

**MINIMUM REQUIREMENTS  
FOR  
THE RECOGNITION  
OF  
PROFICIENCY CERTIFICATE LEVEL  
OF  
NURSING PROGRAMME**



**Nepal Nursing Council  
Kathmandu  
Nepal**

Revised in 2072 BS (2016)

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2007

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2011

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**Nepal Nursing Council (NNC)**

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## Preface

Nepal Nursing Council (NNC) is a regulatory body for maintaining the standards and quality of nursing education. The parliamentary enactment of Nursing Council Act is an important milestone of nursing profession. NNC Act paves the path to regulate nursing profession. For regulation of standards in nursing education a minimum requirement guideline is required. The minimum requirement of professional certificate level (PCL) was revised and updated fourth time in 2016 (2072) by NNC and enacted in accordance to the power conferred by the clause (b), (c) and (d) of sub-section (1) of section 9 of the Nepal Nursing Council Act, 2052 (1996).

Minimum Requirement of PCL Programme was reviewed as per the felt need as a result of challenges faced by the nursing institutions in the implementation of the PCL curriculum. The revised minimum requirements address minimum requirement of physical infrastructure, human resources and clinical (hospital and community) resources along with the requirement of the student enrollment policy.

The revised minimum requirements have undergone considerable changes through the meetings. Hence, we hope professional certificate level program that this document will guide the institutions who are having PCL Program for effective teaching learning activities in order to ensure the fulfillment of programme requirements.

We congratulate the team working for the revision of minimum requirements who have painstakingly reviewed the requirements. We appreciate their sense of dedication in the finalization of this document. Their use of professional expertise in reviewing this document is highly commendable.



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# **Minimum Requirements for the Recognition of Proficiency Certificate Level Nursing Programme**

Revised in 2072 (2016)

The Nepal Nursing Council, has approved these requirements by exercising the power conferred to it by Clause (b), (c) and (d) of Sub-section (1) of Section 9 of the Nepal Nursing Council Act (NNC), 2052 (1996) with second amendment. This guideline, called the “**Minimum Requirements for the Recognition of Proficiency Certificate Level (PCL) Nursing Programme**” shall come into force from Chaitra 2072 (March 2016).

By exercising the Clause (b) of Sub-section (1) of Section 9 of the NNC Act, this guideline will be used to study the feasibility of starting PCL Nursing Programme, and thereby for the purpose of recommendation/ approval. By exercising the Clause (c) & (d) of Sub-section (1) of Section 9 of the same Act, it will also be used for the purpose of monitoring, evaluating and reviewing the approved PCL Nursing Programme so as to allow or disapprove the programme.

In order to qualify for approval and ultimately to get accreditation from the NNC, the concerned educational institution will have to ensure that it fulfills the requirements for quality education by providing the evidence of having strong organization and governance, optimal organizational structure, adequate educational materials, interactive teaching-learning process, ongoing evaluation system, and dynamic curriculum. Only those nursing institutions will be recommended to start the PCL Nursing programme, which meet the requirements specified below.

## **1. GENERAL INFORMATION**

- 1.1 Name of the institution
- 1.2 Address
- 1.3 Date of establishment
- 1.4 Nursing programs being offered

## 2. GOVERNANCE AND ADMINISTRATION

2.1 There should be a policy making body i.e. Faculty Board or Board of Directors or Trust, which guides the planning, directing, organizing, and controlling functions of the institution.

- ▶ State the policy making body
- ▶ Supply the list of members

**Note:** The Campus Chief/Coordinator of PCL Nursing Programme should be a member of the policy making body.

2.2 The organogram of the institution should give a clear picture of how authority and other functional relationships have been structured.

- ▶ Supply the organogram

2.3 The institution must have a clear vision about its mission, aims and objective, and the philosophy that guides its educational activities

- ▶ Institution's philosophy
- ▶ Vision
- ▶ Mission
- ▶ Aims & objectives

2.4 Name of the Principal/Campus Chief/ Coordinator of the PCL nursing programme

Principal/Campus Chief/Coordinator of the PCL nursing programme, who will be responsible for all academic and administrative activities of the programme, must meet the criteria as follows.

