**UNIT PENILAIAN KURIKULUM**
**LEMBAGA JURURAWAT MALAYSIA**
**KEMENTERIAN KESIHATAN MALAYSIA**
**FORMAT LAPORAN PENILAIAN UNTUK PERAKUAN AKREDITASI PENUH/SEMENTARA**

**PROGRAM :**
**NAMA PPT :**

| BIL | PERKARA | CATATAN |
|---|---|---|
| 1. | Nama Institusi Pengajian | |
| 2. | No. Rujukan MQA | |
| 3. | Alamat Institusi Pengajian | |
| 4. | No. Telefon | |
| 5. | No. Fax | |
| 6. | Alamat Email | |
| 7. | Nama Ketua Eksekutif | |
| 8. | Nama Koordinator Program | |
| 9. | Nama Pensyarah yang menjaga kursus | |
| 10. | Nama Program | |
| 11. | *Home Grown / Collaboration* | |
| 12. | Tempoh Program | |
| 13. | Kaedah Program | |
| 14. | Penganugerahan | |
| 15. | Badan yang memberi anugerah | |
| 16. | Bahasa Penghantar | |
| 17. | Kaedah Pengajaran & Pembelajaran | |
| 18. | Jumlah Kredit | **Subjek Kejururawatan** : <br> **Subjek MPU** : <br> **Subjek Universiti** : <br> **JUMLAH** : |

| | | |
|---|---|---|
| 19. | Nama penilai dokumen | |
| 20. | Nama penilai fasiliti | |
| 21. | Tarikh Lawatan | |

**PENGENALAN INSTITUSI PENGAJIAN**

**…….....**

| Tarikh Peperiksaan/ Tahun Peperiksaan | KEPUTUSAN PEPERIKSAAN LJM | | | | | ULANGAN 1 | | | | | ULANGAN 2 | | | | | ULANGAN 3 | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Jum. Pelajar yang mendaftar | Jum. Pelajar Lulus | % | Jum. Pelajar Gagal | % | Jum. Pelajar yang mendaftar | Jum. Pelajar Lulus | % | Jum. Pelajar Gagal | % | Jum. Pelajar yang mendaftar | Jum. Pelajar Lulus | % | Jum. Pelajar Gagal | % | Jum. Pelajar yang mendaftar | Jum. Pelajar Lulus | % | Jum. Pelajar Gagal | % |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |

**(Keputusan peperiksaan-jika berkaitan sahaja)**

**Tempoh Pengajian:**

| | Sepenuh Masa / Separuh Masa | |
|---|---|---|
| | **Semester Panjang** | **Semester Pendek** |
| **Bilangan Minggu*** | | |
| **Bilangan Semester** | | |
| **Bilangan Tahun** | | |
| | ***Termasuk minggu ulang kaji dan peperiksaan** | |

| 1.0 | **BIDANG 1: PEMBANGUNAN DAN PENYAMPAIAN PROGRAM *(AREA 1: PROGRAMME DEVELOPMENT AND DELIVERY)*** | | |
|---|---|---|---|
| **BIL.** | **PERKARA** | **ULASAN APP** | **PERINCIAN ISU / KETIDAKPATUHAN** |
| 1.1 | *The programme must be consistent with, and supportive of, the vision, mission and goals of the HEP.* | ☐ Patuh ☐ Tidak patuh | ***Sila isi ruangan ini jika Tidak Patuh*** |
| 1.2 | *The department must state its programme educational objectives, learning outcomes, learning and teaching strategies, and assessment, and ensure constructive alignment between them.* | ☐ Patuh ☐ Tidak patuh | |
| 1.3 | *The programme learning outcomes must correspond to an MQF level descriptors and the five clusters of MQF learning outcomes :*<br>*i. Knowledge and understanding*<br>*ii. Cognitive skills*<br>*iii. Functional work skills with focus on :*<br>*a. Practical skills*<br>*b. Interpersonal skills*<br>*c. Communication skills*<br>*d. Digital skills*<br>*e. Numeracy skills*<br>*f. Leadership, autonomy and responsibility*<br>*iv. Personal and entrepreneurial skills*<br>*v. Ethics and professionalism* | ☐ Patuh ☐ Tidak patuh | |
| 1.4 | *Considering the stated learning outcomes, the programme must indicate the career and further studies options available to students upon programme completion.* | ☐ Patuh ☐ Tidak patuh | |

| | | | |
|---|---|---|---|
| 1.5 | *The department must have sufficient autonomy[1] to design the curriculum and to utilise[2] the allocated resources necessary for its implementation.* | ☐ Patuh ☐ Tidak patuh | |
| 1.6 | *The department must have an appropriate process to develop the curriculum leading to the approval by the highest academic authority in the HEP.* | ☐ Patuh ☐ Tidak patuh | |
| 1.7 | *The department must consult the stakeholders in the development of the curriculum, including education experts as appropriate.* | ☐ Patuh ☐ Tidak patuh | |
| 1.8 | *The curriculum must fulfil the requirements of the discipline of study, taking into account the appropriate programme standards, professional and industry requirements as well as good practices in the field.* | ☐ Patuh ☐ Tidak patuh | |
| 1.9 | *There must be appropriate learning and teaching methods relevant to the programme educational objectives and learning outcomes.* | ☐ Patuh ☐ Tidak patuh | |
| 1.10 | *There must be co-curricular activities to enrich student experience, and to foster personal development and responsibility. (This standard may not be applicable to Open and Distance Learning [ODL] programmes and programmes designed for working-adult learners.)* | ☐ Patuh ☐ Tidak patuh | |
| 1.11 | *The department must take responsibility to ensure the effective delivery of programme learning outcomes.* | ☐ Patuh ☐ Tidak patuh | |

