



THE UNITED REPUBLIC OF TANZANIA
TANZANIA NURSING AND MIDWIFERY COUNCIL



**GUIDELINE FOR THE ESTABLISHMENT OF NURSING AND
MIDWIFERY SCHOOLS/PROGRAMS**

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Foreword

Nursing and midwifery education is the foundation of a qualified and competent nursing and midwifery workforce. Improving the quality of nursing and midwifery education and training is an important way of strengthening health systems. This is approached principally by establishing standards for professional education to assuring quality educational processes and institutions, and providing institutions offering educational programmes for initial, specialist and advanced professional education.

Tanzania Nursing and Midwifery Council (TNMC) is a Professional Regulatory body established and function under *“Act No.1 2010 and its Regulations 2010 and its regulations* responsible to regulate Nursing and Midwifery professional training and practice. The TNMC core function is to ensure public health safety through provision of services obtained from qualified and competent professional who are trained from relevant training institution under well-established environment. Thus, one of its roles is to control the practice of nursing and midwifery education practice.

As in many other parts of the world, there is a growing concern about the fitness of health professionals graduating from educational institutions to provide quality professional services, and about the capacity of educational programmes to graduate nurses and midwives with the right set of competencies, and with the ethical and professional values expected of them. Thus, the Council through training regulations responsible to set standards that indicates necessary requirement for school training program to be adhered during establishment and operation for better outcome of curriculum implementation.

Development of this guideline has been made to accommodate the existing challenges that emerged within the health care contexts, which have affected the quality of education, and practice that is being offered at different levels in the country. These include observed trends in increased demand for stakeholders to establish nursing and midwifery training antagonized with the shortage of teaching staff both in the classroom and clinical practice; shortage of teaching and learning materials such as books, skills laboratories equipment; supplies as well demand of using of high technology equipment and Information and Communication Technology (ICT) in curriculum implementation. Therefore, the guideline is geared to improve the situation by considering changes and professional updates, which drive the Council to accommodate these requirements to match with the current trends in Nursing and Midwifery.

Preparation of this guideline involved various stakeholders from nursing fields and other regulatory authorities responsible for education considering the general requirements that cut across and the specific for Nursing and Midwifery school. General requirements include Governance and management, Infrastructures, academic support, and student affairs. While specific requirement includes size and quality of teaching and learning infrastructures, skills laboratories requirements, practicum site in terms of capacity and teaching-student personnel ratio are mandatory.

The guideline provides description of all necessary requirements that will be used as minimum requirements for the establishment of Nursing and Midwifery schools to enable student nurses and midwives on training to acquire necessary skills competences.

It is the Council's expectation that government, and all stakeholders interested in Nursing and midwifery education and training will adhere with standards and will put more emphasis with a view to providing favorable environment for attaining the goals of the professional Council. The issues include the improvement of the quality of education and training structure so to produce competent practitioners who will be productive for the public health safety

Prof. Lilian Mselle

TNMC -Chairperson

LIST OF ABBREVIATIONS

| | |
|---------|--|
| TNMC | Tanzania Nursing and Midwifery Council |
| NACTVET | National Council for Technical and Vocational Education and Training |
| RN | Registered Nurse |
| EN | Enrolled Nurse |
| LCD | Liquid Crystal Display |
| NT | Nurse Tutor |
| GePG | Government electronic Payment Gateway |
| Tsh. | Tanzanian shilling |

DEFINITION OF TERMS

Teacher

Means a registered practitioner with qualifications of teaching methodology who instructs students in a particular field of practice.

Nurse or Midwife Tutor

Means a registered Nurse or Midwife having not less than two years of clinical experience who has attended an approved Nursing or Midwifery Education and is registered as such by the Council.

Nurse or Midwife Tutorial Assistant

Means a registered graduate Nurse having not less than two years of clinical experience who has attended an approved Nursing Education Training with a minimum GPA of 3.8 or B+ grade; is qualified to deliver teaching instructions at the university or college, and is registered by the Council.

Nurse or Midwife Assistant Lecturer

Means a registered Nurse or Midwife with a specialty in Nursing or Midwifery having not less than two years of clinical experience who has attended an approved Nursing or Midwifery Education Training with a minimum GPA of 4.0 or B+ grade; is qualified to deliver teaching instructions at the university or college and is registered as such by the Council.

Nurse or Midwife Lecturer

Means a registered Nurse or Midwife with a PhD relevant to Nursing and Midwifery and having not less than two years of clinical experience; has attended an approved Nursing Education Training with a minimum GPA of 4.0 or B+ grade; is qualified to deliver teaching instructions at the university or college; and is registered by the Council.

Preceptor

Means a registered Nurse or Midwife assigned to serve as a mentor, role model or supervisor for student's clinical experience.

Clinical Instructor

Means a licensed registered nurse or midwife who is trained in a recognized training institution to facilitate clinical learning and thus enable students to transfer the knowledge obtained in the classroom setting into the clinical practice.

Clinical Instructor (CI) A Registered Nurse (with at least 3 years' clinical practice experience), employed by an Education Institution and/or Clinical Placement Provider to provide guidance, supervision and assessment for a group of students during their clinical placement period. Clinical Preceptor (CP) A nurse/midwife from the Clinical Placement Provider who provides individualized guidance, supervision, support and assessment for student's learning experience. Clinical Facilitator (CF) A nursing education faculty from an

Education Institution who plans, develops and organises clinical education activities to achieve the program's learning goals and outcomes. Clinical Supervisor (CS) A Registered Nurse in a supervisory role, in-charge of the clinical area/ward/unit (e.g., Nurse Clinician/Assistant Nurse Clinician/Nurse Manager/Ward-based Nurse Educator/Charge Nurse) who supports students' clinical learning in collaboration with CIs, CPs and CFs Evaluation The process of appraising the overall effectiveness of clinical education programme and to make improvements and/or maintain the quality of the programme

Registered Training Institution

Means a School, College, Institute or University registered by TNMC to offer Nursing and Midwifery training.

Professional course.

Refers to a course leading to a professional qualification in Nursing and Midwifery.

Educational program

Means a course of training education, or study followed by successful completion of an examination prepared by an approved organization and accepted by the Council.

Verification

Means the process of establishing the truth, evidence on adherence to Nursing and Midwifery Act, Training regulations and establishment requirement.

Approval

Means official endorsement of training institution to run nursing and midwifery education program after being satisfied with the prescribed condition of establishing such nursing and midwifery school or education program.

Acknowledgement

This guideline for nursing and midwifery training program/school was developed with support from numerous stakeholders, partners and professionals whose intellectual contributions were helpful in the process.

I am very grateful of the group of experts from Nursing Universities, National Accreditation Council of Technical and Vocation Education (NACTVET), Tanzania Commission of Universities (TCU) for their invaluable technical input during the review of the guideline.

Sincere gratitude is extended to the expert members who invested their time to provide constructive criticisms, facts, comments and insight based on their knowledge and experiences during the document's finalization. Their contribution was a crucial step towards the development of this guideline.

Sincere gratitude to the secretariat of the TNMC – the Directorate of Training and Professional Development Service for overseeing the procedure. Their commitment and deliberate effort led to the fulfillment of the ultimate goal with a successful guideline.

AGNES MTAWA
TNMC REGISTRAR

1.0. INTRODUCTION

The Tanzania Nursing and Midwifery Council established under “The Nursing and Midwifery Act, No 1 of 2010” and its Regulations of 2010 has the role to verify and approve Nursing and Midwifery Training Schools to Operate Nursing and education programs. Under Section 4 of the Nursing and Midwifery Training Regulation, 2010, no school of Nursing or Midwifery shall be established unless the Council in accordance with the Act registers it.

The TNMC core function is to ensure public health safety, thus responsible to ensure conducive education and practice situations that meet the necessary requirement for quality health services at all levels and in all professional aspects.

This guideline stipulates the minimum requirements for the applicant to attain in order to operate nursing and midwifery education program. It is necessary all training school undergo the recognition process and adhere to the establishment criteria to ensure students are prepared in a conducive environment and receive quality education.

It is illegal under Section 41 of the Act to establish a Nursing and Midwifery training school or program without the Council's approval. It is important for any interested partner who wishes to establish a nursing and midwifery-training program/school to fulfil these minimum requirements and procedure for establishing Nursing and Midwifery programs/schools in the country.

1.2. VISION, MISSION AND CORE VALUES

1.2.1 VISION

To be an excellent Regulatory Authority that ensures quality Nursing and Midwifery practice for public health safety.

1.2.2 MISSION

To oversee the provision, protection, promotion, and preservation of the public health through regulation and control of nursing and midwifery education and practice.

1.2.3 CORE VALUES

(a) Professionalism

To strive and achieve the highest standard of midwifery practice and actively look for opportunities to improve on those standards.

(b) Diligence

To devote itself to implement through various creativity approaches.

(c) Public Focus

To ensure advancement through various creativity approach.

(d) Public Focus

To discharge duties and give profound attention to interest of the public.

(e) Transparency

To be Transparent in discharging its duties to the interest of the public.

(f) Ethical conduct

To conduct itself in an ethical manner to the satisfaction of the nursing and midwifery profession and the public.

(g) Accountability.

To be accountable to both the nursing and midwifery professional and the public.