- ▶ Educational Qualification: Post-basic Bachelor of Nursing or B Sc Nursing with five years of fulltime teaching experience after Bachelor's Degree qualification in Nursing.
- ▶ NNC Registration No. & Validity date
- ▶ Has a written job description (Please supply).

2.5 To carry out day-to-day administrative activities, there should be:

- General Administration Section: headed by Administrative Chief holding bachelor degree
- Store: headed by Store Keeper with intermediate degree
- Finance Section: headed by an Account Officer with BBA degree

### **3. FINANCIAL SYSTEM**

3.1 Institution must assure the viability of the educational program by supplying information as follows.

- Sources of income
- Annual budgeting
- Previous year's financial statement
- Audit report

### **4. ACADEMIC COMMITTEES**

4.1 To carry out the academic activities of PCL nursing programme smoothly, there should be following Committees.

- Examination Committee (Please supply the list).
- Clinical coordination committee (Please supply the list)
- Library Committee (Please supply the list)
- Student Welfare committee (Please supply the list)

### **5. FACULTY STUDENT RATIO AND TEACHING LOAD**

5.1 **Nursing Faculty Student Ratio:** Nursing faculty should be sufficient to teach the curriculum. All nursing faculty should be full time faculty

- The overall nursing faculty and student ratio should be 1:8
- The faculty and student ratio in classroom teaching may be 1:40
- The faculty and student ratio for demonstration should be 1:10
- The faculty and student ratio in clinical should be 1:8
- The faculty and student ratio in community field should be 1:10

## 5.2 Teaching Load

- Principal/Campus chief should teach about 30 hours per academic year
- Nursing faculty should teach about 10 hours per week during study block.
- Nursing faculty should have about 30 hours of clinical supervision per week during clinical block.

## 6. FACULTY QUALIFICATION

6.1 **Nursing Faculty Competency:** The nursing faculty must meet the following criteria.

- Holds Bachelor level nursing qualification.
- Registered in Nepal Nursing Council

6.2 **Non-nursing Faculty:** The non-nursing faculty should have post-graduate qualification in related subject

6.3 There should be provision for faculty development

## 7. STUDENT ENROLLMENT AND DEVELOPMENT

7.1 **Student Enrollment:** The following policy must be followed in enrolling students in PCL nursing programme

- Intake is annual
- Maximum number of student intake size is 40
- Entry qualification is SLC pass with at least 45% or C Grade in aggregate
- Selection basis as per university policy

7.2 **Student Development:** Students should be encouraged to participate in various extracurricular activities

## 8. PHYSICAL INFRASTRUCTURE

8.1 **Land:** Five ropanies for academic, administrative and hostel block along with space for outdoor games

8.2 **Academic Set-up**

- Office for Chief of nursing programme: Adequately furnished with computer and printer, telephone, sofa, notice board,

- cupboard and a separate toilet facility
- Faculty room: Adequately furnished separate rooms for faculty (year wise) with separate table & chair and access to computer, printer & internet.
- Rooms for office staff: Separate rooms for:
  - o General Administration Section.
  - o Finance Section.
  - o Academic and Examination Section.
  - o Store room with space for storing supplies and equipments
- 3 classrooms assigned for PCL nursing programme for student's classroom teaching (size: 0.6 sq m/student). The rooms are well ventilated and lighted and equipped with teaching learning devices:
  - o Computer and LCD/ OHP
  - o Whiteboard and markers
- A meeting room for faculty/administrative staff meetings
- A large hall for campus functions

8.3 **Computer room:** with computers, printer and internet access

8.4 **Library:** Spacious enough to meet the needs of the students of the institution (Seating capacity for at least 25% of the total students)

- The number of textbook is 50% of the student intake size
- The reference books should be 10% of the student intake size
- It has PCL Nursing Curriculum
- It has Minimum Requirements Guideline of NNC for PCL Nursing programme

**Note:** Please supply the list of the books assigned for PCL nursing programme),

8.5 **Skill laboratories:** The institution must have separate skill labs for:

- Fundamentals of nursing
- Community health and nutrition
- Basic Science

- Midwifery and pediatric nursing and

## 8.6 Hostel facility

- Accommodations for 50% students
- Has separate kitchen and dining room
- Has toilet & bathroom at the ratio 1 for 10 students
- Has room for warden/house mother
- Has guard room
- Has visiting room
- Has outdoor and indoor game space & facilities

## 9. EQUIPMENTS AND SUPPLIES FOR SKILL LAB PRACTICE

<u>S. N.</u>	<u>Items</u>	<u>No.</u> <u>Required</u>
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### 9.1 For Fundamentals of Nursing Skill Lab

#### 9.1.1 Equipments

• Hospital adult bed	2
• Bedside locker	2
• Mannequin (dummy): Adult male and female	1 each
• CPR model	1
• Trays of different sizes (small, medium, and large) for procedures	4 each
• Bowl of different sizes (small, medium, and large) for procedures	4 each
• Kidney trays of different sizes	6
• Basins	6
• Feeding cup	2
• Sputum mug	2
• Bed pan	2
• Urinal	1
• Enema can set (one liter capacity)	1
• Measuring jugs of different capacities (250, 500 and 1000 ml)	1 each
• Catheter container with cover	1
• Dressing drum (small and large)	1 each
• Trolley with two shelves (upper and lower shelf)	1

- Nail cutter 3
- Comb 3

### 9.1.2 Instruments

- Cheatle forceps 2
- Sponge holding forceps 2
- Artery forceps: straight and curved 4 each
- Dissecting forceps: Toothed and Non-toothed 4 each
- Mosquito forceps 2
- Kocker's forceps 2
- Needle holding forceps: 6 inch, 7 inch & 8 inch size 2 each
- Scissors : Surgical, suture cutting and bandage cutting 2 each
- Tongue depressor 2
- Ear irrigation syringe 1
- Ear speculum 1
- Surgical blades of different sizes 1 set
- Airway tube: Different sizes of adult and pediatric size 1 each
- Endotracheal tube: Different sizes of adult and pediatric 1 each

### 9.1.3 Glass ware

- Measuring cups: 30 ml, 120 ml and 240 ml 1 each
- Ounce glass 1
- Digital and mercury thermometer 2 each
- Specimen collection bottles 6

### 9.1.4 Syringes and needles

- Syringes: 2ml, 5 ml, 10 ml and 20 ml size 2 each
- Tuberculin syringe 2
- Insulin syringe with needle 2
- Needles of different sizes 2 each
- Suturing needles: Straight (cutting and round) and curved 4 each
- IV cannulas of different sizes 2 each

- Ear irrigation syringe 1

### 9.1.5 Suturing materials

- Suture threads: Silk, cotton and nylon 1 pack each
- Catgut: absorbable and non-absorbable 1 pack each

### 9.1.6 Rubber goods

- Mackintosh: Full bed length, for draw mackintosh & treatment/dressing mackintosh 2 each
- Hot water bag 2
- Ice cap 1
- Gloves of different sizes 2 dozen
- Catheters: Foley's, plain, nasal & rectal 2 each
- Gastric lavage tube 2
- Ryle's tube: Adult & pediatric 2 each
- Flatus tube 2
- Air ring 2
- Douche nozzles of different sizes 1 each

### 9.1.7 Linen

- Mattress: Adult size 2
- Bed sheet: Top & bottom sheet 8
- Draw sheet 4
- Pillow 4
- Pillow cover 8
- Sand bag with cover 2
- Blankets 2
- Towels: bath, hand & surgical 2 each
- Sponge cloth 1 dozen
- Hot water bag cover 1
- Ice cap cover 1
- Gown, mask & cap for OT 2 each
- Perineal sheet, abdominal sheet, eye sheet 2 each
- Patient's cloth 2 set
- Dirty linen bag 1
- Screen curtains 2

