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གསོ་བ་ལྷན་ཁག།
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ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF HEALTH
THIMPHU : BHUTAN
P.O.BOX : 726



MINISTER

FOREWORD

It gives me great pleasure to write the foreword for this very important document: a blueprint for establishing Nursing Institute in Bhutan. Nursing personnel constitute the largest proportion of our health workforce. They are the frontline service providers at all levels of health care facility and in the communities providing nursing services throughout the day and night- from accident and emergency care to palliative care, and to being a source of comfort and hope for the sick and elderly. They are, therefore, central to driving the overall socio-economic growth and mental well-being of any nation.

For that reason, ensuring adequate supply of competent nurses becomes an essential prerequisite for delivery of safe, quality, reliable and effective health care services to our citizens. However, despite consistent efforts from the Ministry of Health and the Royal Institute of Health Sciences to increase the number of nurses in the country, our nurse to population ratio stands at about only 4 nurses per 10,000 population. The problem of nursing shortage is now exacerbated by mounting contemporary health issues and rapidly changing health care needs of our population.

Having been deeply concerned by the shortage of this important group of health professionals, the Royal Government of Bhutan has initiated additional measures (both short-term and long-term) such as training and recruitment of senior secondary school graduates as assistant nurse; instituting accelerated training program for nursing; and approving establishment of Nursing and Midwifery Training Institute for the first time in Bhutan to address these issues. These initiatives are important milestones in our efforts to resolve the issue of nursing shortage and towards fulfilling the requirement of 2100 additional nurses in the next 12 years (2011-2023) as per the projection of Ministry of Health's Human Resource Master Plan.



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MINISTER

Recognizing the crucial role of the nursing profession in improving health service delivery system and being fully aware of the acute shortage of nursing professionals in the country, I am deeply honored to be associated with this guideline which aims to provide a set of standards and minimum requirements for establishing both private and public Nursing Institutes in the country. It also outlines procedures for recognition, review, evaluation, and renewal of registration of Nursing Institutes in the country.

I would like to thank and commend the Bhutan Medical and Health Council and all those who are involved for successfully bringing out this guideline. I am confident that it will significantly contribute towards establishing Nursing Institutes in the country that is capable of producing quality and competent nurses of highest international standards.

TASHI DELEK

(Zangley Dukpa)

Minister and President,
Bhutan Medical and Health Council
Ministry of Health



འབྲུག་རྒྱལ་ཁབ་

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Ministry of Labour and Human Resources

'Building Quality Workforce for Productive Employment'



FOREWORD

Bhutan currently has two major health training providers, the Royal Institute of Health Science (RIHS) and the National Institute of Traditional Medicine (NITM). The RIHS provides education in allopathic system at certificate and diploma levels. However, it lacks technical and physical infrastructure to expand and undertake training to meet the labour market requirements. Thus the Royal Government has been sending students outside to meet the shortage of nurses in the country. There has been interest from the private players to establish nursing institute in the country, however, the existing 'Establishment Regulation for the Training Providers' which provides guidelines for establishment of Technical and Vocational Education and Training (TVET) institute has been considered inadequate and inapt for establishment of nursing institute.

Therefore, the Ministry of Labour and Human Resources (MoLHR), Ministry of Health (MoH) and the Bhutan Medical and Health Council (BMHC) have developed the Guideline for Establishment of Nursing and Mid-wifery Institute with the objective to promote and facilitate Establishment of Nursing Institute in the country by private players. The regulation lays out clearly defined procedures to be followed by promoters, entities, joint ventures or Foreign Direct Investment (FDIs) for establishment of nursing institute in the country. Further, it outlines the Registration and accreditation procedures.

The Ministry of Labour and Human Resources would like to extend heartfelt gratitude to the MoH and the BMHC for rendering its support and cooperation to the Ministry during the development of this guideline. We hope that this regulation will provide useful and valuable information and guidance to interested individuals, entities and FDI ventures to Establish Nursing training Institute in the Country.

Tashi Delek!

Dorji Wangdi
Minister

GUIDELINES FOR ESTABLISHMENT OF NURSING AND MID-WIFERY INSTITUTE



A joint initiative of
Bhutan Medical and Health Council (BMHC)
and
Ministry of Labour and Human Resources (MoLHR)

Royal Government of Bhutan
May 2012

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Introduction

1. The 'Establishment Regulation for the Training Provider' with the Department of Human Resources (DHR), Ministry of Labour and Human Resources (MoLHR) outlines procedures and guidelines for any promoters, entities or joint-ventures to establish Technical and Vocational Education and Training (TVET) institutes in Bhutan. For the establishment for Nursing and Mid-wifery Institute, the MoLHR in collaboration with the Ministry of Health (MoH) and the Bhutan Medical and Health Council (BMHC) have developed the 'Guidelines for Establishment of Nursing and Mid-wifery Institute'. This guideline shall be an extension of the existing Establishment Regulation under the MoLHR and will provide promoters, entities, joint-ventures or FDIs with the minimum specific requirements for establishment of Nursing and Mid-wifery Institute providing diploma and degree level training in the country.

Scope and Application

2. The Guideline shall apply to:
 - a) Any promoter, entities or joint-venture with intend to establish Nursing and Mid-wifery Institute in the country; and
 - b) All the nursing training institute engaged in providing, nursing and midwifery education and training.

Objective

3. The main objective of the Guideline is to promote establishment of Nursing and Mid-wifery Institute in the country by:
 - a. Development of fair, efficient and transparent procedures for establishment of nursing institute in the country;
 - b. Outlining minimum requirements in terms of physical infrastructure, faculty, curriculum, equipment and other details for establishment of nursing institute; and
 - c. Outlining procedures for registration and accreditation.

