



## **NURSING AND MIDWIFERY COUNCIL OF NIGERIA**

**ESTABLISHED BY NURSING AND MIDWIFERY (REGISTRATION ETC.)  
ACT. CAP. N143, LAWS OF THE FEDERATION OF NIGERIA, 2004**

**SUPPORTED BY:**



# **MINIMUM REQUIREMENTS** *for the* **DEPARTMENT OF NURSING SCIENCE** **IN NIGERIAN UNIVERSITIES**

**PROMOTING AND MAINTAINING EXCELLENCE IN  
NURSING EDUCATION AND PRACTICE**

**DECEMBER, 2016**



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# **BACHELOR OF NURSING SCIENCE DEGREE PROGRAMME**

For a Department of Nursing to be accredited by the Nursing and Midwifery Council of Nigeria, it must have the following:

## **1.0 BASIC REQUIREMENTS**

### **1.1 Enabling Act/Law/Edict**

Evidence of Law or Edict establishing the institution.

### **1.2 Approval By The National Universities Commission**

- i. Evidence of approval by the National Universities Commission.
- ii. Evidence of Interim accreditation Status with the NUC

### **1.3 Departmental Administration**

Functional Departmental Committees/Board such as

- i. Curriculum Committee
  - ii. Admission Committee
  - iii. Accreditation Committee
  - iv. Examination Committee
  - v. Clinical Co-ordination Committee
  - vi. Research Committee
- Ad-hoc Committees such as
- i. Welfare

## **2.0 ACADEMIC MATTERS**

### **2.1 Academic Records**

- i. Students files
- ii. Staff files
- iii. Examination/results files
- iv. Lecture timetable
- v. Clinical posting files
- vi. Students hand book.
- vii. Minutes of departmental/committee meetings

### **2.2 Curriculum**

A comprehensive programme curriculum that is derived from the approved NUC and NMCN bench mark minimum academic standard for BNSc. Degree.

### **2.3 Operational Manuals**

- i. Procedure manuals (General Nursing, Midwifery, Public Health, etc)

- ii. SIWES log book
- iii. Clinical experience booklet of the NMCN

#### **2.4 Teaching/Instructional Aids**

Adequate use of relevant teaching and instructional aids (See Appendix 1).

#### **2.5 Organogram**

There should be an organogram of the Department of Nursing showing the relationship with the Faculty/College and the University.

### **3.0 STAFFING**

#### **3.1 Academic Staff**

- i. The Head of Department must hold a PhD with first degree in Nursing, and be registered and licensed with Nursing and Midwifery Council of Nigeria.
- ii. The Nursing and Midwifery Council of Nigeria's approved Lecturer/Students' ratio for BNSc degree in Nigeria is 1:10 students.
- iii. The Staff mix by rank should meet the minimum of 20:35:45 for professorial/senior lectureship/others.
- iv. There must be a full complement of Lecturers with a minimum of Masters' Degree in the different sub-specialities of nursing as specified in the approved curriculum.

#### **3.2 Non-Academic Staff**

- i. There must be a minimum of one clinical instructor and one preceptor to every four lecturers in each sub-specialty of nursing.
- ii. There must be a full complement of administrative and secretarial staff for the department (a minimum of 4 secretarial and administrative staff).

### **4.0 PHYSICAL FACILITIES**

There must be a befitting accommodation for the department which consists of the following:

#### **4.1 Classrooms and Lecture Theatre/Auditorium**

Large classrooms/lecture theatre/auditorium, tutorial rooms and seminar rooms, adequate in number, space and furnishing. There should be a minimum of two dedicated classrooms for the programme.

#### **4.2 Departmental Conference Room**

There should be an adequately furnished Conference Room where Departmental and Committee meetings take place.

### 4.3 Office Accommodation

- i. Adequately furnished Office for the Head of Department with an attached confidential secretary's office and administrative staff offices.

(See Appendix 2)

- ii. Adequately furnished offices for lecturers (See Appendix 3)
- iii. Minimum of ten toilet facilities (six for students and four for staff properly labelled male and female use).

