through a set of goals to be achieved throughout the whole academic body with substantial participation of management, faculty, students and the community. The mission and goals are developed through a consultative process conducted amongst all stakeholders and the governing body of the institution.

#### **PART V FINANCIAL STATUS AND SUSTAINABILITY (CREDIT POINTS 05)**

It has to be demonstrated that the institution is financially stable and has the ability to sustain a regular functioning and efficient working. The present and anticipated financial resources of a nursing institution have to be adequate to sustain a sound program of nursing education and to accomplish other institutional goals. The costs of conducting an accredited program leading to the degree can be supported from diverse sources, such as income from tuition, endowments, earnings by the faculty, support from the parent university, annual gifts, grants from organizations and individuals, and appropriations from the government and its agencies. Evidence for compliance with this section will include documentation of adequate financial reserves to maintain the educational program in the event of unexpected revenue losses, and demonstration of effective fiscal management of the nursing institution budget. Pressure for institutional self-financing are not to compromise the educational mission of the institution nor cause it to charge more fee from students. Reliance on student tuition shall not be so great that the quality of the program is compromised due to lack of finances. In this regard

- i. The institution shall furnish such balance sheet in private,, reports, returns, and other information as the PNC may require, enabling it to judge the financial sustainability.
- ii. The Institution/university, shall prior to enrolling students, establish an endowment fund of at least Rupees 1 Million for development of nursing education and enhancing the quality of education.
- iii. At the commencement of operation of the college, the working capital of at least Rupees 1.5 to 2.5 Million needs to lie with the institution for smooth functioning of the affairs of institution.

## **PART VI ORGANIZATION AND GOVERNANCE (Credit Point 05)**

The manner in which the nursing institution is organized, including the responsibilities and privileges of administrative officers, faculty, students and committees are to be promulgated in nursing institution or university bylaws and shall be in conformity with the relevant PNC regulations.

- A. **Role of Governing body:** The governing board shall be responsible for oversight of the nursing institution and shall follow formal policies and procedures to avoid the impact of conflicts of interest of members in the operation of the institution, its associated hospitals, or any related enterprises.

### **B. Role of the Academic Council:**

1. The faculty shall form a forum known as academic Council of an institution and shall comprise of Head of the Teaching units and shall be headed by the Principal. The Academic Council shall determine institutional academic policies.
2. The Academic Council shall meet often enough for all members of the Academic Council to have the opportunity to participate in the discussion about academic policies and practices.

- C. **Study Boards and/or Curriculum Committee** shall assure that there are mechanisms for direct faculty involvement in decisions related to the educational program and its delivery and evaluation.

- D. **Role of Principal:** The Principal of the nursing institution shall usually holds the title "Nursing dean" or "Nursing Principal" and shall be appointed as per PNC criteria. He shall have financial autonomy, as decided by the Governing body. He shall have ready access to the university authorities and the governing body and other officials as are necessary to fulfill the responsibilities of the dean's / principal's office. There shall be clear understanding of the authority and responsibility for nursing institution matters along its hierarchy.

### **E. Role of Faculty:**

1. In the relationship between the nursing institution and its clinical affiliates, the educational programs for students are to remain under the control of the institution's faculty. Regardless of the location where clinical instruction occurs, department head and faculty are to have authority consistent with their responsibility for the instruction and evaluation of nursing students. The responsibility of the clinical facility for patient care shall not diminish or preclude opportunities for students to undertake patient care duties under the appropriate supervision of institution faculty.
  2. Important areas where direct faculty involvement is expected include admissions, curriculum development and evaluation, and student promotions. Faculty members shall be involved in decisions about any other mission-critical areas specific to the institution. Strategies for assuring direct faculty participation may include peer selection or other mechanisms that bring a broad faculty perspective to the decision-making process, independent of departmental or central administration point of view. The educational program may be enhanced by the participation of volunteer faculty in faculty governance, especially in defining educational goals and objectives.
- F. **ANNUAL REPORT;** the institution shall publish an annual report of all its activities, with chapters by each department, and provide a copy to the PNC.

**PART VII**  
**SITE AND INFRASTRUCTURE OF NURSING INSTITUTION**  
**(CREDIT POINTS 20)**

A Nursing school/College has to possess its own/rented buildings and equipment appropriate to achieve its educational and other goals. The institutional facilities shall include offices for faculty, administrators, and support staff; skill labs, computers lab, laboratories and other space appropriate; student classrooms and laboratories; lecture hall(s) sufficiently large to accommodate a full year's class and any other students taking the same courses. There shall be adequate space for student use, including student study space, comfortable seating space in the campus, space and equipment for library and information access; and space and equipment for teaching or research. Appropriate security systems and protocols shall be in place at all educational sites.

- i. The site selected for the institution has to be suitable from an academic point of view and sustainable.
- ii. The site existing or selected for the institution has to be easily accessible to general public. Site characteristics and availability of external linkages, topography, plot size, permissible floor space index, ground coverage, building height, road access, availability of public transport, electric supply, water supply, sewage connection and communication facilities shall be adequate and appropriate and details thereof be supplied to the PNC at the time of submission of application.

- iii. The institution / affiliated and constituent institute of the University beside appropriate administrative, faculty, staff room and staff offices facilities shall have the following mandatory infrastructure shown in table 1.

## PHYSICAL FACILITIES

### I. COLLEGE/SCHOOL BUILDING (MINIMUM REQUIREMENT)

The college/School of Nursing should have a separate building and situated near to its parent/affiliated hospital. For training of 50 nursing students admitted annually, a suitable minimum area of 12 sq. ft. per student should be provided in the class room.

#### Infrastructure for College/School of Nursing (For 50 Students)

Table-1

S.#.	Teaching Block	NUMBERS	Capacity
01	Principal /Vice principal offices	2	Min 4-6 person
02	Offices of Faculty Members	3	Min 3-4 person
03	Office of Ministerial Staff	1	Min 4-6 persons
04	Lecture Halls	4	Min 60 students
05	Demonstration Room/Skill Lab	1	Min 25-30 students
06	Science Laboratory	1	Min 25-30 students
07	Computer Lab	1	Min 50 students
08	Library	1	Min 40-50 students
09	Auditorium/Multipurpose Hall	1	Min 200 students
10	Faculty Meeting Room/Conference Room	1	Min 15-20 students
11	Store Room	1	=
12	Tuck Shop/Cafeteria	1	=
13	Toilets for Female/Male	4	=
14	Open spaces		=

Note:-

1. Nursing Institution should not in residential Area
2. Shift wise management with other nursing or educational institutions will not allowed
3. School/college of nursing and medical college can share laboratories, libraries' and skill lab if they are in same campus under the same management. However they should have equipment/articles proportionate to the strength of admission.

