



**GUIDELINES FOR APPROVAL OF NURSING AND
MIDWIFERY EDUCATIONAL INSTITUTIONS AND
PROGRAMS - 2021**

BHUTAN MEDICAL AND HEALTH COUNCIL
ROYAL GOVERNMENT OF BHUTAN

**GUIDELINES FOR APPROVAL OF NURSING AND
MIDWIFERY EDUCATIONAL INSTITUTIONS AND
PROGRAMS**



KINGDOM OF BHUTAN

Bhutan Medical and Health Council
Royal Government of Bhutan

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1. Introduction

Under the power vested in the General Body by the Chapter VI Section (i) of the Medical and Health Council Act 2002, Kingdom of Bhutan, the General Body of the Council during its 14th General Body Meeting held on 25th August 2021 approved this document.

1.1 Short Title

Guideline for Approval of Nursing and Midwifery Educational Institutions and Programs (2021).

1.2 Commencement

This Guideline shall come into effect from 1st January 2022.

1.3 Supersession

This Guideline shall supersede the provisions of existing guideline, notifications and circulars that are inconsistent with this guideline.

2. Application and Scope of Guideline

The Bhutan Medical and Health Council (BMHC) is empowered by the Bhutan Medical and Health Council Act 2002 to regulate the educational institutes and programs for ensuring the quality and standards of education for nursing and midwives.

The institution should develop programs and pathways for approval and accreditation in line with the professional development needs of the nursing and midwifery services and provide opportunities for recognition of students completing the courses. As part of the approval process, the institution should develop relevant competency of students, provide learning experience through engagement with core knowledge and professional values. The institution should also incorporate research, scholarship and professional practice into these activities.

The guidelines shall apply to any individual or entity or joint venture intending to establish nursing and midwifery institutes in the country and

all the institutes engaged in providing nursing and midwifery education and training in the country.

This guideline is developed to assist the applicants interested to establish institutes as well as help the already registered institutes (under public or private sector) to obtain approval and accreditation for the nursing and midwifery training programs. The guidelines will be used for evaluation of the new institutes as well for expansion and introduction of new programs.

3. Objectives of the Guideline

The Guidelines is developed for the following objectives:

1. To examine to what extent a Nursing and Midwifery Educational Institute (NMEI) meets the requirements set by the BMHC for the provision of nursing and midwifery education.
2. To maintain and improve the quality standards of the nursing and midwifery education programs.
3. To demonstrate commitment by NMEIs to quality nursing and midwifery education and comply with BMHC standards.
4. To promote fairness, efficiency and transparency in the procedure for the establishment of the institutes.

4. Definition

Nursing and Midwifery Education Institutes refer to schools, colleges, faculties, and universities under public or private sector which provide nursing and midwifery education to produce qualified professionals towards delivering nursing and midwifery services.

5. Purpose of approval/accreditation

The BMHC is responsible for approving/accrediting all NMEIs to see whether each one meets and maintains the standards defined by the Council. This is to enhance the quality of the programs and to produce competent nurses and midwives in providing quality care. Thus, under the approval/accreditation process, the essential criteria and standards of each

component will be assessed to ensure that graduates achieve the desired objectives and the requirements for certification and registration by the BMHC.

6. Standards for approval/accreditation

The NMEI should meet the following Standards and Quality Indicators for Nursing and Midwifery Education or programs set by the BMHC as a basis for its establishment, monitoring, evaluation and improvement.