(h) Team work

To work together towards common goal by sharing skill, knowledge and experience with each playing his/her part but subordinating personal proficiency to the efficiency and effectiveness of the whole.

1.4 Purposes of the guideline

The purpose of this guideline is to provide direction to support stakeholders in establishment of nursing and midwifery training programme that promote improvement of quality of nursing and midwifery education, and maintain the standards throughout provision of quality education practice.

1.5 Scope of the guideline

This guideline covers the contextual area of providing Nursing and Midwifery education practice by public and non-public including Private and Faith based Institutions to facilitate approval and recognition process by the Council.

1.6 ESTABLISHMENT PROCESS

Any applicant wishing to establish and operate a Nursing and Midwifery program/school has to pass through four important steps to accomplish the establishment process:

1. Application for intent to establish a Nursing and Midwifery program/school.
2. Preparation and submission of the requirements.
3. Verification.
4. Approval.

1.7 Eligibility to establish the General Nursing and Midwifery program/School.

Parties/Stakeholders showing interest in establishing Nursing and Midwifery schools may include:

1. Public organization/Agencies under Central Government/State Government/Local Government.
2. Registered Private or Public Trust Agencies/ Organization.
3. Registered Faith Based Organization and Missionaries.
4. Registered organization under Society Registration Act.
5. Registered company under individual or cooperate society.

1.8 Application process

The process stipulated in the Nursing and Midwifery training regulation section 3(1&2) directs the applicants to submit a proposal on intention to establish the program. The submission form D can be obtained from www.tnmc.go.tz accompanied with non-refundable fee of Tsh.100,000/=.

The proposal descriptions shall indicate with evidences of the following:

1. Tittle deed, occupancy (Must have similar name of the school owner).
2. Information of Ownership types (Must be similar name with the tittle deed).
3. Proposed name and registration from relevant authority and recognition as Faith based, On-Government or Company.
4. Physical address where the school will be located.
1. Land size (hector/sq. m).
2. Land planning.
3. Building permit from relevant authority.
4. Environment survey report.
5. Approved architectural design/constructions plan/sketch map for the school.
11. List of the proposed teaching staff and their qualifications.
12. List of referees.

1.9 Preparation and submission of the requirement

Upon submission of the proposal, the Council will provide feedback on its satisfaction for applicant to continue with preparation of requirements as stipulated in the standards checklist or deny the application. Thus, upon approval, preparation phase shall be taken with consideration to the stipulated standards. (Checklist is available on www.tnmc.go.tz). The applicant is required to submit self-assessment report and the Council will act accordingly

The Council shall not be involved in verifying any applicants engaged into the process before official notice.

CHAPTER TWO:

2.0. MINIMUM REQUIREMENTS FOR ESTABLISHMENT OF A NURSING/MIDWIFERY TRAINING PROGRAM

2.1 Qualified Teaching Staff

2.1.1 Full-Time Teaching Staff

- a) The teaching personnel shall have the following:
 - i. Obtained nursing and midwifery training from a recognized training institution.
 - ii. Higher education qualification than the level of education program indented to be established.
 - iii. Registered and licensed by the Council
 - iv. Two years of clinical experience in Nursing and Midwifery practice.
 - v. Teaching methodology from accredited institution.
- b) Full time teaching staffs shall cover at least 75% of the curriculum contents
- c) Teaching staff shall have the following terms of reference but not limited to:
 - i. Actively participate in preparation of education instruction materials.
 - ii. Perform education management skills in the classroom, clinical, and at institutional level.
 - iii. Perform academic supervision, guidance, and evaluation of student in the clinical and field/community practice areas.
 - iv. Work in close coordination with nursing service personnel in the clinical areas.
 - v. Actively involved in all updates on practical and theoretical aspects.

2.1.2 Part time teaching staff

Besides the full-time teaching faculty in the school of Nursing, there shall be a provision for guest faculty or part time lectures or teachers to teach the students in a specific module/course. They should possess the desired qualifications in the respective modules/courses taught.

2.1.3 Skill laboratory Coordinator

Must be an experienced Nurse or Midwife who will instruct students in the skills laboratory and later follow students in the clinical areas.

2.1.4 Skill laboratory Attendant

Must have personnel who will ensure conducive environment in the skill laboratory (cleanliness, storage, and preparation of various procedure).

Table 1. Nursing and Midwifery teaching staff requirement

| S/N | Program | Minimum Qualifications | Minimum Number of Full time teaching staff for a class room |
|------------|---------------------------|---|--|
| 1 | Master degree and above * | <ul style="list-style-type: none"> • PhD Directly related to the Nursing/Midwifery • Must be Registered by TNMC and having Valid Professional License • Working experience not less than 5 years | 5 teaching staff per program |
| 2 | Bachelor Degree * | <ul style="list-style-type: none"> • M.Sc. in Nursing/Midwifery and Directly related Directly related to the Nursing/Midwifery • Must be Registered by TNMC and having Valid Professional License • Working experience not less than 2 years | 5 per intake and number of students |
| 3 | Ordinary/Higher Diploma* | <ul style="list-style-type: none"> • BSc in Nursing/Midwifery • Must be Registered by TNMC with Valid Professional License • Working experience not less than 2 years | 5 per intake and number of students |

Teachers/tutors-student Ratio: Class 1:25; tutorial 1:10; Clinical 1:8; and Skills laboratory 1:15 as a minimum.

2.2 Physical environment

2.2.1 Land

There shall be an approved planned area, sufficient to accommodate all infrastructures with requirements to enrolment capacity of the programs to be offered by the school. The land coverage approximately should be 5-10 acres in semi-urban and rural areas while in urban area shall be 2.8 acres. Tittle deed appeared should be in the same name of the school owner. Hired land/structure shall be evidenced by a signed legal contract with a limitation of not less than 5 years of tenancy.

2.2.2 Location

Selection of location for nursing and midwifery training school must be carefully, to suit the goal of the learning purpose. The internal and external environment must accommodate students, materials and equipment. The environment must be:

- i. Conducive (away from noise, dusts, highway, market, bus stand and garage) for suitable teaching and learning process both theory and practical components.
- ii. Easily accessible throughout the year
- iii. In a Planned area to enable access to all buildings in case of emergency services.
- iv. Accessible through well-defined address such as postcodes, email, telephone, website.
- v. 5-15 km from the teaching hospitals.
- vi. Availability of social services.

2.3 Buildings

The buildings layout plans should comprise of the following:

- i. Building must be located within area easily accessible by students and equipment, isolated from noise.
- ii. Buildings shall provide convenient access for the disabled and support services.
- iii. Construction shall be done with either concrete frame of cement or any other permanent approved materials.
- iv. Wall should be durable made with cement/burnt brick or any other approved durable materials, smooth coated wall with attractive washable color.
- v. Roofing with hard wood, treated timber or iron rods with corrugated galvanized iron or Aluminum roofing sheets (gauge 22, 26, or 28) or burned clayed tiles or cement slab.
- vi. Building shall have strong doors and large windows which must open toward outside to allow ventilation and spacious room to contain necessary requirement.
- vii. Each building shall have toilets for staffs and students.
- viii. Buildings should have relevant documents including building permits, certificate of occupancy, environmental impact assessment, occupational safety and health authority (OSHA) and fire regulation conformity certificates.

2.3.1 Classrooms

The classroom size must be designed to accommodate the programme number of students as well as provides for additional support space. Nursing training school should have classrooms with the following specifications;

- i. Minimum space of 1 (one) Meter square per student with maximum capacity of 50 students per classroom.
- ii. Each class or program year shall have independent classroom.

- iii. Durable and comfortable desks or tables and chairs for students and facilitators.
- iv. Adequate day light and ventilation.
- v. Electrical installation.
- vi. Installation of teaching aids (Audio-visual), white board, projection screen, or video.
- vii. A room should allow students to visualize the facilitator (no pillars or any other obstruction).
- viii. The support space must take into consideration both the set up and use of audio-visual equipment.
- ix. The ceiling height must be higher than the standard eight feet must be placed high enough from the floor to provide unobstructed sight lines consider projection screen must be large enough to display images of adequate size.
- x. Mounted fire extinguisher.
- xi. Accessible washroom facilities according to student ratio.
- xii. Notice board, dustbin, and cupboard in each classroom.
- xiii. Accessible to the disabled students.
- xiv. Availability of comfortable chairs and desks with enough space to keep students from sitting too close to a chalkboard, projection screen or video monitor.

2.3.2 Skills laboratory.

Skills labs provide students with the opportunity for hands-on practice through exposure to various equipment and supplies such as anatomical models before applying skills in real life situations. It is used to build a mental model for a particular nursing situation, create a smooth transition and develop psycho-motor skills and attitudes required by a nurse student hence develop confidence in working with the actual patient in the clinical setting. Skills laboratory room:

- i. shall be fully equipped with necessary materials, supplies and equipment and accessible for students to use in all sections.
- ii. must have qualified personnel (Nurse tutor/clinical instructor).
- iii. Must be integrated into course/module where there is a dedicated time for students to learn.
- iv. Provides technologies and support to students to perform necessary skills in the quality required.