### II. Offices Requirements

- a. Principal's Office there should be a separate office for the Principal with attached toilet. The office should be properly furnished with all required facilities e.g.

- furniture/fixtures, computer with printer, telephone intercom, and internet facility e.t.c. Principal's Office should accommodate 4-6 persons minimum.
- b. Office for Faculty Members There should be adequate number of well furnished office rooms in proportion to the number of teaching faculty equipped with all necessary requirements e.g. computer with printer, telephone intercom, and internet facility etc. One office room should accommodate 3-4 teachers only. Separate toilet facility should be provided for the teaching faculty with hand washing facility. There should be a separate toilet for male teachers.
  - c. One separate furnished office room for the office staff should be provided with adequate toilet facility. This office should be spacious enough to accommodate the entire office. Office room should be adequately furnished with items like tables, chairs, cupboards, built-in racks and shelves, filing cabinets and book cases. Also there should be provision for computers, printers and telephone.

### **III. Lecture halls/Class rooms**

There should be at least four classrooms with the capacity of accommodating the 60 number of students admitted in each class. The rooms should be well ventilated with proper lighting system. There should be built in Black/Green/White Boards and multimedia with computer system. Also there should be a dais/ table and a chair for the teacher and racks/table for keeping teaching aids or any other equipment needed for the conduct of classes also should be there.

### **IV. Demonstration Room/Skill Lab/ Science Laboratories**

There should be two science laboratories equipped with all required items/articles/equipments and have proper seating arrangements for at least 50 students.

- a) **Science Labs:** Biochemistry & Microbiology, Anatomy & Physiology.
- b) **Computers Lab:**

The computer lab should have at least 25 functional computers and have proper seating arrangements for at least 50 students.

### **V. Library**

There should be a separate library for the college. It should be easily accessible to the teaching faculty and the students. Library should have seating arrangements for at least 30-50 students for reading and having good lighting and ventilation and space for stocking and displaying of books and journals. The library should have at least 1500 - 2000 books. In a new College of Nursing the total number of books should be proportionately divided on yearly basis in four years. At least 10 set of at least 5 reference books in each subject. The number of journals should 5 out of which two shall be foreign journals and subscribed on continuous basis. There should be sufficient

number of cupboards, book shelves and racks with glass doors for proper and safe storage of books, magazines, journals, newspapers and other literature.

In the library there should be provision for: - Sitting place for librarian and with intercom phone and Internet facility.

#### **VI. Auditorium**

Auditorium should be spacious enough to accommodate at least double the sanctioned/actual strength of students, so that it can be utilized for hosting functions of the college, educational conferences/ workshops, examinations etc. It should have proper stage with green room facilities. It should be well – ventilated and have proper lighting system. There should be arrangements for the use of all kinds of basic and advanced audio-visual aids.

**OR**

#### **Multipurpose Hall**

College of Nursing should have multipurpose hall, if there is no auditorium.

#### **VII. Faculty Meeting /Conference Room**

Sufficient space with adequate seating arrangements with necessary audio-visual aids

#### **VIII. Store room**

A separate store room should be provided to accommodate the equipment's and other inventory articles which are required in the laboratories of the college. This room should have the facilities for proper and safe storage of these articles and equipment's like cupboards, built-in-shelves, racks, cabinets, furniture items like tables and chairs. This room should be properly lighted and well-ventilated.

### **PART VIII INFRASTRUCTURE OF PARENT AND AFFILIATED HOSPITAL (CREDIT POINTS 20)**

1. An institution applying for recognition as a school/college to educate nurses must satisfy the Council. The parent/affiliated hospital **should** have 100 beds occupied by men, women and children and all other specialties. The average daily occupied beds should not be less than 80%. If there is any deficiency in any field, the institute should be affiliated with another hospital. Equipment's must be adequate to provide the requisite practical and theoretical education Maximum Distance between affiliated hospital and institution generally can be in the radius of 15-30 kMs. The nursing staff norms in the affiliated hospital should be as per PNC norms /Code of Ethics. The affiliated hospital should give student status to the candidates of the nursing program.

2. One hospital may allow more than one institution on the basis of 100 beds for 50 Students (annual intake). 2:3 student patient ratio to be maintained per shift. Bed occupancy in the hospital should be minimum 75%.
3. Clinical resources in the attached teaching hospitals shall be sufficient to ensure breadth and quality of ambulatory and bedside teaching. They include adequate numbers and types of patients (acuity, case mix, age, gender, etc.) as well as physical resources. The hospital must have appropriate instructional facilities and information resources, appropriate instructional facilities include areas for individual student study, for conferences, and for large group presentations (lectures).
4. Nursing institution shall assign clinical faculty members in the parent/ affiliated teaching hospital who is responsible for nursing student teaching. The chief nurse of the hospital need to ensure that faculty and student access to appropriate resources for nursing student education.
5. The prescribed number of beds in teaching hospital is distributed among the specialties as shown in table 2.

