



SINGAPORE NURSING BOARD

GUIDELINES FOR APPLICATION FOR RE- ACCREDITATION OF ACADEMIC NURSING PROGRAMME

- 1 The Education/Training Institution shall apply to the Registrar, Singapore Nursing Board (SNB) for accreditation of the programme.
- 2 Application for accreditation shall provide evidence of compliance with SNB's Standards for Nursing Education. It shall be submitted in the following format with pages numbered sequentially and include a table of contents. For Annex Document, use dividers and labels.

Curriculum Document

The application includes the following information in a bound curriculum document:

1. Name of education/training institution
2. Title of the course
3. Title of award
4. Need for the course (include market/industry survey)
5. Duration of the course (to specify full-time or part-time)
6. Proposed date for course commencement/ implementation
7. Target group of participants
8. Entry requirements for the course
9. Overview of the course
10. Aim of the course
11. Learning outcomes
12. Target teacher to student ratio (lecture, tutorial, workshop, laboratory, virtual classroom etc. & clinical placements)
13. Graduate/Terminal Competencies
14. Curriculum
 - 14.1 Curriculum Development Process
 - Who were involved in the review/development
 - What were the feedback/contributions to the curriculum?
 - 14.2 Conceptual Framework/Curriculum Blueprint (preferably use a figure/diagram to illustrate)
 - Integration of key elements and concepts of the curriculum: graduate outcomes/attributes, instructional methods, assessments and evaluation strategies
 - Adoption of Nursing theory
 - Evidence-based Nursing
 - 14.3 Philosophy of Programme
 - Learning Environment
 - Philosophy of Learning & Teaching
 - 14.4 Overall Programme Structure (use tables)
 - 14.5 Total curriculum hours with breakdown for:
 - Theory
 - Clinical practice allocations (if applicable)
 - 14.6 Overview of various assessment methods

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- 14.7 Module / Unit: Please state the following for each module/ unit:
- Module name/ code or number
 - Module co-ordinator and teaching team (including qualifications)
 - Module synopsis and aims
 - Learning objectives / outcomes
 - Number of hours and credit points
 - Contents (detailed)
 - Competencies (if applicable)
 - Teaching methodology
 - Assessment strategies [including weighting (%)] & grading system
 - References (preferably less than 5 years old)
- 14.8 Implementation/ Coordination of the Programme – Provide a table with
- names of teaching faculty and their roles (e.g. course manager/leader, module coordinator, lecturer, tutor, clinical instructor etc.) and modules/subjects teaching
- 14.9 Programme Evaluation/Curriculum Review Framework/Strategies (refer to framework on Annex 1)
- 14.10 Quality Assurance Processes/Continuous Quality Improvement
- 14.11 References

Annex Document

The following are to be submitted as annexes in a separately bound document (label & page each Annex)

1. Background information/development of the university/education institution
2. Organisation chart of the faculty –include full-time & part-time teachers/instructors
3. Name of head of the faculty and his/her responsibilities
4. Organisation chart of local partner (administrative support)
5. Contact person of the university and the local partner
6. Contracts with local partner (current document signed duly)
7. Approval letter: Singapore Ministry of Education/ Committee for Private Education
8. Curriculum development/review committee (evidence of consultation/meetings)
9. Policies & procedures that guide programme administration/management/evaluation and on on-going development of faculty/teaching staff
10. Examination board/ panel
11. Sample transcript
12. Letter/s from healthcare organisation/s accepting students for placement (if applicable)
13. Student handbook/log books (where applicable)
14. Student evaluation – collated data/trend analysis & improvements made
15. Employer evaluation – collated data/ trend analysis & improvements made
16. Physical facilities and resources (library resources, audio-visual teaching equipment, computing facilities, nursing skill laboratory, classrooms and administrative services) for implementation of the course – provide a list of resources & facilities (include capacity of lecture rooms, tutorial rooms, laboratories, library etc.).
17. Names of faculty with summary of their curriculum vitae (use SNB format, available on SNB's website: Downloads/Forms)
18. Sample of course flyer/ advertisement

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- 3 The application for accreditation of the course shall be submitted to the Registrar at least nine (9) months before the proposed commencement/ implementation date specified for the course. The submission shall include the following in hard copies
- Cover letter
 - Application form
 - Curriculum x 4 sets
 - Annexes x 4 sets
 - Self-study report x 4 sets
- } Please bound the following separately
- For payment of Application Fee (for accreditation or re-accreditation) via cheque, it should be made to “Singapore Nursing Board”.

The application should be submitted to:

Singapore Nursing Board
81 Kim Keat Road,
NKF Building #08-00
Singapore 328836
Attention: Ms Rita Gan

- 4 SNB will process the application upon receipt of the application fees. A cap of 2 re-submissions is allowed for each application within one calendar year of submission; any re-submissions beyond this cap shall be considered as a new application and subject to applicable fees. Any re-submissions after the one-year period from submission shall be considered as a new application and subject to applicable fees.
- 5 The education/ training institution shall be notified of the preliminary outcome of the application three (3) months after submission date.
- 6 Upon approval by the Board, the education/training institution must implement the programme within one (1) year of the approval date. Failing this, a new application will be required.
- 7 The education/ training institution shall seek written approval from the Registrar, SNB for any major changes in the approved curriculum before implementing the changes. Major changes include but not limited to:
- Course duration/Curriculum hours
 - Credit points
 - Deletion or addition of modules
 - Change of assessment methods
 - Change of Programme Manager/Leader & teaching faculty
- 8 The SNB reserves the right to make on-site visits to the institution and review relevant programme documents.

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Programme Evaluation/Curriculum Review Framework

(Adapted from University of Kansas, US, 2013)

1. Programme Evaluation/Curriculum Review Framework

1.1. Programme evaluation design/framework and tools used. Explain the focus of the evaluation and its limitations

1.2. Summary of the evaluation/review plan and procedures: what standards/indicators (e.g. students' satisfaction, employer survey etc) will be used to evaluate the programme.

- What multiple sources of evaluation will be used? (e.g. observations, people, documentation etc.)
- What stakeholders will be involved in providing feedback?
- Specify the standards and criteria for evaluative judgments

NB: Use examples, illustrations and graphics.

Provide trending and analysis of evaluative data