[1] Sufficient autonomy relates to the freedom of the department to design (including the use of external experts or national curriculum) and propose curriculum for approval.
[2]To utilise means the expenditures of allocated resources according to HEP's financial procedures. To be read together with standard 5.3.2.

| | | | |
|---|---|---|---|
| 1.12 | *Students must be provided with, and briefed on, current information about (among others) the objectives, structure, outline, schedule, credit value, learning outcomes, and methods of assessment of the programme at the commencement of their studies.* | ☐ Patuh ☐ Tidak patuh | |
| 1.13 | *The programme must have an appropriate full-time coordinator and a team of academic staff (e.g., a programme committee) with adequate authority for the effective delivery of the programme.* | ☐ Patuh ☐ Tidak patuh | |
| 1.14 | *The department must provide students with a conducive learning environment.* | ☐ Patuh ☐ Tidak patuh | |
| 1.15 | *The department must encourage innovations in teaching, learning and assessment.* | ☐ Patuh ☐ Tidak patuh | |
| 1.16 | *The department must obtain feedback from stakeholders to improve the delivery of the programme outcomes.* | ☐ Patuh ☐ Tidak patuh | |

***Appendix 1 : State the PEO and PLO***
***(Sila isi mengikut program)***

| **Programme Educational Outcomes (PEO)** | |
|---|---|
| PEO 1 | |
| PEO 2 | |
| PEO 3 | |
| PEO 4 | |

| Programme Learning Outcomes (PLO) | |
|---|---|
| PLO 1 | |
| PLO 2 | |
| PLO 3 | |
| PLO 4 | |
| PLO 5 | |

***Appendix 2 : Mapping PLO against the PEO***
***(Sila isi mengikut program)***

| **Programme Learning Outcomes (PLO)** | **Programme Educational Objectives (PEO)** | | | |
|---|---|---|---|---|
| | **PEO 1** | **PEO 2** | **PEO 3** | **PEO 4** |
| PLO 1 | | | | |
| PLO 2 | | | | |
| PLO 3 | | | | |
| PLO 4 | | | | |
| PLO 5 | | | | |

***Appendix 3 : Mapping MQF Domain/Clusters of Learning Outcomes to PEO***
***(Sila isi mengikut program)***

| ***MQF DOMAIN/CLUSTERS OF LEARNING OUTCOMES*** | | **PROGRAMME LEARNING OUTCOMES (PLO)** | | | |
|---|---|---|---|---|---|
| | | **PEO 1** ***NYATAKAN:.....*** | **PEO 2** | **PEO 3** | **PEO 4** |
| *i.* | *Knowledge and understanding* | | | | |
| *ii.* | *Cognitive skills* | | | | |

| | | | | | |
|---|---|---|---|---|---|
| *iii.* | *Functional work skills with focus on :* | | | | |
| | *a. Practical skills* | | | | |
| | *b. Interpersonal skills* | | | | |
| | *c. Communication skills* | | | | |
| | *d. Digital skills* | | | | |
| | *e. Numeracy skills* | | | | |
| | *f. Leadership, autonomy and responsibility* | | | | |
| *iv.* | *Personal and entrepreneurial skills* | | | | |
| *v.* | *Ethics and professionalism* | | | | |

***Appendix 4 : Senarai Kursus***
***(Sila isi mengikut program)***

| TAHUN | SEMESTER | KOD KURSUS | NAMA KURSUS | KREDIT |
|---|---|---|---|---|
| ***Contoh:*** *1* | *1* | *NB 3052* | *Nursing Models and Theories* | *2* |
| | | | | |
| | | | | |
| | | | | |
| | | | **Jumlah** | |
| | | | | |
| | | | | |
| | | | | |
| | | | **Jumlah** | |
| | | | | |
| | | | | |
| | | | | |
| | | | **Jumlah keseluruhan** | |

***Appendix 5: Pembahagian Kurikulum***
***(Sila isi mengikut program)***

| ***CORE*** | ***TOTAL CREDIT*** |
|---|---|
| *Basic Medical Science* | |
| *Behavioral Science* | |
| *Nursing Science* | |
| *Research* | |
| *Elective in Nursing* | |
| *Clinical Placement* | |
| ***TOTAL*** | |

***Appendix 6 : Table 4 COPPA***
***(Sila isi mengikut program)***

**Ulasan Kursus Berkaitan Yang Perlu Diberi Perhatian**

| BIL. | NAMA KURSUS | SINOPSIS[3] | CLO[4] | PEMETAAN[5] | KANDUNGAN | SLT[6] | NILAI KREDIT | BAHAN RUJUKAN | LAIN-LAIN; I.E. PRASYARAT (SILA NYATAKAN) |
|---|---|---|---|---|---|---|---|---|---|
| 1. | ***Contoh:***<br><br>*Nursing Models and Theories (NB 3051)* | **Tidak Sesuai**<br><br>**(menjuruskan kepada pengurusan kualiti)** | Sesuai | Sesuai | **Tidak Sesuai (menjuruskan kepada pengurusan kualiti**) | 120<br>Sesuai | 3<br>Sesuai | **Perlu semak bahan rujukan terkini 5 tahun** | **Penamaan kursus tidak sesuai** |
| 2. | | | | | | | | | |
| 3. | | | | | | | | | |
| 4. | | | | | | | | | |
| 5. | | | | | | | | | |

[3] Sinopsis mestilah menggambarkan ruang lingkup (*coverage*) bagi keseluruhan kursus.
[4] CLO *are statements on what a student should know, understand and can do upon the completion of a period of a study*. Bilangan dan kata kerja bagi setiap CLO mestilah bersesuaian dengan tahap program dan boleh diukur.
[5] Pemetaan CLO vs PLO mestilah relevan dan boleh dicapai.
[6] *Student Learning Time (SLT) is the amount of time that a student is expected to spend on the teaching-learning activities, including assessment to achieve specified learning outcomes*. SLT mestilah bersesuaian dengan kaedah pengajaran dan penilaian pelajar.