**NUMBER OF BEDS  
(PARENT/AFFILIATED HOSPITAL)  
Table 2**

Department	Required up to 50 Admissions	Required up to 100 Admissions
<b>Essential Specialties</b>	<b>100 beds</b>	<b>200 beds</b>
Medicine	25 (Male & Female)	50 (Male & Female)
Surgery	25 (Male & Female)	50 (Male & Female)
Gynecology & Obstetrics	25 (Female)	50 (Female)
Pediatrics	15	30
Accident/Emergency	05	10
O.T ,Recovery Room	05	10
ICU	10	20

**Note:**

Given below specialty if unavailable in Parent hospital then it is must to get affiliation with another specialized facilities for clinical experience:

- |                              |                       |
|------------------------------|-----------------------|
| a. Cardiology                | f. Mental Health      |
| b. Neurology / Neuro-Surgery | g. Eye                |
| c. Burns and Plastic Surgery | h. ENT                |
| d. Nephrology                | i. Community settings |
| e. Oncology                  |                       |



## HOURS DISTRIBUTION OF CLINICALS/COMMUNITYAS PER HEC/PNC BSN CURRICUM

S#	Year/Semester	Subject	Clinical credit	Hour/ week	Hours/Days per semester	Clinical areas
1	Year I semester II	FON	1	3	48hrs/8days	General Medical & Surgical wards (8days)
2	Year II semester III	AHN-I	3	9	144 hrs/24 days	a. General Medical & Surgical wards (8days) b. Nephro /Urology (8days) c. Oncology (8days)
3	Year II semester IV	AHN-II	3	9	144 hrs/24 days	a.Ortho/G.Surgery (6days) b.Cardiac- medicine & surgery (6days) c.Neuro- medicine & surgery (6days) d.Eye (3days) e.ENT (3days)
4	Year III semester V	Peads	3	9	144 hrs/24 days	Pediatric ward/Hospital (24days)
5	Year III semester VI	Mental Health	3	9	144 hrs/24 days	Psychiatric ward/Hospital (24days)
6	Year IV semester VII	Critical Care nursing	4	12	192hrs/32 days	a. Emergency Ward (12days) b. ICU (12days) c. Burn (8days)
7		L/M	1	3	48hrs/8days	General Wards (8days)
8	Year I semester II	CHN-I	1	3	48hrs/8days	Field Visits/Home visits
	Year III semester V	CHN-II	2.5	7.5	120hrs/20 days	
	Year IV semester VII	CHN-III	3	9	144 hrs/24 days	

### PART IX ACADEMICS PROGRAMS AND EVALUATION (Credit Points 20)

- I. **Educational Program Objectives:** Every institution shall have a defined objective.
  
- II. **Curriculum Management:** The curriculum shall be as laid down by the PNC. The institution shall be governed by the statutes, regulations, rules framed by the PNC from time to time including general scheme of studies, duration of courses, the medium of instructions and examinations, detailed syllabi for examinations, and the condition under which students shall be admitted to examinations.

- III. **Roles and Responsibilities:** There is integrated institutional responsibility for the overall management, delivery and evaluation of the curriculum. The Principal and the faculty need to ensure the effective delivery and implementation of the components of the curriculum. The Principal or Dean need to have sufficient resources and authority to fulfill this responsibility.
- IV. **Evaluation of examinations:** The statutes, regulations, rules framed by the PNC on evaluation and inspection of examination, shall govern the institution and the responsibility to comply shall be that of the Principal and the Vice Chancellor. No formal invitation to inspect examination is required to be extended to PNC. PNC shall inspect any or all examinations and the institution shall provide schedules of examinations to PNC well in time.
- V. **Confidentiality of student record:** It is the responsibility of the institution concerned to keep the student records to be confidential and available only to members of the faculty and administration on a need to know basis. Laws concerning confidentiality of record need to be kept in view. Students are to be allowed to review and challenge their records if there is a valid reason for it.

VI. **Requirements and Guidelines about the Learning Environment in the Institution**

**a) Academic atmosphere**

The institution shall create an environment where graduate and continuing nursing education programs are present. The program of nursing education leading to the BSN degree are to be conducted in an environment that fosters the intellectual challenge and spirit of inquiry appropriate to a community of scholars.

Nursing institutions shall make available sufficient opportunities for nursing students to participate in research and other scholarly activities and the faculty shall encourage and support student participation.

**b) Behavior & Discipline**

- I. Institutions have to ensure that the learning environment for students promotes the development of explicit and appropriate professional attributes (Attitudes, behaviors, and skill) in their nursing students.
- II. Each institution shall define and publicize the standards of conduct for the teacher-learner relationship, and develop written policies for addressing violations of those standards. The institution are to publicize to all faculty and students its standards and procedures for the evaluation, advancement, and graduation of its students and for disciplinary action. There has to be a fair and formal process for taking any action that adversely affects the status of a student.
- III. No political activity, in any form is to be undertaken by a student or a faculty member. PNC will take serious action including debarring him/her from nursing education anywhere in Pakistan against perpetrators.

### **c) Discipline Policy & Procedure:**

- I. Responsibility for discipline is as follows:
  - a. Head of the institute (Principal/ Dean)
  - b. Head of the Institute and Warden in Hostel
  - c. Chief Nursing Superintendent/Head Nurse in Clinical areas
- II. Disciplinary action procedures are as follows:
  - a. Written Complaint against the candidate/student
  - b. Written explanation from the student
  - c. Disciplinary Committee will sit and decide whether it is major/minor offense.
- i. **For Minor Offense:**
  - a. Warning letters can be issued
  - b. No improvement after third letter then the case will be treated as major infractions.

#### **List of Minor Offenses:**

- a. Punctuality and absenteeism (in class and Clinical)
- b. Breaking College and hostel rules
- c. Damage college property and (misuse)
- d. Repeated failures(Follow examination policy)
- e. Skipping classes without information
- f. Late submission of assignments
- g. Failure in Clinical of communication
- h. Unacceptable dressing

#### **ii. For Major Offense:**

- a. Show Cause Notice
- b. Semester back
- c. Termination from the program and enrollment should be cancelled

#### **List of Major Offenses:**

- a. Assault (Verbal & physical abuse to staff, Faculty, students and other staff)
- b. Theft
- c. Medication error
- d. Addiction
- e. Plagiarism
- f. Cheating in exam
- g. Malpractice
- h. Strike in college
- i. Political involvements
- j. Sexual abuse
- k. Unethical attitude
- l. Suicide attempt
- m. Weapons in the campus

- n. Poor academic performance throughout year
- o. Substance abuse

## **VII. Evaluation of Program Effectiveness:**

1. To judge student achievement a institution has to collect and use a variety of outcome data, including national norms of accomplishment, to demonstrate the extent to which its educational program objectives are being met, how many students are successful in joining postgraduate courses and then achieving post graduation.
2. In assessing program quality, institutions are to consider student evaluations of their courses and teachers, as well as a variety of other measures.
3. A system for the evaluation of student achievement shall be in place throughout nursing college life and shall employ a variety of measures of knowledge, skills.
4. There is to be ongoing assessment that assures students have acquired and can demonstrate on direct observation the core clinical skills, behaviors, and attitudes that have been specified in the institution's educational objectives. There is to be evaluation of problem solving, clinical reasoning, and communication skills.
5. The faculty of each discipline shall set the standards of achievement in these disciplines. Each student shall be evaluated early enough during a unit of study to allow time for remediation.
6. All institutions shall adopt a process by which they shall maintain a record of achievements of each and every one of their students before and after graduation. Each institute is to engage in a planning process that sets the direction for the institution and results in measurable student achievement outcomes.
7. Narrative descriptions of student performance and of no cognitiveachievement shall be included as part of evaluations in all required courses and clerkships where teacher-student interaction permits this form of assessment.