2.3.2.1 Skills laboratory infrastructure

A nursing skills laboratory shall be a spacious room with all necessary requirement to integrate theories into practice. Shall be conducive with the following consideration:

- i. A size of not less than 15 meters x 20 meters.
- ii. Capacity of at least 50 students.
- iii. At least eight (8) common competencies sections.
- iv. Communication room (pre - and post-session room with at least 50 chairs)
- v. ICT room with ICT equipment.

- vi. Storage room and supportive facilities i.e., shelves and cupboard.
- vii. Office for the skills laboratory coordinator/assistant.
- viii. Must have running water for hand washing and drainage system
- ix. Enough ventilation and lighting facilities.
- x. Procedure checklist/manual/Standards operation procedures.
- xi. Safety measures mechanism for security of equipment and supplies.
- xii. Audiovisual facilities for teaching.

NB: Where possible, Installation of mechanism of security (CCTV camera, door opening outward).

2.3.2.2 Skills laboratory sections

The clinical skills laboratory should have at least the following common sections according to specific competencies. Each section must have easy entrance and exit area for the trainees. The skills laboratory must have equipment and supplies (Resources) for:

- i. Basic physical examination skills (Anatomy and Physiology section.
- ii. Obstetrics and Gynaecology/Midwifery section.
- iii. Emergency care section.
- iv. Surgical section.
- v. Medicine administration skills.
- vi. Diagnostic and therapeutic skills (ENT, Dental, Eye, Bladder, Blood).
- vii. Pediatrics section.
- viii. General nursing skills section.

2.3.3. Computer room

The room shall be designed with a computer workstation connected to the internet. Therefore, the room shall have the following features:

- i. Minimum space of 1 (one) Meter square per student with maximum capacity of 50 students per classroom.
- ii. Adequate space to accommodate computer student's ratio of 1:2 depending On the number of admitted students.
- iii. Reliable electric supply to support potential number of computers.
- iv. Adequate lighting and ventilation.
- v. Storage room (mechanical room).
- vi. Teaching aids (boards, overhead projector, projection screen, whiteboard and markers, etc.).
- vii. Reliable internet connectivity
- viii. Adequate chairs and tables for students
- ix. Provide a station (with computer) for administrator or instructor
- x. All Computer room furniture's and equipment should be labeled and available institution inventory

2.3.4 Library

- i. Minimum space of 25 square feet per student with minimum capacity to accommodate 25% up to 30% of admitted students.
- ii. Minimum space of library room should be 240 square meters.
- iii. Stack measuring (shelves space).
- iv. It should have adequate and updated reference books as per curricular.
- v. It should have librarian office / working room.
- vi. It should have reliable internet connection.
- vii. It should have at least 10 computers.
- viii. It should have e-books accessibility.
- ix. Adequate lighting and ventilation or air condition.
- x. It should have a room/area for special reserve books.
- xi. It should have a room/area for discussion.
- xii. It should have library reception with area for keeping attendees' items.
- xiii. It should have at least ten reference books for each subject of nursing and midwifery program, at least three nursing magazines.
- xiv. It should have Nursing and Midwifery Act, Regulations, and Health Policy documents.
- xv. It should have original textbooks and reference books not photocopy unless you have permission from Author.

2.3.5 Administration Block

There shall be an administration block with adequate office space/working areas located within the school to accommodate academic and nonacademic staff and be accessible to all stakeholders. The school is encouraged to adopt modern office space planning, well furnished with necessary requirement such as office chairs, tables, cabinets, computers, printers, photocopy machine, shelves, cupboards, internet connectivity, dustbins, notice boards, and office consumables. The Administration Block shall comprise the following minimum number of offices and sizes:

- i. Principal's office (4x4m).
- ii. Deputy Principal for Academic (3x3m).
- iii. Deputy Principal for Planning, Finance and Administration (3x3m).
- iv. Quality Assurance Office (3x3m).
- v. Examination Office (3x3m).
- vi. Secretary's office (3x3m).
- vii. Heads of Department offices (3x3m).
- viii. Adequate educators and facilitators offices (3x3m) to accommodate maximum three each (3) tutors.
- ix. The building should be equipped with adequate fire extinguishers in strategic places.
- x. The Administration Block must have meeting rooms, visitors' room, reception area, washroom and hand washing facilities.

2.3.6 Strong Room

There shall be a strong room for examination storage located in the administration block. The strong room shall have the following attributes;

- i. The size of the room 4m x 3m.
- ii. Shall have strong cabinet with three (3) padlocks.
- iii. Single grilled door with grill and if possible, with alarm.
- iv. Sorting table (when necessary).
- v. Small high window with grill.
- vi. Air condition (if possible).

2.3.7 Recreation halls/Multipurpose Hall

The school shall have a recreation hall, which could also be used for multipurpose activities. The hall shall have:

- i. 1.2sqm per person, which can accommodate a minimum of 150 persons, well-ventilated, with lights, and changing rooms.
- ii. Adequate washrooms according to the ratio of students.
- iii. Internal and external social space and facilities such as TV set, playing materials.

2.3.8 Student residential areas

The school shall have dormitories/Hostel to accommodate students. The infrastructure must be within a safe short walking distant ideally 10-20 minutes to school campus. Shall be close to social facilities such as food restaurants, shops or food cafes. However, with the following specifications:

- i. A room intended for four persons, should have a minimum size of 3m in length x 3m in width x3m in height.
- ii. A room intended to accommodate one to two person shall have a minimum of 2 m in length x 3 m in width x3m in height.
- iii. Bedside table and desk with drawers for book storage or bookshelves.
- iv. Wardrobe with drawers to secure the clothes.
- v. Adequate ventilation and lighting.
- vi. Water closets or pit latrine stances in a ratio of 1:10. Toilets for disabled females and for males are necessary.
- vii. Accessible laundry facilities for male and female students
- viii. Adequate and reliable running water.
- ix. Safety measures such as fire extinguisher and runways with directions.
- x. Sickbay room.
- xi. Room for matron/patron.

2.3.9 Sanitary and disposal places (Sanitation facilities)

A) Water closets

In estimating the latrine capacity, it is necessary to provide satisfactory drainage, washable, and safe movement. The following shall be the minimum requirements.

- i. Estimation of one water closet for every ten persons (1:10) or fraction of such number where the institution can ordinarily accommodate up to 100

persons and thereafter one for every twenty-five persons or fraction of such number.

- ii. Urinals of at least 1 foot 10 inches of channel length for every twenty-five male students or one stall/basin for every 20 students.
- iii. Showering and toilets facilities for disabled students of both sexes with necessary appliances are necessary.
- iv. Hand wash basins with running water and washing facilities including soap dish or soapy water container

B) Solid waste management facilities;

The school shall have well-arranged system and facilities for solid waste disposal Incinerator.

- i. Standard dustbins with color-coded liners.
- ii. Wheelbarrows.
- iii. Waste bay.
- iv. Safety boxes where applicable.
- v. Personal protective equipment.
- vi. Slashes.
- vii. Sanitary appliances/sanitary contract if outsourced.

2.3.10 Safety Measures

A Nursing training school should comply with safety measures requirements in all buildings equipped with the necessary items such:

- i. Fire extinguisher/Fire hose reel
- ii. Sand buckets.
- iii. Assembly point.
- iv. Siren if necessary.
- v. Exit direction.
- vi. Emergency exits.
- vii. First aid and Evacuation facilities.
- viii. Water reservoir.

3.1.1 Teaching Hospital Facility

Students may be placed in a range of clinical facilities that include but are not limited to District hospitals (small, medium and large), Regional hospitals, Tertiary hospitals, Academic hospitals, Central hospitals, Primary health care clinics, Community health centres and mobile clinics, Midwifery obstetric units, Approved health and related services provided by the private sector. Nursing and Midwifery school shall have a Memorandum of Understanding (mutual agreement) with approved **health facility/facilities approved by the Council**. The teaching Health facilities must have the following:

- i. Number of qualified registered staff to support student clinical learning.
- ii. The ratio of qualified nurses and midwives to student must be 1:8 for diploma level of preparation, 1:4 for bachelor degree level and 1:1 for master's degree and PhD levels.

- iii. Human and non-human resources availability to support student clinical learning.
- iv. Recognized clinical instructors and clinical preceptors to mentor students. The clinical instructor must have an academic level higher than the level of preparation, two years of clinical experience in nursing and midwifery and competent to nurture students in clinical areas.
- v. Organized system and areas for clinical teaching. This includes departments/wards/units where the students will rotate and practice to acquire competencies such as medical ward, surgical ward, Obstetrics and Gynecology ward, Pediatrics, Orthopedics, Burn Unit, Oncology, Mental Health. Outpatient department must have Mental Health Clinic, Medical clinic, Surgical clinic, Orthopedic, pediatric clinic, ENT clinic, Eye Clinic, RCH clinics, Diabetic Clinic, Cardiology clinic, Care and Treatment Clinic, diagnostics units and clinical support services.
- vi. Minimum bed capacity of 150-200 beds for diploma, 300-400 beds for bachelor degree with bed occupancy of 80% number of patients daily for teaching various specific competencies at 1:3 student patient ratio.
- vii. Available community practicum sites and primary level facilities.
- viii. The distance radius of 5 kilometers conveniently accessible.