Standard I: Governance and Management

Standard II: Curriculum

Standard III: Assessment

Standard IV: Teaching Faculty

Standard V: Students

Standard VI: Resources

Standard VII: Program Evaluation and Quality Assurance System

7. Approval/Accreditation Process and Procedures

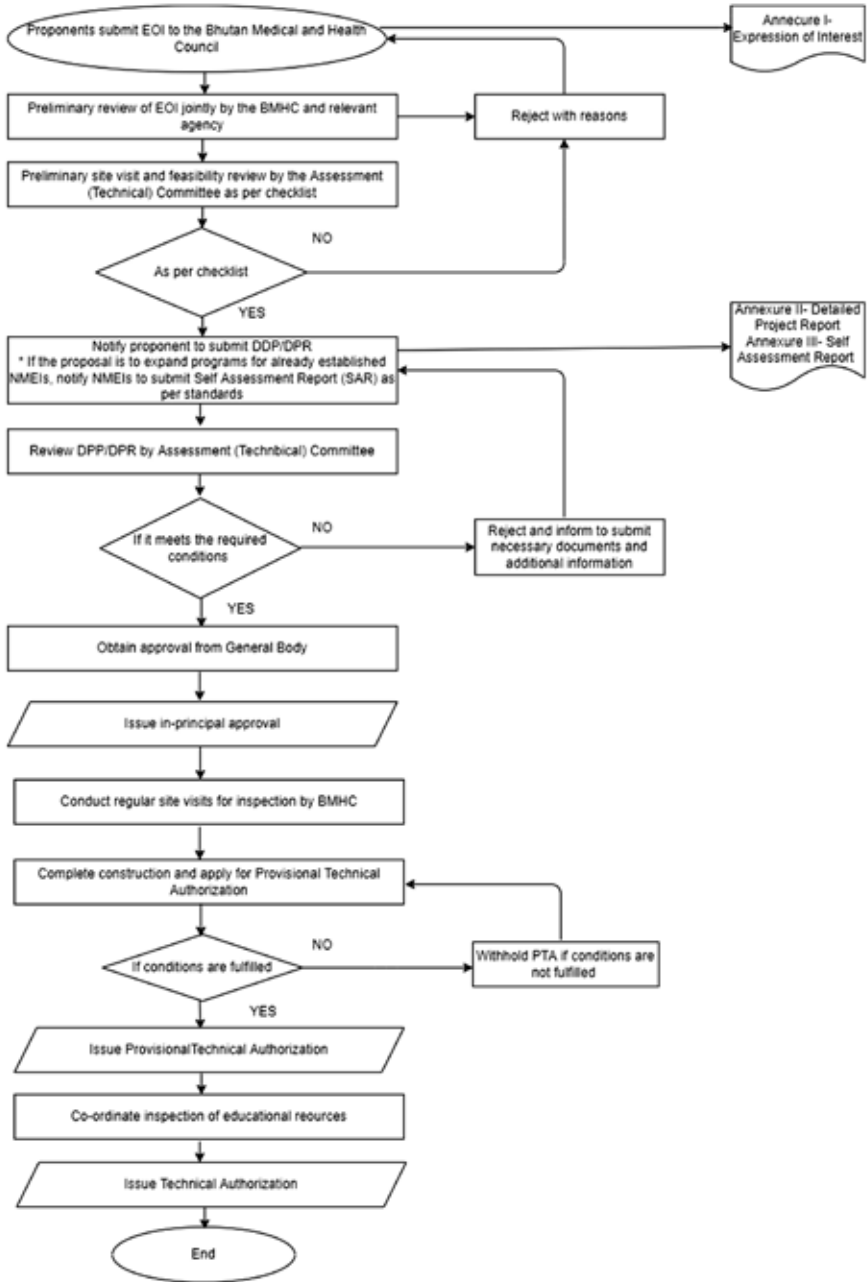
1. NMEI Approval/Accreditation System

- A. The approval/accreditation system shall be a joint process involving both the Assessment (Technical) Committee and the NMEIs.
- B. The NMEIs shall apply to the BMHC for approval/accreditation in the form of Expression of Interest (EOI) as per Annexure I.
- C. Proposal shall be reviewed by the Assessment (Technical) Committee which may include representatives from other relevant agencies with expertise in relevant fields.
- D. The procedure of approval/accreditation shall be as shown in Figure 1 as follows:
 - I. Upon receipt of the EOI the BMHC shall constitute an Assessment (Technical) Committee for a preliminary review of the proposal.

