उत्तर प्रदेश नर्सेज एवं मिडवाइब्ज कौन्सिल

5, सर्वपल्ली, माल एवेन्यू रोड, लखनऊ – 226001
फोन : 0522 – 2238846, 2236600, फैक्स : 0522-2237800

पत्रांक सं0 17278/19   दिनांक 15/5/19

<div align="right">अत्यन्त महत्वपूर्ण / समयबद्ध</div>

सेवा में,

प्रधानाचार्य / प्रबन्धक,
समस्त नर्सिंग प्रशिक्षण केन्द्र (निजी क्षेत्र),
उत्तर प्रदेश।

विषय–वर्तमान में संचालित प्रशिक्षण केन्द्रों का गुणवत्ता सुधार एवं उच्चीकरण हेतु औचक निरीक्षण किये जाने के संबंध में।

महोदय / महोदया,

उपर्युक्त विषयक कार्यालय के पत्र संख्या 12609/19 दिनॉक 04.01.2019 के क्रम में आपको सूचित करना है कि प्रदेश में वर्तमान में चल रहे नर्सिंग प्रशिक्षण की गुणवत्ता सुधार हेतु प्राप्त उच्चादेशों के तहत **25 मई, 2019 से 30 जून, 2019** के मध्य आपके प्रशिक्षण केन्द्र का औचक निरीक्षण कराया जायेगा। निरीक्षण के तत्काल बाद निरीक्षण रिपोर्ट कार्यालय के वेबपोर्टल पर ग्रेडिंग प्रणाली के माध्यम से सार्वजनिक की जायेगी। प्रशिक्षण केन्द्रों की ग्रेडिंग A B C D स्तर पर निर्धारित की जायेगी। यह ग्रेडिंग सभी के लिए सुलभ होगी।

इस कार्य को करने हेतु उच्च अधिकारियों से विचार–विमर्श करने के पश्चात् JHPIEGO (Jhons Hopkins Program for International Education Gynecology and Obstrics) को अधिकृत किया गया है। जपाईगो की टीम के द्वारा ही निरीक्षण किया जायेगा।

जिन बिन्दुओं पर आपके प्रशिक्षण केन्द्र का निरीक्षण किया जायेगा उसका विस्तृत विवरण इस पत्र के साथ संलग्न है। निरीक्षण के समय नियुक्त निरीक्षकों को वांछित दस्तावेज उपलब्ध कराने का कष्ट करें, जिससे कि निरीक्षण कार्य सुचारु रूप से सम्पन्न हो सकें।

<div align="right">भवदीय,

रजिस्ट्रार,
उ0प्र0 नर्सेज एवं मिडवाइब्ज कौंसिल।</div>

Part I: Basic Profile and Infrastructure of the Institution

Name of institution: _____   *District:*_____

*Email id of the institution:*_____ *Website:*_____

Full address with Pincode: _____

Date of assessment _____

Administrative control: University/Municipal Corporation/Defense/Autonomous/Voluntary/Missionary/Company/Trust

1   Name of the Trust/Society/Missionary/Company:_____

(Certified copy to be enclosed)

2   Documents for establishment letters: (copy to be enclosed)

  i) NOC from State Govt   (Yes/No)

  ii) NOC/Affiliation from State Nursing Registration Council   (Yes/No)

  iii) Approval letter from Indian Nursing Council   (Yes/No)

  iv) Pollution Control Board Certificate(Parent Hospital) duly attested is present   (Yes/No)

  v) Letter from CMO regarding establishment of Institution   (Yes/No)

  vi) Current Fire NOC   (Yes/No)

3   Is Biometric system is available for recording attendance of:

  i) Faculty   (Yes/No)

  ii) Students   (Yes/No)

4   Is virtual classroom set up available in the institution?   (Yes/No)

If no, which of the following logistics are available:

  i) Internet connection (broadband wired or wireless (3G or 4G/LTE) minimum 2mbps   (Yes/No)

  ii) HD Camera (USB camera)   (Yes/No)

  iii) LCD Projector   (Yes/No)

  iv) Microphone   (Yes/No)

  v) Speaker   (Yes/No)

