



Liberian Board
For
Nursing and Midwifery
Republic Of Liberia
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NEW SCHOOL TOOL

ACCREDITATION AND PERFORMANCE ASSESSMENT TOOL FOR NURSING AND MIDWIFERY TRAINING INSTITUTIONS IN LIBERIA

Description/Instruction

This assessment tool is designed to support consistent, fair, and evidence-based evaluation of nursing and midwifery training institutions and clinical practice sites. Using the performance standards and verification criteria, assessors should document observations and provide constructive feedback appropriately. The tool has performance areas and verification criteria. Observations are documented by numerical scoring. Each verification criterion is scored using assigned weighted points when it is achieved and 0 points when it is not achieved. An indication of “NA” or Not applicable” is applied when the verification criteria are not applicable to the area being assessed. All compulsory “critical” criteria ***MUST*** be achieved 100% (***Standards with asterisk* critical***)

NAME OF INSTITUTION: _____

PROFESSION & CREDENTIAL: _____

LOCATION/ADDRESS: _____

NAMES/ SIGNATURES OF ASSESSORS:

1. _____
2. _____
3. _____
4. _____
5. _____

DATES: _____



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AREA 1: INSTITUTION INFRASTRUCTURE AND TRAINING MATERIALS (60 points)

PERFORMANCE STANDARDS	VERIFICATION CRITERIA		Wt, NA	COMMENTS
Area 1-01 The institution has the basic infrastructure to function effectively (12.5pts)	Observe whether the institution has:			
	01	*Furnished classrooms adequate for 50 students <ul style="list-style-type: none"> • 1,800 to 2,200 ft2 (42 X 45-50 feet) (.2) • Adequate number of windows for light, ventilation, and/or fans, air conditioners (.2) • Well-cemented and/or tiled floors (.1) • Ceiling height minimum of 9 - 10 ft (.1) • Clear pathway/walkway 36 inches wide (.1) • Functional electrical outlets, at least 8 (two on each wall) (.2) • Labeled for easy identification (at least 4 designated for the program) (.3) 		
	02	*Conference Room with capacity for 25 – 50 persons (1,800 to 2,200 ft2) (1)		
	03	*Library space for 60 -100 persons (2,700 X 4,300 ft2) (1)		
	04	*Equipped Simulation laboratory (93.8ft *35ft) with four major organized skill stations(Delivery, Medication administration, resuscitation, handwashing (1.5)		
	05	*Furnished administrative offices (director/dean, administrator, finance, admissions and records) (1)		
	06	Instructor and staff common room furnished with adequate light, ventilation, and fans and/or air conditioners (.5)		
	07	*Toilet facilities for staff & students (<i>at least 3 each separated</i>) (1)		
	08	Areas for students to gather for eating and socializing (.5)		
	09	*Modern kitchen and dining room for 200 -300 persons (boarding) (.5)		



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	10	*All Institutional assets are coded by assets register. (.5)		
	11	Each office, laboratory, classroom, toilet facility, etc. has appropriate signage (.2)		
	12	*Photocopy machine (.5)		
	13	Faculty & library assigned computers or desktop along with departmental printer (.5)		
	14	*Furnished computer laboratory with internet connectivity for at least 50 students' population at a given time (.5)		
	15	*Assembly hall (well-furnished with PA system) for 150-500 persons (.6)		
	16	*Assigned ICT Instructor & instructor office within the computer lab (.5)		
	17	Institutional communication with assigned number and email (e.g. Desk phone/telephone) & letterhead (.5)		
	18	Fans or air conditioners in all offices, conference rooms and assembly hall (.5)		
Area 1-02 Institutional facilities are clean (1pt)	Visit the institution's facilities to observe the absence of dust, soil, trash, insects, and spider webs in the following areas:			
	01	Classroom (.1)		
	02	Conference room (.1)		
	03	Learning/skills laboratory/simulation center (.1)		
	04	Library (.1)		
	05	Computers in offices (.1)		
	06	Computer laboratory (.1)		
	07	Assembly hall (.1)		
	08	Kitchen and dining hall (dormitory) (.1)		
	09	Grass is well manicured and trash cans are visible in strategic sections on the campus including classrooms, offices, halls, assembly points, etc (.1)		
	10	Campus is clean & no trash/litter on campus (.1)		
Area 1-03	Observe whether:			