- II. The individual/NMEIs shall be notified of the rejection of the application with reasons or asked to submit additional information or a detailed project proposal/report (DPP/DDR).
- III. The individual/NMEIs shall submit a detailed project proposal/report (DPP/DDR) as per Annexure II. In case of an already established NMEI applying to expand the program or get accreditation, a self-assessment report (SAR) shall be submitted as per Annexure III along with the prescribed fees.
- IV. The Assessment (Technical) Committee shall conduct a detailed review of the project proposal in consultation with relevant agencies and based on relevant regulations and policies.
- V. The Assessment Committee may visit the NMEIs or project site to verify whether the conditions are fulfilled as per the DPP/DDR
- VI. The Assessment Committee shall submit a report of the assessment findings with recommendations to the BMHC.
- VII. The BMHC shall seek approval from the General Body of the Council and relevant agencies as deemed necessary.
- VIII. The BMHC shall notify the individuals/NMEIs on the outcome of the assessment report specific recommendations for improvement, if necessary.
- IX. The individual/NMEI shall submit a report on the follow-up of the recommendations or furnish any information as asked by the BMHC.

- X. Upon fulfillment of the recommendations, the BMHC shall issue the relevant approval/accreditation letter/certificate.
- XI. The NMEIs shall notify the BMHC of any major changes that may affect the direction of the program such as title of award, program content, admission criteria, number of intake and suspension or termination of programs.
- XII. The NMEIs shall be monitored and re- assessed at regular intervals as necessary.
- XIII. Technical authorization/full registration certificate for the institutes after graduation of the first batch of students.
- XIV. The NMEIs shall be monitored and re-assessed at regular intervals as necessary.

Figure 1: PROCEDURES FOR APPROVAL/ACCREDITATION OF NMEIs



8. References

1. International Confederation of Midwives. Definition of Midwife. The Hague, The Netherlands, 2005
2. New England Association of School and College. Role and value of accreditation. 2006.
3. Anderson P., Cuellar N., Rich K. Performance improvements in higher education: adapting a model from health care agencies. *Journal of Nursing Education*, 2003, 42:416–420.
4. Carroll SV, Thomas G, DeWolff D. Academic quality improvement programme: using quality improvement as a tool for the accreditation of nursing education. *Quality Management in Health Care*, 2006, 15:291–295.
5. Thomas G, Carroll V, Susan MS. Curriculum revision: product innovation for quality outcomes. *Quality Management in Health Care*, 2006, 15:285–290.
6. Rohlin M et al. Continuous quality improvement. *European Journal of Dental Education*, 2002, 6:67–77.
7. International Council of Nurses. The definition of Nursing. Geneva, 2007. 8. International Council of Nursing. Official definition to the Constitution. Geneva, International Council of Nursing, 2001.



Annexure I

Application for Registration of Medical and Health Institution

Name of Training Institution:
Correspondence address:
.....
(in block letters)

Head of Department/Program:
Phone No.....
Office:
Mobile:
Fax:
Email address:
Webpage, if applicable

Note: Duly filled in application form should be accompanied by the following:
i. Processing fee (Nu. 51,000/-) for Application for Registration of
Medical and Health Institution as per the Regulations). This form
together with registration fees should be submitted to:

The Registrar
Bhutan Medical and Health Council
Ministry of Health
Thimphu

Declaration:

I/we certify that the information provided in this application 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 regulations on registration of the introduction of new course.

Signature of Head of Training Provider/Training Institute:
Name:
Designation:
Date:/...../.....

Annexure II

FORMAT FOR DETAILED PROJECT PROPOSAL/DETAILED PROJECT REPORT

1. Proponent details:

- a. Full Name:
- b. Age/sex:
- c. CID No:
- d. Permanent address (village/ gewog/dzongkhag/Thram No/House No):
- e. Mailing contact address:
- f. Promoter's academic qualification/ experience:

2. Proposed name of the college/institution:

The Detailed Project Proposal has to include the proposed name for the institution. The proponent shall avoid using various terms such as "Royal", "National" and other similar words in the names of the private institutions. The final name of the private institute shall be determined as per the approval of the Registrar of Companies, Ministry of Economic Affairs.

3. Vision, mission and implementation strategies:

The Detailed Project Proposal shall include the vision, mission, objectives and implementation strategies of the institution. To this effect, the proponent should clearly mention all such strategies in the document; and what obstacles he/she envisages and how to overcome them to fulfil its vision and mission.