Procedure

4. Any promoters, entities or joint-venture intending to establish Nursing and Mid-wifery Institute shall put its proposal to the DHR under the Establishment Regulation for Training Providers and as per the requirement specified in this guideline;
5. The DHR shall review the proposal within one month of its receipt and provide recommendation for licence issues or resubmission with changes/improvements in the proposal;

Guidelines for Establishment of Nursing and Mid-wifery Institute

6. The Establishment Review Committee (ERC) under the DHR shall have the sole authority to recommend issuance of licence for establishment of nursing and Mid-wifery institute;
7. The evaluation of the proposal shall be carried out based on the Establishment Regulation for Training Providers and this guideline;
8. The DHR shall provide recommendation to the Ministry of Economic Affairs (MEA) for issuance of institute license which shall be valid for one year only;
9. On receiving institute licence from the MEA, the institute shall apply of Registration with the BMHC 6 months before the commencement of nursing and Mid-wifery course;
10. The institute can provide training and become operational only on receipt of **Registration Certificate or Provisional Registration Certificate**, which shall be provided by the BMHC upon site inspection and physical verification to check if the institute is in compliance with the requirements specified in this guideline;
11. The Registration Certificate or Provisional Registration Certificate shall be issued within 3 months of receipt of request from the institute to the BMHC;
12. **First Inspection Site Visit:** If the BMHC Committee is satisfied that the application fulfills the requirement of the BMHC, then the committee will conduct the first inspection site visit to assess infrastructure facilities and other educational resources;
13. If the BMHC committee is satisfied with the first inspection site visit then Provisional Registration Certificate or Registration Certificate shall be issued for commencement of nursing program;
14. If the committee feels that the applicant has not fulfilled the BMHC's requirements then the applicant will need to revise and resubmit the document based on BMHC's recommendations within 1 month. Failure to do so within the stipulated time frame, the Institute will be declared unsuitable for starting the program;
15. If the Application fulfills the BMHC requirement but the committee is not satisfied with the finding of the site visit then the applicants will be directed to rectify the deficiencies within certain period depending upon the type of deficiency. Failure to do so within the stipulated time frame, the Institute will be declared unsuitable for starting the program;
16. **Re Inspection site visit:** Re-inspections will be conducted by the committee to those institutes where deficiencies were noted in the first visit; after the applicants submits to BMHC the compliance report that deficiencies has been rectified;
17. **Periodic Inspection:** BMHC will carry out six monthly inspection of the institute to monitor the standard of nursing and mid-wifery education, and training and the adherence

Guidelines for Establishment of Nursing and Mid-wifery Institute

of the norms prescribed by the Council. If the Institute does not fulfill the norms of the council then it will be declared unsuitable;

18. Full Registration Certificate for the Institute will be issued only at the time of graduation of the first batch of students;
19. The applicant shall pay the fees for approval of the program, site inspection, and re-inspection and for final registration as prescribed by the council; and
20. The institute upon being operational can apply for accreditation, which is mandatory, of its training program with any recognized board, council or medical university in line with the Tertiary education policy of Bhutan.

Governance and Management

21. Any promoter shall submit proposal for establishment of training institute to Department of Human Resource (DHR), MoLHR as per the Establishment Regulation for training providers 2011. The Establishment Regulation 2011 outlines what proposal should include. (Annexure B-I & Annexure B-II);
22. The promoters submitting proposal under Foreign Director Investment (FDI) must follow FDI and Economy Development Policy (EDP). Incentives & Exemption for FDI training provider will be as per the FDI and EDP of the RGoB;
23. Environmental Requirement: Proposals to be developed in line with the environmental legislations of the Kingdom of Bhutan and must make necessary provisions for adopting mitigation measures against any form of adverse impacts that may result from generation of e-waste , or any hazardous waste that may be detrimental to the environment;
24. Employment of Expatriates and Work Permits: Where there are shortages of qualified and experienced Bhutanese with requisite skills, training institutes will be allowed to bring in expatriate personnel in areas in accordance with the prevailing laws of the Kingdom of Bhutan or as may be permitted with due approval of the Ministry of Labour and Human Resources;
25. The institutes shall have clearly defined and publicly stated vision, mission, objectives and expected outcomes of the proposed program;
26. The institute shall have a defined governance structures and functions, including their relations within the University or equivalent institute;
27. The institute shall have constituted relevant boards, committees or bodies to oversee all matters related to proper functioning of the institute.

Guidelines for Establishment of Nursing and Mid-wifery Institute

28. The Institute shall have identified teaching hospital, Primary health centres and other hospital for specialized training.
29. A teaching hospital shall not be shared between two or more institutes offering the same education program in Nursing and Midwifery sciences.
30. The institute shall have signed agreements with the Ministry of Health/University of Medical Sciences for use of any clinical facilities in the teaching hospital, primary health centre and other health facilities for specialized training.
31. The institute upon being operational must get its training program accredited with recognized boards, councils, or medical university in line with the Tertiary Education Policy of Bhutan.
32. The Council shall review the training program annually or as and when required.
33. The institute are required to notify the BMHC for any major change that affects the direction of the training program such as title of award, program content, admission criteria and number of student intake, and suspension of program.

Educational program

34. The institutes shall have defined curriculum including the nature of the course, course content and duration, modes of delivery, and academic structure.
35. The curriculum shall be validated and approved by a competent authority.
36. The curriculum shall encompass the principles of scientific method and evidence-based practices, including analytical and critical thinking, and skills required for that particular profession.
37. The duration of a course shall be not less than four years for Bachelors degree and not less than three years for a diploma certificate.

Admission and Student intake

38. The institute shall have written documents outlining its policy on admission, eligibility criteria, selection procedures, and fee structure;
39. The entry requirements for admission to Bachelor's degree in Nursing and midwifery program shall be class XII passed with science (physics, chemistry and biology).
40. The entry requirement for admission to diploma course shall be class XII pass in any stream.
41. The size of student intake shall be defined in relation to institutional capacity as prescribed.
42. The institute shall obtain approval from the Council prior to making any changes in the student intake capacity.

Student support

43. The institute shall have a student support program, including conducive learning environment and availability of scholarship schemes and strict rules against breach of discipline; and
44. The institute shall have a policy on student representation in decision making bodies or committees relating to academic, administrative and disciplinary matters.

Assessment

45. The institute shall follow prescribed standards for student assessment including criteria for passing examinations.
46. The student's assessment shall comprise of 40% continuous summative and 60% end-summative assessments.