#### **PRINCIPAL'S SECRETARY'S OFFICE:**

Fire proof cabinet	1
Office chair/table	1
Visitor's chair	2
Metal cabinet	2
Refrigerator	1
Air-conditioner	1
Desk top computer/printer	1
Photocopier	1
Scanner	1

#### **EDUCATORS OFFICE:**

Maximum of two educators to one office		
Office chair/table	1	
Visitor's chair	for each	2
Book shelf	Educator	1
Metal cabinet		1
Refrigerator		1
Air-conditioner		1
Floor should have rugs/tiles/terrazzo		

### 4.4 Library Facilities

- i. University Central Library.
- ii. A College/Faculty/Departmental Library with relevant, current literary materials and resources.
- iii. The Departmental Library should have a minimum of ten internet enabled computers with necessary accessories including a printer and a photocopier.

#### **4.5 Demonstration Laboratories**

Demonstration Laboratories for Nursing and Midwifery with minimum equipment and instruments as prescribed by the Nursing and Midwifery Council of Nigeria.(See Appendix 4)

#### **4.6 Hostel Accommodation**

Adequate residential accommodation provided for students both on campus and while on clinical posting outside the university town.

#### **4.7 Clinical Facilities**

Hospital and community based clinical experience areas approved by the NMCN(See Appendix 5)

### **5.0 ADMINISTRATIVE AND ACADEMIC DEVELOPMENT PROGRAMMES**

The department must have provision and procedures for:

- i. Staff development programmes based on University policies.
- ii. Continuing professional development programmes for clinical instructors, preceptors and other administrative staff.
- iii. Guidance and counselling/mentorship for students.
- iv. Provision of opportunities for conference attendance, research and publications.

### **6.0 INFRASTRUCTURAL FACILITIES**

#### **6.1 Communication**

There must be a functional telephone and E-mail address for the department. There must also be a proper departmental postal address.

#### **6.2 Transportation**

In addition to other University shared transport facilities, the department should have a minimum capacity of 32 seater bus for the use of the department for student' clinical experience and a utility vehicle for the department.

#### **6.3 Municipal Services**

The department must have the following:

- i. Functional fire fighting equipment located at strategic places in the building

- (fire extinguishers, water hose, sand buckets) and a muster point.
- ii. Running Pipe Borne water
  - iii. Electricity supply (PHCN and standby Generators).
  - iv. Waste Disposal system (Standard refuse bins at strategic locations)

#### **6.4 Safety And Aesthetics**

The Department should pay attention to the following:

- i. Topography and Landscaping
- ii. Road network
- iii. Sign posts and labels
- iv. Maintenance of lawns, drainages and surrounding
- v. Adequate lighting and ventilation

#### **6.5 Recreational Facilities**

The Department should make sure that there is

- i. Availability of recreational facilities indoor and outdoor
- ii. Evidence of departmental participation in sporting activities within and outside the University

### **7.0 FUNDING**

- i. There must be adequate financial allocation to the department.
- ii. Budgetary allocation for both capital and recurrent expenditure (Departmental vote heads/books in the Bursary Department)
- iii. Direct teaching and laboratory costs (DTLC)
- iv. Departmental imprest / Running costs

## **APPENDIX 1**

### **TEACHING AIDS**

1. Interactive board
2. Projectors
3. Educational films / Documentations / Slides
4. Modern models / simulators
5. Charts

## **APPENDIX 2**

### **MINIMUM REQUIREMENTS FOR HEAD OF DEPARTMENT'S OFFICE**

- |   |   |
|---|---|
| 1. Executive Office Table and Chair                     | 1 |
| 2. Visitor chairs                                       | 2 |
| 3. A settee of Furniture                                | 1 |
| 4. Metal filing Cabinet                                 | 1 |
| 5. Fireproof Safe/ Cabinet                              | 1 |
| 6. Book shelf   | 1 |
| 7. Refrigerator   | 1 |
| 8. Air Conditioning unit                                | 1 |
| 9. Television   | 1 |
| 10. Computer set with internet connectivity and printer | 1 |
| 11. Adjoining Toilet Facility                           | 1 |
| 12. Photocopier   | 1 |
| 13. Scanner   | 1 |
| 14. Conference Table and Chairs                         |   |

## **APPENDIX 3**

### **MINIMUM REQUIREMENTS FOR LECTURER'S OFFICE**

1. Office Table/chair
2. Two visitors Chairs
3. Lecturer book shelf
4. Refrigerator
5. Internet service
6. Air conditioner

NB: If the office is shared, it should be spacious enough to accommodate maximum of two lecturers.