## **VIII. PNC Policies on Undergraduate Nursing Education:**

### **1. Admission Policy:**

Admission and Selection Criteria for BSN Degree Program:

The Applicant must meet the following mentioned criteria:

- a) **FSc** (Pre-Medical) with 50% marks minimum (Physics, Chemistry & Biology as compulsory subjects)
- b) **Age Limit:** 16-35 years
- c) **Open Merit**

### **2. Pre-Registration of Students by PNC:**

All students who got successful admission are required to be pre-registered by PNC through their respective institutions within 3 months of admission.

### **3. Language:**

All students for instruction and examination will be English.

### **4. Attendance:**

All students must attained a minimum of 85% in all lectures in all subjects and 100% at clinical site.

### **5. Transfer of Credit hours:**

- I. Credits are transferred on course to course basis i.e. a person taking course A at University X is allowed to transfer his/her credits to University Y provided that course A is equivalent to course B taught at the Y University if not exceeded to the allocated number of seats.
- II. No credit hour of a course will be transferred if the grade is less than C for undergraduate.
- III. HEIs are at liberty to enroll students (if they fulfill their criteria) for any semester or for any single class and issue the students a transcript for the courses completed.
- IV. Credit hours may only be transferred between duly recognized HEIs and internationally recognized universities.

### **6. Uniforms:**

According to Pakistan Nursing Council Rules & Regulations Uniforms will be born as follows:

#### **a) Female Students:**

White Shalwar, White Shirt with full Sleeves, White half coat with half Sleeves (Koti). Monogram of the institution on one pocket. In winter, dark green jersey/Coat

#### **b) Male Students:**

White pant /trouser and white shirt with institution Monogram on pocket. Two green strips on white color of shirt. In winter, dark green jersey/coat

### **7. Clinical Duties during semester:**

- a) 1<sup>st</sup> -2<sup>nd</sup> year: No night/evening duties . Students will perform morning duties under supervision of Clinical Instructor.
- b) 3<sup>rd</sup> -4<sup>th</sup> year:1 month M/E/N duties under supervision of shift supervisors/Head Nurse.

## **8. Internship:**

### **GUIDELINES FOR INTERNSHIP PROGRAM**

#### **INTRODUCTION**

Following successful completion of the four years in the undergraduate nursing program, the student must spend 52 weeks of hospital based internship period in a PNC recognized hospital that can offer a PNC specified clinical experiences to meets the objectives of the internship program. This period of practical and theoretical experience will enable the student to acquire competency and experience to perform as an independent nurse and will enable her to adjust to the real practical life in different units in the hospital settings. By the successful completion of this internship period the student is expected to fulfil the objectives of the program and will be awarded internship certificate. On successful completion of the internship period the student will be eligible to write licensing examination.

#### **Definition of Nursing Internship Program:**

The Internship program is of one year duration after completion of fourth year of BSN program. Generic BScN Graduate Internship Program provides skill-building opportunities to new nurses as they enter their respective assigned workplace. In contrast to a typical orientation, this program offers systematic guidance to the Generic BScN nurses and establishes the value of organizational training and professional development, which prepares them to provide quality care to their patients. Moreover, the internship program assists in the socialization of the new nurses to the culture and values of the organization. The internship program must be well organized and supportive during adaptation in the new clinical environment

#### **GOAL**

- The goal of this internship program is to provide opportunities that support the development of a competent and professional nurse. It assists in the transition of the new nurse into a specialty area of practice by integrating the knowledge, skills and attitudes they have acquired in nursing school and with additional competence in nursing practice in different setting before practicing independently.

#### **Objectives:**

1. The program will provide novice nurse with the opportunity to apply theoretical knowledge to the clinical setting by:
  - Encouraging them to function as a member of the multidisciplinary health care team.
  - Provide total nursing care to the patients in the hospital under close supervision of preceptor/senior Registered Nurse.
  - Enhancing communication and relationship skills.
  - Strengthening assessment and clinical skills
2. Making smooth transition from advanced beginner to future role as competent professional nurse in the clinical environment
3. Developing effective decision-making and critical thinking skills related to clinical judgment and performance
4. Providing clinical nursing leadership at the point of care
5. Strengthening a commitment to nursing as a professional career choice
6. Linking research-based evidence to practice outcomes and then incorporating these principles into the care provided.

7. Impacting on growth and empowerment of new graduates
8. The focus of the program to bridge the gap between theory & practice and smoothed the journey from student nurse to professional nurse and become independent practitioner.
9. Internship program is essential for increasing the retention rate and reducing turnover
10. Assist the nurse interns to increase their ability in analytical assessment of situation leading to effective decision making for problem solving
11. Assist the nurse intern to further develop and use of her written and verbal communication skills in the field of human relations with patients families and allied health disciplines and community at large.
12. Collaborate with other members of the health team to reach health goals.
13. Initiate change to improve nursing in the assigned area.
14. Apply advanced technology to improve quality of care.
15. Teach patients, families and when needed significant others and other members of the team.
16. Participate in planned teaching activities as seminars conferences, round, etc.
17. Seek opportunities for continuous growth as a person, a citizen and a professional nurse
18. Appreciate that the program is beneficial for organization as well as for nurse intern.

