

## **Policy guidelines for the accreditation of institutions seeking to establish a school of nursing**

### **INTRODUCTION**

The Nursing Council of New Zealand accreditation of institutions seeking to establish Schools of Nursing is both a regulatory and quality assurance process. Accreditation validates the ability of the institution to establish a School of Nursing/nursing department and to provide an appropriate environment for establishing an undergraduate nursing programme. Accreditation is granted on the understanding that the Nursing Council of New Zealand will monitor such nursing programmes to ensure that the requirements for accreditation continue to be met.

### **1 General information**

- 1.1 Application for accreditation/reaccreditation of an institution to conduct a programme(s) must be made to the Nursing Council of New Zealand.
- 1.2 An authorised person must sign applications and any supporting documents. This confirms to the Council that agreement has been reached regarding any costing, workforce planning and/or educational implications arising from the application.
- 1.3 Under the Health Practitioner Competence Assurance Act (2003) s118 (a), Nursing Council can accredit an institution when all regulatory criteria have been met, prescribe the qualification required to register as a nurse, and carry out ongoing monitoring of the institution it accredits.
- 1.4 Submissions in support of the application should be as concise as is possible whilst providing the Nursing Council with the information it requires.
- 1.5 Accreditation will normally be for a maximum period of five years.
- 1.6 Nursing students undertaking a programme leading to registration must be enrolled in an accredited School of Nursing and on a Nursing Council accredited programme. Students enrolled in a non-accredited programme and/or a non-accredited school or site will not be eligible for registration.

### **2 Criteria for the accreditation of providers for pre-registration programmes**

- 2.1 The accreditation process will be carried out jointly between the Nursing Council and the Tertiary Education Quality Validation Agency ie Council for University Academic Process (CUAP), New Zealand Qualifications Authority (NZQA) or Institutes of Technology and Polytechnics of New Zealand Quality (ITPNZ Quality).

### **3 Organisational criteria**

- 3.1 Clearly identified nursing department.
- 3.2 The nominated Head of School of Nursing must be a registered nurse with a Master's degree and must be approved by Council.
- 3.3 There must be a clearly identified programme co-ordinator, who may or may not be the Head of School, who ensures cohesion across the total programme.
- 3.4 Staff must have full representation on relevant institutional committees and be involved in evaluation in all settings in which students learn.
- 3.5 Clear lines of accountability for all staff.
- 3.6 Opportunities for continuing professional development.
- 3.7 Evidence of internal and external quality assurance mechanisms.
- 3.8 Equity of opportunity for students to access the full range of facilities within the higher education institution.

### **4 Resources – staff**

- 4.1 Specify named teaching staff who have an appropriate range of professional and academic qualifications i.e. degrees in nursing or other relevant disciplines.
- 4.2 A clear staff development policy for professional and academic development of the individual.
- 4.3 Opportunities for staff to undertake research, consultancy work and writing for publication.
- 4.4 Ability for staff to participate fully in higher education activities including the opportunity to teach across a range of programmes.
- 4.5 Shared management responsibility for programmes.

### **5 Resources – physical**

- 5.1 Adequate classroom and office accommodation.
- 5.2 Learning resources, including library facilities with appropriate internet access, databases, texts and journals.
- 5.3 Material, information technology facilities and skills laboratories for learning science and nursing skills.
- 5.4 The provision of an effective learning environment in the practice areas.
- 5.5 A variety of higher education learning experiences for the student.
- 5.6 Appropriate student services.
- 5.7 Policies and procedures for dealing with student complaints where internal mechanisms may not suffice.
- 5.8 Institution policies on premises comply with all relevant current legislation and regulations including The Human Rights Act 1993 (section 57), local body requirements, fire safety requirements and are available on site.

## **6 Resources – financial**

A clearly identified budget and proof of financial viability of the school.