## APPENDIX 4

### LIST OF REQUIREMENTS FOR DEMONSTRATION LABORATORIES FOR NURSING AND MIDWIFERY.

	ITEM	MINIMUM QUANTITY REQUIRED FOR STUDENT POPULATION OF 150
	<b><u>BEDS AND ACCESSORIES</u></b>	4
	Adult beds and mattresses	2
	Baby cots	12
	Pillows	2
	Unisex adult dummy	2
	Dolls	4
	Bedside lockers	4
	Bed tables	4
	Sandbags	4
	Back rest	4
	Bed blocks	4
	Air rings	2
	Oxygen cylinder and accessories with Carrier	1 2
	Suction machine	2
	Hot water bottle	4
	Linen bin	6
	Pedal bin	4
	Bed screens	4
	Bed pans with cover	
	Urinals	
	<b><u>DRUMS, BOWLS, KIDNEY DISHES etc</u></b>	2 2
	Small sterilizing drums	4
	Large sterilizing drums	2
	Stainless steel sputum mugs	2
	Sharp Disposable Container	2
	Small Boiler Sterilizer	2
	Large Boiler sterilizer	2
	Trolleys: medicine Trolley	2
	Dressing Trolley	2
	Long Multipurpose trolley	4
	Small Trolley	4

Trays: Stainless steel with cover	4
Stainless steel without cover	4
Bowls: Stainless steel with cover	4
Small steel without cover	4
Medium with cover	4
Medium without cover	4
Large with cover	4
Plastic Bowls: Various Sizes	4
Kidney Dishes: Small with cover	6
Small without cover	4
Medium with cover	4
Medium without cover	4
Large with cover	6
Large without cover	6
Gallipots: Small with cover	6
Stainless Small without cover	6
Steel Medium with cover	6
Medium without cover	6
Large with cover	
Large without cover	6
<b><u>FORCEPS and OTHERS</u></b>	6
Toothed Dissecting Forceps	6
Plain Dissecting Forceps	4
Mosquito Artery Forceps	4
Large Artery Forceps	4
Spencer (Walls) Artery Forceps	4
Dressing Forceps	4
Sponge Holding Forceps	2
Cheatle forceps	2
Bowl Lifting Forceps	2
Vulsellum Forceps	2
Needle Holding Forceps	2
Clip Removing Forceps	3
Tongue Holding Forceps	4
Mouth Gag	12
Stainless steel spatula	2
Tracheotomy set	4
Tracheotomy Tubes	4
Rubber Airway	2
Metallic Airway	2

Double sharp Scissors	2
Double blunt Scissors	2
Sharp blunt Scissors	2
Stitch Scissors	4
Bard parker Handles	4
Plastic Jugs with cover	4
Drinking Mugs	3
Glass Measuring Jar	3
Plastic measuring Jar	10
Graduated Stainless steel measuring jar	12
Urinometer	2
Test Tubes	4
Test Tube Rack	4
Test Tube Holders	4
Pipettes	15
Bunsen Burner	15
Clinical Thermometer	2
Rectal Thermometer	10
Bath Thermometer	10
Sphygnomanometer	5
Stethoscopes	2
Diagnostic Set	2
Endoscope set	2
Adult weighing scale	2
Baby weighing scale	6
Height Ruler	6
Foleys catheter	6
Malcot's Catheter	6
Depezzar Catheter	6
Nasal Catheter	6
Rye's Tube	6
Flatus Tube	4
Tourniquet	4
Bladder Syringe	4
Ear syringe	4
Trotters (various sizes)	4
Cannula (various sizes)	4
Airways (various sizes)	2
Ceramic Mortal and piston	4
Wash Hand basin with stand	2
Angle poise lamp	2