***Appendix 7 :*** **Maklum Balas Kursus Berkaitan Yang Perlu Diberi Perhatian**

| BIL. | NAMA KURSUS | ULASAN APP |
|---|---|---|
| 1 | ***Contoh:***<br><br>Nursing Models and Theories<br>**(NB 305)** | Sinopsis dan kandungan kursus tidak sesuai (perlu menjuruskan kepada pengurusan kualiti)<br>Perlu semak bahan rujukan terkini 5 tahun<br>Penamaan kursus ini dicadangkan untuk ditukar kepada “Total Quality Management” |
| 2 | | |
| 3 | | |

| |
|---|
| **Ulasan:** |
| ***Contoh:***<br>**1. Perlu melakukan penambahbaikan terhadap 1.3…**<br>**2. Perlu semak semula Appendix 6 : Table 4 COPPA….** |
| |
| **Syarat :** |
| **1.** |
| **2.** |

| **2.0** | **BIDANG 2: PENILAIAN PEMBELAJARAN PELAJAR *(AREA 2: ASSESSMENT OF STUDENT LEARNING)*** | | |
|---|---|---|---|
| **Bil.** | **PERKARA** | **ULASAN APP** | **PERINCIAN ISU / KETIDAKPATUHAN** |
| 2.1 | *Assessment principles, methods and practices must be aligned to the learning outcomes of the programme, consistent with the levels defined in the MQF* | ☐ Patuh ☐ Tidak patuh | |
| 2.2 | *The alignment between assessment and the learning outcomes in the programme must be systematically and regularly reviewed to ensure its effectiveness.* | ☐ Patuh ☐ Tidak patuh | |
| 2.3 | *There must be a variety of methods and tools that are appropriate for the assessment of learning outcomes and competencies.* | ☐ Patuh ☐ Tidak patuh | |
| 2.4 | *There must be mechanisms to ensure, and to periodically review, the validity, reliability, integrity, currency and fairness of the assessment methods.* | ☐ Patuh ☐ Tidak patuh | |
| 2.5 | *The frequency, methods, and criteria of student assessment - including the grading system and appeal policies - must be documented and communicated to students on the commencement of the programme.* | ☐ Patuh ☐ Tidak patuh | |

| **2.0** | **BIDANG 2: PENILAIAN PEMBELAJARAN PELAJAR *(AREA 2: ASSESSMENT OF STUDENT LEARNING)*** | | |
|---|---|---|---|
| **Bil.** | **PERKARA** | **ULASAN APP** | **PERINCIAN ISU / KETIDAKPATUHAN** |
| 2.6 | *Changes to student assessment methods must follow established procedures and regulations, and be communicated to students prior to their implementation.* | ☐ Patuh ☐ Tidak patuh | |
| 2.7 | *The department and its academic staff must have adequate level of autonomy in the management of student assessment. (This standard may not be applicable to certain programme arrangements.)* | ☐ Patuh ☐ Tidak patuh | |
| 2.8 | *There must be mechanisms to ensure the security of assessment documents and records.* | ☐ Patuh ☐ Tidak patuh | |
| 2.9 | *The assessment results must be communicated to students before the commencement of a new semester to facilitate progression decision.* | ☐ Patuh ☐ Tidak patuh | |
| 2.10 | *The department must have appropriate guidelines and mechanisms for students to appeal their course results.* | ☐ Patuh ☐ Tidak patuh | |
| 2.11 | *The department must periodically review the management of student assessment and act on the findings of the review.*<br>*(For MQF level 6 and above, the review must involve external examiners.)* | ☐ Patuh ☐ Tidak patuh | |

***Appendix 8: Kaedah Penilaian***
***(Sila isi mengikut program)***

| ***NO*** | ***CODE*** | ***TOPIC*** | ***CONTINUOUS ASSESSMENT %*** | ***FINAL ASSESSMENT %*** |
|---|---|---|---|---|
| 1. | ***Contoh:***<br><br>*PBCCN 0112* | *Communication in critical care Nursing* | *Test 1 – 10%*<br>*Test 2 – 10 %*<br>*Assignment - 20% (500 words)* | *Mini project -30%*<br>*MEQ - 30%* |
| | | | | |
| | | | | |
| | | | | |

***Appendix 9:*** **Skala Penggredan**
***(Sila isi mengikut program)***

| **MARKS** | **GRADE** | **GRADE POINT** | ***LEVEL OF ACHIEVEMENT*** |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| **Ulasan:** |
|---|
| 1. |
| |
| **Syarat:** |
| **1.** |

| 3.0 | **BIDANG 3: PEMILIHAN DAN KHIDMAT SOKONGAN PELAJAR *(AREA 3: STUDENT SELECTION AND SUPPORT SERVICES)*** | | |
|---|---|---|---|
| **BIL.** | **PERKARA** | **ULASAN APP** | **PERINCIAN ISU / KETIDAKPATUHAN** |
| 3.1 | *The programme must have clear criteria and processes for student selection (including that of transfer students) and these must be consistent with applicable requirements.* | ☐ Patuh ☐ Tidak patuh | |
| 3.2 | *The criteria and processes of student selection must be transparent and objective.* | ☐ Patuh ☐ Tidak patuh | |
| 3.3 | *Student enrolment must be related to the capacity of the department to effectively deliver the programme.* | ☐ Patuh ☐ Tidak patuh | |
| 3.4 | *There must be a clear policy, and if applicable, appropriate mechanisms for appeal on student selection.* | ☐ Patuh ☐ Tidak patuh | |
| 3.5 | *The department must offer appropriate developmental or remedial support to assist students, including incoming transfer students who are in need.* | ☐ Patuh ☐ Tidak patuh | |
| 3.6 | ***Articulation and Transfer*** [7]<br><br>*The department must have well-defined policies and mechanisms to facilitate student mobility which may include student transfer within and between institutions as well as cross-border.* | ☐ Patuh ☐ Tidak patuh | |