Academic Faculty

47. The institute shall have a minimum faculty comprising of such numbers and qualifications as prescribed in annexure C.
48. Notwithstanding the provision in clause 29, the institute shall have sufficient and qualified academic faculty to implement the curriculum effectively and ensure adequate supervision.
49. The qualification of academic faculty for Diploma course shall be a minimum of Bachelors degree, and a minimum of Master's degree for Bachelors program.
50. The faculty shall have a minimum of three years of clinical experience with pedagogical training.
51. Notwithstanding the requirement specified in section 30, a faculty with a diploma or bachelor's degree but having requisite experience and expertise may be engaged in clinical teaching assignment for the diploma and bachelor's course respectively.
52. The faculty for teaching of non-nursing subjects shall possess appropriate professional qualification and experience relevant to the areas of their expertise.
53. The institute shall have not less than 60% full time faculty at all times.
54. The minimum teacher to student ratio shall be maintained at 1:25 for class room teaching and 1:12 for clinical teaching.
55. The institute shall ensure that its teaching faculty are registered with the Bhutan Medical and Health Council.

Guidelines for Establishment of Nursing and Mid-wifery Institute

56. The institute shall have a system of continuing professional development program for its academic and clinical faculty to maintain their expertise and competence.
57. The institute shall have a policy to promote research activities by the faculty, trainees and the institutes.

Educational Resources

58. The institute offering a training program leading to the award of Diploma in General Nursing and Midwifery shall have the following departments:
 - a. Basic Science
 - b. Nursing
 - c. Midwifery
 - d. Community Health
59. The institute offering a training program leading to the award of Bachelor's in Nursing and Midwifery shall have a department of paediatric nursing in addition to the departments listed in clause 39.
60. The institute shall have sound mechanism to ensure adequate and regular financial resources to sustain the educational programs.
61. In order to facilitate optimal teaching-learning processes, the Institute shall have:
 - a. Requisite physical facilities for the staff and students to ensure proper delivery of the curriculum. The physical facilities include lecture rooms, office space, practical rooms, laboratories, libraries, information technology facilities (Annexure A).
 - b. Sufficient equipments and clinical training facilities (teaching hospital, community and primary health centres) to support clinical practice and skills-based training.
 - c. Adequate number of computers (student to computer ratio of 1:5), printing, copying and binding facilities and audio-visual aids for effective teaching- learning activities.
 - d. Recent edition of at least 10 titles of textbook in relevant areas including local and international journals and access to on-line journals.
 - e. Adequate number of patients to meet the student's learning objectives;
 - f. Student to patient ratio of 1:5;
 - g. Wide range of cases in at least following main specialities of Medicine, Pediatrics, Surgery, Obstetrics and Gynaecology, Orthopaedic;
 - h. A prescribed number of hours for clinical posting in each department.
62. The minimum list of equipment deemed necessary for optimal functioning of each department shall be as prescribed in annexure B.

Program Evaluation and Management

Guidelines for Establishment of Nursing and Mid-wifery Institute

63. The institute shall have a clearly laid down mechanism for evaluation and management of its structure and functions with rectifications of documented deficiencies.

Renewal of Registration of Institute

64. The institute shall apply for renewal of registration every 5 years.
65. The institute shall apply to the council for renewal of registration at least six months prior to the expiry of the current registration.
66. The continued recognition of institute is subject to verification of the standards prescribed by the Council.

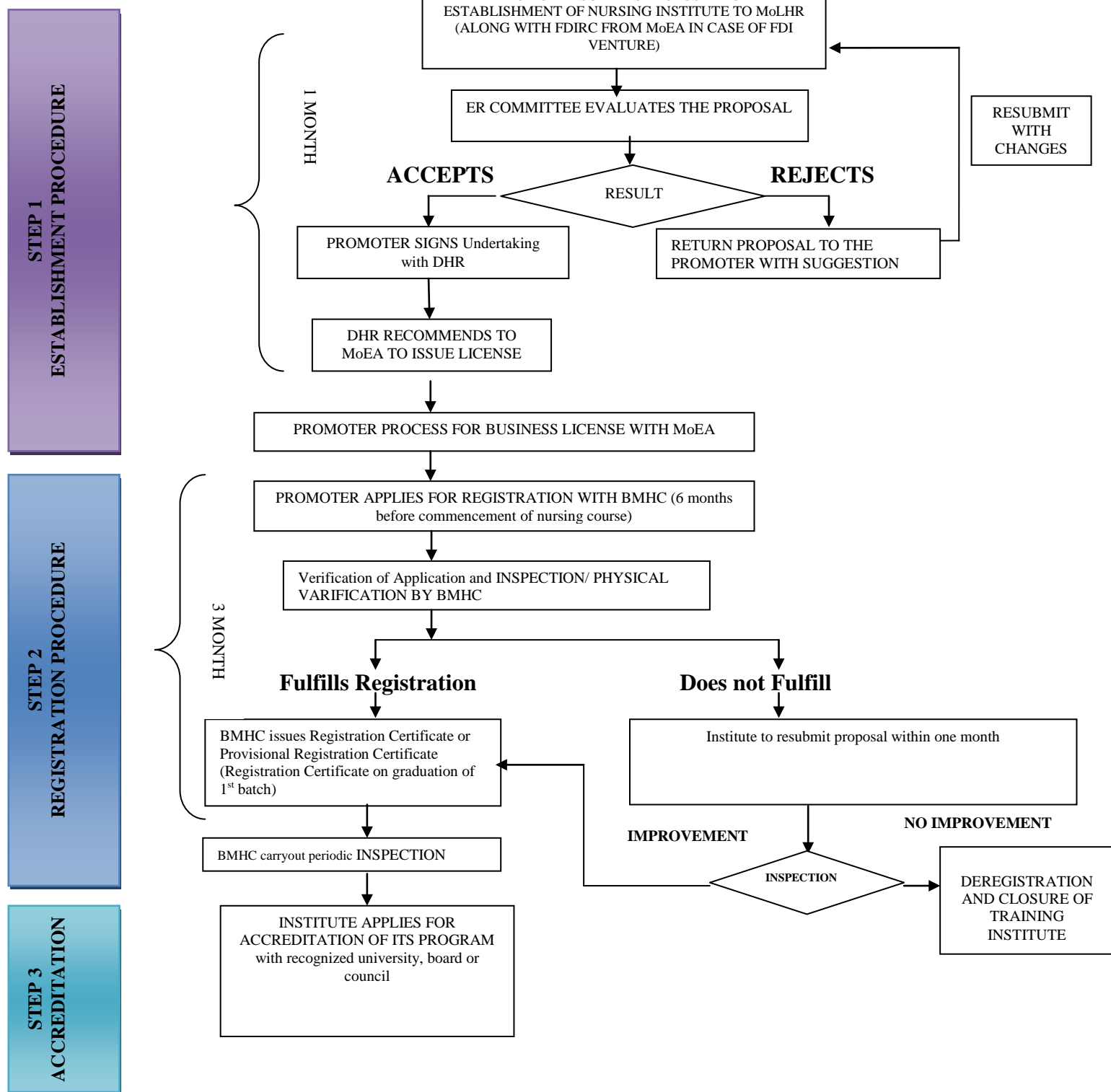
Affiliation

67. The institute shall be affiliated to a recognized university.

Award of Degree

68. The award of certificates leading to the diploma or bachelor degrees shall be conferred by the university to which the institute is affiliated.