## **7 Criteria for the demonstration of ability to provide a nursing programme**

Information required is as follows:

- 7.1 A statement setting out the purpose and goals of the establishment.
- 7.2 The name and legal status of the provider.
- 7.3 Title of the proposed programme/s.
- 7.4 The name of the institution/department/faculty in which the proposed programme/s will be sited together with address, telephone, fax numbers and email addresses.
- 7.5 The name and qualifications of the Head of School and an outline of the school's administrative structure.
- 7.6 Rationale for establishing a programme, including the outcomes of consultation, feasibility study and evidence of need.
- 7.7 A list of relevant programmes provided within the named institution/department/faculty including the qualifications (if any) to which they lead.
- 7.8 The accommodation, administration, media and other services that would be made available.
- 7.9 The proposed date for the first intake of students and proposed frequency of subsequent intakes.
- 7.10 The expected number of students for the first and subsequent intakes
- 7.11 The reports on consultation concerning the availability of appropriate practice experience and supervision.
- 7.12 Funding and contractual arrangements for the programme.
- 7.13 Funding and contractual arrangements with the clinical providers.

## **8 Accreditation and ongoing monitoring of pre-registration curricula**

- 8.1 All curricula will be assessed against the Nursing Council *Standards for the registered nurse scope of practice* or the *Standards for the nurse assistant scope of practice*.<sup>1</sup>
- 8.2 Pre-registration nursing education programmes must lead to either a bachelor's degree in nursing or a certificate at Level 4 NZQA.

## 9 Documentation

- 9.1 Evidence of ability to meet the criteria outlined in **2** and **3** above must accompany the application.
- 9.2 For programme accreditation the Nursing Council requires:
  - 9.2.1 Four copies of each curriculum which meet the *Standards for the registered nurse scope of practice* or the *Standards for the nurse assistant scope of practice* and the *Guidelines for Cultural Safety, the Treaty of Waitangi, and Maori Health in Nursing Education and Practice* (September 2004).<sup>2</sup>
  - 9.2.2 Within the document, each paper/course/unit should indicate to which of the Nursing Council's standards and guidelines it contributes.
  - 9.2.3 For new curricula, evidence of programme accreditation with the appropriate tertiary education quality validation agency (e.g. New Zealand Qualifications Authority, ITPNZ or CUAP) and accreditation letters and ongoing reports.
  - 9.2.4 Names and qualifications of all lecturing staff of the programme.
  - 9.2.5 Copies of the current access agreements for student practice (information considered to be commercially sensitive is not required), and
  - 9.2.6 Detailed information on the nursing department's recognition of prior learning policy and procedure.

## 10 Fees and Charges

- 10.1 The fee for accreditation of the institution is gazetted and is to be submitted with the application for accreditation of an institution seeking to offer a nursing programme.
- 10.2 Fees are non-refundable.

## 11 Progression

Following receipt of the information in respect of the application submitted for Nursing Council accreditation:

- 11.1 The designated Nursing Council representatives will evaluate the application and arrange a visit to the institution.
- 11.2 The Nursing Council must receive any new curriculum for assessment at least **six months** before the proposed commencement date.
- 11.3 The programme curriculum must comply with the Nursing Council of New Zealand *Standards for the registered nurse scope of practice* or the *Standards for the nurse assistant scope of practice* and related policies.<sup>3</sup>
- 11.4 If the Nursing Council is satisfied that all criteria have been met, the application will be accredited.

11.5 If the programme is not accredited or not submitted within an agreed time period, the application will lapse and a new application for accreditation will be required.

<sup>1</sup> Nursing Council of New Zealand Standards for the registered nurse scope of practice; June 2005.  
Nursing Council of New Zealand Standards for the nurse assistant scope of practice, June 2005.

<sup>2</sup> Nursing Council of New Zealand Guidelines for Cultural Safety in Nursing Education; September 2004.

<sup>3</sup> Nursing Council of New Zealand Handbook for nursing departments offering programmes leading to registration as a nurse 2007.