### **Preceptorship**

Preceptor role is vital for new graduate. Preceptors assist interns to adjust in a new role development, learn new competences and achieve job satisfaction, build confidence, provide one to one teaching and learning environment and prepare novices for safe, competent and ethical practices. Preceptors evaluate students and provide constructive critical feedback for improvement

<b>Subject</b>	<b>Requirement</b>
Preceptor Qualification	<ul style="list-style-type: none"> <li>• 2 year Post RN Bachelor OR</li> <li>• 4 year Generic Bachelor of Science in nursing OR</li> <li>• MSN</li> </ul>
Preceptor Experience	<ul style="list-style-type: none"> <li>• Generic BScN with at least 3 years of experience</li> <li>• Post RN BScN with at least 2 years of experience</li> </ul>
Preceptor Qualities	<ul style="list-style-type: none"> <li>• Establishing effective working relationships</li> <li>• Facilitation of learning</li> <li>• Assessment and accountability</li> <li>• Evaluation of learning</li> <li>• Creating an environment for learning</li> <li>• Context of practice</li> <li>• Evidence-based practice</li> <li>• Leadership</li> </ul>

### **Responsibilities of Preceptor at Clinical Area:**

- Share knowledge of patient care and act as a positive role model
- Observe students practicing skills under the appropriate level of supervision
- Provide reflection and feedback to students timely
- Monitoring and documenting of a student's progress with strategies to improve dexterity in skills
- Assess competence and patient safety,

- Give students constructive feedback, with suggestions on how to make improvements to promote progress report in any untoward incidents or concerns

**Responsibility of Preceptee:**

- Willing to learn
- Able to accept feedback; Uses feedback for growth
- Able to identify own goals
- Positive attitude
- Value time spent with preceptor
- Show appreciation
- On completion of Internship Program report to parent educational institution with a copy of internship certificate

**Effects of Preceptorship:**

It increases:

- Access to information
- Self –esteem & confidence
- Job satisfaction
- Empowerment to cope
- Professionalism

It Decreases:

- Stress
- Frustration
- Lack of initiative
- Absenteeism

**Mentorship**

Non evaluative relationships between experience nurse as a mentor and novice nurse as a mentee. The primary goal is professional growth of a mentee. This relationship is dynamic and volunteer, supportive and nurturing and as informal relationship. Senior nurses availability, proper knowledge of policies and unit orientation play big role in learning.

**Details of Internship Period:**

**Duration: One year (52 weeks)**

**Vacations: 4 weeks (including of public holidays)**

**Internship rotation 46 weeks including orientation**

**Examination Preparation 2 weeks**

Total working hours of each day	Clinical hours should be as per one regular shift duty of the institution
Hours per week	Minimum 40 hours (should not exceed 45/week)
Total hours of internship period	Total hours per week 40 x 46 weeks = 1760 hours
Total hours of theory instruction	4 hours per week (total of 200 hours)
Clinical Rotation	46 weeks including orientation
Examination Preparation	2 weeks

**Breakup of Clinical Experience**



The student should be rotated in all clinical areas in the hospital during the internship program. Rotation in different specialty units improves professional identity and clarifies the different roles of nursing, nursing care plans and documentation; this improves learning by guiding the care with patients with different diagnosis. The interns are able to prioritize, organize the task, and develop confidence and independency in their practice in the presence of preceptors and mentors

	<b>Areas of internship rotation</b>	<b>Time duration</b>
1.	Orientation	2 weeks
2.	Medical Nursing (adult)	4 weeks
3.	Surgical Nursing (adult)	4 weeks
4.	Obstetric Nursing/ Gynecology Nursing	4 weeks
5.	Pediatric Nursing	8 weeks
6.	Psychiatric Nursing/	4 weeks
7.	Nursing Management	4 weeks
8.	<b>Area of Choice (Elective):</b> Critical Care Nursing(Medical & surgical ICU, CCU, Emergency and trauma, Operating and recovery, Oncology Nursing	16 weeks
	<b>TOTAL</b>	46 weeks

Preceptor should submit the report of the internee by the end of each rotation to the Director/ Chief Nursing Superintendent/ Nursing Superintendent who will issue the certificate to the intern at the end of internship period.

### **Role of educational institution**

The educational institutions should plan prior to beginning of internship program:

1. Obtain approval internship experience with PNC approved hospital and provide them list of eligible interns
2. In collaboration with the hospital, nursing services develop evaluation tool/Performa for the interns
3. Upon the completion of the internship period the educational institution will provide the list of eligible interns to PNC along with required documents in order to appear for licensure examinations (clinical rotation, educational sessions during internship, attested copy (Dean, Director, Principal of internship certificate)

### **Role of Teaching Hospital**

1. Nursing Director/Chief Nursing Superintendent/Nursing Superintendent / of the identified hospital is responsible for providing a proper training area to meet the objectives of the internship program.
2. Nursing Director/ Chief Nursing Superintendent/Nursing Superintendent should designate a coordinator to oversee the program and troubleshoot problems
  - a. Plan, organize and conduct orientation program for all interns
  - b. Acts as a resource person for all nursing interns
  - c. Responsible for planning the clinical placement of nursing interns after receiving the master schedule for rotations from the nursing college.
  - d. Ensures the distribution of the clinical schedules to the nursing administration, nursing supervisor office, head nurse and nursing interns.

- e. Collects the final evaluation of the nursing interns submitted by the Preceptor/Senior Registered Nurse after each clinical rotation
- f. •Initiates and maintains all records for nursing interns attendance and submits reports by the end of the rotation along with the interns final evaluation to the Nursing Director/ Chief Nursing Superintendent/Nursing Superintendent
- g. Deal with "troubleshoot" unit level problems, as required.
- h. Issues counselling letters to the nursing interns who fails to follow or respect the rules, regulation and policies of the hospitals after approval of competent authority
- i. The student should be paid scholarship/stipend equal to basic salary of staff nurse**
- j. Motivates interns to participate in the implementation of continuing education program for the advancement of knowledge, professional growth and self-development.