3.1.2 Teaching and learning aids (Teaching and Learning Materials)

Each School shall have teaching and learning materials in a specified standard ratio that will be determined by the number of enrolled students. The recommended necessary materials for any institution must include but not limited to the following:

- i. Updated and related Reference Books according to the working Nursing and midwifery curricula. One reference book must have at least five copies and each core subject must have at least 10 copies.
- ii. Multimedia LCD projectors: One (1) LCD projector for each classroom/program, one mounted projector for each multipurpose hall / lecture hall.
- iii. There should be one laptop/computer for each classroom/lecture theatre
- iv. There should be various teaching aids such as Boards, flip charts and different marker pens, pointer.
- v. Internet surfing, educational games and videos, audio-visual aids for each lecture room/multipurpose hall.
- vi. Learning Posters, models and anatomical charts.
- vii. Electronic books.

CHAPTER THREE:

VERIFICATION AND APPROVAL

3.1 Verification of Nursing and Midwifery School

Upon completion of the requirements, the Council will review the document and instruct to pay a non-refundable fee of T.sh. 2,500,000/= for single physical verification visit. Failure to fulfill the requirements, applicant will be informed and given time to address the gaps under proper guidance.

On satisfaction of the preparation, the Council will prepare a team to visit and verify the submitted information. The verification team must compose of a member from office of the registrar, supervisory authorities and a member from a training institution or health facilities.

The verification team must provide immediate feedback to the applicant on observations made during verification followed by preparation of a comprehensive report addressing areas of strengths and weaknesses and submit it to the office of the Registrar. The physical verification report shall be submitted and discussed by the Council Education Committee.

3.2 Approval of Nursing and Midwifery School

The chairperson of the Council Education Committee shall prepare a report addressing key observations from the verification report and submit it to the Council for discussion and decision. Upon satisfaction, the Council will officially approve the application and inform the applicant.

If the Council is not satisfied with the minimum requirement to operate a Nursing and Midwifery school, the Council will deny the application with recommendations to address the gaps. However, the applicants shall process for re-verification.

NOTE: According to the Act 2010 and Guideline, 2021 no *program/school or Institution will be allowed to enroll the students before the Council approval. Otherwise, the owner will be liable for punishment and the Council will not be in a position to recognize and enroll or register any candidate who will be trained in unrecognized program/ school of nursing and midwifery.*

3.3 Registration and Licensing of Nursing and Midwifery training institutions/program

Upon approval of a Nursing and Midwifery training school/program the Council shall issue a full registration and license to operate Nursing school or training program. During registration the applicant will be required to pay a non-refundable Tshs. 500,000/=. The granted license shall be renewable annually for maintenance of standard nursing and midwifery training based on the prescribed fee for the program.

NOTE: Failure to comply and maintain Nursing and Midwifery training standards, the Council shall revoke and withdraw the school registration and license.

3.4. Request for an Addition of a Training Program

Upgrading or addition of a training program require the applicant/owner to lodge application on the intention to the Council. The application shall accompany with progress report on school capacity, implementation and the outcome of the existing program

The Council shall, upon receiving the application, conduct verification to satisfy with the condition and make decision to operate the program.

3.5. Changing of school name/owner

The Council shall grant for changing the name of the school under the following conditions:

- i. In the event of the death of the owner/selling of the property.
- ii. A letter with an intention to change the name, showing proposed name and reason for change.
- iii. Certificate of evidence of changing the name from relevant registration authority such as BRELA, NACTVET.
- iv. Notice of the Board or committee on the agreement to change the name or ownership.
- v. Notification letter from the District Land commissioner /TRA.
- vi. In the event of the death lodge death certificate of the owner.
- vii. Legal agreement and handover report.
- viii. Magistrate notification: the court judgement showing division of the deceased property including the school.

3.6 TRANSFER OF NURSING SCHOOL/PROGRAM

Transferring of a nursing training school/program from one place to another, require:

- i. The applicant/owner to lodge **new application** to the Council on the intention transfer to school/program.
- ii. The applicant shall adhere to the Nursing and Midwifery school/program establishment when transferring the school/program.
- iii. The Council shall upon receive the application, shall follow the procedure for verification, approval and registration to operate the program/school.

3.7. PROGRESS REPORT

Upon approval, the principal shall submit progress report after every six (6) months indicating the number of admitted students, teaching staff and supporting staff, teaching environment, library, and status of the laboratory room.

CHAPTER FOUR

NURSING AND MIDWIFERY TRAINING INS SCHOOL/PROGRAM ASSESSMENT TOOL.

SECTION ONE-BASIC INFORMATION

A. Institutional Profile

Name of the training Institution

Type of ownership (Public/Private/FBO/Others)

Name of owner

Physical Address

Location: District Regional Post Code.....

Name of Contact Person. Designation

Email..... Phone

School/institution Website

Land size Plot No.....

Availability of Title Deed (Yes/No), Land use Plan (Yes/No), Building Permit (Yes/No), Certificate of occupancy (Yes/No)

Distance from the school plot to the main road: Km.

Distance from the school to the health facilitykm (Must be accessible *within 5-10 Km*)

Availability of transport to the school (Yes/No)

(Attach evidence on the availability of the mentioned item)

B. Level of the applied program (Tick appropriate level)

1. Ordinary Diploma ☐
2. Higher Diploma ☐
3. Bachelor Degree ☐
4. Master's Degree ☐
5. PhD ☐

C. Type of other training/program offered at your school/Institution:

- i. Short course (less than one year
- ii. Long course (one year and above

Teaching staff

[illegible]**b. Part time teaching staff Profile.**[illegible]

c. Clinical instructor's *

[illegible]

d: School/Institution Supporting Staff* (Attach evidence of Registration certificates, National ID Card, Curriculum Vitae, Academic certificates, and Employment Legal contracts between staff and School/Institute*)

| S/N. | Type of staff | Requirements | | |
|------|------------------------------|-------------------------|------------------|---------|
| | | Required minimum number | Number Available | Remarks |
| 1 | Accountant | 1 | | |
| 2 | Personal Secretary* | 1 | | |
| 3 | Counselor | 1 | | |
| 4 | Librarian* | 1 | | |
| 5 | ICT personnel* | 1 | | |
| 6 | Office attendant | 1 | | |
| 7 | Driver* | 1 | | |
| 8 | Security guard* | 4 | | |
| 9 | Skills laboratory attendant* | 1 | | |
| 10 | School Warden* | 1 | | |

SECTION THREE- INFRASTRUCTURE

| Permanent Buildings with: Administration Block | a) Offices* | Requirement | Available | Remarks |
|---|---|----------------|-----------|---------|
| | (I) Head of school/Department of nursing office | | | |
| | Office (4X4m) | | | |
| | Office Chair and table | 1 | | |
| | coffee table | 1 | | |
| | Chairs/couch for Meeting table with six chairs visitors | To accommodate | | |
| | Fridge | 1 | | |
| | Computer*(desk top or laptop) | 1 | | |
| | Printer and Photocopy machine with Scanner | 1 | | |

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|--|--|---|-----------------------------|--|--|
| | | Cupboard | 1 | | |
| | | Television set 32 inch | 1 | | |
| | | Bin filing cabin | 1 | | |
| | | One board 240x120cm | 1 | | |
| | | Shelves for text books | 1 | | |
| | | Strong safe cupboard for confidential documents | 1 | | |
| | | Self-contained Toilet for head of school | 1 | | |
| | | Dustbin | 1 | | |
| | | II. Vice head of school office size (3X3m) | 1 | | |
| | | Office Chair and table | 1 | | |
| | | Chairs/couch for visitors | To accommodate two visitors | | |
| | | Computer*(desktop or laptop) | 1 | | |
| | | Printer | 1 | | |
| | | Cupboard | 1 | | |
| | | Bin filing cabin | 1 | | |
| | | dustbin | 1 | | |
| | | III Academic office* | | | |
| | | Official Chair and table | 1 | | |
| | | chairs for visitors | 1 | | |
| | | Notes board | 1 | | |
| | | Printer | 1 | | |
| | | Photocopy machine | 1 | | |
| | | Cupboard / Shelves | 1 | | |
| | | Dustbin | 1 | | |
| | | Strong cupboard/room partition for confidential documents | 1 | | |
| | | Desktop computer | 1 | | |
| | | IV Accountant office | 1 | | |
| | | Official Chair and table | 1 | | |
| | | chairs for visitors | 1 | | |
| | | Computer(desktop/laptop) | 1 | | |
| | | Printer and scanner | 1 | | |

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| | | Photocopy machine | 1 | | |
| | | Safe for keeping cash | 1 | | |
| | | Cupboard/shelves | 1 | | |
| | | Dust bin | 1 | | |
| | | V. -Tutors offices each to accommodate not more than 2 tutors' size 4x5meters* | 3 | | |
| | | Office Chair and table | 2@room | | |
| | | Visitors Chair | 2 @room | | |
| | | Computer*(desktop/laptop) | 2@room | | |
| | | Printer and scanner | 1@room | | |
| | | Cupboard/Shelves | 1@room | | |
| | | Notes board | 1 @room | | |
| | | Dust bin | 1@room | | |
| | | VI. Office for part time teaching staff to accommodate not less than 3 Tutors | 1 | | |
| | | Office chair and table | 3 | | |
| | | Visitors chair | 1 | | |
| | | Cup board | 1 | | |
| | | Dust bin | 1 | | |
| | | VIII. Secretarial room* | 1 | | |
| | | Secretarial chair and table | 1 | | |
| | | Separate area for visitors with chairs | 3 | | |
| | | Coffee table in visitors' area | 1 | | |
| | | Notes board | 1 | | |
| | | Chair for visitors | 2 | | |
| | | Computer(desktop/laptop) | 1 | | |
| | | Printer | 1 | | |
| | | Heavy Duty Photocopy machine | 1 | | |
| | | Scanner | 1 | | |
| | | Cupboard/Shelves | 1 | | |
| | | Bin filing cabin | 2 | | |
| | | Dustbin | 1 | | |

