

9. Contact details of:	Name	Phone	Email ID
	a) Dean of the medical college/Director of the institution or hospital		
b) Medical Superintendent			
c) HOD OBG department			
d) HOD Paediatric department			
e) Nursing Superintendent			
f) Principal college of Nursing			

10. Admission criteria for NPM Programme (Enclose the copy):

Programme	No. of Seats Sanctioned			No. of Students Under Training		
	Govt	APNMC	INC	1 st year	2 nd year	Total
NPM						

11. Furnish the details of NPM trainees: (Enclose the copy)

Name & Address Ph No & Email	District (Place of working)	Professional Qualification	RN, RM Nos APNMC Validity	Name of Board/ University	Name of Institution	Year of passing	Previous experience in Midwifery

12. Mention the date of Renewal/validity for NPM Programme:

State Nursing Council	
Indian Nursing Council	

13. Name and address of the state board of examination for NPM:

14. Name and address of the State nursing registration council:

15. Office Staff:

S. No	Designation	Nos Sanctioned for College	Nos Sanctioned for NPM Programme	Vacant	Remarks
1.	Office Supt.				
2.	Sr. Asst.				
3.	Jr. Asst./ Record Asst.				
4.	Librarian				
5.	Data entry operator				
6.	Driver				
7.	Peon/Office Attendant				
8.	Security Guard/ Watch man				
9.	Cleaner (Bus)				
10.	Sweeper				

D. 1. Teaching Faculty details: (Enclose the detailed copy)

	Nursing Faculty	Speciality	Years of Clinical experience	Years of Teaching experience	Permanent/ Contractual/ Deputed	Total
Faculty Student ratio:	PhD(N)					
	MSc(N)					
Preceptor student ratio: (NPM)	BSc(N)/ PBBS(N) with NPM educator training					

Years of experience							Date of Joining	Date of leaving employment & Institution Name	Total Experience in Midwifery	Remarks
Clinical	Teaching Experience in each course									
	ANM	GNM	BSc(N)	NPME	MSc(N)	Total				

3. Availability of Medical/clinical preceptors at the respective clinical site for Midwifery postings (ANC, PNC, LR) : Yes No
 If Yes, Number: _____

Include specialty, qualification and years of experience for every preceptor

- 1.
- 2.
- 3.

E. BUDGET

1. a. Is there a separate budget for the College 1. Yes 2. No

b. Proposed Amount per annum (current year) :

2. If yes, give the name and designations of the drawing and disbursing authority :

3. What was the last year budget Allocation:

Furnish the following details:

S.No	Particulars	Expenditure
1	Learning Resources packages	
2	Stationary per candidates	
3	Honorarium for other faculty Guest faculty Clinical faculty	
4	Stipend for NPM Trainees	
5	Lodging and boarding for trainees	
6	Mobility support for participants	
7	Monthly incentives for Midwifery Educators	
8	Honorarium to the principal	
9	Contingency fund expenses	
10	Maintenance of Vehicles and Cost of Petrol/Diesel	
11	The library – Purchase of books, Journals, and daily newspapers and maintenance etc.,	

*** Enclose audited budget copy.**

F. TRAINING INFRASTRUCTURE & HUMAN RESOURCES (Academic & Clinical)

Observe and verify if the College of Nursing has the necessary infrastructure & Human resources for running the NPM educator/ NPM program.

S.No.	Standard	Verification Criteria	Yes / No / NA	Comments
1.	The College premises is clean and has basic essential facilities	<ul style="list-style-type: none"> • Observe if the College, learning labs, library and toilets are clean (absence of dust, soil, trash, spider webs etc. • Observe if the college has the following essential facilities • Administrative space • Additional room to accommodate 12 faculty trainers • Toilets facility for faculty trainers and trainees with water facilities • Facility for drinking water (water cooler/RO) 		
2.	The classroom for NPM educators/NPM training is comfortable and properly equipped for teaching learning activities	Observe if the classroom has the following: <ul style="list-style-type: none"> • Dedicated classroom/seminar hall available for the program with seating capacity for minimum 30 students • Spacious enough to conduct group activities 		
		<ul style="list-style-type: none"> • Adequate lighting • Adequate ventilation 		
		<ul style="list-style-type: none"> • Black board or white board with Chalk or white board markers 		
		<ul style="list-style-type: none"> • LCD projector and screen 		
		<ul style="list-style-type: none"> • Notice board 		