[7] Standards in this area must be read together with policies by Ministry of Higher Education (MoHE)

| | | | |
|---|---|---|---|
| 3.7 | *The department must ensure that the incoming transfer students have the capacity to successfully follow the programme.* | ☐ Patuh ☐ Tidak patuh | |
| 3.8 | *Students must have access to appropriate and adequate support services such as physical, social, financial, recreational and online facilities, academic and non-academic counselling, and health services.* | ☐ Patuh ☐ Tidak patuh | |
| 3.9 | *There must be a designated administrative unit with a prominent organisational status in the HEP responsible for planning and implementing student support services and staffed by individuals who have appropriate experience.* | ☐ Patuh ☐ Tidak patuh | |
| 3.10 | *An effective induction to the programme must be available to new students with special attention given to out-of-state and international students as well as students with special needs.* | ☐ Patuh ☐ Tidak patuh | |
| 3.11 | *Academic, non-academic and career counselling must be provided by adequate and qualified staff.* | ☐ Patuh ☐ Tidak patuh | |

| | | | |
|---|---|---|---|
| 3.12 | *There must be mechanisms that actively identify and assist students who are in need of academic, spiritual, psychological and social support.* | ☐ Patuh ☐ Tidak patuh | |
| 3.13 | *The HEP must have clearly defined and documented processes and procedures in handling student disciplinary cases.* | ☐ Patuh ☐ Tidak patuh | |
| 3.14 | *There must be an active mechanism for students to voice their grievances and seek resolution on academic and non-academic matters.* | ☐ Patuh ☐ Tidak patuh | |
| 3.15 | *Student support services must be evaluated regularly to ensure their adequacy, effectiveness and safety.* | ☐ Patuh ☐ Tidak patuh | |
| 3.16 | *There must be well-disseminated policies and processes for active student engagement especially in areas that affect their interest and welfare.* | ☐ Patuh ☐ Tidak patuh | |
| 3.17 | *There must be adequate student representation and organisation at the institutional and departmental levels.* | ☐ Patuh ☐ Tidak patuh | |

| | | | |
|---|---|---|---|
| 3.18 | *Students must be facilitated to develop linkages with external stakeholders and to participate in activities to gain managerial, entrepreneurial and leadership skills in preparation for the workplace.* | ☐ Patuh ☐ Tidak patuh | |
| 3.19 | *Student activities and organisations must be facilitated to encourage character building, inculcate a sense of belonging and responsibility, and promote active citizenship.* | ☐ Patuh ☐ Tidak patuh | |
| 3.20 | *The department must foster active linkages with alumni to develop, review and continually improve the programme.* | ☐ Patuh ☐ Tidak patuh | |

| 4.0 | **BIDANG 4: STAF AKADEMIK *(AREA 4: ACADEMIC STAFF)*** | | |
|---|---|---|---|
| **BIL.** | **PERKARA** | **ULASAN APP** | **PERINCIAN ISU / KETIDAKPATUHAN** |
| 4.1 | *The department must have a clearly defined plan for its academic manpower needs consistent with institutional policies and programme requirements.* | ☐ Patuh ☐ Tidak patuh | |
| 4.2 | *The department must have a clear and documented academic staff recruitment policy where the criteria for selection are based primarily on academic merit and/or relevant experience.* | ☐ Patuh ☐ Tidak patuh | |
| 4.3 | *The staff–student ratio[8] for the programme must be appropriate to the teaching-learning methods and comply with the programme standards for the discipline.* | ☐ Patuh ☐ .Tidak patuh | |
| 4.4 | *The department must have adequate and qualified academic staff responsible for implementing the programme. The expected ratio of full-time and part-time academic staff is 60 : 40*. | ☐ Patuh ☐ Tidak patuh | |
| 4.5 | *The policy of the department must reflect an equitable distribution of responsibilities among the academic staff.* | ☐ Patuh ☐ Tidak patuh | |

[8] In computing the staff-student ratio, the department must convert part-time staff to full-time equivalent using a normal full-time staff workload (hours per week).

| | | | |
|---|---|---|---|
| 4.6 | *The recruitment policy for a particular programme must seek diversity among the academic staff in terms of experience, approaches and backgrounds.* | ☐ Patuh ☐ Tidak patuh | |
| 4.7 | *Policies and procedures for recognition through promotion, salary increment or other remuneration must be clear, transparent and based on merit.* | ☐ Patuh ☐ Tidak patuh | |
| 4.8 | *The department must have national and international linkages to provide for the involvement of experienced academics, professionals and practitioners in order to enhance teaching and learning in the programme.* | ☐ Patuh ☐ Tidak patuh | |
| 4.9 | *The department must have policies addressing matters related to service, development and appraisal of the academic staff.* | ☐ Patuh ☐ Tidak patuh | |
| 4.10 | *The department must provide opportunities for academic staff to focus on their respective areas of expertise.* | ☐ Patuh ☐ Tidak patuh | |