Flow chart for Establishment and Registration Procedure



Annexure B- I

Establishment Form

Promoter's Details; Name of the Promoter(s) Nationality CID No: Date of Birth (Day/Month/Year) Sex: Village: Gewog: Dungkhag: Dzongkhag: Name of Spouse/Father (as applicable):	_____ _____ 1.Male/Female(Please tick mark on your choice)
Contact Information	Postal _____ Address : _____ Phone : _____ Fax : _____ Mobile : _____ Email _____ Website : _____
Submission Type	A) Establishment of new Institute B) Expansion to other location C) Introduction of additional courses D) Name change E) Ownership Change F) Discontinuation of course(s) G) Closure of institute (s) H) Other(s) Specify <i>(Place tick Mark on your choice)</i>
Write a proposal in case of option A, B & C	Fill Technical Form (Annexure II)
Explanation for submission type D, E, F, G & H
Proposed name of the Institute [in case of option A, B& C] Specify new owner in case of option F
Institute Location (Exact Location) : Village/Town: Gewog: Dungkhag/Dzongkhag:
Investment: Working Capital: Promoter's Equity:

Guidelines for Establishment of Nursing and Mid-wifery Institute

Loan:
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Enclose the following Documents of the promoter:

- Citizenship ID Card
- Valid security clearance from police
- FDI Registration Certificate (in case of FDI proposals)

Declaration:

I certify that the information provided is true, complete and accurate to the best of my knowledge. I realize that any false, fictitious, or fraudulent statements may be subjected to administrative penalties. I am fully aware and understand the Establishment Regulation for Training Provider.

Signature(s) of Promoter

Date:.....

Technical Proposal Form

The promoter shall submit the Technical proposal Form along with Establishment form. For FDIs, promoters shall submit a copy of FDI registration certificate from the MoEA

1.
 - a. Title page (providing name of the institute and promoters details)
 - b. Table of Content
 - c. Forwarding Letter
 - d. Introduction; this section should outline the following:
 - i. The project rationale/purpose of the project
 - ii. Institute vision
 - iii. Mission statement
 - iv. Business goals and objectives
2. **The proposal should contain the following details about the Promoter:**
 - a. Full Name:.....Citizenship Identity Card No: Age:Sex:.....
 - b. Name of Father:.....Name of Mother:.....
Marital Status.....Name & Occupation of Spouse:.....
 - c. Permanent Address:
Village/Town:.....
Geog:Dungkhag:Dzongkhag:
.....HousNo:.....and;Thram No:.....
 - d. Mailing or Contact Address : Name.....
Post Office Box No:.....; Telephone/Facsimile No:
and Email Address:
 - e. Promoter's Academic Qualification/ Experience:
 - f. Promoter's current line of business (es) (if any):

Note: In case of partnership ventures, the above information is required for all the partners with complete description of legal structure of the business (proprietorship, partnership, cooperation, etc).

3. Proposed project Location and Size of the Training Institute

- a. Provide the name of the proposed project site: name of the area; city/town/village; Geog; Dungkhag and Dzongkhag. Specify whether the proposed site is self owned, to be purchased, rented, commercial building/area, Government land, industrial or service estate. Explain the reasons for the selection of the site (Advantages of location). (Attach an institute map on an A4 size paper showing the detail infrastructure available near the proposed institute. For Example like road, building, offices etc). Also provide the details of hospitals to be used for clinical services.

Note: The location selected for establishment of training institute must be permanent and conducive to teaching and learning.

Guidelines for Establishment of Nursing and Mid-wifery Institute

4. Admission, Training Plan, Services and Assessment

- Explain the admission procedure of trainees
- Describe Training Plan(s) and Trainer-trainee ratio and specifically describe all of your services
- Explain how the institute will do assessment and certification of the trainees

5. Affiliation:

- Provide the details on affiliation of training institute with the recognized university

6. Market Needs Analysis and Marketing

- Describe your training institute and its outlook as a business/service entity.
- Provide a general profile of your targeted clients.
- Explain your marketing strategies.

7. Staffing (this section should include):

- Organization chart of the institute
- Staff needs analysis/team composition and task assignment(Attach separate sheet if required)

Name of Faculty	Nationality	Education Qualification	Position Assigned	Task Assigned

8. Trainer's profile/ Required Trainers' Profile (Attach separate sheet if required)

Trainer's Name	Date of Birth	Education Qualification	Training Attended	Work Experience	Training Experience

Note: Attach Citizenship ID card copy, CV, qualification and experience certificate of trainers

9. Course Profile (Attach separate sheet if required)

Program/ Course Title	Duration of the Training		Targeted client	Fee per candidate in
	Hrs/day	Total		

		Duration in hours		Ngultrum

10. Infrastructure

Provide an assessment of the level of infrastructure facilities available/ to be made available at the proposed site and information on additional infrastructure (road access, power lines, and telecommunication lines, water supply and sewerage, specific plot area, etc.)

11. Equipments and Facilities

Provide details on the number of class rooms, office rooms, and other infrastructure details equipment/tools for training, cafeteria facility, library and other relevant training equipment and facilities.

12. Financial Management

(Explain clearly the financial plan of the proposed training institute as highlighted below):

- a. Investment:
- b. Working Capital:
- c. Promoter's Equity:
- d. Loan:

13. Employment Prospect

Explain how the training institute would assist trainees to find employment after completion of training

14. SWOT Analysis

Clearly identify the Strength, Weakness, Opportunity and Threat of the proposed training institute (s).