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The institution compound is safe and secure (3pts)	01	*There are physical barriers to the institution facilities; entrances and exits are visibly marked with identified security guards posted at each point (.5)		
	02	There are available policies/guidelines and awareness is enforced through visible postings displayed on campus against any form of harassment, violence, and/or bullying (.5)		
	03	Staff is available to always handle any disturbances on campus (.5)		
	04	*Buildings are painted fully and there are no broken windows, doors, or ceilings (.5)		
	05	*Functional fire extinguishers and fire alarms, certified by the Liberian National Fire Service, are available in cafeteria, student assembly areas, dormitories, etc.; there is a marked assembly point that is easily accessible in case of a fire incident (.5)		
	06	*Electricity (generator, solar, LEC) is available on the entire campus, with a schedule for electricity posted on the information board for staff information, and there is an assigned generator guard (.5)		
Area 1-04 Facilities are properly equipped for teaching & learning (4.2pts)	Observe whether the classrooms have:			
	01	*Blackboard, whiteboard, flip chart, projectors, and accessories are available in each class and the simulation laboratory (.5)		
	02	Notice Board available and strategically located with updated information (.1)		
	03	Displayed learning resources size 6x6 (partograph, weight-for-height charts, family planning posters, etc) (.5)		
	04	Functioning clocks (one per room - classes, offices, main hall, etc) (.1)		
	05	*Painted exterior and interior walls (.5)		
	06	*Modern electronic media for teaching (e.g. LCD or projector with voltage stabilizer) (.5)		
	*Verify through Administrative Policy			
	07	<ul style="list-style-type: none"> • Recruitment and selection of staff • Academic promotion and titles (.5) 		
08	<ul style="list-style-type: none"> • Faculty development process • Staff professional conduct and discipline 			



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		<ul style="list-style-type: none"> • Dress Code (.5) 		
	09	<p><i>Academic and professional qualifications of proposed staff:</i></p> <ul style="list-style-type: none"> • Certified copies of credentials • Copies of current professional license • TOR of academic/clinical staff (Full & Part time) (.5) 		
	10	Institutional checklist for selecting clinical site (.5)		
<p>Area 1-05 The clinical skills laboratory/simulation center is comfortable and properly equipped for practical learning sessions(11.4pts)</p>		Observe that clinical skills laboratory/simulation center has:		
	01	<ul style="list-style-type: none"> • Adequate light either natural or electrical • Inventory list with skill lab items (.1) 		
	02	Temperature that can be moderate (.1)		
	03	*Adequate ventilation with an air conditioner (.5)		
	04	Office space to accommodate Clinical Instructor (.1)		
	05	* Beds to place models(<i>three adults & two pediatrics</i>) (.5)		
	06	* whiteboard & marker or electronic device (.1)		
	07	Cabinets with locks for emergency drugs (.5)		
	08	*Manual Vacuum Aspiration (MVA) syringes and cannula (.5)		
	09	Family planning kit, e.g., intrauterine device (IUD) (speculum, forceps, tenaculum, scissor, IUD, gauze bowl and antiseptic solution, gloves) (.5)		
	10	Dressing kit (forceps, 2 scissors, kidney basin, lotion bowl, gauze, sponge holder, gloves, blunt scissor, Kelly forceps) (.5)		
	11	<p>*Delivery set:</p> <ul style="list-style-type: none"> • Clamps (artery forceps) • Umbilical scissors • Episiotomy scissors angular • Needle holder • Sponge forceps • Vaginal speculum • Iodine cup • Kidney basin • Pickup/dissecting forceps (.5) 		
12	<p>*Resuscitation kit:</p> <ul style="list-style-type: none"> • Oropharyngeal airways: sizes 0–5 • Suction catheters: 6–14 gauge (G) 			