3.	The skills lab is well equipped for practical learning sessions	Observe if the skill lab has the following/specify:		
		Describe the set-up of Skills Lab - Station-wise setup, Cabin-wise setup		
		<ul style="list-style-type: none"> • Adequate lighting & ventilation 		
		<ul style="list-style-type: none"> • Adequate number of tables to place models (for at least 6 skills stations) 		
		<ul style="list-style-type: none"> • Seating for students is available (as needed) 		
		<ul style="list-style-type: none"> • Whiteboard with markers / chalk board with chalk 		
		<ul style="list-style-type: none"> • Cabinets with locks for storing models 		
		<ul style="list-style-type: none"> • Anatomic models and mannequins (1/2 mark each=7) 		
		<ul style="list-style-type: none"> ○ Child birth simulator / Maternal and neonatal birthing simulator 		
		<ul style="list-style-type: none"> ○ Cervical dilatation model with attachment 		
		<ul style="list-style-type: none"> ○ Zoe model with different size attachments& uterus collection 		
		<ul style="list-style-type: none"> ○ Postpartum suturing trainer 		
		<ul style="list-style-type: none"> ○ Female bony pelvis and Foetal skull 		
		<ul style="list-style-type: none"> ○ Hand held uterus model and Penile Model 		
		<ul style="list-style-type: none"> ○ Breast and breastfeeding model 		
		<ul style="list-style-type: none"> ○ Essential newborn care and newborn resuscitation Mannequin 		

		<ul style="list-style-type: none"> ○ Adult IV arm training kit 		
		<ul style="list-style-type: none"> ○ Abdominal palpation mannequin for Leopold manoeuvres 		
		<ul style="list-style-type: none"> ○ Adult Intramuscular Injection training mannequin 		
		<ul style="list-style-type: none"> ○ Female catheterization mannequin 		
		<ul style="list-style-type: none"> ○ Adult CPR mannequin 		
		<ul style="list-style-type: none"> ○ Mannequin for simulation and Management of PPH 		
		<ul style="list-style-type: none"> ● Infection prevention (IP) supplies and equipment 		
		<ul style="list-style-type: none"> ● Equipment and instruments available and are functional 		
		<ul style="list-style-type: none"> ● Educational posters, anatomical models and charts related to RMNCH 		
		<ul style="list-style-type: none"> ● Availability of elbow operated taps for hand washing 		
		<ul style="list-style-type: none"> ● Designated skills lab In charge present 		
		<ul style="list-style-type: none"> ● Inventories, stock book present and updated 		
		<ul style="list-style-type: none"> ● Skills lab usage register available and updated 		
4.	Library is available equipped with appropriate reference material	<p>Observe whether the college has</p> <ul style="list-style-type: none"> ● Designated librarian (in-charge) 		
		<ul style="list-style-type: none"> ● Adequate cabinets for storing books and materials 		

		<ul style="list-style-type: none"> • Adequate tables and chairs for reading (at least one highest batch of students can sit at one time) 		
		<ul style="list-style-type: none"> • A system for recording and cataloguing library materials 		
		<ul style="list-style-type: none"> • Computer with internet connection available 		
		<ul style="list-style-type: none"> • Availability of books and references in OBG/ midwifery/ paediatrics 		
		<ul style="list-style-type: none"> • Availability of national guidelines 		
		<ul style="list-style-type: none"> • Subscription of recent clinical/ educational journals — printed and online 		
		<ul style="list-style-type: none"> • Availability of reading area for NPM Trainings 		
5.	A well - equipped and functional computer lab exists	<p>Observe and specify whether the college has the following</p> <ul style="list-style-type: none"> • Total number of functional computers available 		
		<ul style="list-style-type: none"> • System of accountability exists to ensure security of materials 		
		<ul style="list-style-type: none"> • Designated person /In charge available 		
		<ul style="list-style-type: none"> • Laptop available for use with LCD projector 		
		<ul style="list-style-type: none"> • Functional Printers available and students are permitted to take copies 		
		<ul style="list-style-type: none"> • Wide angle HD camera available (for virtual classroom training) 		
		<ul style="list-style-type: none"> • High speed internet (4 Mbps internet line) with WIFI connection 		