| | | | |
|---|---|---|---|
| 4.11 | *The HEP must have clear policies on conflict of interest and professional conduct, including procedures for handling disciplinary cases among academic staff.* | ☐ Patuh ☐ Tidak patuh | |
| 4.12 | *The HEP must have mechanisms and processes for periodic student evaluation of the academic staff for quality improvement.* | ☐ Patuh ☐ Tidak patuh | |
| 4.13 | *The department must have a development programme for new academic staff and continuous professional enhancement for existing staff.* | ☐ Patuh ☐ Tidak patuh | |
| 4.14 | *The HEP must provide opportunities for academic staff to participate in professional, academic and other relevant activities, at national and international levels to obtain professional qualifications to enhance teaching-learning experience.* | ☐ Patuh ☐ Tidak patuh | |
| 4.15 | *The department must encourage and facilitate its academic staff to play an active role in community and industry engagement activities.* | ☐ Patuh ☐ Tidak patuh | |

***Appendix 10: Pengambilan pelajar***
***(Sila isi mengikut program)***

| PENGAMBILAN DALAM SETAHUN | BULAN | JUMLAH PELAJAR YANG DITETAPKAN BAGI SETIAP PENGAMBILAN | JUMLAH KESELURUHAN PELAJAR TERKINI (BAGI PROGRAM YANG DINILAI) |
|---|---|---|---|
| ***Contoh:***<br>2 kali setahun | Januari dan Jun | 30 orang setiap pengambilan | 120 orang |
| | | | |

| **Ulasan:** |
|---|
| 1. |
| |
| **Syarat:** |
| 1. |

***Appendix 11 :*** **Pensyarah/Pengajar**
***(Sila isi mengikut program)***

| BIL | NAMA DAN STATUS | KELAYAKAN AKADEMIK (BERSERTA NAMA INSTITUSI) | POST BASIK | PERMIT MENGAJAR | APC | SURAT LANTIKAN & PENERIMAAN | SEPENUH MASA/SEPARUH MASA | PENGALAMAN DI KLINIKAL | PENGALAMAN SEBAGAI PENSYARAH | KURSUS DIAJAR | ULASAN (KESESUAIAN DENGAN KURSUS DIAJAR) |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1. | ***Contoh:***<br>Puan…. | Ijazah Sarjana Muda Kejururawatan, UKM | Tiada | Ada | Ada | Ada | Sepenuh masa | 9 tahun | 6 tahun | *Family/ Community Health* | **Tidak mempunyai pos basik/pengalaman dalam Kebidanan** |
| 2. | | | | | | | | | | | |
| 3. | | | | | | | | | | | |
| 4. | | | | | | | | | | | |
| 5. | | | | | | | | | | | |
| 6. | | | | | | | | | | | |
| 7. | | | | | | | | | | | |
| 8. | | | | | | | | | | | |
| 9. | | | | | | | | | | | |
| 10 | | | | | | | | | | | |
| 11. | | | | | | | | | | | |

***Appendix 12 : Pensyarah/Pengajar (Bukan Kejururawatan)***
***(Sila isi mengikut program)***

| BIL | NAMA DAN STATUS | KELAYAKAN AKADEMIK (BERSERTA NAMA INSTITUSI) | SURAT LANTIKAN & PENERIMAAN | SEPENUH MASA/SEPARUH MASA | PENGALAMAN SEBAGAI PENSYARAH | KURSUS DIAJAR |
|---|---|---|---|---|---|---|
| 1. | ***Contoh:***<br>Puan…. | Ijazah Sarjana Muda Kejururawatan, UKM | Ada | Sepenuh masa | 6 tahun | *Anatomy & Physiology* |
| 2. | | | | | | |
| 3. | | | | | | |

***Appendix 13 : Klinikal Instruktur***
***(Sila isi mengikut program)***

| BIL | NAMA DAN STATUS | KELAYAKAN AKADEMIK (BERSERTA NAMA INSTITUSI) | POS BASIK | PERMIT MENGAJAR | APC | SURAT LANTIKAN & PENERIMAAN | SEPENUH MASA/SEPARUH MASA | PENGALAMAN DALAM KLINIKAL (TAHUN) |
|---|---|---|---|---|---|---|---|---|
| 1. | ***Contoh:***<br>Puan…. | Diploma Kejururawatan, ILKKM…. | Pos basik Kebidanan | Ada | Ada | Ada | Sepenuh masa | 6 tahun |
| 2. | | | | | | | | |
| 3. | | | | | | | | |

***Appendix 14 : Local Preseptor***
***(Sila isi mengikut program)***

| BIL | NAMA DAN STATUS | KELAYAKAN AKADEMIK (BERSERTA NAMA INSTITUSI) | POS BASIK | APC | SURAT LANTIKAN & PENERIMAAN | PENGALAMAN DALAM KLINIKAL (TAHUN) | TEMPAT BEKERJA & DISIPLIN |
|---|---|---|---|---|---|---|---|
| 1. | ***Contoh:***<br><br>Puan…. | Diploma Kejururawatan, ILKKM…. | *Post Basic Renal Nursing* | Ada | Ada | 6 tahun | Hospital Kuala Lumpur, Wad Perubatan |
| 2. | | | | | | | |
| 3. | | | | | | | |