Undine lamp	4
Patella Hammer	2
Turning Fork	
Spirit Lamp	1
<b><u>FURNITURE</u></b>	<b>25</b>
Nurses Table	2
Stackable chairs	1
Medicine Cupboard	1
D D A Cupboard	1
Lotion Cupboard	1
Instrument cupboard	1
Equipment Cupboard	
Bed Screens	
Wall Clock that Reflects seconds	16
<b><u>LINEN</u></b>	<b>4</b>
Long Bed sheet	12
Cot Sheet	12
Draw Sheet	12
Counterpanes	12
Blankets	8
Pillow Cover	8
Long Mackintosh	6
Draw mackintosh	6
Treatment Mackintosh	6
Plastic Apron	6
Patients Gowns - Male	4
-Female	4
Pyjamas	4
Theatre Gowns	15
Theatre Caps	15
Face flannels	15
Bath Towels	15
Hand Towels	15
Medicine Towels	
Large Bath Sheets	12
<b><u>CONSUMABLES</u></b>	<b>12</b>
Wooden Spatula	12
Surgical Blades (Different sizes)	24



Clinitest Tablets	1 pack
Ace test Tablets	1 pack
Clinistic Strips	6
Albustix Strips	
Urine Bags	4
Colostomy Bags	
<b><u>TREATMENT SHEETS</u></b>	STOCK AS REQUIRED
Post Operative Observation Sheets	
Fluid Intake and Output Sheets	
Vital signs sheets	
Kardex	
Nursing care plan sheet	
Aesthetics chart	
Consent forms	
Outpatient folders	
Diabetic Chart	STOCK AS REQUIRED
Neurological Observations	
Admission forms	
Medication Sheets	
Laboratory forms	
X-Ray forms	
<b><u>KITCHEN UTENSIL</u></b>	24
Drinking Cups	24
Spoons	24
Serving Trays	12
Food covers	12
Bibs	2 dozens
Serviettes	6
Milk Jugs	6
Sugar Jars	6
Teapots	
<b><u>FOOD STUFF</u></b>	
Rice	
Beans	
Milk	

**DRUGS**

Vitamins  
Analgesics  
Haematinics  
Antibiotics  
Sedatives  
Laxatives  
Intravenous Infusion e.g. Dextrose in various percentages

**AUDIO-VISUALAIDS:**

White magnetic board  
Multimedia projector and stand  
Flip Chart and Accessories  
Overhead projector and Accessories  
VCD cassette player and a Video  
Television Set  
Computer and Accessories  
Film projector  
Camera  
Radio  
Public Address System  
Models

1 in each classroom

1

2

1

1

1

1

1

1

1

1

As required

**SPECIFIC FOR MIDWIFERY**

Foetal stethoscope  
Paediatric Sphygmomanometer with stethoscope  
Stethoscope  
Examination Table with stirrups  
Delivery Couch  
Delivery Bag  
Auvard Vaginal Speculum  
Cord Clamp  
Sims vaginal Speculum  
Cuscus vaginal Speculum  
Genital Speculum  
Urine sound  
Bladder Sound  
Incubator  
Vacuum Extractor

6

3

1

4

2

4

4

4

4

4

4

2

2

1

1

3

Measuring Tape	3
Ruler	2 sets
Oral Rehydration Therapy Set	2
Episiotomy Scissors	
MVA Instruments (Syringes and different containers)	1 set
Utility Gloves	2 sets
Ipas Instrument processing poster	1 set
Tenaculum	1
Needle Extender	1
Cervical Dilators	1 set
MVA procedure Video	1
Protocol/Guidelines for MVA procedure	1
Midwifery Kit	
<b><u>TOILETERIES</u></b>	12
Disposable Aprons	1
Plastic Baby Bath Set	6
Plastic buckets	1
Baby Powder	1
Vaseline petroleum jelly	2
Towels	4
Baby Napkins	4
Safety pins	4
Rubber pants	1 packet
Disposable baby Napkins	2
Sample Bra with broad straps	6
Patient Gowns	6
Baby Gowns	
<b><u>CHARTS</u></b>	6
Anatomical charts ( Male and Female)	6
Family Planning Chart	6
Drug charts	6
Pantograph	6
Procedure charts	4
Gestational age calendar	4
Community based client records/forms	
<b><u>MODELS</u></b>	4
Pelvis floor- Landmark identified	4