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| | | IX. Office store | 1 | | |
| | | Metal Cupboard | 2 | | |
| | | Bin steel filing cabin | 1 | | |
| | | Shelves | 2 | | |
| | | Office file cabinet | 1 | | |
| | | X. Staff tea room | 1 | | |
| | | Dining table | 1 | | |
| | | Cupboard | 1 | | |
| | | Chairs | 8 | | |
| | | Hand washing facility | 1 | | |
| | | Serving facilities | 1 | | |
| | | TV set (size)40 inches | | | |
| | | Fridge | 1 | | |
| | | Microwave | 1 | | |
| | | Gas cooker | 1 | | |
| | | Water dispenser | 1 | | |
| | | XI. Staff board room | 1 | | |
| | | Multimedia projector | 1 | | |
| | | TV set 48 inches | 1 | | |
| | | Chairs | 15-20 | | |
| | | White board | 1 | | |
| | | Conference table | 1 | | |
| | | XII. Staff toilets (Male and female) * | 2 | | |
| 2 | Classrooms | Rooms with a capacity to accommodate 50 students maximum for Diploma program, 80 students maximum for bachelor and 10 for master's programs | 3 for diploma 4 for Bachelor and 2 for masters. | | |
| | | Chairs and desks or tables fixed/mounted tables/desks | 50x 3 (Ordinary/Hig her Diploma) 80x4 (Bachelor Degree) per program 10x2 for master's | | |

| | | | | | |
|---|---|---|--------------------------|--|--|
| | | | programs | | |
| | | Mounted White board Height 36 inches above the floor | 1 in each classroom | | |
| | | Shelves/cupboard | 1 each class | | |
| | | Notes board | 1 each class | | |
| | | Dustbin | 1 each class | | |
| | | Mounted Multimedia projector (LCD) | 1 each class | | |
| | | Electric power outlet | 8 each class | | |
| | | Speaker for lecture theaters | 1 each class | | |
| | | Wall clock | 2 each class | | |
| | | Student's toilets (1:8) Urinals for male not less than 2 | 8 pits (male and female) | | |
| | | Hand washing facility with water drainage not less than 6 water tapes | Each class room | | |
| | | Sand bucket/Fire extinguisher | 1 each classroom | | |
| | | Two doors with outward opening | Each classroom | | |
| 3 | Main Store | Office for store/supply officer | 1 | | |
| | | Adequate space, well ventilation | Adequate | | |
| | | Storage shelves | 1 | | |
| 4 | Pantry and kitchen/Catering services | Room size 8X9 sq. meters | | | |
| | | Running water | Connected | | |
| | | Dish wash sink | Mounted /ceramic | | |
| | | Hand Washing facility | Connected | | |
| | | ventilation light | Windows | | |
| | | Cleanness and tidiness | Maintained | | |
| | | Shelves and cupboards | 2 | | |
| | | Dustbins | 2 | | |
| | | Refrigerator/deep freezer | 1 | | |
| | | Weighing scale | 1 | | |

| | | | | | |
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| | | Enough cooking and serving utensils | Adequate | | |
| 5 | Dining Hall | It should be Separate Hall adjacent to the kitchen size 20X18 meters | 1 | | |
| | | Enough space with tables and chairs to accommodate all students | Adequate | | |
| | | Washing place with running water | Available | | |
| | | Adequate Light and ventilation | Adequate | | |
| | | Drinking water filter | Available | | |
| | | Safety measures equipment | 2 | | |
| | | Shelves/Wreck for utensils | 1 | | |
| | | Separate room for toilets | 1 for each gender | | |
| 6 | Recreational Hall/ Multipurpose Hall* | Room size 20X18 meters to accommodate at least 300 students at a time with chairs and tables | 1 | | |
| | | TV set 48 inches | 1 | | |
| | | Mounted music system | 1 | | |
| 7 | Dormitories/ Accommodation* | Room size 15 sq meters -Single or double decker beds (each room must have wardrobe/shelves, reading tables and chairs to each student) | 1: 4 students | | |
| | | Office for warden (Chairs, tables and shelves) | 2 chairs 2 tables | | |
| | | Store room for cleaning materials and other storage (measurements) | 1 | | |
| | | Toilets and bathrooms with adequate and reliable running water. | 1:8 Students | | |
| | | Sick bay room 2-Beds, 2 tables and chairs, shelves/cupboard | 1 for different gender | | |
| | | Waste bins- Pedal bin | 1 | | |
| | | Adequate space at least 4X2.5meters per rooms | | | |

| | | | | | |
|----|---------------------------------------|--|-------------------------------|--|--|
| | | Ventilation and lighting | | | |
| | | Safety measures (fire extinguisher), smoke detectors, means of escape | Placed each corner | | |
| | | Visitors' reception room with comfortable chairs, publication racks for readings | 1 | | |
| | | Room for matron/patron | | | |
| 8 | Laundry | Reliable water supply Connected to sources | Available | | |
| | | Dust bin | 1 | | |
| | | Drainage system | Available | | |
| | | Ironing boards | | | |
| | | Durable strings/cloth lines | 10 for different gender | | |
| | | Washing Sinks | | | |
| | | Spacious area for washing | | | |
| | | Well ventilation and lighting | | | |
| 9 | Staff house | Executive house for head of school | 1 | | |
| | | Win house or single occupancy for other staff | Minimum 2 houses | | |
| 10 | Social supportive requirements | Social activities Indoor games Eg: pool, magazines, journals, Football ground, basketball, netball, table tennis, | Must be within and accessible | | |
| 11 | Extracurricular activities | Income generating activities | 1 | | |
| 12 | School transport*(school bus) | | | | |
| 13 | Security* | Fire extinguishers (Sand bucket) placed to each corridor and potential place -Sign post -Fence -2 guards | | | |

| | | | | | |
|----|-------------------------------------|---|--|--|--|
| 14 | Water Source and Supply* | | | | |
| | | Tape Wells Rain | | | |
| | | Available water storage (Tanks, wall chamber) | | | |
| | Disposal system and drainage system | Dustbins and waste segregation Water closet Dry closet Incinerator | | | |
| | External environment | Terrene Flowers | | | |
| | Power source* | Electricity Solar Generator | | | |

SECTION FOUR: SKILLS LABORATORY

| S/n | Requirement | No of required Item | Available | No available | Remarks |
|-----|------------------------|--|------------|--------------|---------|
| 1 | Skills laboratory room | Room Size of 15x20meters Divided into sections according to specific competencies- Basic Nursing I laboratory, Basic sciences laboratory, Obstetrics and Gynecology, Pediatric Laboratory computer laboratory. | 5 sections | | |
| | | A room for Skills lab coordinator office -Inventory list -Procedure checklist | 1 | | |
| | | Assessment stations with capacity to accommodate 5-10 students' | 5 sections | | |
| | | Storage room | 1 | | |
| | | Communication room (to accommodate 20-30 students) | 1 | | |
| | | ICT- room/partition | 1 | | |
| | | TV set size 48 inch | 1 | | |
| | | Display | | | |
| | | Water supply and disposal drainage system | | | |
| | | | | | |

| | | | | | |
|---|-------------------|--|-----------------------|--|--|
| 2 | Furniture | Medical beds | 8 | | |
| | | Bassinet (baby bed) | 2 | | |
| | | Chairs | 20-30 | | |
| | | Examination table/couch | 2 | | |
| | | Stretcher | 1 | | |
| | | Sink for Hand-washing | 2 | | |
| | | Screen | 2 | | |
| | | Shelving/storage, Cupboards | 2 | | |
| | | Tables/desks- | 20-30 | | |
| | | Trolley | 2 | | |
| | | Heart table | 2 | | |
| | | Bedside table | 2 | | |
| | | | | | |
| | | Drip stand | 2 | | |
| | | Wheel chair | 1 | | |
| | | Fractured board | 2 | | |
| | | Side Rails | | | |
| | | | | | |
| 3 | Infection Control | The prescribed antiseptic solution according to IPC National guideline | | | |
| | | Containers/buckets for Decontamination as per IPC National Guideline | 1 set in each section | | |
| | | Cotton balls | Available | | |
| | | Face mask | 1 box | | |
| | | Goggles/eye ware | 2 | | |
| | | Gown/apron | 4 | | |
| | | Mackintosh/drapers | Available | | |
| | | | | | |
| | | Sharps container | 1 in each section | | |
| | | Sterile gloves | 2 boxes | | |
| | | Sterile gynecological gloves | 1 dozen | | |
| | | Liquid soap- 1 Gallon | | | |
| | | Waste bags(binliner) | Different colour | | |
| | | Autoclave | 1 | | |
| | | | | | |
| | | bucket, broom, mop | | | |
| | | | | | |
| 4 | Diagnostic | Respirator | 1 | | |
| | | Adult scale (Height and Weight) | 1 | | |
| | | Blood glucose monitor | 3 | | |
| | | Blood glucose test strips | 3 | | |
| | | Mercury thermometer | 10 | | |