Minimum requirements for 50 students

Sl.No	Teaching Block	Total no of rooms/Area(m²)
1	Lecture Hall	3@ 1m ² per students
2	Laboratory	
	i. Nursing skills practice laboratory ii. Nutrition laboratory iii. Community health Nursing, Obstetrics, gynecology Pediatrics Laboratory. iv. Pre-clinical science laboratories v. Simulation laboratory vi. Computer Laboratory	6@ 1m ² per students
3	Conference Hall	1
4	Director	1
5	Dean	1
6	One room for each Head of Departments	As required
7	Staff Room	as required
8	Common Room	1
9	A.V. Aids Room	1
10	Documentation room	1
11	Toilets provision	1

Equipment Requirement

Department of Basic Science

Name of the Equipment	Quantity Required for 50 Admissions
Anatomy Museum	
1. Skeletons articulated	4
2. Bones (Dis-articulated sets)	10 set
3. Specimen jars	as required
4. Racks	as required
5. Special senses models	1 each
6. Whole body systemic model	1 model for each system
7. Charts, Diagrams, Slides etc	as required
8. Anatomy video DVD (each system)	1 CD for each system
9. Microscopic structure slide set	2 set each
a. Epithelial Cells - Simple , Squamous , ciliated and stratified	
b. Connective Tissue - Fibrous connective tissue, cartilage and bones	
c. Muscles – Striated , non-striated and cardiac muscles	
d. Nerve cells – Nerve cells and nerve fibres	

Physiology

Note: Serial Number 1 to 6 below can be used for Haematology module)

Articles for Bleeding time, clotting time	as required
Haemoglobin estimation	
1. Westergen's Pipettes for E.S.R	10
2. On Stand (with space pipettes)	4
3. Haemoglobinometer, Sahli or Hellige	20
4. Haemocytometers	20
5. Sedimentation apparatus – Westergren and Wintrobe	
6. WBC, RBC and differential counts	
a. Regents	as required
b. Microscopes, Oil immersion	10
7. Snellen's chart	4
8. Ishihara's Chart sets	
9. Blood grouping set and slides	10+ as required
(Making smear, staining, identification of formed elements (slide 10+ as required)	
10. Stethoscope, Sphygmomanometer	20 each
11. Nervous system and special senses examination	
a. Knee hammer	10
b. Ophthalmoscope	1
c. Demonstrations eye piece	2
d. Double Demonstration eye piece	2
e. Ear pieces/ Auto scope	10+2
f. Clinical thermometer	10
g. Tuning forks	2
h. Instrument trolley	4
i. Staining racks for staining in bulk	10
j. Koplin jars	15
k. Magnifying lens	3

Guidelines for Establishment of Nursing and Mid-wifery Institute

l. Syringes disposable one set from (10 cc- 2 cc)	as required
m. Staining jars for slides	as required
n. Reagents	as required
o. Balance - Chemical balance with weight boxes	2
p. Incubators, electrical (large) 37 degree Celsius	1
q. Autoclave portable	1
r. Chemical Balance weight machine,	1
s. Microscope oil-immersion(common use)	10
t. Refrigerators	1
u. Anaerobic apparatus	2
v. Water bath (Serological 56.C)	3
w. Projection microscope	1

Culture facilities (liaise with teaching hospital)

1. Thermometers	
2. Glassware, such as pipettes	
3. Burettes, beakers, conical	
4. Flasks, petri dishes of different sizes,	
5. Reagent bottles etc.	
6. Material for preparation of media	
7. Stains (Gram stain, AFB and others)	
8. Electronic balance (0.01-10mg) or equivalent	1
9. Refrigerated centrifuge for 50 ml bucket	1
10. PH Determination apparatus	
11. Reagent bottles with stopper	
12. Test tubes hard glass : Gross 100 mm x 12 mm and Gross 75 mm x 12 mm	
13. Different size as required	
14. PH paper for stool, Immersion oil	
15. Container stool collocation	
16. Occult blood test kits	
17. Reagents: Lugol's iodine ,	
18. Covered slip	
19. Normal saline	
20. Empty Slide	

Teaching Aids

1. Slide projector	1
2. White board	1
3. LCD projector	1
4. Computer with internet facilities	1
5. Over head projector	1
6. CDs	as required

Department of Nursing

Name of the equipment

Quantity Required for 50 Admissions

Guidelines for Establishment of Nursing and Mid-wifery Institute

1. Advanced Nursing procedure Mannequin	5
2. I/M injection Model	5
3. Injection training arm	10 sets
4. Blood transfusion model	5 sets
5. Suture arm	5 sets
6. Intra-dermal injection arm model	5 sets
7. Female and male catheter model	5
8. Nasogastric insertion model	5 sets
9. Bed	10
10. Bed sheets	20
11. Draw sheets	20
12. Mackintosh	20
13. Pillow and cover	20
14. Blankets	20
15. Sponge cloth	20
16. Patient gown	10
17. Gauze	as required
18. Cotton	as required
19. Bandage different size	as required
20. Screen	2
21. Hamper/laundry bag	2
22. Torch light	2
23. Steam inhaler/nelson	2
24. Bed cradle	2
25. Foot block	2
26. Feeding cups	5
27. Gallipot	10
28. Nebulizer set	2 sets
29. Tongue spatula	5
30. Enema can with set	5
31. Oxygen cylinder and set	1
32. Suction machine (manual & electrical)	1 each
33. Sand bags	5
34. Wheel chair	1
35. Towels (different sizes)	5 each

Stainless steel articles

1. Tray (different size-large, medium, small)	10
2. Trolley(patient)	1
3. Dressing Trolley (double rack)	2
4. Kidney tray(different size-large, medium, small)	10

Guidelines for Establishment of Nursing and Mid-wifery Institute

5. Pint measure jug	5
6. Bowl(different size)	5
7. Dressing drum	2
8. Cheatle forceps with container	5

Instruments

1. Forceps all types	
a. Artery forceps	5
b. Allis tissue forceps	5
c. Dissecting forceps	5
d. Sponge holder forceps	5
2. Scissors	
a. Plain	2
b. Curve	2
c. Straight	2
3. Knife with handle	2
4. Different kind of blade	2
5. Suturing materials	as required
6. Instrument for tray	1
7. Endotracheal tube of different size	5
8. Mouth gag	2
9. Glucometer	2