6.	The hostel where the NPM educators/NPMs stay is adequately furnished and meals are provided	Observe whether the hostel has		
		• A responsible person e.g., hostel manager/warden		
		• Security guard posted especially at night		
		• Has clean and functional bathing and toilet facilities, wash area		
		• Has adequate lighting and ventilation (open windows/fans/air conditioner)		
		• Breakfast, lunch and dinner are available for hostel students everyday		
		• Total number of rooms in the hostel allocated for the trainees and are adequate		
		• Total Number of trainees in the hostel & Number of trainees in each room and are adequate		
7.	Accommodation facilities are adequate for midwifery faculty trainers/NPM trainers	Observe whether the accommodation has		
		• Adequate number of furnished rooms to provide single occupancy with attached bathroom and toilet facilities.		
		• Access to clean drinking water		
		• Availability of food arrangements		
8.	Transportation facilities are adequate	Verify with the school administration and document whether		
		• Vehicle is available in the college or transportation has been arranged through a separate budget earmarked for this purpose		

		<ul style="list-style-type: none"> • Transportation arranged from the hostel to the college 		
		<ul style="list-style-type: none"> • Transportation is arranged from the college to the clinical practice sites 		
		<ul style="list-style-type: none"> • Arranged transportation is adequate for the number of students 		
9.	Clinical facilities are adequate and conducive for clinical learning	<p>Observe if the following clinical facilities are present.</p> <ul style="list-style-type: none"> • 100-200 bedded Parent Hospital having minimum 50 maternity beds or 50 bedded maternity hospital • Labour room as per the LaQshya guidelines of Government of India with minimum 6 labour rooms/ spaces <ul style="list-style-type: none"> • Has well established and functional MLCU • Case load of minimum 6000 deliveries per year • Maternal and neonatal units • Maternity OT and Obstetric HDU/ICU • Separate Kangaroo Mother Care Unit • 8-10 level II neonatal beds and affiliation with level III neonatal beds • Affiliated Health Sub centre, Community Health Centre and Primary Health Centre • Affiliation/Referral links to Tertiary Hospital- Medical College Hospital 		

10	The college and clinical facility have adequate human resources for the NPM educator/NPM program	<ul style="list-style-type: none"> • Head of institution/Principal of the college is available to oversee the program being implemented effectively • Midwifery faculty trainers (National/international) are posted and available in the ratio of 1:5 for NPM educator program. • NPM educators/trainers are posted and available in the ratio 1:10 for NPM program 			
		<ul style="list-style-type: none"> • Replacement of trainers is done in case of long leave by the trainers 			
		<ul style="list-style-type: none"> • Guest faculty are involved in taking classes/training sessions for the Program(check guest faculty register) 			
		<ul style="list-style-type: none"> • Head of the clinical facility is available to oversee the program being implemented at the clinical area • Medical preceptors are available at the ratio of 1:5 for NPME program/. 1:10 for NPM program • Adequate human resources are available in LR • Adequate human resources are available in maternal • Adequate human resources are available in neonatal units 			
<ul style="list-style-type: none"> • Staff for cleaning and office management are available 					

G. EDUCATIONAL/TRAINING PROCESS- (Training Plan, Educational Process)

1. ASSESSMENT OF TRAINING PLAN:

S.No	Criteria	Yes/No	Remarks
	Observe if the following plans are present and followed systematically:		
1	Master rotation plan with equal rotations to all trainees *		
2	Clinical rotation plan with each trainee posted to all the areas / wards *		
3	Learning objectives / learning outcomes for each area / ward *		
4	Time table *		
5	Skills lab rotation plan *		
6	OSCE plan*		
7	Plan for assessment and evaluation * - with evaluation formats		
8	List of assignments and seminars with allotment to the trainees*		
9	Lesson plans / session plans / lecture notes with learning objectives		
10	Audio visual aids / teaching aids		
11	Sessions are completed as per the curriculum (verify session plan)		
12	Attendance register -Theory		
13	Attendance register - Skills lab		
14	Attendance register - Clinicals		
15	Leave record		
16	Summative evaluation and mark list		

*Enclose copies of the document

NPM Program

Course of Instruction:

Module	Theory (Hours)			Skill Lab (Hours)			Clinical (Hours)		
	Prescribed	Allotted	Completed	Prescribed	Allotted	Completed	Prescribed	Allotted	Completed
Module1	90			20			180		
Module2	100			40			980		
Module3	40			35			570		
Total	230 hrs			95 hrs			1730 hrs		

2. ASSESSMENT OF EDUCATIONAL PROCESSES

This section deals with the educational processes implemented in the educational institution. If the criteria is met give one score for each criteria. If criteria is not met give 0.