Pelvic floor Muscles	4
Pelvic skull	4
Foetal skull ( Landmark Identified)	4
Internal structures	4
External structures	4
Doll and Pelvis	4
Model for pelvic examination	4
Model for Uterine Evacuation	4
Vulva	4
Placenta	4
Foetal Circulation	4
Organs of Reproduction	4
Embryology and Foetal Development	4
Mechanism of delivery	4
IUCD Insertion	
Zoe or Mama Natalie	
Breast ( Breast feeding)	
Child Birth Simulator	
Cervical dilation model ( plastic)	
Cervical replica ( for IUD insertion)	
Condom	
Foetal, Baby, Umbilical cord and placenta for Vaccum Delivery	
<b><u>DRUGS</u></b>	
Samples of Analgesics	
Samples of Antibiotics	
Samples of Narcotic Analgesics	
Samples of Light Sedatives	
Samples of General Anaesthesia / Local	
Broad spectrum Antibiotics	
Tetanus Toxoid	
Haematinics	
Anti hypertensives and anti convulsants( E.g diazepam and magnesium sulphate)	
Infant Eye medications ( E.g silver nitrate)	
Infant Medications ( E.g vaccines, Vitamin K)	
Antimalarials	
Uterotonics (E.g Oxytocin, Ergometrine, Misoprostol)	

## APPENDIX-5

### MINIMUM REQUIREMENTS FOR A HOSPITAL BASED CLINICAL EXPERIENCE AREA FOR NURSING AND MIDWIFERY EDUCATION IN NIGERIA.

#### 1.0 HOSPITAL BASED CLINICAL EXPERIENCE AREA.

- \* For an institution to qualify as a hospital that will be utilised for the clinical experience of BNSc students in Nigeria, it must have the followings:-
- \* **It must be a tertiary health facility**
- \* At least a provisional Approval by the Nursing and Midwifery Council of Nigeria for the education of Nurses and Midwives.
- \* Philosophy and objectives of the Hospital that incorporate the education of Nurses and Midwives
- \* Minimum of 250 (Two hundred and fifty) beds hospital.
- \* All the flooring of the hospital wards must be of good terrazzo.
- \* All the corridors in the hospital must be covered.
- \* A minimum of 1 (one) Registered Nurse to 5 (five) patients in general wards
- \* The approach to Nursing Care of Patients in the hospital must be the Nursing process.
- \* A Clearly stated organogram with well-defined lines of communications.
  
- \* The Hospital must have the following functional units/wards.
  - a. Medical Unit
  - b. Surgical Unit
  - c. Obstetric and Gynaecological Unit
  - d. Accident and Emergency Unit
  - e. Theatres
  - f. Paediatric units (Neonatal and paediatric emergency)
  - g. Orthopaedic Unit
  - h. Ophthalmic Unit
  - i. Psychiatric Unit
  - j. Substance Rehabilitation unit
  - k. Medical Rehabilitation unit
  - l. Outpatient units (surgical, medical, paediatric etc)
  - m. Intensive Care unit
  - n. Medical Laboratory unit
  - o. Pharmacy Unit
  - p. Medical imaging unit
  - q. Medical and Health information Unit
  - r. Cafeteria

- s. CSSD
- t. Laundry
- u. Maintenance
- v. Ambulance services
- w. Stores and supplies
- x. Medical social welfare
- v The hospital must have the following Unit/Health personnel:
  - a. Consultants in all speciality areas.
  - b. Nursing division headed by a Deputy Director, Nursing services.
  - c. At least two assistant Directors for Nursing education and Nursing administration.
  - d. Units/Wards must be headed by at least a Chief Nursing Officer
  - e. Residents
  - f. Medical Officers.
  - g. Nurses with various specialities (Clinical Specialisation).
  - h. Nurses/Midwives
  - i. Medical Laboratory Scientists
  - j. Radiologists
  - k. Pharmacists
  - l. Occupational Health Therapists
  - m. Clinical Psychologists
  - n. Medical Sociologists
  - o. Health Statistician
  - p. Medical Social Workers
  - q. Dieticians and Nutritionist

**Community Based Clinical Experience Areas checklist for the programme**

A building with the following units:

- Consulting rooms
- Out Patient Department
- Ante Natal Clinic
- Delivery room
- Post natal/lying in
- Immunization
- Kitchenette
- Side Laboratory
- Pharmacy
- Records
- Family Planning
- Others:
- Toilet Facility

- Waste disposal system
  - Power Supply (Solar, PHCN, generator)
  - Referral System (Motor Cycles)
  - Deep Freezer
  - Mini Autoclave Machines
  - Personnel – Registered Licenced Nurses/Midwives inclusive, CHEWs,
  - Cleaners, Security
1. Accommodation facility for students