5   Number of seats sanctioned per programme:

Programme	No. of seats sanctioned	University/ Board	No. of students enrolled on the day of assessment					
ANM			Courses	1st yr	2nd yr	3rd yr	4th yr	Total
GNM			ANM			NA	NA	
B.Sc(N)			GNM				NA	
Post Basic B.Sc(N)			B.Sc(N)					
M.Sc(N)			PBBSc			NA	NA	
1)Medical Surgical (N)			M.Sc(N)			NA	NA	
2)Community Health(N)			Total					
3)Paediatric(N)								
4)Psychiatric(N)								
5)OBG (N)								

Part I: Basic Profile and Infrastructure of the Institution

6 Training Insfrastructure(Teaching Block)

1) Institution has a separate building .... (Yes/No)

   Whether it is (Own/Rented/Leased) .... ……………..

2) Is the classroom size adequate for the batch intake .... (Yes/No)

   No. of classrooms

   Area of smallest classroom as per blue print

3) Is there a dedicated room for -

   i) Principal's Office   (Yes/No)   *Area in sq.ft*

   ii) Teaching Faculty   (Yes/No)   *Area in sq.ft*

   iii) Non teaching faculty   (Yes/No)   *Area in sq.ft*

4) Is computer available for office use   (Yes/No)

5) Printer/photocopy machine is available   (Yes/No)

6) Toilet ratio of 1:10 is available for students   (Yes/No)

7) Observe if the institution have labs as per the norms

Laboratories	Yes/No	Size(in sq ft)	Adequate items /Mannequin are available(Y/N)	No. of beds where applicable	Tables	Inventory register (Y/N)	Utilization register (Y/N)	Utilization register in use(Y/N)
i) Foundation Lab								
ii) OBG & Paed lab								
iii) Pre-clinical lab								
iv) Community Lab								
v) Nutrition lab								
vi)Advance Skill lab								

8) Library

Area in sq.ft	No. of bookshelves	No. of books	No. of journals	Accession register available	Seating capacity	No of books issued (last 3 months)

9) AV aids room available .... (Yes/No)

AV aids	Available Y/N	Functional (Y/N)
Computer		
Projector		
Screen		
Charts		
Audio system		

Other AV Aids available_____

7 Hostel facilities

1) Does the institution have hostel facility .... (Yes/No)

2) A separate hostel for boys and girls are provided .... (Yes/No)

Part I: Basic Profile and Infrastructure of the Institution

3) Total area of hostel rooms in sq ft _____, No. of rooms for students_____

4) No. of seating arrangement in dining hall is adequate for atleast 1 batch at one time   (Yes/No)

Whether the hostel has a provision for:

1) Water supply   (Yes/No)

2) Pantry   (Yes/No)

3) Laundry   (Yes/No)

4) Hot water supply   (Yes/No)

5) Sick room   (Yes/No)

6) Safe drinking water facility   (Yes/No)

7) Entertainment room(TV optional)   (Yes/No)

8) Toilet ratio of 1:6 is available in hostel   (Yes/No)

8 Human Resource: Verify with the documents if there is evidence that- (copy to be enclosed)

Designation	Recommended no of designation	Details of faculty		Recommended qualification	Recommended qualification met(Yes/No)	Years of experience		Date of joining
		Numbers available	Names			Teaching	Clinical	

9 Clinical Facilities: (copy to be enclosed)

1) Complete address of parent hospital: _____

    No of bed _____

2) Bed occupancy(in %) of the parent hospital _____(total no. of IPD/total no.functional of beds x 1 month)

Part I: Basic Profile and Infrastructure of the Institution

Departments available in parent hospital	Bed strength	Averange bed occupancy for last 1 month

3) Number of affiliated hospitals(copy to be enclosed)   (   )

S/n	Name of Affiliated Hospital	Distance from institution	Contact detail of the hospital	Name of Nsg Superintendent/Matron	Name of department where students were posted	No. of beds

4) Arranged Transportation is adequate for the number of students (compare with CRP)   (Yes/No)

10 Community Health Facilities and other visit details (letters copy to be enclosed)

S/n	Name of facility	Type of facilities	Distance from Institution	No.of days for visit	Permission letters available Y/N