| **Ulasan:** |
|---|
| 1. |
| |
| **Syarat:** |
| **1.** |
| |

| 5.0 | **BIDANG 5: SUMBER PENDIDIKAN *(AREA 5: EDUCATIONAL RESOURCES)*** | | |
|---|---|---|---|
| **BIL** | **PERKARA** | **ULASAN APP** | **PERINCIAN ISU / KETIDAKPATUHAN** |
| 5.1 | *The programme must have sufficient and appropriate physical facilities and educational resources to ensure its effective delivery, including facilities for practical-based programmes and for those with special needs.* | ☐ Patuh ☐ Tidak patuh | |
| 5.2 | *The physical facilities must comply with the relevant laws and regulations.* | ☐ Patuh ☐ Tidak patuh | |
| 5.3 | *The library or resource centre must have adequate and up-to-date reference materials and qualified staff that meet the needs of the programme and research amongst academic staff and students.* | ☐ Patuh ☐ Tidak patuh | |
| 5.4 | *The educational resources, services and facilities must be maintained and periodically reviewed to improve quality and appropriateness.* | ☐ Patuh ☐ Tidak patuh | |
| 5.5 | *The department must have a research policy with adequate facilities and resources to sustain it. (Please note that the standards on Research and Development are largely directed to universities and university colleges).* | ☐ Patuh ☐ Tidak patuh | |

| 5.0 | **BIDANG 5: SUMBER PENDIDIKAN *(AREA 5: EDUCATIONAL RESOURCES)*** | | |
|---|---|---|---|
| **BIL** | **PERKARA** | **ULASAN APP** | **PERINCIAN ISU / KETIDAKPATUHAN** |
| 5.6 | *The interaction between research and learning must be reflected in the curriculum, influence current teaching, and encourage and prepare students for engagement in research, scholarship and development. (Please note that the standards on Research and Development are largely directed to universities and university colleges).* | ☐ Patuh ☐ Tidak patuh | |
| 5.7 | *The department must periodically review its research resources and facilities, and take appropriate action to enhance its research capabilities and to promote a conducive research environment. (Please note that the standards on Research and Development are largely directed to universities and university colleges)* | ☐ Patuh ☐ Tidak patuh | |
| 5.8 | *The HEP must demonstrate financial viability and sustainability for the programme.* | ☐ Patuh ☐ Tidak patuh | |
| 5.9 | *The department must have clear procedures to ensure that its financial resources are sufficient and efficiently managed.* | ☐ Patuh ☐ Tidak patuh | |

| 5.0 | **BIDANG 5: SUMBER PENDIDIKAN *(AREA 5: EDUCATIONAL RESOURCES)*** | | |
|---|---|---|---|
| **BIL** | **PERKARA** | **ULASAN APP** | **PERINCIAN ISU / KETIDAKPATUHAN** |
| 5.10 | *The HEP must have a clear line of responsibility and authority for budgeting and resource allocation that takes into account the specific needs of the department.* | ☐ Patuh ☐ Tidak patuh | |

***Appendix 15 : Fasiliti***
***(Sila isi mengikut program)***

**1.**

| **BILIK KULIAH** | |
|---|---|
| Jumlah | |
| Kapasiti bilik Kuliah | |
| Alat pengajaran dan pembelajaran | |
| Bilangan kerusi dan meja | |

**2.**

| **DEWAN PEPERIKSAAN** | |
|---|---|
| Kapasiti muatan | |
| Bilangan kerusi dan meja | |

**3.**

| **KEMUDAHAN KAUNSELING** | |
|---|---|
| Pegawai yang menyelia | |
| Kelayakan Akademik | |

**4.**

| **KEMUDAHAN SURAU** | |
|---|---|
| Surau perempuan dan lelaki | |

**5.**

| **PENGINAPAN** | |
|---|---|
| Pegawai yang menyelia | |
| Jenis penginapan dan kapasiti | |
| Kemudahan yang disediakan | |

**6.**

| **PENGENDALIAN LATIHAN KLINIKAL DI HOSPITAL** | |
|---|---|
| Tarikh tamat MoA | |
| Hospital yang digunakan | |

**7.**

| **PENGENDALIAN LATIHAN KLINIKAL DI KOMUNITI** | |
|---|---|
| Tarikh tamat MoA | |
| Klinik yang digunakan | |

**8.**

| ***SKILL LAB* / MAKMAL KEMAHIRAN** | |
|---|---|
| Pegawai yang menyelia | |
| Jawatan | |
| Waktu operasi | |
| Jumlah katil dan manikin | |
| Jadual kehadiran pelatih | |

**9.**

| **MOCK WARD/SIMULASI WAD** | |
|---|---|
| Pegawai yang menyelia | |
| Jawatan | |
| Waktu operasi | |
| Jumlah katil dan manikin | |
| Jadual kehadiran pelatih | |

**10.**

| **EXAMINATION ROOM** | |
|---|---|
| Pegawai yang menjaga | |

| | |
|---|---|
| Kelulusan Akademik | |
| Surat lantikan dan penerimaan | |
| Surat sumpah | |
| Carta aliran & SOP | |
| Komputer | |
| Printer/Photo copy machine | |
| Shredder | |
| Fire extinguisher | |

**11.**

| **STRONG ROOM** | |
|---|---|
| Pegawai yang menjaga | |
| Surat lantikan dan penerimaan | |
| Surat sumpah | |
| Carta aliran | |

**12.**

| **INDOOR OR OUTDOOR RECREATIONAL FACILITIES** | |
|---|---|
| **Jenis rekreasi** | |

**13.**

| **PENGANGKUTAN UNTUK KEGUNAAN PELAJAR** | |
|---|---|
| Pegawai yang menyelia | |
| Jenis pengangkutan | |
| Jumlah kenderaan | |
| Kapasiti setiap kenderaan | |

**14.**

| **MAKMAL COMPUTER / IT** | |
|---|---|
| Pegawai yang menyelia | |
| Jawatan | |
| Kemudahan internet/WIFI | |
| Jumlah komputer | |