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		<ul style="list-style-type: none"> • Laryngoscope with straight blades (sizes 0 and 1) and curved blades (sizes 1, 2, 3, and 4) • Magill forceps: infant, child, and adult sizes • Endotracheal tubes: 2.5–7.5mm lumen, cuffed and uncuffed • Replacement batteries and laryngoscope bulbs • Laryngeal mask: sizes 1–4 (mandatory) • Endotracheal tube holders • Face masks in various sizes for infants and children • Stylets in various sizes for endotracheal tubes • Lubricant for endotracheal tubes (1.5) 		
	13	*Monitoring Equipment <ul style="list-style-type: none"> • Pulse oximeter • Glucometer with strips • Thermometer • Stethoscope • Blood Pressure Machine (Adult & Peds) (1) 		
	14	*Oxygen tank with pressure regulator and flow meter (.5)		
	15	*Tubing and connectors to oxygen source (.5)		
	16	Portable suction system, manual or electric (.5)		
	17	*Self-inflating ventilation bags, 500mL for infants and 1600–2000mL for children, with oxygen reservoirs (.5)		
	18	*Oxygen therapy masks, with and without reservoirs (.5)		
	19	*Nasogastric tubes: 6–14G (.5)		
	*Vascular access equipment:			
	20	<ul style="list-style-type: none"> • Intravenous catheters: sizes 24–14G • Intravenous infusion system (.5) 		
	21	<ul style="list-style-type: none"> • Intraosseous needles: sizes 14–18G • Power driver (drill) for intraosseous insertion (desirable) (.5) 		
	22	<ul style="list-style-type: none"> • Sterile pads, cloths and gauze • Antiseptic: chlorhexidine (.5) 		
	23	<ul style="list-style-type: none"> • Nasal drug delivery device • Syringes: 1, 5, 10 and 50mL 		



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		<ul style="list-style-type: none"> Compressor (.5) 		
	Immobilization equipment:			
	24	<ul style="list-style-type: none"> Scalpel Needle holder Straight and curved surgical needles (.5) 		
	Protective equipment:			
	25	<ul style="list-style-type: none"> Protective goggles Gloves, Bandages, and tape Neck braces for infants, children, and adults (.5) 		
	CPR DRUGS:			
Area 1-06 Available Drugs in laboratory/simulation center for practical learning sessions(9.5pts)	01	<ul style="list-style-type: none"> Adrenaline 0.1% (1/1000=1 vial=1mL=1mg) Bicarbonate 1M (1 vial=10mL=10mEq) Atropine 0.1% (1 vial=1mL=1mg) Amiodarone 50mg/mL= (1 vial=3mL=150mg) Lidocaine 1% (1 vial=10mL=100mg) Magnesium sulfate 150mg/mL (1 vial=10mL=1500mg=12.2mEq=6.1mmol) (1.5) 		
	*EMERGENCY DRUGS:			
	02	<ul style="list-style-type: none"> Diazepam 5mg/mL (1 vial=2mL=10mg) or midazolam (vials with 1mg/mL and 5mg/mL) Thiopental (vials with 0.5 and 1g) Ketamine 50mg/mL (1 vial=10mL=500mg) Etomidate 2mg/mL (1 vial=10mL=20mg) Fentanyl 50µg/mL (1 vial=3mL=150µg) or morphine hydrochloride 1% (1 vial=1mL=10mg) Succinylcholine suxamethonium 50mg/mL (1 vial=2mL=100mg) (refrigerated) Rocuronium 10mg/mL (1 vial=5mL=50mg) (refrigerated) Adenosine (1 vial=2mL=6mg) Calcium chloride 10% (1 vial=10mL=182g of ionized calcium=9mEq=4.5mmol) Hypertonic glucose 50% (R50=1mL=0.5g glucose) Physiological saline 0.9% (10 and 500mL) 		



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		<ul style="list-style-type: none"> • Ringer or lactate Ringer (500mL) • Distilled water (1 vial=10mL) • Hydrocortisone (1.5) 		
	03	<p>*Learning models and simulators are available and appropriately labeled and arranged by at least four stations for teaching & learning</p> <ul style="list-style-type: none"> • birth simulators - 3 • normal & abnormal breast - 3 • resuscitation models/simulators for adults and children – 3 each • Multi-Functional manikins-3 • Well-labeled human skeleton-3 • IV practice arm with veins-3 (1.5) 		
	04	<ul style="list-style-type: none"> • Urinals, bed pans (minimum of 5 of each) • Hospital beds and bedside tables for adult and pediatrics (2 of each set) (1) 		
	05	Infection prevention (IP) supplies and equipment for waste management (waste bins marked for waste separation, safety goggles, rain boots, and hand washing (i.e., running water into sinks) with displayed handwashing technique information (1.5)		
	06	Consumable medical supplies (gloves of all sizes, GYN gloves, Aprons) (.5)		
	07	Weighing scales and height equipment for pediatrics and adults (at least 2 of each) (.5)		
	08	<ul style="list-style-type: none"> • Procedure and Instrument kits (family planning, MVA, IUCD with Cervical replicas (for insertion), & Jadelle arm • Wound dressing set • Gallipot bowl • Kidney basin (1.5) 		
Area 1-07 Available Medical supplies and equipment in laboratory/simulation center for practical learning sessions (2.2pts)	01	<ul style="list-style-type: none"> • Educational posters and anatomical charts • Clinical skills and learning guides (.1) 		
	02	IV pole Height board (<i>pediatrics and adults; at least one of each</i>) (.1)		
	03	*Fetal baby, umbilical cord, and placenta for vacuum delivery Uterus and placenta models (.5)		
	04	*Cervical dilation model (1 set plastic) (.5)		
	05	*Resuscitation doll/model for adult and newborn (.5)(at least one of each)		