Enamel/steel articles

1. Bed Pan	2
2. Urinal	2
3. Sputum mug	2
4. Bucket different colours	6

Other articles

1. I/V stand	2
2. Weighing machine	
a. Adult	1

Rubber Goods

1. Ryles tube of different size	6
2. Catheter of different size and types(plain, Folley's)	as required
3. Suction catheter	as required
4. Hot water bag and cover	2
5. Ice bag	2
6. Air cushion	2
7. Gloves different sizes and types	as required
8. Tourniquet	2

Guidelines for Establishment of Nursing and Mid-wifery Institute

9. Stomach wash tube	5
10. Drainage tube - different types	5
11. I/V set	as required
12. Measuring tape	1
13. Apron (Plastic)	5
14. Flatus tube (different size)	5
15. I/V Cannula (different sizes)	as required

Glass/plastic goods

1. Ounce glass	5
2. Dropper (different size)	5
3. Syringes of different types and size	as required
4. Thermometer	
a. Oral	10
b. Rectal	10
5. B.P. apparatus 2 types	5 each
6. Stethoscope (dual and single)	10 each
7. Suture set	5
8. Catheterization set	5
9. Motor & pestle	1
10. Nasal speculum	2

Trays and Suture Articles (liaise with the teaching hospital)

1. L.P set	1
2. Sternal puncture set	1
3. Liver biopsy set	1
4. Aspiration set	1
5. Chest drainage	1
6. Abdominal paracentesis tray	1
7. Venesection tray	1
8. Incision and drainage tray set	1
9. Tracheostomy set	1
10. Resuscitation set	2
11. ECG machine	1
12. Infusion pump	1
13. Pulse oximeter	1
14. Emergency drug tray	1
1. POP materials different size	10
2. Plaster of Paris (different size)	5
3. Brawn Böhler splint	1
4. Thomas splint	1

Guidelines for Establishment of Nursing and Mid-wifery Institute

5. Weight (different size)	2
6. Pulley with hook	2
7. Stirrup	2
8. Rope	5 meters
9. Skin traction kit	2
10. Steinman pin	2
11. Knee brace	2
12. Jewet brace	1
13. Tailor brace	1
14. Cervical collar	1
15. Cervical Traction set	1
16. Crepe bandage	as required
17. Micropore	as required
18. Leukopore	as required
19. Halo brace	1
20. Air mattress	1
21. Foam mattress	1
22. Water mattress	1
23. Wound bag machine	1
24. Crutches (axillary and elbow)	2
15. Walker	1

Drugs and lotion

1. Tincture iodine	1 liter
2. Tincture benzoic	1 liter
3. Spirit	1 liter
4. Lysol/cidex/savlon/phenol/povidine	1 liter
5. Vaseline	1 jar
6. bleaching powder	1 box
7. Distilled water	as required
8. Lubricant (KY jelly, xylocaine etc)	as required
9. Local anesthesia	as required
10. Hydrogen peroxide	as required
11. Potassium permanganate	as required

Teaching Aids

1. Slide projector	1
2. White board	1
3. LCD projector	1
4. Computer with internet facilities	1
5. Over head projector	1
6. CDs	as required

Department of Midwifery

1. Beds	3
2. Mattress	3
3. Bed sheets	10
4. Draw sheets	6
5. Mackintosh	6
6. Pillow Case	6
7. Pillows	6
8. Blanket	3
9. Towels	5
10. Gown	6
11. Mask	as required
12. Gauze	as required
13. Cotton	as required
14. Baby flannels	as required
15. Gum boot	1
16. Goggles	1
17. Baby Blanket	4
18. Under wear	4
19. Pads	as required
20. Disposal syringes of different sizes and types	as required
21. Disposal needles different sizes	as required
22. Thermometer	3
23. BP instrument	1
24. Stethoscope	1
25. I V stands	1
26. IV solutions different types	1 each
27. Cannula	1 each of different gauges
28. IV sets	2
29. O 2 cylinder & meter	1
30. Baby weighing machine	1
31. Dressing drum	2
32. Bucket /bowl/basin	6
33. Foetoscope	2
34. Catguts	as required
35. Suturing needles of different types	as required
36. Normal delivery set	4
• Tail wrapper	1
• Inner wrapper	1
• Linen	3
• Gallipot	1
• Gauze pieces	12-14
• Sponge holding forceps	1
• Scissors	1

Guidelines for Establishment of Nursing and Mid-wifery Institute

• Artery forceps	2	
• Kidney tray	1	
• Cord tie	2	
• Plain catheter	1	
37. Episiotomy set		10
• Needle holding forceps	1	
• Curved scissors	1	
• Tooth forceps	1	
• Zylocaine 2%, 1%, 0.5%	1 each	
38. Cheatle forceps		2
39. Tray with lid different sizes		2 each
40. Trolley with double deck		3
41. Baby bath tub		1
42. Spirit		as required
43. Bleaching powder		as required
44. Savlon /cidex /Lysol		as required
45. Distilled water		as required
46. Lubricants		as required
47. Powder		as required
48. Gloves of different sizes		as required
49. Wall clock		1
50. Reproductive models/ charts		1
51. Foetal growth chart		1
52. Pelvis models and charts		1
53. Foetal skull		1
54. Foetal circulation model		1
55. Bony pelvis w/ligaments		1
56. Empathy belly simulator		1
57. Episiotomy model		1
58. Female organ		1
59. Female pelvis sagittal model (bone, muscles, & organs)		1
60. Female torso abdominal palpation simulator (soft/cloth)		1
61. Female torso childbirth simulator, with baby, cord, placenta (leather & wood)		1
62. Female torso simulator w/1 st trimester uteri & postpartum uterus		1
63. Foetus (medium)		2
64. Infants (21")		2
65. Infants/dolls (cloth)		2
66. Pelvic model for PV, set of six		1
67. Stages of labour display, set of 5		1
68. Per vaginal examination set		1
• Kidney tray	1	
• Gallipot	1	
• Gauze pieces	3	
• Sponge holding forceps	1	
69. New born resuscitation tray		1
70. New born resuscitation baby with bag and mask		1

Guidelines for Establishment of Nursing and Mid-wifery Institute

71. Kelly's pad	3
72. Delivery Kit (domiciliary)	1
73. Plastic aprons	3
74. Measuring tape	1

Liaise with the teaching hospital

1. Radiant warmer
2. Suction machine
3. D & C set
4. Vacuum extractor
5. Delivery forceps
6. CTG machine
7. Foetal Doppler
8. Spot light