**15.**

| **PERPUSTAKAAN** | |
|---|---|
| Pegawai yang menjaga | |
| Kelulusan Akademik | |
| Kapasiti bilik | |
| Jumlah buku kejururawatan | |
| Jumlah jurnal kejururawatan | |
| Jurnal on-line | |
| Jenis e-library | |
| Waktu operasi | |
| Bilangan buku dan tempoh yang boleh dipinjam oleh pelajar | |
| Bilangan buku dan tempoh yang boleh dipinjam oleh pensyarah | |

***Appendix 16 : Clinical practice placement (Assistant Nurse Certificate, Diploma & Bachelor only)***
***(Sila isi mengikut program)***

| ***CLINICAL PRACTICE PLACEMENT*** | ***INSTITUTION*** | ***LJM*** |
|---|---|---|
| *Medical and surgical* | | *60-70% total clinical placement* |
| *Management* | | *4 weeks* |
| *Community Health* | | *4 weeks* |
| *Mental Health/Psychiatric* | | *2 weeks* |

| **Ulasan:** |
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| **Syarat:** |
| 1. |
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| **6.0** | **BIDANG 6: PENGURUSAN PROGRAM *(AREA 6: PROGRAMME MANAGEMENT)*** | | |
|---|---|---|---|
| **BIL.** | **PERKARA** | **ULASAN APP** | **PERINCIAN ISU / KETIDAKPATUHAN** |
| 6.1 | *The department must clarify its management structure and function, and the relationships between them, and these must be communicated to all parties involved based on the principles of responsibility, accountability and transparency.* | ☐ Patuh ☐ Tidak patuh | |
| 6.2 | *The department must provide accurate, relevant and timely information about the programme which are easily and publicly accessible, especially to prospective students.* | ☐ Patuh ☐ Tidak patuh | |

| 6.0 | **BIDANG 6: PENGURUSAN PROGRAM *(AREA 6: PROGRAMME MANAGEMENT)*** | | |
|---|---|---|---|
| **BIL.** | **PERKARA** | **ULASAN APP** | **PERINCIAN ISU / KETIDAKPATUHAN** |
| 6.3 | *The department must have policies, procedures and mechanisms for regular reviewing and updating of its structures, functions, strategies and core activities to ensure continual quality improvement.* | ☐ Patuh ☐ Tidak patuh | |
| 6.4 | *The academic board of the department must be an effective decision-making body with an adequate degree of autonomy* | ☐ Patuh ☐ Tidak patuh | |
| 6.5 | *Mechanisms to ensure functional integration and comparability of educational quality must be established for programmes conducted in different campuses or partner institutions.* | ☐ Patuh ☐ Tidak patuh | |
| 6.6 | *The department must conduct internal and external consultations, market needs and graduate employability analyses.* | ☐ Patuh ☐ Tidak patuh | |
| 6.7 | *The criteria for the appointment and the responsibilities of the programme leader must be clearly stated.* | ☐ Patuh ☐ Tidak patuh | |

| 6.0 | **BIDANG 6: PENGURUSAN PROGRAM *(AREA 6: PROGRAMME MANAGEMENT)*** | | |
|---|---|---|---|
| **BIL.** | **PERKARA** | **ULASAN APP** | **PERINCIAN ISU / KETIDAKPATUHAN** |
| 6.8 | *The programme leader must have appropriate qualification, knowledge and experiences related to the programme he/she is responsible for.* | ☐ Patuh ☐ Tidak patuh | |
| 6.9 | *There must be mechanisms and processes for communication between the programme leader, department and HEP on matters such as staff recruitment and training, student admission, allocation of resources and decisionmaking processes.* | ☐ Patuh ☐ Tidak patuh | |
| 6.10 | *The department must have a sufficient number of qualified administrative staff to support the implementation of the programme and related activities.* | ☐ Patuh ☐ Tidak patuh | |
| 6.11 | *The HEP must conduct regular performance review of the programme administrative staff.* | ☐ Patuh ☐ Tidak patuh | |
| 6.12 | *The department must have an appropriate training scheme for the advancement of the administrative staff as well as to fulfil the specific needs of the programme.* | ☐ Patuh ☐ Tidak patuh | |

| 6.0 | **BIDANG 6: PENGURUSAN PROGRAM *(AREA 6: PROGRAMME MANAGEMENT)*** | | |
|---|---|---|---|
| **BIL.** | **PERKARA** | **ULASAN APP** | **PERINCIAN ISU / KETIDAKPATUHAN** |
| 6.13 | *The department must have appropriate policies and practices concerning the nature, content and security of student, academic staff and other academic records.* | ☐ Patuh ☐ Tidak patuh | |
| 6.14 | *The department must maintain student records relating to their admission, performance, completion and graduation in such form as is practical and preserve these records for future reference.* | ☐ Patuh ☐ Tidak patuh | |
| 6.15 | *The department must implement policies on the rights of individual privacy and the confidentiality of records.* | ☐ Patuh ☐ Tidak patuh | |
| 6.16 | *The department must continually review policies on the security of records, including the increased use of electronic technologies and safety systems.* | ☐ Patuh ☐ Tidak patuh | |

| **Ulasan:** |
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| **Syarat:** |
| **1.** |

| **7.0** | **BIDANG 7: PEMANTAUAN, SEMAKAN SEMULA DAN PENAMBAHBAIKAN KUALITI BERTERUSAN**<br>***(AREA 7: PROGRAMME MONITORING, REVIEW AND CONTINUAL QUALITY IMPROVEMENT)*** | | |
|---|---|---|---|
| **BIL.** | **PERKARA** | **ULASAN APP** | **PERINCIAN ISU / KETIDAKPATUHAN** |
| 7.1 | *The department must have clear policies and appropriate mechanisms for regular programme monitoring and review.* | ☐ Patuh ☐ Tidak patuh | |
| 7.2 | *The department must have a Quality Assurance (QA) unit for internal quality assurance of the department to work hand-in-hand with the QA unit of the HEP.* | ☐ Patuh ☐ Tidak patuh | |
| 7.3 | *The department must have an internal programme monitoring and review committee with a designated head responsible for continual review of the programme to ensure its currency and relevancy.* | ☐ Patuh ☐ Tidak patuh | |