### 9.1.8 Miscellaneous items

• Teeth model with brush	1
• Torch light	2
• Nail brush	2
• Adult weighing scale	1
• Back rest	1
• Foot drop	1
• Splints of different sizes	2 each
• Bandages of different sizes	2 each
• I/V stand	2
• Measuring tape	2
• Different color buckets with cover for waste disposal practice (red, black, green, blue, yellow and purple)	1 each
• Blood pressure measuring instrument set	2
• Soap & soap dish	1
• Dust bin	1
• Hand washing facility	1
• Cardiac table	1
• Screen	2
• Bottle with solution: Dettol, methylated spirit, Tr. Iodine/ betadine, Vaseline & glycerin	1 each
• Liquid paraffin	1
• Potassium permanganate crystals-packet	1
• Sodium bicarbonate power- packet	1
• Learning guide for students' practice	2

## 9.2 For Basic Science Lab

### 9.2.1 Bones

• Adult human skeleton	1
• Bones of different body parts	2 sets

### 9.2.2 Models

• Skin cross section	1
• Heart and large blood vessels	1
• Eye and ear model	1 each

- Brain with spinal cord 1
- Lung and trachea 1
- Digestive system 1
- Female and male reproductive system 1 each
- Urinary system 1

### 9.2.3 Charts

- Skeleton system 1
- Muscular system 1
- Joints and ligaments 1
- Nervous system 1
- Cardio-vascular system 1
- Respiratory system 1
- Digestive system 1
- Urinary system 1
- Skin, eye and ear 1 each
- Endocrine system 1

## 9.3 For Midwifery and Pediatric Nursing Skill Lab

### 9.3.1 Models/ bones

- Fetal development models of different periods of gestation 1 set
- Fetal skull 2
- Female bony pelvis 2
- Female dummy/ delivery model 2
- Fetal palpation model 1
- Weighing scale: Adult and newborn 1 each
- Zoe model for family planning 1
- Breast model 1
- Full size fetus with placenta 2
- Newborn baby 2

### 9.3.2 Instruments

- Vaginal speculum: Sims' & Cusco's (duck) 1 each
- Cervical dilators of different sizes 1 each
- Anterior vaginal wall retractor 1
- Uterine vulsellum/tentaculum 1

• Sponge holding forceps	1
• Uterine sound	1
• Fetoscope	2
• Mucus sucker	2
• Newborn resuscitation set	1
• Delivery set	2
• Safe delivery kit	2
• Episiotomy and suturing set	2 each
• Vacuum extractor set	1
• MVA set	1
9.3.3 Learning guide for student's practice	2
<b>9.4 For Community and Nutrition Lab</b>	
<b>Community bag</b>	4
Each bag consisting of:	
• Soap & soap case	1
• Digital thermometer	2
• Measuring tape	1
• BP instrument & stethoscope	1
• Fetoscope	1
• Hand towel	1
• Nail brush	1
• Bag of sterilized dressing	1
• Uri stick (for albumin & sugar test)	3
• Gauze packet & cotton swab packet	1 each
• Essential medicines for common & minor ailments e.g. antipyretics, analgesics, antiemetic etc.	1 each
• Torch light	1
<b>Other items</b>	
• Jeevan jal packet & sarbottam pitho	1 each
• Weighing scale: adult & children	1 each
• Posters and flip charts on different topics	1 each
• Tables to display materials	As needed
• Register & diary	1 each

- Poster on different types of latrines 1 set
- Model of domestic water purification: 1 each
- different types
- Safe delivery kit 1
- FP devices: Pills packet, norplant, IUCD & condom 1 each
- Immunization & vaccine sample 1 each
- Growth chart 1
- Kitchen set 1
- Food pyramid 1
- Charts on sources of different nutrients 1 each

## 10. FACILITIES FOR CLINICAL PRACTICE IN HOSPITAL

10.1 General Hospital for Students' Basic Clinical Practice Bed capacity of the general hospital Bed occupancy of the previous three months period

### **Note:**

- ▶ The selected general hospital for students' clinical practice must be at least 50 bedded, with minimum 75% occupancy for 20 students.
- ▶ For 40 students intake the general hospital must be 100 bedded with 60% occupancy.
- ▶ Institution starting new PCL nursing program from the academic year 2073/2074 onward, must have its own 100 bedded hospital and the hospital must have started at least 2 years prior to starting the nursing program. The hospital also must have renewed in Ministry of Health.
- ▶ If the requirement of specialized clinical practices cannot be met in one hospital, other hospitals can be used with agreement for psychiatric, maternity, pediatric, eye, and ENT services as required by the curriculum.