S.No	Performance Criteria (Score)	Criteria Check List	Observation		Remarks
			0	1	
1	Midwifery educators organize and implement the curriculum effectively	<ul style="list-style-type: none"> • A master rotation plan is made for the NPM educator/NPM program as per the curriculum (check copy with dates and areas) 			
		<ul style="list-style-type: none"> • Clinical rotation plans are made and followed (check the plans with the dates. Cross check with students) 			
		<ul style="list-style-type: none"> • Time table is made and followed (check copy and up-to date implementation) 			
		<ul style="list-style-type: none"> • Rotation includes evening and night shifts for the trainees (check the plan) 			
		<ul style="list-style-type: none"> • Records and registers are maintained up-to-date (check daily attendance, class attendance, leave register etc) 			
		<ul style="list-style-type: none"> • Leave and vacation are given as per the curriculum (check leave record) 			
2	Midwifery educators create an environment that facilitates learning	<ul style="list-style-type: none"> • Midwifery educators have a good understanding of latest educational technology (enquire) 			
		<ul style="list-style-type: none"> • Midwifery educators incorporate experiential learning, reflective learning and scenario-based learning in the teaching learning process (look into the lesson plan / teaching plan) 			
		<ul style="list-style-type: none"> • Midwifery educators integrate the transformative learning process in midwifery education (ask trainees) 			

		<ul style="list-style-type: none"> •Midwifery educators select and use effective and appropriate teaching and learning resources. 			
		<ul style="list-style-type: none"> •Recognize and support the learning styles and unique learning needs of NPM students (check mentorship Plan/ Portfolios) 			
3	Midwifery educators conduct regular monitoring and evaluation of students and programs	<ul style="list-style-type: none"> •Midwifery educators assess student competency using various assessment strategies and tools check records 			
		<ul style="list-style-type: none"> •Checklists are used in the evaluation of skills (check) 			
		<ul style="list-style-type: none"> •Maintain various assessment records (check) 			
		<ul style="list-style-type: none"> •Plan for assessment is made periodically (check the exam timetable / plan) 			
4	Midwifery educators promote the use of research and use it to inform midwifery education and practice	<ul style="list-style-type: none"> •Research and evidence-based practices are focused during teaching (ask trainees about the evidence of certain midwifery practices) 			
		<ul style="list-style-type: none"> •Cultivate a culture supporting critical inquiry and evidence-based practice (look into the trainees projects). 			
		<ul style="list-style-type: none"> •Research and use of evidence is taught as a part of the curriculum 			

H. CLINICAL PRACTICE SITE PROFILE/INFORMATION

S.No	Criteria	Remarks
1	Type of facility	Medical college/ District Hospital/Others
2	Type of affiliation	Parent hospital / affiliated hospital
3	Nearest public hospitals and distance from the institution	
4	Number of nursing institutions affiliated to the hospital	
5	Number of students posted from other institutions for midwifery practice	

6	Total number of beds available	Parent hospital:		Affiliated hospital:		
7	Total number of beds available in the maternity wing and their bed occupancy	Area	Total Beds	Bed Occupancy		
				Last Month	Last one year	
		Antenatal Ward				
		Labour room				
		Postnatal Ward				
		HDU/ Obstetric ICU				
		SNCU/NICU				
		Nursery Any other				
8	Total no of human resource available in LR (Verify)	Designation	Morning	Evening	Night	Total
		Obstetrician				
		Medical officer				
		Paediatrician				
		Anaesthetist				
		Nurses				
		Midwives				
9	What is the frequency of staff rotation at labour room, as per the hospital policy?	Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi Annual <input type="checkbox"/> Annual <input type="checkbox"/> Rotation will not done <input type="checkbox"/> No defined policy				
10	Number of health care providers attended Dakshata training	a)Doctors b)Nurses				
11	Is there a skills practice corner available adjacent to the labour room for practice on mannequins?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
12	Is the labour room LaQshaya certified ?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
13	Statistical record of the following area (MRD)	Last 1 Month	Last 6 months		Last one year	
	a) Antenatal cases in OPD					
	b) Total number of deliveries conducted in the facility					
	o Normal vaginal delivery					

	o Assisted vaginal delivery			
	o Caesarean section			
	o Percentage of Caesarean section at the facility			
	o No of PPIUCD inserted			
	c) Total number of NICU admissions			
14	Total number of vaginal deliveries conducted in last month by	a)Doctors:	PG :	PG Students:
			UG:	UG Students:
		b)Nurses:	Staff:	UG Students:
			NPME:	PG Students:
			NPMs:	
15	Dedicated area/ newborn care corner available	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
16	Facility for drinking water in Labor room	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
17	Toilet facility available in LR	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
18	Is there a demonstration room or seminar room available in the MCH wing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
19	Are the NPM educator/NPM trainees allowed to conduct deliveries independently	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
20	Is there a functional MLCU established in the MCH wing No. of nurse midwives:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	If Yes, Is there a triaging system?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
21	Who does the triaging and How is it done and followed up?			
22	Describe the function of MLCU.			

