



## QUALITY MANAGEMENT SYSTEM

### Introduction

There is much greater awareness at all levels of the importance of careful and systematic attention to quality and standards in higher education. These include students, potential students, and employers. The effective way of assuring an improving quality on a continuing basis is to ensure that institutions recognise their own responsibilities and actively meet the resulting challenge. This principle is underpinning the development of this section of the curriculum with new quality assurance arrangements for Diploma of General Nursing programme

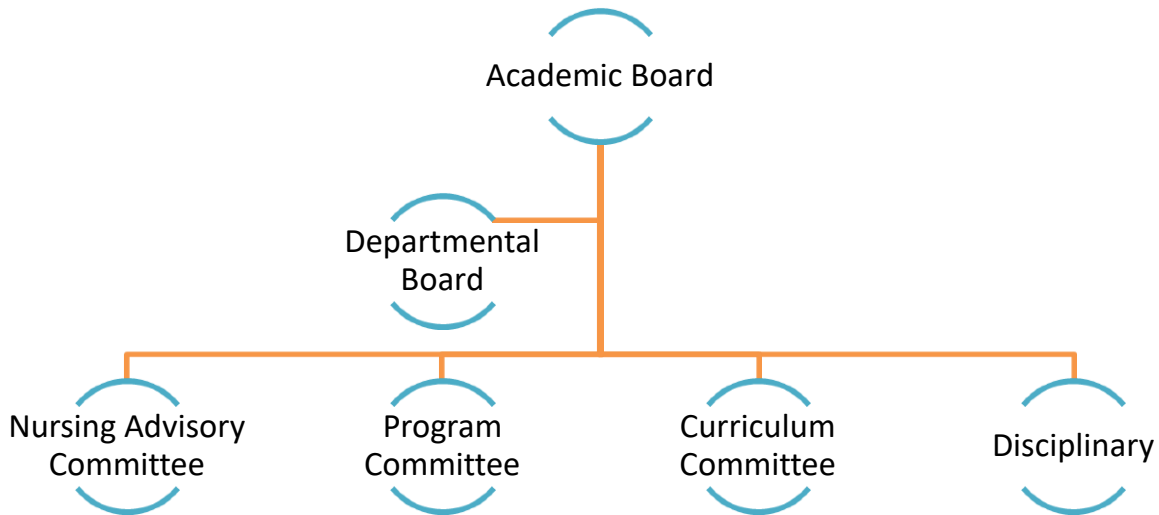
Following processes been put in place to uphold quality standards and ensure programme delivery, teaching, learning and assessment practices rest with high standard of professional conduct.

Through this process a number of committees with specific roles and responsibilities in ensuring quality assurance in teaching and learning were identified. These were: Nursing Advisory Committee, Curriculum Committee, and the Programme Committee. Their specific Terms of Reference are included in the Curriculum Document.

Efforts have been made to involve students and clinicians as potential employers of the graduates. They are expected to take more responsibility in expressing their views and offering suggestions for improving teaching and learning experiences.

### Organization and Administration

The school has a Departmental Board, which is made up of the Principal, Deputy Principal, the Registrar and the chairperson of other committees in the institution who have direct link to the academic board. This board is responsible for student discipline, staff development, resource allocations such as library books and computers. This body further makes/executes decisions on any administrative matters of the institution. Some of such tasks are: preparing budgets, staff appraisals, maintenance of the physical resources of the institution, student selection etc. The flow chart below depicts the organization and the administration within the college that relates to academic matters.



Meetings of each board/committees are programmed and conducted at different times for instance: once a month, once quarterly or once every semester depending on the urgency of the situation. The outcome of the meeting is communicated to the concerned constituencies through memos, notice boards and general meetings.

## Committees

### Nursing Advisory Committee

The Nursing Advisory Committee consists of members of health industry, local health providers, and student and consumer representatives.

The Advisory Committee forms the basis of a formal consultation network with industry for purposes which include new programme development and continuing improving of the programme.

### Curriculum Committee

The Curriculum receives and approves the development of new curricula and all changes and amendments to existing curricular within the Nursing Department

### Programme Committee

This committee oversees the preparation, approval, marking and moderation of all assessment material offered to students in the Nursing Department. The committee will produce an auditing process as a quality initiative to ensure that moderation processes are adhered to within the Nursing Department.

## Validity and reliability of assessments

The Nursing Department's Programme Committee has responsibility for monitoring the assessment process, for maintaining high standards with respect to assessments.

The Programme Committee will ensure that the performance criteria and the assessment process meet the required standards of validity, reliability and academic acceptability. The Programme Committee will also ensure that there is a balance of assessments throughout the programme.

Decisions regarding student progress in the programme will not be released to students until initially approved by the Programme Committee and then will follow the University's protocols.

## Moderation

The function of moderation is to ensure compliance with the programme prescription and philosophy in terms of intended outcomes and skills acquisition. The moderation process will monitor validity, reliability and fairness of summative assessments as well as the uniformity of assessment standards internally and externally.

In the School of Nursing both internal and external moderation will be undertaken.

### Internal Moderation

The Programme Committee is responsible for the reliability and validity of all the summative assessments.

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The Programme Committee consists of:

- Head of school
- Two lecturers from different areas within the school of Nursing
- One senior lecturer

### External Moderation

Another Nursing School's academic staff with prior negotiation and arrangement once per year will carry out external moderation of assessments. A schedule for the moderation programme will be organised which will focus on two subjects per year preferably from the same field of knowledge but at different levels

## Programme evaluation

The aim of programme evaluation is to improve educational experiences offered to students within the School of Nursing. Evaluation will identify programme strengths as well as areas needing improvements. All educators should evaluate and reflect on the learning experiences they provide for the students.

## Evaluation of Teaching and Learning Process

### Subject Evaluation

At the completion of each subject, the coordinator will complete a subject evaluation. Students will be active participants in this evaluation process. The Programme Leader/Senior lecturer who will submit a report to the Head of School will collate these evaluations

### Lecturer Evaluation

Academic staffs are encouraged to complete an evaluation of their teaching with their students in the middle of each semester. The result of this evaluation is only for staff's benefit and will act as a feedback to help them to improve their skills in teaching and assessment.

### Annual Programme Report

The Head of the School of Nursing shall complete an Annual Programme Report based on the Subjects Evaluation reports and submit to the University's Academic Board. A copy of this report should also be submitted to the Nursing Council for their information.