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	*06	<ul style="list-style-type: none"> Anatomic models for injections in arm, buttock, and thigh) (<i>this can be achieved if the multi-functional manikins meet this criteria</i>) Perineum cutting and suturing training simulator (.5) 		
	Verify through document review whether there is policy that:			
Area 1-08 The clinical skills laboratory/simulation center is accessible with functional supplies (.9pt)	01	Guideline showing a system of accountability to ensure security of materials (.1)		
	02	Displayed schedule allowing student and staff member access after official opening hours (.1)		
	03	Displayed rules and regulations (.1)		
	04	*Are draped appropriately and/or stored safely (.1)		
	*05	<ul style="list-style-type: none"> Are intact or have repaired skin Are complete and intact (.5) 		
	Observe whether the lab/simulation center has			
*Area 1-09 The clinical skills laboratory/simulation center has sufficient anatomical models and space(2.5pts)	01	A bony pelvis, fetal skulls, clothe pelvis (5 of each) (.5)		
	02	Zoe pelvic mode & breast models (5 of each) (.5)		
	03	Vaginal speculums – various sizes Receiving bowls (various sizes, for solutions and for collection of specimens) Tourniquet Large straight scissors (.5)		
	04	<ul style="list-style-type: none"> Examination table with stirrups(<i>at least 2</i>) Examination stool (adjustable height)(<i>at least 2</i>) Screens(<i>at least 3</i>) (.5) 		
	05	Sterilization kit or autoclave (.5)		
*Area 1-10 The Library space is appropriately equipped and Organized(1pt)	Verify whether the library has:			
	01	<ul style="list-style-type: none"> Lockable cabinets for storing books and materials Furniture to allow for reading or studying A system for recording and cataloguing materials Audiovisual equipment for use by students (e.g., Computer or smart TV(<i>at least 1</i>)for interactive: <i>The verification item can be met if the campus has a separate computer</i> is available elsewhere Library-assigned desktop/laptop & printer 		



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		<ul style="list-style-type: none"> An existing system of accountability for ensuring security of materials Displayed rules and regulation & Schedule Assigned Librarian 		
*Area 1-11 The Library has appropriate reference materials (9pts)	01	A copy of all current (Nursing/Midwifery reference books (5 Copies each): <ul style="list-style-type: none"> Pediatric Nursing (.5) Medical Surgical (.5) Psychiatric Mental health Nursing (.5) Obstetric Maternity Nursing (.5) Tropical & Communicable Disease (.5) Fundamentals of Nursing (.5) Pharmacology of Nursing (.5) Nursing Ethics (.5) Anatomy & Physiology (.5) Microbiology (.5) Nursing Math or Drug calculation (.5) Simplified Diagnosis (.5) Health Assessment (.5) English Communication (.5) Nursing Care of the aging client (.5) Evidence-Based Practice in Nursing (.5) Psychology & Sociology (.5) Subscription to at least one recent journal related to nursing or midwifery (electronic or hard copy) (.5)		
Verify with the person in charge of the library whether:				
Area 1-12 The Library is open to students per schedule(.5)	01	There is a schedule showing library hours		
		Schedule shows that library is accessible to students for at least 2 hours per day outside of class hours There are displayed rules and regulations for library		
Observe whether dormitory has:				
*Area 1-13 The hostel (dormitory) is adequately furnished and suitable for students (2.3)	01	<ul style="list-style-type: none"> Has rules and regulations 		
		<ul style="list-style-type: none"> Has a responsible person, e.g., hostel manager/Matron Is always secure with security guard Has beds with mattresses 		
		<ul style="list-style-type: none"> Has cupboards/wardrobes in which students can lock personal belongings Has clean and functional bathing and toilet facilities Has kitchen facilities Has a space for students to see visitors 		