I. SYSTEM OF EXAMINATION

1. Name of examination Board:

2. Eligibility for admission to Examination:

i) Attendance percentage Theory Classes _____ Clinical Practice _____

ii) Internal assessment marks (Minimum % of marks Required) _____

3. Scheme of Examination followed for NPM Programme: As per Board University

(Enclose a copy of subject wise details including theory & practical internal & external marks and duration of exam) Enclose Copy

4. Where is practical Examination conducted:

5. Who conducts the Examination:

6. How many students are examined per day for practical:

7. No. of attempts permitted for supplementary NPM students:

8. Pattern of promoting the students:

9. Report from Principal regarding the pattern of examination:

Opinion of the Assessors about the Institution/NPM Programme:

No of Seats approved by the Assessors: _____

J. 1. FEEDBACK FROM HEAD OF THE INSTITUTION (Academic)

Name:

Designation:

Date:

Kindly provide your feedback regarding the trainings in your own words

1. What is your observation about this training? How is it different from the regular courses?
2. What are the strengths of this training?
3. What are the weaknesses in this training?
4. What do you think about the attitude of the trainers?
5. What do you think about the attitude of the trainees?
6. Are there any logistical problems in facilitating clinical practice? Explain.
7. Are the other faculty involved in this training in any way? What are the benefits seen?
8. Are there any difficulties in providing physical facilities for the trainers and trainees? Explain
9. Comment about the role and involvement of medical preceptor
10. Did you face any specific difficulty? How can they be rectified?
11. Any suggestions/ comments?

2. FEEDBACK FROM HEAD OF THE INSTITUTION (Clinical)

Name:

Designation:

Date:

1. Kindly provide your feedback regarding the trainings in your own words
2. What is your observation about this training? How is it different from the regular courses?
3. What are the strengths of this training?
4. What are the weaknesses in this training?
5. What do you think about the attitude of the trainers?
6. What do you think about the attitude of the trainees?
7. Are there any logistical problems in facilitating clinical practice? Explain.
8. Are the other faculty involved in this training in any way? What are the benefits seen?
9. Are there any difficulties in providing physical facilities for the trainers and trainees? Explain.
10. Comment about the role and involvement of medical preceptor
11. Did you face any specific difficulty? How can they be rectified?
12. Any suggestions/ comments?

CHECK LIST

1. SNRC Consent/Recognition letter (year mentioned) verified & annexed. Yes No
2. INC consent/affiliation permission verified & annexed Yes No
3. Land deed document, approved plan, Building Completion Certificate verified & annexed. Yes No
4. Teaching faculty Original Certificates, relieving Orders, Photos (self attested) verified & annexed. Yes No
5. Parent Hospital documents/Affiliated hospital permission letter verified & annexed Yes No
6. Permission letters for Urban & Rural experience verified & annexed. Yes No
7. Transportation (Registration Certificate) details verified & annexed. Yes No
8. Audited Budget Report of current year verified verified & annexed Yes No
9. List of library books & Journals annexed Yes No
10. List of Skill Lab Equipment Yes No

GUIDELINES:

1. Verify the name of clinical affiliation as per G.O/Dept. memo/or any other document of authorized body & enclose the xerox copy. Land/building/vehicle documents must be on society name.
2. Fill all the details in each page and enclose the copies attested by Principal after verification.
3. Interact with students to verify teaching methods, learning experiences, exams, level of knowledge etc. and to find out any other problems.
4. Check the inventory in Skill Lab provided by the Nursing Institute and respective clinical areas.
5. Record any deficiencies found as per the INC norms in remarks coloumn.
6. Observe the clinical uniform of the faculty & students, and record.
7. Sign on each page of the Inspection Proforma.
8. Identify & document the observations as asked. Do not recommend/suggest for permission.
9. Submit the TA & DA Bill along with report.
10. Follow the Guidelines of INC related to NPME/NPM qualification, experience and requirements.
11. Assessors should be signed in each page.
12. Post or submit the Report on the same day to Council.

Name of the Assessor	:	_____	Name of the Assessor	:	_____
Signature	:	_____	Signature	:	_____
Designation	:	_____	Designation	:	_____
Address	:	_____	Address	:	_____
		_____			_____
		_____			_____
Telephone No.(off)	:	_____	Telephone No.(off)	:	_____
(Res)	:	_____	(Res)	:	_____
(Mob)	:	_____	(Mob)	:	_____