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|----------|----------------|----------------------------------|---------|--|--|
| | | Infant scale (Weight and Height) | 1 | | |
| | | Lancets/pricker | 1 | | |
| | | | | | |
| | | Rapid diagnostic kits | Various | | |
| | | Pen light/flashlight | 2 | | |
| | | Sphygmomanometer | 5 | | |
| | | Stethoscope | 10 | | |
| | | Tape measure | 10 | | |
| | | | | | |
| | | Digital blood pressure monitor | 5 | | |
| | | Digital thermometer | 10 | | |
| | | Doppler | 2 | | |
| | | Otoscope/Ophthalmic cope | 2 | | |
| | | Snelling Charts | 1 | | |
| | | Percussion hammer | 3 | | |
| | | Pulse oximeter | 2 | | |
| | | Tuning Fork | 3 | | |
| | | Watch with second hand | 2 | | |
| | | Auroscope | 1 | | |
| | | Tenaculum | 1 | | |
| | | Uterine Sound | 1 | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 5 | Hygiene | Pairs of Bed sheets | 10 | | |
| | | Blankets | 4 | | |
| | | Draw sheets | 2 | | |
| | | Draw mackintosh | 2 | | |
| | | Mackintosh | 2 | | |
| | | Emesis basin | 5 | | |
| | | Sputum mug | 6 | | |
| | | Linen hamper | 2 | | |
| | | Bed Sheets | 20 | | |
| | | Oral care sets | 3 | | |
| | | Mouth gag | 2 | | |
| | | Mouth wash solution | 1 | | |
| | | Paper towels rolls | 2 | | |
| | | Pillows | 10 | | |
| | | Pillow case | 8 | | |
| | | Wash basin | 3 | | |
| | | Wash cloths/Towels | 3 | | |
| | | Hand / Bath Lotion | 2 | | |
| | | Nail cutter | | | |

| | | | | | |
|---|---------------------------------------|---|--------------------------------|--|--|
| | | Nail /Hand brushes | 5 | | |
| | | Soap /soap dish | 2 | | |
| | | Bath dish | 2 | | |
| | | Face/Hand Towel | 5 | | |
| | | Aprons | 6 | | |
| | | Hospital gowns/pajamas | 6 pair | | |
| | | Comb | 2 | | |
| | | Liquid paraffin/oilbalm | 1 | | |
| 6 | G feeding &Elimination | Bed pans and cover | 5 | | |
| | | Enema set | 2 | | |
| | | Enema Model | 1 | | |
| | | Foley catheter set of different size | 3 | | |
| | | Perineal wash | | | |
| | | Artery forceps | | | |
| | | G-tube of different size | 3 | | |
| | | Lubricant | 2 | | |
| | | Varieties Specimen containers | | | |
| | | Straight catheter | 3 | | |
| | | Urinal's bottle | 3 | | |
| | | Urinal bags | 3 | | |
| | | Feeding tube bag and tubing | 5 | | |
| | | Funnel | 2 | | |
| | | Spigot | 1 | | |
| | | Jug (different sizes) | 1 | | |
| | | Lubricant | | | |
| | | | 2 | | |
| 7 | Medication | Varieties Demo Medication vials or ampoules | Different types | | |
| | | Labeled medication containers | | | |
| | | Injection pads | | | |
| | | Medication cups | Different size | | |
| | | Needles | 1 dozen each of Different size | | |
| | | Syringes (sizes) | Different size | | |
| | | Demo oral meds | Different type | | |
| | | Infusion pump | Different type | | |

| | | | | | |
|----------|------------------------|--|----------------|--|--|
| | | Inhaler | Different type | | |
| | | Spoon (Table /tea) | 10 each | | |
| | | Mortar and pestle | 1 | | |
| | | 1 Pill crusher | 1 | | |
| | | 1 Pill cutter | 2 | | |
| | | Small plates | 2 | | |
| | | Medicine measures | 2 | | |
| | | Medicine cloth | 2 | | |
| | | Bottle /jug | 2 | | |
| | | Glass/cup | 2 | | |
| | | Hand Towel/tissue | 2 | | |
| | | Safety boxes for shapes disposal | 2 | | |
| | | Waste bins with various colour code liners) | 2 | | |
| | | Bowl | 2 | | |
| | | Tolley | 1 | | |
| | | Plain clean paper Paper for recording keeping | 1-Ream | | |
| | | Treatment charts | 5 | | |
| | | Gall pots | 4 | | |
| | | Kidney dishes | 4 | | |
| | | Files for cutting ampoules | 2 | | |
| | | Receiver for used swabs | | | |
| | | Receiver for used syringes | | | |
| | | Sharps receiver | | | |
| | | Ampoules (assorted) | | | |
| | | Vials (assorted) | | | |
| | | Nursing doll / injection pads | | | |
| | | Spatula | 2 | | |
| | | Syringes 10 cc | 1- | | |
| | | Syringes 5 cc | | | |
| | | Syringes 2 cc | | | |
| | | Cotton swabs | | | |
| | | Needles (assorted, G 19 ½, 21 ½ , 25, 25 ½) | | | |
| | | Water for injection (500 ml) | | | |
| | | Savlon / anti septic | | | |
| | | Oxygen Mask | | | |
| 8 | Eye Examination | Ophthalmoscope | 2 | | |
| | | Flash lights | 2 | | |
| | | Gall ports | 2 | | |
| | | Auroscope | 2 | | |
| | | Head Lump | 1 | | |

| | | | | | |
|-----------|--|--|--------------------------|--|--|
| | | Mirror | 1 | | |
| | | E-Chart | 1 | | |
| | | Snellen Charts | 1 | | |
| 9 | Ear examination | | | | |
| | | Ear examination model | 1 | | |
| | | Wax hook | 1 | | |
| | | Aural speculum | 1 | | |
| | | Orange sticks | 1 | | |
| | | Pus swab | | | |
| | | Cotton wool swabs | | | |
| 10 | Obstetrics and gynecology examination and procedure | Condoms (Male and female) | 1 box | | |
| | | Delivery kit | 3 | | |
| | | Placenta receiver | 1 | | |
| | | Dilation and curettage set | 2 | | |
| | | Episiotomy Model | 2 | | |
| | | Episiotomy kit | 2 | | |
| | | Fetoscope | 5 | | |
| | | Intrauterine contraceptive device insertion kit | 3 | | |
| | | Neonatal resuscitation tray | 2 | | |
| | | Sponge holding forceps | 4 | | |
| | | Drapers | 5 | | |
| | | Vacuum extractor | 2 | | |
| | | Vaginal speculum (Different size) | 2 | | |
| | | Manual vacuum aspiration (MVA) kit | 1 | | |
| | | Non toothed, dissecting or artery forceps | 2 | | |
| | | Curved scissors, mediums | 1 | | |
| | | Pelvis with uterus with embryo in the 9th month, | one-to-two-piece phantom | | |
| | | Maternity Model | 1 | | |
| | | Breast Models | 2 | | |
| | | Delivery Models | 2 | | |
| | | Dilatation and Effacement Model | 2 | | |
| | | Infant Resuscitation Model | 2 | | |
| | | Madm Zoe | 1 | | |
| | | Standing lump | 1 | | |
| | | Delivery bed | 1 | | |
| | | Pen torch | 1 | | |

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| | | Tenaculum | 2 | | |
| | | Uterine sound | 2 | | |
| | | Baby name tag | 6 | | |
| | | Perineal pads | 6 | | |
| | | Umbilical cord clamps | 6 | | |
| | | Weighing scale (Table/standing) | 1 | | |
| | | Cord scissors cutting/shortening | 2 | | |
| | | Tape measures | 2 | | |
| | | Gall ports Kidney dishes | 4 | | |
| | | Gall ports | 4 | | |
| | | Baby dolls (Male &Female) | 2 | | |
| | | Consumables such as sterile gloves, cotton swabs, antiseptic solutions, lubricant, powder for gloving) | | | |
| | | Oxygen cylinder | 1 | | |
| 11 | Mobility/Positioning | Varieties of Bandages | | | |
| | | Fracture boards | 2 | | |
| | | Splints | 2 | | |
| | | Stretcher (carry) | 1 | | |
| | | Wheelchair | 2 | | |
| | | Sand bags | 2 | | |
| | | Airbag | 2 | | |
| | | Air rings | 2 | | |
| | | Bed blocks | 2 | | |
| | | Footboards | 2 | | |
| | | Back rest | 2 | | |
| | | Bed rails | 1 | | |
| | | Cervical collar | 1 | | |
| | | Commode Chair | 1 | | |
| | | Crutches | 2 | | |
| | | Plaster of Paris | Different size | | |
| | | Walking rack | 1 | | |
| | | Anatomic artificial skeleton | | | |
| | | Anatomical images on posters | | | |
| 12 | Respiratory | Ambu | 2 | | |
| | | Bag and mask of different sizes | | | |
| | | Chest tube drainage system | 2 | | |
| | | Face mask (different size) | 2 | | |
| | | Nasal cannula / catheter | 2 | | |
| | | Oxygen tank | 1 | | |
| | | Oxygen tubing and connectors | 2 | | |
| | | Peak flow meter | 2 | | |
| | | Pediatric ambu-bags / masks | 2 | | |
| | | Suction catheter | 2 | | |