11 For school of nursing, does the institution has the basic requirement in terms of infrastructure for upgradation to College of Nursing? Please mention the details in the annexure   (Yes/No)

If no, please mention the reason below:

  i)

 ii)

iii)

 iv)

v)

vi)

12 List down the 100 bedded hospitals(governement/private) available nearby the institution or within the district.

i)

ii)

iii)

iv)

v)

vi)

Annexure:

Total area for teaching block 23720sq ft area(60 students)

Total area for hostel block 30750 sq ft area(60 students)

Sl/No	Requirement as per guideline	Recommended	Area in sq.ft	Available	Comment
1	Classroom	4 nos	1080		
2	No. of rooms for laboratories including IT lab	6 nos	900 each		
3	Auditorium	1	3000		
4	Library with staff reading room	1	2400		
5	Office				
	Principal's office	1	300		
	Office for Vice-principal	1	200		
	Faculty room	1	1000		
6	Common rooms	Minimum 3 rooms	1100		

Part II: Performance Standards of the Institution

SI/No	VERIFICATION CRITERIA	Scores Y/N/NA
1. Faculty and student ratio		
	Theory: 1:60 (for 60 intake, as applicable)	
	Clinical: 1:10	
2. Academic Policy of Institution		
	Academic Policy for institution is available with regards to student attendance in theory and practical, dress code , professional conduct and disciplinary actions of students in clinic and classroom, A policy for students to file grievances regarding results exists	
3. Academic calendar		
	The start and end dates of the academic year included along with the exams and holidays	
4. Computer lab		
	There is a functional computer lab with working computers (ANM - 2, GNM - 4 & CON - 6)	
	There is reliable internet access	
	The time table shows regular computer class is arranged for the students	
5. Teaching plan is available with the faculty		
	Developed and distributed the units in the course syllabus to the faculties	
	Has developed a lesson plan	
	Master rotation plan(MRP) is displayed - theory, clinical posting, exams, vacations are mentioned according to syllabus prescribed	
6. Faculty use effective facilitation skills in classroom		
	Specify which unit/topic is being taught	
	Uses lesson plan	
	Learning objectives are discussed with students	
	AV aids like projector, overhead projector, white/black board are being used for classroom facilitation	
7. Skills demonstrations are conducted efficiently in the learning lab		
	Teachers utilised the learning labs regularly for skills demonstration	
	Procedure checklist is available with students and faculty for demonstration	
	Opportunities are given to the students for practice of the skills demonstrated	
	Return demonstration/skill evaluations from students are taken for each skills demonstrated	
8. Clinical Rotation Plan		
	CRP for each class of students exists	
	Developed clinical objective and shared with clinical site staffs	
	CRP has student distribution, area of posting as per curriculum and nursing faculty responsible for each block	
	CRP copy is shared with clinical site staffs	

Part II: Performance Standards of the Institution		
Sl/No	**VERIFICATION CRITERIA**	**Scores Y/N/NA**
	Clinical attendance register for faculty	
	Procedure checklist is available with students and faculty	
9. Effective clinical supervision		
	Faculty record activities conducted during clinical supervision on a daily basis	
	Pre-post clinical discussions are conducted on daily basis	
	Students daily activities are monitored and recorded	
	Periodic clinical evaluations are conducted	
10. Evaluation criteria & examination records		
	Minimum two internal exams are conducted in a year for each batch	
	Document/notice shows that students are informed at least 1 week before internal exams	
	Exams are structured so that they can be scored blindly (student names are not mentioned)	
	Structured practical examinations are held for each student at the end of each term that includes skill related objectives	
	Checklists or other tools are used to document observations of students in structured practical examinations	
	Sessional marks register/record is maintained	
	A document exists to track students from entrance to exit	
11. Meeting records		
	Faculty meetings are conducted and minutes are recorded in registers/file in the last 1 month	
	Regular meetings of faculty and clinical site staffs are conducted and minutes recorded (minimum thrice a year)	
12. CNE exists for faculty		
	A record of Seminars/Webinar/CNE meeting minutes (last 6 months) for the teachers	
	Topics for interest for Virtual Class trainings:	
	1	
	2	
	3	
	4	
	5	