4. Project scheduling, implementation and management:

The Detailed Project Proposal has to specify the timelines and major milestones to be achieved in the work plan matrix with projected student numbers.

5. Values of Gross National Happiness:

The Detailed Project Report must include how the institution's mission and vision align to the principles of Gross National Happiness,

instilling values in students, promoting the use of Information and Communication Technology and the quest for excellence.

6. *Land:

Location and suitable for the purpose intended. The proponent shall submit ownership, Lagthram or lease agreement including the size of the area.

7. Conceptual Master plan:

The conceptual master plan shall encompass all aspects of the physical infrastructure in the form of blueprint and architectural, structural drawing of the proposed buildings (academic, residential for staff and students, auditorium, dining hall, etc.), parking space, and playfields.

8. Admission, Training plan, Services and Assessment:

The Admission, Training plan, Services and Assessment shall be as prescribed under the Common Minimum Standard for Establishment of Medical and Health Institute.

9. Academic Plan/Profile:

The Detailed Project Proposal shall state the intent and purpose of the institute in terms of Location of the Institute; Title of the proposed Medical and Health course, Duration of the course and mode of study. It should include convincing justifications for the program which are relevant based on analysis on market trends, program offered by existing institutes, research facilities for faculty and students. Furthermore, the DPR may include plans to offer credit transfer with other renowned institutes, part time and exchange study program. The proponent may also include plans for clear internship program with agencies in or ex-country for hands on experience and has potential with in campus recruitment.

10. Affiliation:

Provide details on affiliation of training institute with recognized university. The proposed institution shall approach the University concerned to obtain affiliation for the institute. Before according temporary affiliation to the college, the University shall send affiliation committee to inspect whether the college has provided facilities as per the norms. The management of the sanctioned institute has to approach the concerned University for affiliation in the same academic year for which the permission is granted, otherwise the permission orders issued are deemed to be cancelled.

11. Teaching Hospital:

Identification of teaching hospital is mandatory for Medical and Health course for student practice to gain clinical skills. Teaching hospital shall not be shared between two or more institutes offering the same education program. The institute shall have signed agreements with the Ministry of Health/ University of Medical Sciences for clinical facilities in the Teaching hospital, primary health centres and other health facilities for specialized training.

12. Human Resource:

The Detailed Project Proposal shall articulate and envisage that the faculties would be recruited both in terms of teaching and non-teaching as relevant to the types of programs and with relevant qualifications. By relevant qualifications, reference should be made to the type of acquired qualifications and the proposed field of teaching. It shall also indicate that the teaching of its courses shall be strictly carried out by academics with at least one qualification level higher than the level of the course taught. The provision for encouraging research, publication and consultancy services by faculties should be included. The number of people required, future expansion of programs and requirement of expatriate personnel should be clearly elaborated.

- a. The institute shall have sufficient, relevant and qualified academic faculty to implement the curriculum effectively and ensure adequate supervision*

- b. *The qualification of academic faculty shall be as per the standard.*
- c. *The institute shall have the required faculty at all times.*
- d. *Staffing: organization chart of the institute; team composition and task assignment*

13. Quality Assurance System:

Quality being the major concern, the detailed project proposal shall articulate the scope of having a mechanism to be put in place to ensure the internal quality assurance system and have a provision for external quality assurance by external professional bodies/ Accreditation Council. Academic quality with respect to teaching, learning, research and community service within the framework of the institutional mission must provide evidence that it has a clear description of academic quality, standards or policies to determine the quality standards, expectations of institutional or program quality, educational quality, and student achievement.

14. Infection Control and Waste Management:

The institute shall have proper infection control and waste management strategies. The institute shall comply with the National Guidelines Infection Control and Hospital Waste Management and infection control policy.

15. Governance Structure:

The governance structure shall be as per the Standard for Establishment of the Medical and Health Institute.