### **10.2 Hospital for midwifery experience**

(Hospital/ wards must have sufficient deliveries for student to practice)

- ▶ Hospital for maternity clinical practice

- Number of deliveries per month

### 10.3 Hospitals for other specialty practical experience

- Hospital for pediatric clinical practice
- Hospital for psychiatric clinical practice
- Hospital for eye, and ENT,O.T clinical practice

### 10.4 The hospitals must have the following facilities for students' practice

- Sufficient equipments, supplies and bed linen and other.
- Adequate number of qualified staff to provide 24 hours service according to government norms.

**Note: If the bed occupancy in the last three months is less and teacher-student ratio inadequate, Nepal Nussrsing Council has the right to REDUCE the student enrollment number.**

### 10.5 Each student use the NNC Practical Record book in the clinical practice

## 11. FACILITIES FOR CLINICAL PRACTICE IN COMMUNITY

### 11.1 Field For Community field experience

- Name of the selected field:
- Name of the Health facility
- Client flow rate per day
- The rural/urban community has adequate number of households (i.e. 10 houses per student)

### 11.2 Each student use the NNC Practical Record book in the field practice

## 12. MIDWIFERY CLINICAL/FIELD CASE REQUIREMENTS

S.N.	Description	No. Required
12.1	<b>Activities to be carried out in hospital</b>	
	➤ Performing ANC assessment	30
	➤ Plotting partograph	5

➤ Observation of:	
• Normal delivery	5
• abnormal delivery (if possible)	2
➤ Conducting normal deliveries	15
➤ Assisting abnormal delivery	2
➤ Performing per vaginal examination (under supervision)	5
➤ Observation of episiotomy/suturing	5
➤ Performing perineal repair (under supervision)	5
➤ Performing manual removal of placenta (in hospital or in skill lab)	2
➤ Performing vacuum extraction (in skill lab)	3
➤ Performing newborn resuscitation (in hospital or skill lab)	2
➤ Care of mother with cesarean section	2

## 12.2 Activities to be carried out in field

➤ Performing antenatal assessment	5
➤ Conduct of delivery at health facility/home	1

## 13. CURRICULUM GUIDELINE

The following guideline should be used while developing or reviewing PCL Nursing Curriculum.

- 13.1 Philosophy and course objectives are well explained.
- 13.2 The duration of course is 3 years.
- 13.3 The course content of curriculum is approved by the university/ CTEVT to which the educational institution belongs to or is affiliated with.
- 13.4 The student selection criteria are transparent
- 13.5 Each student must have a minimum of 90% of attendance in clinical practice and 75% in theoretical classes.
- 13.6 The students shall have a vacation of minimum 6 weeks/year including Dasain and Tihar holidays.
- 13.7 Have calendar of operation showing different schedule of

- theoretical, clinical practices, vacation and examination.
- 13.8 Have clinical rotation plan showing students' learning exposure at different clinical settings
- 13.9 The curriculum should have follows courses
- ▶ Fundamentals of Nursing (theory and practical)
  - ▶ Community Health Nursing(theory and practical)
  - ▶ Integrated Health Sciences
  - ▶ Behavioral Science (Social Psychology)
  - ▶ Pediatric Nursing (theory and practical)
  - ▶ Adult and Geriatric Nursing (theory and practical)
  - ▶ Midwifery and Gynecological Nursing (theory and practical)
  - ▶ Leadership and Management (theory and practical)
- 13.10 Consists of well planned evaluation system i.e.
- ▶ Internal evaluation methods written clearly
  - ▶ Final examination methods well spelled out
- 13.11 The requirements for completing the course is spelled put.
- 13.12 Practical examination should be conducted in actual situation of hospital, or health institutions by nursing professionals.
- 13.13 In practical examination the number of students should not be more than 20 in a day.