### **Role of the Nursing College In-Charge for the Internship**

1. Identify and prepare preceptors/Senior RN for teaching and supervision of interns
2. Ensure that interns rotate in all specified clinical areas as per PNC guidelines
3. Ensure that all interns get 200 hours of theoretical sessions as specified by PNC guidelines.
4. The Interns are expected to seek educational opportunities such as (seminars, workshops, lectures, and in-service educational programs) to promote their self-development and continuous education.
5. An intern should be assigned by the Department of Nursing Services to participate in the hospital educational activities (e.g. health days, projects etc.) All of these extra educational activities will promote their sense of self improvement and community awareness of public health education.
6. Ensure and monitor the attendance of interns on the clinical rotations as well as all theory sessions
7. Assign a preceptor to teach, monitor, provide constructive feedback and evaluate on a given Performa/tool
8. Issue an Internship Certificate to the intern on successful completion of the Internship period

### **Role of Head Nurse/Unit Manager**

Receives schedules of rotation for all nursing interns.

1. Ensures that each intern receives a complete unit orientation and basic instructions about unit guidelines and procedures
2. Ensures that each intern is assigned to an appropriate staff (i.e. experienced nursing staff/ preceptor) to supervise and provide guidance for clinical practice.
3. Ensure that the nurse interns are given clinical opportunities where possible to achieve unit specific clinical objectives.
4. Maintains anecdotal record of each interns in their file
5. Ensure a formal evaluation is completed for each intern prior to completion of their clinical rotation.
6. Initiates counselling letters to the nursing interns who fails to follow or respect the rules, regulations and policies of the hospitals
7. Provide feedback to the assigned Nursing College In-charge for the internship program for specific issues or concerns.

8. Monitors and maintain the attendance record of each interns i.e. arrival for duty, departure from duty, meal breaks.
9. Reports verbally unauthorized absences from the workplace to the Internship program coordinator in the hospital. the students are required to have 100 % attendance, 85% maybe allowed under special circumstances
10. Acts as resource person for the interns in their respective units.
11. Motivates the interns in identifying and participating in new clinical learning opportunities.

#### **Role of PNC**

- Review on yearly basis, the policies and guidelines of Internship Program
- Upon receipt of internship report PNC should permit the student to appear in the licensing examination as soon as possible

#### **9. Progression Policy:**

1. Successful completion of all the courses with 60% marks with minimum 2.5 CGPA to promote into next semester.
2. The students acquiring GPA 2.0 or below but failing in any paper(s) will be placed on probation and promoted to the next semester conditionally. They can avail the opportunity to clear their subject by retake/re-sit/ supplementary exam on one year completion.
3. The supplementary examination will be held after the completion of two semesters within two weeks after the declaration of result.
4. The student who fails in retake/re-sit/supplementary exam will have to go year back and will not promoted to the next year and he/she has to repeat the year.
5. The student will get chance to repeat year only once during 4 year of BSN Degree Program.
6. Student who fail to clear in four attempts (two annual and two supplementary) in BSN program during 4 years will be drop out from university rolls.

## **IX: FACULTY**

- I. The strength, qualification and experience of teaching faculty and other staff and the terms and condition of their service shall be according to PNC requirements. The faculty shall have to be registered with PNC as only registered faculty shall be acceptable as faculty. The faculty shall display his/her valid faculty registration and PNC registration at his place of duty.
- II. **Faculty Objectives:**
  - a. The BSN institution faculty has to define the objectives of the educational program according to the PNC curriculum. The objectives are to serve as guide for delivery of the curriculum content and provide the basis for evaluating the effectiveness of the educational program in order to achieve the defined competencies of the graduate as laid down by the PNC.
  - b. The objectives of the educational program are to be stated in outcome-based terms that allow assessment of student progress in developing the competencies that the PNC and the public expect out of a physician. There shall be a system with central oversight to assure that the faculty defines the types of patients and clinical conditions that students have to encounter, the appropriate clinical setting for the educational experiences, and the expected level of student responsibility. The faculty has to monitor student experience and modify it as necessary to ensure that the objectives of the clinical education program are met. The objectives of the educational program have to be made known to all nursing students and to the faculty and others with direct responsibilities for nursing student education.
- III. **Service Policies and career planning and progression.**

There shall be clear policies and terms and conditions of service for faculty appointment, renewal of appointment, promotion and progress, granting of tenure, and dismissal. These shall be clearly told to the faculty at the time of appointment. A nursing institution shall have policies that deal with circumstances in which the private interests of faculty members or staff may be in conflict with their official responsibilities. On regular intervals, faculty members shall receive written information about their terms of appointment, responsibilities, lines of communication, privileges and benefits, if relevant, and the policy on practice earnings. Career progression policies shall be laid down and shall safeguard the interest of the faculty.

Faculty shall receive regularly scheduled feedback on their academic performance and their progress toward promotion. Feedback shall be provided by students, departmental leadership or, if relevant, other institutional leadership. Opportunities for professional development are to be provided to enhance faculty members' capacity and skills and leadership abilities in education and research. The institution / University shall submit the details of available teaching staff with documentary evidence of their appointment, Income Tax deduction certificate and place of previous appointment and resignation(in case he has been in any other institution previously).

**IV. Number, Qualifications, and Functions of the faculty:**

The recruitment and development of a nursing institution's faculty shall take into account its mission, the diversity of its student body, and the population that it serves. There has to be a sufficient number of faculty members in the subjects basic to nursing and in the clinical disciplines to meet the needs of the educational program and the other missions of the nursing institution. In determining the number of faculty needed for the educational program, nursing institutions shall consider that faculty may have educational and other responsibilities in academic programs.. Persons appointed to a faculty position have to demonstrate achievements commensurate with their academic rank. Members of the faculty must have the capability and continued commitment to be effective teachers.

**V. Effective Teaching:**

It requires knowledge of the discipline and an understanding of curriculum design and development, curriculum evaluation, and methods of instruction. Faculty members involved in teaching, course planning and curricular evaluation shall possess or have ready access to expertise in teaching methods, curriculum development, program evaluation, and student evaluation. Such expertise may be supplied by a department of nursing education or by faculty/staff members with backgrounds in educational science. Faculty involved in the development and implementation of a course, clerkship, or larger curricular unit shall be able to design the learning activities and corresponding evaluation methods (student and program) in a manner consistent with the institution's stated educational objectives and sound educational principles. Community nurse appointed to the faculty, on a part-time basis or as volunteers, shall be effective teachers, serve as role models for students, and provide insight into contemporary methods of providing patient care. Faculty members shall have a commitment to continuing scholarly productivity characteristic of an institution of higher learning. Among the lines of evidence indicating compliance with these standards are the following:

- (i) Documented participation of the faculty in professional development activities related specifically to teaching and evaluation.
- (ii) Attendance at international, regional or national meetings on nursing educational affairs.
- (ii) Evidence that faculty members' knowledge of their discipline is current.