Teaching Aids

1. Slide projector	1
2. White board	1
3. LCD projector	1
4. Computer with internet facilities	1
5. Overhead projector	1
6. CDs	as required

Department of Community Health

Nutrition

1. Infantometer (to measure length and height)	1
2. Stadiometer to measure the height of adult	1
4. Infant weighing machine electrical	1
5. Food weighing machine (sensitive)	1
6. Measuring Jugs: 1000, 500,100 and 50ml	1 each
7. Frying pan	2
8. Spoons	12
9. Mugs	12
10. Refrigerator	1
11. Pots	6
12. Ladles	6
13. Plates	12
14. Gas cylinder	2
15. Gas stove with full set	2
16. Water boiler	1
17. Rice cooker	1
18. Knife	1
19. Cooking materials as required	

Health education materials

Guidelines for Establishment of Nursing and Mid-wifery Institute

1. Flip charts
2. Posters: Safe driving, substance abuse, drugs and alcohol, HIV/STI
3. Pamphlets
4. Cassettes or film as required
5. Models for health education
6. Transparency paper for BMI

Others

1. Portable BP machine 5
2. Stethoscope 5
3. Clinical thermometer 10
4. Glucometer 5
5. Height and weight machine 1
6. Weighing scale 5
7. Measuring tape 5
8. Home visiting bags with essential drugs
9. First aid equipment as required
10. Basic accommodation facilities for students in the health facilities as required

Lab equipment (Refer standard list made by QASD)

1. Haemocytometer 2
2. Test tubes and holders as required
3. Sprit lamp as required
4. Chemicals for urine testing as required
 - a. Benedicts Reagents as required
 - b. Sulphosalicylic acid as required

Teaching Aids

1. Slide projector 1
2. White board 1
3. LCD projector 1
4. Computer with internet facilities 1
5. Overhead projector 1
6. CDs as required

Department of Paediatrics

Name of the equipment

Quantity required

1. Paediatric mannequin to do different procedures 2
2. Nebulization set with mask 1
3. Measuring tape 5
4. Weighing machine 2
5. Thermometer (Oral and Rectal) 5 each
6. B.P Instrument (with paediatric cuff) 5
7. Stethoscope (paediatric bell) 6
8. Bed (paediatric size) 1

Guidelines for Establishment of Nursing and Mid-wifery Institute

9. Bed cradle (paediatric size)	1
10. Linen (paediatric size)	2
11. Bed sheets (paediatric size)	2
12. Draw sheets (paediatric size)	2
13. Mackintosh (paediatric size)	2
14. Pillow and cover (paediatric size)	2
15. Blankets(paediatric size)	2
16. Towel different size (paediatric size)	5
17. Blood set (paediatric size)	1
18. I/V drip set (micro drip set)	1
19. Suction set(paediatric size suction tube)	1
20. Ambu bag (paediatric size)	2
21. Drugs and lotion (share with adult)	
22. Emergency drug as listed (share with adult)	
23. Ryle's tube of different small size	6
24. Catheter different sizes	1 each
25. Torch	1

Liaise with the teaching hospital

1. Instrument for tracheostomy tray (paediatric size)	
2. Endotracheal tube of different size (paediatric size)	
3. Ophthalmoscope(paediatric size)	
4. Laryngoscope	2
5. Airway(different size)	2

Teaching Aids

1. Slide projector	1
2. White board	1
3. LCD projector	1
4. Computer with internet facilities	1
5. Overhead projector	1
6. CDs	as required

N.B. Rest of the articles shared with adult nursing art room.

Annexure E

Faculty Requirement

Sl. #	Subject area	No. Required up to 50 Admissions
1	BASIC SCIENCE	
	Anatomy and physiology	2
	Microbiology and Biochemistry	1
	Pharmacology	1
	Psycho-sociology	1
	Academic skills (English)	1
	Dzongkha	1
	ICT	1
2	NURSING	
	Fundamental of Nursing	2
	Medical Surgical Nursing	2
	First Aid and medical emergencies	1
3	MIDWIFERY	
	Midwifery	2
	Gynaecology	1
4	COMMUNITY HEALTH	
	Health promotion	1
	Epidemiology and research	1
	Biostatistics	1
	Environmental and occupational health (optional)	1
	Nutrition	1
5	PAEDIATRICS	
	Paediatric Nursing	2

Note:

- One faculty can teach in more than one speciality provided that he/she has the required subject expertise
- There should have sufficient support staff such as laboratory assistant, office assistant and cleaner.

Annexure F

Guidelines for Establishment of Nursing and Mid-wifery Institute

Undertaking

Undertaking will be signed only after approval of proposed proposal by ERC

I, Mr/Ms/..... of
Village,.....Gewog andDzongkhag bearing Bhutanese Citizenship Identity
No. hereby accept recommendation from the Department of Human Resources,
Ministry of Labour and Human Resources as per the proposal submitted by me to establish
..... at

I/We, hereby undertake to:

1. Establish Training Institute as per the proposal submitted to the Department of Human Resources (DHR), Ministry of Labour and Human Resources (MoLHR);
2. Register the training institute with the with the Bhutan Medical Health Council within one year of issuance of forwarding letter for license, failing which DHR, MoLHR shall reserve the right to assume that my training institute is no longer operational and therefore deregister my training institute;
3. Understand that Registration with BMHC is mandatory in order to become operational and commence nursing course;
4. Declare and understand that approval of license does not in any way constitute an obligation by the licensing authority or any Government agency to provide financial support/ land/space/manpower to me/ us to carry-out business;
5. Certify that the information furnished herewith is true to the best of my knowledge and principle. In the event of detection of false or misleading information, I/We confer herewith absolute authority the Ministry of Labour and Human Resources to take any action deemed appropriate including cancellation of the license; and
6. Uphold all the laws of the Kingdom of Bhutan and observe all internationally accepted norms, code and ethics of business in the delivery of quality training in my institute.

I/We hereby confirm that I have been briefed on the *Minimum Requirement Guidelines for Establishment of Nursing Institute and Registration process* with the BMHC and *FDI Policy*. I have understood them, including the implication and consequences of deviating from them.