| 7.0 | **BIDANG 7: PEMANTAUAN, SEMAKAN SEMULA DAN PENAMBAHBAIKAN KUALITI BERTERUSAN** ***(AREA 7: PROGRAMME MONITORING, REVIEW AND CONTINUAL QUALITY IMPROVEMENT)*** | | |
|---|---|---|---|
| **BIL.** | **PERKARA** | **ULASAN APP** | **PERINCIAN ISU / KETIDAKPATUHAN** |
| 7.4 | *The departmental review system must constructively engage stakeholders, including the alumni and employers as well as external experts whose views are taken into consideration.* | ☐ Patuh ☐ Tidak patuh | |
| 7.5 | *The department must make the programme review report accessible to stakeholders.* | ☐ Patuh ☐ Tidak patuh | |
| 7.6 | *Various aspects of student performance, progression, attrition, graduation and employment must be analysed for the purpose of continual quality improvement.* | ☐ Patuh ☐ Tidak patuh | |
| 7.7 | *In collaborative arrangements, the partners involved must share the responsibilities of programme monitoring and review.* | ☐ Patuh ☐ Tidak patuh | |
| 7.8 | *The findings of a programme review must be presented to the HEP for its attention and further action.* | ☐ Patuh ☐ Tidak patuh | |

| 7.0 | **BIDANG 7: PEMANTAUAN, SEMAKAN SEMULA DAN PENAMBAHBAIKAN KUALITI BERTERUSAN**<br>***(AREA 7: PROGRAMME MONITORING, REVIEW AND CONTINUAL QUALITY IMPROVEMENT)*** | | |
|---|---|---|---|
| **BIL.** | **PERKARA** | **ULASAN APP** | **PERINCIAN ISU / KETIDAKPATUHAN** |
| 7.9 | *There must be an integral link between the departmental quality assurance processes and the achievement of the institutional purpose.* | ☐ Patuh ☐ Tidak patuh | |

| **Ulasan:** |
|---|
| 1. |
| |
| **Syarat:** |
| 1. |

**SESI LAWATAN PERAKUAN AKREDITASI PROGRAM KEJURURAWATAN**

1. Sesi temu bual dengan Pengarah / Pengetua / Ketua / Koordinator Program Kejururawatan :

| Bil | Nama Pengarah/Pengetua /Koordinator | Dapatan temu bual |
|---|---|---|
| 1. | | |
| | | |

2. Sesi temu bual dengan pensyarah :

| Bil | Nama pensyarah | Dapatan temu bual |
|---|---|---|
| 1. | | |
| | | |

3. Sesi temu bual dengan *Clinical Instructor/Local Preceptor :*

| Bil | Nama Clinical Instructor/Local Preceptor | Dapatan temu bual |
|---|---|---|
| 1. | | |
| | | |

4. Sesi temu bual dengan Majlis Perwakilan Pelajar :

| Bil | Nama Perwakilan Pelajar | Dapatan temu bual |
|---|---|---|
| 1. | | |
| | | |

5. Sesi temu bual dengan pelajar setiap semester :

| Bil | Nama Pelajar | Dapatan temu bual |
|---|---|---|
| 1. | | |

| | | |
|---|---|---|
| | | |

**Ulasan :**
**1.**

**Syarat :**
**1.**

**Syarat-syarat lain :**

1. Kursus ini mesti dikendalikan sepenuh masa (bagi program konvensional).

2. Sepanjang kursus ini pelajar tidak boleh bekerja (bagi program konvensional).

3. Semakan kurikulum mesti di lakukan dan **kurikulum baru digunakan untuk pelajar kohort baru.**

4. Semakan penilaian (assessment) mesti dilakukan dan **kurikulum baru digunakan untuk pelajar kohort baru.**

5. Lawatan penilaian boleh dilakukan oleh pihak LJM pada bila-bila masa sepanjang tempoh pengajian.

6. Segala syarat dan kriteria yang telah ditetapkan oleh Lembaga Jururawat Malaysia (LJM) seperti dalam *Standard Criteria for Approval/Accreditation of Nursing Programmes* (2018) hendaklah dipatuhi. Jika mana-mana syarat atau pun kriteria yang ditetapkan tidak dipatuhi maka Perakuan Akreditasi boleh ditarik balik.

7. Maklumat terkini perihal tenaga pengajar, insktruktur klinikal, jumlah pelajar dan program dalam borang KKM-BKL-BOR-(k) 5, pindaan 01/12. Borang yang telah diisi lengkap hendaklah dihantar kepada LJM 1 kali setahun iaitu **pada/sebelum** : **31 Julai**

8. Jika terdapat perubahan pada tenaga sumber Pensyarah dan Instruktur Klinikal yang diluluskan mesti dimaklumkan kepada LJM terlebih dahulu.

9. Program yang mendapat Perakuan Akreditasi Penuh sahaja akan di iktiraf oleh LJM.

10. Perakuan Akreditasi **hendaklah diperbaharui tidak lewat dari tiga (3) bulan** sebelum pelajar menamatkan pengajian.

11. PPT mesti memaklumkan sebarang perubahan jumlah kredit bergraduat/jumlah semester kepada KPM, MQA dan LJM.