**VI. The following designation position needs to be created in BSN institution:**

Note: The following criterion will be applicable for 10 years and then need to revise according to ground realities or according to availability of required candidates.

1. Dean / Director of Nursing education / Principal
  - a. MSN, Post RN BSN /BSN with 10 years' experience in relevant field of teaching/clinical experience
  - b. PhD in Nursing with 5 year of experience in relevant field of teaching and clinical experience is desirable
  - c. Registered with PNC

Or

- d. For Government Institutions, existing / already hired Principal with at-least Post RN BSN and Diploma in Teaching Administration be continued till retirement
2. Professor
    - a. MSN/MSPH & Post RN BSN /BSN with 7 years' experience in relevant field of teaching / clinical experience
    - b. MSN, Post RN BSN/BSN preferred
    - c. PhD in n nursing / health related subjects with 3 year of experience in relevant field of teaching and clinical experience is desirable
    - d. Registered with PNC
  3. Associate Professor
    - a. MSN /MSPH& Post RN BSN /BSN with 5 years' experience in relevant field of teaching / clinical experience
    - b. MSN, Post RN BSN/BSN preferred
    - c. Registered with PNC
  4. Assistant Professor
    1. MSN/MSPH & Post RN BSN /BSN with 2 years' experience in relevant field of teaching / clinical experience
    2. MSN, Post RN BSN/BSN preferred
    3. Registered with PNC
  5. Lecturer/Instructor
    1. Post RN BSN/BSN with 5 years' experience in relevant field of teaching / clinical experience
    2. MSN/MSPH &Post RN BSN/BSN preferred
    3. Registered with PNC
  6. Clinical Nursing Instructor
    1. Post RN BSN/BSN with 5 years' experience in relevant field of teaching / clinical experience
    2. MSN/MSPH &Post RN BSN/BSN preferred
    3. Registered with PNC

**Note:** Faculty must be registered with PNC and faculty registration certificate will be awarded by PNC.

## **VII. The required faculty for 50 students is as under:**

### **I. Full-Time Faculty:**

- a. 01 faculty of Master in Nursing Degree with 3-5 years' experience in teaching and clinical should be available in first two years of BSN degree.

- b. 02 faculty of Master in Nursing Degree with 2 years' experience in teaching and clinical should be available in last two years of BSN degree program.
- c. 05 faculties with Post RN BSN with 3 -5 years' experience in clinical
- d. 05 faculties BSN degree with 3-5 years' experience in clinical

**II. Visiting / Adjunct faculty (Part-time):**

- a. Have Master degree in related subject with 03 years teaching experience

**VIII. Student / Teacher Ratio:**

- a. Academic staff should be sufficient in number to teach the prescribed curriculum. The student / teacher ratio is as follow:
  - i. Teachers for 1<sup>st</sup> year 70% must be fulltime teachers and 30% part-time teacher.
  - ii. Teacher for 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year: 75% must be fulltime teachers and 25% part-time teacher.
  - iii. 70% must be fulltime nurse teachers and 30% part-time non -nurse teachers shall be utilized during BSN program.
  - iv. For minimum classroom ratio, (1: 50) recommended
  - v. For tutorial / small group teaching (1:20)
  - vi. For clinical teaching and supervision (1:10)
  - vii. For demonstration and community field practice (1:10)

**IX. Teaching Load:**

Nursing education director shall teach one course in one academic year.  
 Nursing faculty who are responsibility for teaching theoretical subjects shall teach approximately. (15 hours per week).  
 Clinical Nursing faculty who are responsible for clinical Practice/instruction shall have (25 hours per week).

**X. Non-Nursing/foundation courses:**

**1. General Courses:**

Behavioral Science: Sociology, Culture,, Psychology ,education, Math's, biostatistics, , Epidemiology, Nutrition, Pak studies, Islamyat and English ,Computer (These courses shall be taught by nurse teachers as well as non-nurse teachers).

**2. Foundation Courses:**

Anatomy, Physiology, Bio-Chemistry, Pathophysiology, Microbiology, Pharmacology, (These courses can be taught in collaboration with non-nursing faculty).

**3.Nursing Courses:**

Fundamental of Nursing, Community Health Nursing, Adult Health Nursing, Pediatric Nursing, Critical Care Nursing, Health Assessment, Mental Health Nursing, and Nursing Theories, Leadership & management, Nursing Seminar, seniors Electives ,Nursing Research and Nursing Ethics (These courses shall be taught by nursing faculty).

### **XI. Administrative staff:**

The Programme must have a sufficient number of staff to facilitate teaching and administration. The required institutional support staff is as follow:

<b>S.#</b>	<b>Categories of staff</b>	<b>Req No.</b>	<b>Qualification and responsibility</b>
1.	Administrative officer	1	- Graduate - Must be computer literate and fluent English - Minimum 2 years
2.	Librarian	1	- Graduate in library Science and Computer literate. - BSS
3.	Computer technician/operator/typist	1	- Diploma in computer - Fluent in language
4.	Driver	2	- Matric
5.	Peon	4	- Matric
6.	Security guards	4	- Matric
7.	Cleaners	4	-
8.	Warden/house mother	1	Graduate in Home Economics
9.	Kitchen staff	2	-
10.	Accountant	1	- Graduate commerce/finance - Must be computer literate and fluent English - Minimum 5years
11.	Other employees as required		

## **PART X TEACHING AND LEARNING RESOURCES (Credit Point 10)**

### **I. Information Resources and Library Services**

- a. The institutions are to have a well-maintained library and information facilities, sufficient in size, breadth of holdings, and information technology to support its education and other missions. There shall be physical or electronic access to leading biomedical, clinical, and other relevant periodicals, sufficient current numbers of which shall be readily available. The library and other learning resource centers are to be equipped in such a manner so as to allow students to access information electronically, as well as to use self-instructional materials.
- b. The library and information services staff is to be responsive to the needs of the faculty and students of the nursing institution. A professional staff shall supervise the library and information services, and provide instruction in accessing resource to the users.