Date:
Place:

Signature of Applicant
(Affix Judicial Stamp)

Approved by Establishment
Review Committee
Ministry of Labour and Human Resources

Seal & Signature of
Director, DHR/
ERC Chairperson

Date:
Place:

Annexure G

Guidelines for Establishment of Nursing and Mid-wifery Institute

Registration Form

Part 1: Training Provider Details

1. Name of Training Provider/Institute:			
2. Location :(Dzongkhag/Dungkhag)			
Dzongkhag/Dungkhag		Place:	
a. Permanent location (tick)		b. Temporary Location (tick)	
3. Contact Address:			
Telephone No:	Mobile No:	Fax No:	Email Address:
Postal Address(for mailing):		Website Address:	
4. Type of Ownership: Please tick the relevant			
Sole Proprietorship (private)	Partnership(private)	Franchise	others
Public (Govt.)	Corporate	NGO	others
Is the institute is affiliated/accredited by other international agency			
YES NO (If YES, specify the agency) _____			
5. Date of Establishment of Institute/License Number:			
Date of Establishment/Commencement of the Program:		License No :(private trg. institute)	
6. Full Name and Designation of key contact person			
Name:_____ Designation:_____			

Part 2: Physical Resources (Rooms)

Guidelines for Establishment of Nursing and Mid-wifery Institute

Type of rooms	How many?	Total Floor Area (M ²)
1. Class room with adequate furniture, lighting, ventilation and power supply outlets		
2. Office room with adequate furniture		
3. Staff room with adequate furniture		
4. Meeting room (if any)		
5. Others(please specify)		
6. Total (sq.m)		

Part 3: Teaching learning Resources

	How many?	Remarks
1. White/green board in classroom		
2. LCD projector		
3. Relevant text book for trainees		
4. Teaching Aids (simulation equipment/models/charts ...)		
5. Trainee log book		
6. Training video/ CDs		
7. Interactive board (if any)		
8. Others (please specify)		

Part 4: Human Resources (Trainers) (use additional sheet if necessary)

Name	Sex		Qualification	Work Experience	Full time/ Part time	Nationality
	M	F	Education/ Training			
Total Number						
Trainer Trainee ratio in classroom (Please tick any relevant)						
1:15-20 1:21-25 1:26-30 (Other (please specify) -----)						

Part 5: Human Resources (Support Staffs)

Name	Sex		Post (Designation)	Full time/ Part time	Nationality
	M	F			

Guidelines for Establishment of Nursing and Mid-wifery Institute

Part 6: Training Tools and Equipment

Does the training institute have adequate:	Adequate for training	Not adequate for training	(If not adequate, Do you have plan to buy more)	
<ul style="list-style-type: none"> training tools/equipment computers for IT training machineries for technical institute 			Yes	NO

Note: Tools and equipment shall be verified by the evaluator(s) during the site visit

Part 7: Trainee Support Facilities

Type of facilities	Yes (tick)	No (tick)	Remarks
1. First Aid facility			
2. Toilet			
3. Library facilities			
4. Fire safety (equipment/exit door)			
5. Drinking water(hot and cold)			
6. Heating and cooling facilities			
7. Recreational facilities (if any)			
8. Internet facility			
9. Photocopier/Printers			
10. Information/notice board			
11. Suggestion box			
12. Institute rules and regulation			
13. Extra-curricular activities			
14. Canteen facilities			
15. Hostel facilities			
16. Auditorium			
17. Others as specified in annexure D and E of the guidelines for Establishment of Nursing Institute			

Part 8: Physical Resources (Training Space)

Type of space	How many?	Remarks
1. Workshop space (technical institute only)		
2. Space for computer training(IT training institute only)		
3. Space of practical training (other institute)		
4. Others (if any)		

Part 9: Course Details (Please use additional sheet(s) if the space is insufficient)

Course Title	Training Duration (Hrs)			Total duration	Fees per trainee	No. of trainee per course	Level: Certificate/Diploma
	Theory	Practical	OJT				

Guidelines for Establishment of Nursing and Mid-wifery Institute

Do you have prescribed curriculum for each course (please tick)			Yes No
Note: 6 hrs= 1day. 5 days= 1 week. 36 weeks=1 year. OJT (on-the-job training)			

Part 10: Quality Management System/Others

Whether the Institute has established Quality Management System	YES (Please tick)	NO (Please tick)
Whether the Institute has Vision and Mission Statement	YES (Please tick)	NO (Please tick)
Whether the institute has signboard written in Dzongkha and English	YES (Please tick)	NO (Please tick)

Part 11: Declaration and Signature

I hereby confirm and declare that:

1. the information provided in this application is true, complete and accurate to the best of my knowledge at the time of completing this form
2. I will abide by the directions and guidelines published in the regulation in relation to the registration of training institutes
3. any false, fictitious, or fraudulent information may be subjected to administrative penalties
4. I have understood the Guidelines for Establishment of Nursing and Mid-wifery Institute
5. I understand that the information provided in this form will only be used for the purpose of registration and for publishing register of training providers

Name/ Signature of Head/CEO/Proprietor of Training Institute

Date -----

Institute's Official Stamp

Supporting Documents to be Submitted along with the Registration Form:

1. Photocopy of business license (Not Applicable for Govt. Institutes)
2. Photocopy of trainers proof documents (academic transcript, training certificate/CV/Resume, CID copy)
3. List of trainees for each course, indicating year of enrollment/graduation/male/female/CID number
4. Course brochure/prospectus/ information leaflets (if any)
5. Attach institute location map(if any)
6. Any other documents (if any)
1. Name of affiliating university or equivalent institute (attach signed agreement)
2. Name of the Affiliated Teaching Hospitals and Primary Health centers recognized by the council (attach signed agreement with Ministry of Health)

Guidelines for Establishment of Nursing and Mid-wifery Institute

3. Details of Teaching hospital as per BMHC requirement
4. Educational program:
 - a. Proposed annual intake of students:
 - b. Admission criteria
 - c. Teacher to student ratio
 - d. Curriculum validated by the affiliated university, respective council or nursing boards
5. Physical Facility and equipments as per BMHC requirement
7. Faculty : As per BMHC requirement

For official use only

Application received on: _____

Received by: _____

Signature: _____
BMHC

Follow up action: _____