| | | | | | |
|-----------|---------------------------|--|-----------|--|--|
| | | Manual/ wall mounted suction machine | 1 | | |
| | | Endotracheal tubes | 2 | | |
| | | Trach dressing | 1 | | |
| | | Trach tube and inner cannula | 1 | | |
| | | Vacuum suction (manual operated) | 2 | | |
| | | Laryngoscopes | 2 | | |
| | | Tracheostomy tubes (Adult & infant) | 1 | | |
| | | Airway (Adult & Infant) | 2 | | |
| | | Litmus Paper | 2 | | |
| | | | | | |
| 13 | Surgery/Wound Care | Stitching blocks | 2 | | |
| | | Dressing Forceps (variety) | Varieties | | |
| | | Dissecting forceps | | | |
| | | Straight short scissor | | | |
| | | Various gauze and bandages | | | |
| | | Tray for various procedures | 10 | | |
| | | Irrigation set | 1 | | |
| | | Various kidney dishes | 15 | | |
| | | Wound dressing tray | 2 | | |
| | | Various size of drums for surgical instruments | 4 | | |
| | | Scissors (varieties) set | 2 | | |
| | | Professional stitch pad size 145 to 125 mm; | 8 | | |
| | | Suture kit | 1 | | |
| | | Jar for chiatle forceps and chiatle forces | 2 | | |
| | | suture removal kit | 1 | | |
| | | Sutures(varieties) | 1 | | |
| | | Suture tray | 1 | | |
| | | Gallipots (different size) | 5 | | |
| | | Laparotomy tray | 1 | | |
| | | Lumbar puncture set | 1 | | |
| | | Box of Packing strips | 1 | | |
| | | Wound dressing model | 2 | | |
| | | Probe (Various size) | 1 | | |
| | | Wound drain/suction | 2 | | |
| | | Bed cradle | 1 | | |
| | | Bandage (Various) | 1 | | |
| | | Cotton gauze/buds-Drum | 1 | | |
| | | Dressing model | 1 | | |
| | | Towel. Mackintosh | 1 | | |
| | | | | | |
| 14 | Venipuncture/I. V | IV Cannula of different size | 20 | | |

| | | | | | |
|-----------|-----------------------------|--|---------------------|--|--|
| | | Scalp vein | 20 | | |
| | | Giving set | 10 | | |
| | | IV fluid of the different type | 10 | | |
| | | Tourniquet | 4 | | |
| | | Plaster | 2 | | |
| | | Modern injection/infusion arm model | dark skin; 3 pieces | | |
| | | Tourniquets | 4 | | |
| | | Receiver for sharps | 2 | | |
| 15 | Models/Mannequins | Adult CPR model | 1 | | |
| | | Adult full-body mannequin | 2 | | |
| | | Birth/Delivery model | 2 | | |
| | | Breast exam teaching model | 2 | | |
| | | Placenta model | 2 | | |
| | | Cervical dilation model | 1 | | |
| | | Female pelvic/genitourinary model | 2 | | |
| | | Infant CPR model | 2 | | |
| | | Invasive models | 1 | | |
| | | Injection models | 2 | | |
| | | IUD Insertion model | 1 | | |
| | | Arm model for venipuncture | 1 | | |
| | | Male genitourinary model | 1 | | |
| | | NG/ Intubation model | 1 | | |
| | | Organ system models (posters) | 1 | | |
| | | Pediatric full-body mannequin | 1 | | |
| | | Skeleton Model | 1 | | |
| | | Ear exam model | 1 | | |
| | | Episiotomy model (improvised) | 1 | | |
| | | Fetal doll& skull bone | 3 | | |
| | | Leopold's Maneuver model | 1 | | |
| | | Zoe model (Pregnant model) | 1 | | |
| | | Wound dressing model | 2 | | |
| | | Rectal examination model | 1 | | |
| 16 | Technology/Resources | Computer player | 1 | | |
| | | TV screen size 30-40 for demonstration | 1 | | |

| | | | | | |
|----|--------------------------|---|-----------------------|--|--|
| | | Internet connection | Reliable bundle width | | |
| | | Instructional DVDs CDs | 2 copies | | |
| | | Systemic Posters and anatomical charts for (birth process, breastfeeding, fetal growth, muscular, cardiac, respiratory, digestive, special sensory, etc.) | 1 each | | |
| | | Procedure Manuals | 2 | | |
| | | Curriculum-related procedure checklist | | | |
| | | Copy of current Curriculum | 1 | | |
| | | Procedure checklist | 10 copies each | | |
| | | Anatomical charts | | | |
| 17 | Supplies and consumers | Cotton wool, swabs, buds, Nonsterile & sterile gloves, various charts, Bottle of antiseptic solutions and chemicals, syringes, various sizes, gauze, sutures, strapping, bandages, IV fluids, urinal bags, lubricants, receivers, sheets, towels, | | | |
| 18 | High techniques machines | ECG machine | 1 | | |
| | | Defibrillator | 1 | | |
| | | Cardiac Monitor machines | 1 | | |
| | | Pulsometer | 2 | | |
| | | Suction Machines, | 1 | | |
| | | Infusion pumps/syringe pumps | 1 | | |
| | | CPAP Machine | 1 | | |
| | | Oxygen concentrator | 1 | | |
| | | ABG Analysers | 1 | | |
| | | Mechanical Ventilators | 1 | | |
| | | Resuscitative/warmer | 1 | | |
| | | ECHO machines | 1 | | |
| | | Portable x-ray | 1 | | |
| | | Doppler machines | 1 | | |
| 19 | Chemicals | For biochemistry | | | |

NB: The skills laboratory equipment should tally with level of the training program and number of the admitted students

Attach evidence of photos on availability of requirement

SECTION 5: COMPUTER LABORATORY*

| S/n | Facilities | Minimum requirements | Required number/availability | Number available | Remarks |
|-----|-----------------------|-----------------------|------------------------------|------------------|---------|
| | Computer room* | Room Size 10x15meters | 1 | | |
| | | Computers | 25 sets | | |
| | | Internet connectivity | Reliable bundle width | | |
| | | White board | 1 | | |
| | | Multimedia projector | 1 | | |
| | | Chairs and tables | 25-50 | | |

SECTION 6: LIBRARY*

| S/N | Facilities | Minimum requirements | Required number/availability | Number available | Remarks |
|-----|------------------|--|---------------------------------------|------------------|---------|
| | Library * | A room size 10 x15meters to accommodate minimum of 45 students at a time or more | 1 room | | |
| | | Partition (room)for librarian | 1-office | | |
| | | Partition(room/shelves) for special reserve | 1 | | |
| | | Computers | 4 sets | | |
| | | Table and chairs | 50 | | |
| | | Photocopier | 1 | | |
| | | Shelves (Iron or wooden shelves Well arranged) | available | | |
| | | Updated text Books according to curriculum specification (see list of books in attachment) | 5 hard copies for each reference book | | |
| | | Current Nursing Journals, guidelines and protocols | 2 hard copies | | |
| | | Current curriculum and guidelines | varieties | | |

SECTION SEVEN: PRACTICUM SITES

A. Health Facility (clinical area) * – staff (Attach hospital profile to evidence availability of the mentioned item including Vision and Mission of the Hospital/Health facility)

| S/N | Facilities | Required Number of beds | Number of required patients | Number available | Remarks |
|-----|------------------------------|--|--|------------------|---------|
| 1 | Level of teaching facilities | District Hospital | 100-175 | | |
| | | Regional | 176-450 | | |
| | | Referral Hospital (tertiary level) | 500-1500 | | |
| | | Bed Occupancy | Not less than 75% | | |
| | | Various type of clinics for outpatient's services. | Not less than 30-50 patients in a day for the clinic | | |
| | | Presence of adequate equipment and supplies | Basic equipment and supplies for nursing procedure | | |
| | | Adequate number of patients | general ward 1:8 in for RN and EN ICU 1:1 and psychiatric unit for RN and EN LW 1:4 for RN and EN | | |
| | | Clinical instructor | 1:6 for each department | | |
| 2 | Hospital staff | Nurses and Midwives* | For DH-33 Enrolled nurse - 34 ANO- 55 Nursing officer -33 For RRH Certificate 91, ANO 77, Nursing officer 31 | | |
| | | Clinicians | For DH MD 8, AMO 16 RRH 21 MD, 20 AMO, | | |
| | | Laboratory technologist/ technician | For DH 3 LAB technologist, 2 assistant LAB technologist | | |

| | | | | | |
|----------|--|--|---|--|--|
| | | | For RRH LAB scientist 1, LAB technologist 8, assistant LAB technologist 6 | | |
| | | Pharmacists | For DH 1 Pharmacist 1 pharmaceutical technologist For RRH 1 Pharmacist,3 pharmaceutical technologist 5 assistant pharmaceutical technologists | | |
| 3 | Approved sites for community practice | Villages with dispensaries / Health centers to accommodate 5-10 students | 5 villages | | |
| | | Industries for occupational health | 2 (small and large) | | |
| | | Occupational areas | 2 | | |
| | | Special group Institutions | 2 | | |
| | | Others(specify) | shops, market, schools | | |

Declaration

I certify that the information given in this application guideline are true and correct.