16. Business Plan:

The Detailed Project Proposal (DPP) shall indicate the financial viability and its capacities of the promoter to sustain operations into the future through a range of financial indicators. It shall also capture the source of funds such as equity (partners, shares, etc. or debt and

a detailed project costing as well as financial analysis including projected tuition levels that will make the institution viable shall be mentioned). It should also stipulate that the institution shall be well-managed by stating when the management and administrative systems, policies, procedures and practices will be put in place.

17. Market Need Analysis and Marketing:

This should cover description of the proposed training Institute and its outlook as a business/service entity; general profile of targeted clients and marketing strategies

18. Project cost and Analysis:

The Detailed Project Proposal should include detailed project costing and financial analysis including projected tuition levels, source of funding whether equity (partners, shares, etc.) and/or debt structure. They may be based on the cost (in Nu) of land, site development, civil construction, infrastructure/installation charges, plant and equipment, pollution control equipment and accessories, technical know-how and services, other pre-operating expenses, miscellaneous/contingencies, foreign exchange requirement if any, etc. Both fixed investment and working capital must be included.

19. *Environment impacts and mitigation measures:

The Detailed Project Proposal has to elaborate this as per the provisions of Section 13 of the Application for Environmental Clearance Guideline for the Preparation of Industrial Project Reports. The format for the same is available at www.moea.gov.bt and www.nec.gov.bt. Further, it shall include the Environment Management Plan that is in adherence to the National Environmental Policy.

20. Facilities and Student Services:

The Facilities and Students Services shall be as per the Common Minimum Standard for the Establishment of Medical and Health Institute.

21. Admission Policy and Scholarships:

The Detailed Project Proposal shall include clear policy on admission, eligibility criteria, selection procedures, fee structure, and provisions of scholarships by the college.

22. Service conditions:

The Detailed Project Proposal shall specify clear policies on service conditions such as recruitment, professional development of the staff, remuneration details including provident fund, retirement benefits, leave procedure, staff welfare, student representation in decision making bodies and any other support services that the institutes envisages to set up.

23. Employment Prospect:

Plan to assist trainees to find employment after completion of their training.

24. SWOT Analysis:

Clearly identification of strength, weakness, opportunities and threat of the proposed training institute.

25. Safety and Security:

The Detailed Project Proposal shall include safety and security measures for the staff and students.

26. Closure:

In the event of closure of the college for unforeseen reasons, the details of provisions for the continuation of the courses by the learners shall be also included in the Detailed Project Report. This is to ensure proper protection of the learners in terms of continuation and completion of the courses.

27. Public Information System:

The Detailed Project Report shall include the plan to create and maintain a public information system to ensure transparency of all necessary information such as student fees, licensing and accreditation status, course details etc. of the college.

28. Others:

The Detailed Project Proposal shall cover issues such as, but not limited to the following, supported by sound and authentic justifications: market analysis, sustainability of the college, enrolment projection (beginning & onwards), approvals from respective organizations and as far as possible the DPR should be aligned to the provisions of Bhutan Medical and Health Council Act and Regulation.

Annexure III

Self-Assessment Report Form

1. Name of the Nursing and Midwifery Educational Institution (NMEI):

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2. Location and address:

.....

3. Types of programmes offered:

.....

Components	Evidence of meeting the criteria as per the standards	Remarks
Standard I: Governance and Management		
Standard II: Curriculum		
Standard III: Assessment		
Standard IV: Teaching Faculty		
Standard V: Students		
Standard VI: Resources		

Standard VI: Program Evaluation and Quality Assurance		
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Comments:

Annexure IV

Assessment Form

1. Name of the Nursing and Midwifery Educational Institution (NMEI):

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2. Name of Auditors:

1.....

2.....

3.....

4.....

3. Methods of assessment:

3.1.....

3.2.....

3.3.....

3.4.....

4. Information providers:

4.1.....

4.2.....

4.3.....

4.4.....

Date:

5. Details of data (given in table)

Components	Criteria (from the standard)	Outcomes		Scores	Examples of Evidence	Remarks
		Yes	No			
Standard I: Governance and Management						
Standard II: Curriculum						
Standard III: Assessment						
Standard IV: Teaching Faculty						
Standard V: Students						
Standard VI: Resources						
Standard VII: Program Evaluation and Quality Assurance						

Overall Comments

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