The library and information services staff shall be proficient in accessing current international, regional and national information resources and data systems, and know contemporary information technology. Moreover:

1. The library shall be a 100% lending library with adequate copies of text books (20% of admission strength) and 10 sets of at least 5 reference books in each subject.
2. The library shall have seating facility for 20% of the total number of students on roll.
3. The library shall have very extended timings.
4. The institution shall have Internet connectivity and e-books. At least 1 computer per 10 students' admission with access to PERN and its subject related journals.

II. **Admissions shall** be on open merit and as per PNC admission criteria laid down in the PNC regulations. In the admissions process and throughout study in nursing institution, student exchange policy shall be followed as laid down in Rules and Regulation of Nursing Institutions. All students shall display their batch cards while in the college and hospital.

III. **Academic and Career Counseling.** The system of academic advice to students shall integrate with the efforts of faculty members, course directors, and student affairs officers and the institution's counseling and tutorial services. There shall be a system in place to assist students in career choice and application to postgraduate programs.

IV. **Financial Aid Counseling and Resources.**  
**Public and private** A nursing institution has to provide students with effective financial aid and debt management counseling. Nursing institutions shall have mechanisms in place to minimize the impact of direct educational expenses on student indebtedness. Institutions are to have clear and equitable policies for the refund of tuition fees, and other allowable payments if such an eventuality does arise.

V. **Student complaints, Health Services and Personal Counseling.** Each institution is to have an effective system of personal counseling for its students that includes programs to promote the well-being of students, redress of their grievances and complaints and facilitation of their adjustment to the physical and emotional demands of institution. All complaints by students shall be put up to the Principal for disposal. Nursing students shall have access to preventive and therapeutic health services. The health professionals who provide psychiatric/psychological counseling or other sensitive health services to nursing students shall have no involvement in the academic evaluation or promotion of the students receiving those services. Health insurance may be available to all students and their dependents, and all students may have access to disability insurance. Nursing institutions shall follow accepted guidelines in determining appropriate immunizations for nursing students. Institutions may have policies addressing student exposure to infectious and environmental hazards.

**PART XI**  
**Extracurricular Activities**  
**(Credit Point 05)**

**I .Co-Curricular Activities:** The institution shall promote the extracurricular and recreational activities of the students. Indoor and outdoor sports facilities are to be arranged

- i. That institution shall ensure to provide co-curricular activities like debating contest, Quran and NaatKhawani, holding of Musharahas, camp fire etc. Excursions to places of historical importance and student's visits to factories & industries and other educational trips etc. shall also be arranged for augmenting the development of students
- ii. That indoor and outdoor facility for games should be ensured to provide healthy outlets to the youngsters for imbibing the sense of competition and tolerance. The students should be encouraged to participate in one/two of the games. If possible the facilities of gymnasium should also be made available;
- iii. The practice of providing necessary health care to the students has gradually dwindled and dispensed with in most of the institutions. Since, the students work in groups and have to spend most of the time together the chances of catching the contagious/infectious diseases are greater than in any other gathering. That's why, it is advisable that quarterly medical checkup should be ensured and students be advised for health problems

**PART XII**  
**Research and Publications**  
**(Credit Point 05)**

- I. The Separate department of Research and publication may be developed, maintained and meet the requirements of students and Faculty
- II. Faculty Research output need to be evident through research papers in local/international impact factor journal as per HEC policy.
- III. Students research training and output can be evident through poster presentation, research proposals and article publication in local journals/magazines
- IV. Participation of students and faculty in local/international Conferences and present their research and innovative ideas.

**PART XIII**  
**Public Disclosure and Transparency**  
**(Credit Point 05)**

- I. 77. The website of institution is developed, maintained and updated to meet the requirement of interested public
- II. 78. Appropriate institutional support for implementation of Policy to inform intended audiences through electronic, print media, and communication
- III. 79. Adherence to ethics of public disclosure policy to support students for informed decision making regarding their education
- IV. 80. Activities designed and executed to realize the communication strategy for information of interested public responsiveness to inquiries about institution and its program

**Part XIV**  
**Quality Control**  
**(Credit Point 05)**

- I. **Monitoring and visitation** inspection schedules and de-recognizing process and adjustment of students on closure of a college and initiation of criminal cases against owners and compensation to displaced students
  - a. The Institution / constituent or affiliated colleges to the University shall furnish such schedule of examination, reports, returns and other information as the PNC may require enabling it to judge efficiency and effectiveness of the institution.
  - b. The monitoring and visitation of institution / constituent or affiliated colleges to the University will be carried out by PNC inspectors as and when deemed feasible by PNC.
  - c. The institution / constituent or affiliated colleges to the University will abide by the laws of PNC with regard to recognition of institution / constituent or affiliated colleges to the University framed from time to time.
  - d. The PNC have full powers to take any action for derecognizing of an institution / constituent or affiliated colleges to the University, if they are found deficient to the prescribed criteria or if the institution hinders the PNC inspection team. In doing so, the placement of students pursuing academic courses will be the responsibility of the institution and shall be overseen by the PNC.
  - e. The institution / constituent or affiliated colleges to the University shall facilitate the inspectors of PNC during visitation and verification of the institution.
- II. **Subsequent Visits** Subsequent comprehensive inspections shall be after every three years and any or all examinations can be inspected. Visits to verify rectification of deficiencies can be held, but not before one month of the last inspection.

**III.** At any stage of inspection if it is felt that the institution does not fulfill the requirements, recommendation for closure will be forwarded by the inspectors via Executive Committee to the Council for final decision.

## **PART – XV**

### **APPLICATION FORM FOR RECOGNITION**

The Registrar  
Pakistan Nursing Council  
Islamabad

Subject: **APPLICATION FORM FOR RECOGNITION OF THE INSTITUTION UNDER THE PNC ACT 1973**

It is requested that the institution may be granted recognition under the PNC Act 1973. The following is the information about the institution. You are requested to send the application to the Pakistan Nursing Council for necessary action in terms of the PNC Act 1973 and take all further actions as mandated under the law.

**(Download the application form from PNC Website)**