I understand that, falsification and/or withholding information concerning this application is serious offence that may result in nullification/denial of the application.

Applicant name

Applicant signature

Applicant designation

Date

Official stamp

Full Name and Address of Verifies

| SN | FULL NAME | DESIGNATION | ADDRESS | SIGNATURE |
|----|-----------|-------------|---------|-----------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |



THE UNITED REPUBLIC OF TANZANIA
TANZANIA NURSING AND MIDWIFERY COUNCIL



P.O BOX 1736 DODOMA

NURSING AND MIDWIFERY SCHOOL/PROGRAM ESTABLISHMENT APPLICATION FORM
Made under Regulation (K) of the Nursing and Midwife Act. March, 2010

Name of the School/Program.....
Location: District.....Region.....
Physical Address.....
Postal Address.....
Tel. No.....Mobile.....
Fax No.....
Email.....
Owner.....

Type ownership

Government ☐
FBO ☐
Private ☐

Program Certificate ☐
Diploma ☐
Post Graduate Diploma ☐
Degree ☐
Masters ☐

Nature of training Pre-service ☐
In-service ☐

Enclosed nonrefundable fees of T. Shillings.

| | |
|-------------------------|--|
| Application fees | |
| T shs. 100,000/= | |

Payment to be done through government payment control Number (GePG) to TANZANIA NURSING AND MIDWIFERY COUNCIL NBC Limited, Corporate Branch or NMB BANK
(Concept Note and Bank payment slip to be attached on submission)

Name of the Head/Owner..... Signature..... Date.....

School stamp



THE UNITED REPUBLIC OF TANZANIA
TANZANIA NURSING AND MIDWIFERY COUNCIL



P.O BOX 1736 DODOMA

NURSING AND MIDWIFERY SCHOOL/PROGRAM PROFESSIONAL VERIFICATION APPLICATION FORM

Made under Regulation (K) of the Nursing and Midwife Act. March, 2010

Name of the School/Program.....
Location: District.....Region.....
Physical Address.....
Postal Address.....
Tel. No.....Mobile.....
Fax No.....
Email.....
Owner.....

Type ownership

Government

☐

FBO

☐

Private

☐

Training Program

Certificate

☐

Diploma

☐

Post Graduate Diploma

☐

Degree.

☐

Masters

☐

Nature of training

Pre-service

☐

In-service

☐

Enclosed nonrefundable fees of T. Shillings.

Professional Verification fees

T.shs 2,500,000/=

Payment to be done through government payment control Number (GePG) to TANZANIA NURSING AND MIDWIFERY COUNCIL NBC Limited, Corporate Branch or NMB BANK

(Evidence on school preparation and Bank payment slip to be attached on submission)

Name of the Head/Owner..... Signature..... Date

School stamp



THE UNITED REPUBLIC OF TANZANIA
TANZANIA NURSING AND MIDWIFERY COUNCIL
P.O BOX 1736 DODOMA



NURSING AND MIDWIFERY SCHOOL/PROGRAM ESTABLISHMENT APPLICATION FORM

Made under Regulation (K) of the Nursing and Midwife Act. March, 2010

Name of the School/Program.....
Location: District.....Region.....
Physical Address.....
Postal Address.....
Tel. No.....Mobile.....
Fax No.....
Email.....
Owner.....

Type ownership

| | | |
|--------------------|-----------------------|--------------------------|
| | Government | <input type="checkbox"/> |
| | FBO | <input type="checkbox"/> |
| | Private | <input type="checkbox"/> |
| Program | Certificate | <input type="checkbox"/> |
| | Diploma | <input type="checkbox"/> |
| | Post Graduate Diploma | <input type="checkbox"/> |
| | Degree | <input type="checkbox"/> |
| | Masters | <input type="checkbox"/> |
| Nature of training | | |
| | Pre-service | <input type="checkbox"/> |
| | In-service | <input type="checkbox"/> |

Enclosed nonrefundable fees of T. Shillings.

| | |
|-------------------------|--|
| Application fees | |
| T shs. 100,000/= | |

Payment to be done through government payment control Number (GePG) to TANZANIA NURSING AND MIDWIFERY COUNCIL NBC Limited, Corporate Branch or NMB BANK
(Concept Note and Bank payment slip to be attached on submission)

Name of the Head/Owner Signature..... Date.....

School stamp



THE UNITED REPUBLIC OF TANZANIA
TANZANIA NURSING AND MIDWIFERY COUNCIL
P.O BOX 1736 DODOMA



**APPLICATION FOR NURSING AND MIDWIFERY TRAINING PROGRAM
REGISTRATION AND LICENCING**

Made under Regulation (K) of the Nursing and Midwife Act. March, 2010

Name of the School/Program.....

Location: District.....Region.....

Physical Address.....

Postal Address.....

Tel. No.....Mobile.....

Fax No.....

Email.....

Owner.....

Type ownership

Government ☐

FBO ☐

Private ☐

Training Program Certificate ☐

Diploma ☐

Post Graduate Diploma ☐

Degree ☐

Masters ☐

Nature of training

Pre-service ☐

In-service ☐

Date of establishment: Date..... Month..... Year.....

Particulars of the previous Training Registration

| Current Name of School | Previous Name of School | Year established | Level of Award | Registration No. | License No. |
|-------------------------------|--------------------------------|-------------------------|-----------------------|-------------------------|--------------------|
| | | | | | |

Enclosed fees of T. Sh. to be paid per program

| Training Program | Registration fees | Licensing fees |
|-------------------------|--------------------------|-----------------------|
| Certificate | Tshs.500,000/= | Tshs. 200,000/= |
| Diploma | Tshs.500,000/= | Tshs.300,000/= |
| Post Graduate Diploma | Tshs.500,000/= | Tshs.250,000/= |
| Degree and higher level | Tshs.700,000/= | Tshs.350,000/= |

Payment to be done through government payment control Number (GePG) to TANZANIA NURSING AND MIDWIFERY COUNCIL NBC Limited, Corporate Branch or NMB BANK
(Bank Payment slip, School Progress report and copy of previous license to be attached)

Name of the Head of School.....

Signature of the Head of School..... Date.....

School stamp



THE UNITED REPUBLIC OF TANZANIA
TANZANIA NURSING AND MIDWIFERY COUNCIL
P.O BOX 1736 DODOMA Mobile. No. 0737962691



**APPLICATION FOR CHANGING/TRANSFER OF NURSING AND MIDWIFERY
TRAINING PROGRAM NAME/OWNER *Made under Regulation (K) of the Nursing and
Midwife Act. March, 2010***

Name of the School/Program.....

Location: District.....Region.....

Physical Address.....

Postal Address.....

Tel. No.....Mobile.....

Fax No.....

Email.....

Owner.....

Type ownership

| | | |
|------------------|-----------------------|--------------------------|
| Training Program | Government | <input type="checkbox"/> |
| | FBO | <input type="checkbox"/> |
| | Private | <input type="checkbox"/> |
| | Certificate | <input type="checkbox"/> |
| | Diploma | <input type="checkbox"/> |
| | Post Graduate Diploma | <input type="checkbox"/> |
| | Degree | <input type="checkbox"/> |
| | Masters | <input type="checkbox"/> |

Nature of training

| | |
|-------------|--------------------------|
| Pre-service | <input type="checkbox"/> |
| In-service | <input type="checkbox"/> |

Date of establishment: Date.....Month..... Year.....

Particulars of the previous Training Registration

| Previous Name of School | Current Name of School | Year established | Level of Award | Registration No. | License No. |
|-------------------------|------------------------|------------------|----------------|------------------|-------------|
| | | | | | |

Enclosed non-refundable fees of T. Shillings.

| Change of Names/Ownership | Transfer of Names/Ownership |
|---------------------------|-----------------------------|
| T.sh. 100,000/= | T shs. 100,000/= |

Payment to be done through government payment control Number (GePG) to TANZANIA NURSING AND MIDWIFERY COUNCIL NBC Limited, Corporate Branch or NMB BANK
(Bank payment slip, School board Meeting report or any agreement, title deed/land lease document land use plan and permit must be attached)

Name of the Head of School.....

Signature of the Head of School..... Date.....

School stamp

11.5 Proposed classroom desk and Chair for Nursing and Midwifery training Institution school

Sample desk





Proposed bed sample

A nursing skills laboratory bed must have side rails that can be raised or lowered and a mattress base in three jointed sections so that the head, foot, or middle may be raised by a crank or motor, allowing a patient to lie in various positions, as a therapeutic aid or for comfort

References

1. The Tanzania Nursing and Midwifery Act, 2010.
2. The Nursing and Midwifery (training) regulations, 2010.
3. New York State Department of health -Classroom design standards.
4. Handbook for standards and guideline for universities education in Tanzania – TCU, December 2019.
5. South Africa Nursing Council-Guidelines on Interprovincial Clinical Placement of Students for Experiential Learning.
- 6.