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		<ul style="list-style-type: none"> • Has ventilation (e.g., open windows, fans, air conditioner) • Has adequate and regular water supply • Electricity is available for at least 10 hours during night • Has a dining room/common room (TV optional) • Has a quiet study area • Has a utility facility (e.g., washing, ironing, cleaning, etc.) • There are fire extinguishers and assembly point 		

Total Number of Standards	13
Total Number of Standards Observed	
Total Number of Standards Achieved	
Percentage achievement (standards achieved/standards observed multiplied by hundred)	



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AREA 2: INSTITUTION MANAGEMENT (20pts)

PERFORMANCE STANDARDS	VERIFICATION CRITERIA	Wt, NA	COMMENTS	
Area 2-01 Student composition reflects national human resource (HR) and regulatory body's policies regarding education for Nurses and Midwives (3.4pts)	Verify through review of institution policy that the following criteria are clearly written and will be applied:			
	01	Recruited students will be 16 years & not older than 55 years at the time of entry. (.1)		
	02	Every student will be given admission letter, and allow to sign behavior bond in student's file (.1)		
	03	Institution will only recruit students who passed in Math, English, biology, chemistry and any other one course <i>(per LBNM/national standard)</i> (2) WAEC or WASSCE certificate (1)		
	04	Institution will ensure every student medical exam ensure fitness for study before admission (.1)		
	05	The Institution will submit student listing within 60 days of admission for indexing with LBNM (1)		
	06	Strategy to improve graduate employability (1)		
	07	Institution has a copy of admission brochure, student handbook, faculty handbook that addresses recruitment processes (.1)		



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*Area 2-02 Faculty Structure (2pts)	Through interviews and review of institutional documents, verify with administration that faculties have been recruited (with at least three years teaching experience in Nursing/Midwifery Education)		
	01	Five full-time instructors (credentials higher than proposed degree) (.4)	
	02	Two (2) Clinical Instructors (.4)	
	03	Three (3) Preceptors from primary clinical site (.4)	
	04	Identified Head (Nurse/Midwife) of Program (.4)	
	05	Documents reflecting Recruitment process along with MOU for possible employment (4.)	Attach CV, & copies of credentials (degree, current licenses) of each faculty
Area 2-03 Institution academic policies exist(6pts)	Verify through interviews with the administration and a review of records whether:		
	01	Procedure of transferring and acceptance of transferred students are outlined (1)	
	02	<ul style="list-style-type: none"> • Attendance of teachers (.5) • Dress Code (.5) • Professional conduct in class, clinical areas & on campus (.5) 	
	03	Disciplinary action procedure (e.g., probation, suspension, termination expulsions) (1)	
	04	Criteria for asking a student to leave the program, which do not include pregnancy of lactation criteria (1)	



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	05	Criteria for demotion and dismissal on academic grounds (1)			
	06	Graduating requirements are explicitly stated (1)			
Area 2-04 Institution has an Administrative Policy that includes(2pts)	Verify through policy review:				
	01	Strategic/sustainability plan (.5)			
	02	Mission, vision, and philosophy (.5)			
	03	Faculty development plan (.5)			
	04	Organogram is displayed on notice board (.5)			
Area 2-05 Policy on job descriptions exists(3.5pts)	Verify whether the policy has the following staff job descriptions:				
	01	Instructors (.5)			
	02	Preceptors (.5)			
	03	Administrative staff (.5)			
	04	Domestic and other support staff (.5)			
	Verify that the description is based on national government policy for:				
	05	Instructors (.5)			
	06	Preceptors (.5)			
	Verify by randomly asking 1 administrative staff and 1 support staff whether:		A1	SS2	
	07	They have received their job description (.5)			
Area2-06 An allowance structure exists to pay preceptors and visiting instructors on time(1pt)	Through interviews with administration and a review of administrative documents, verify whether:				
	01	An allowance structure exists to pay preceptors and visiting lecturers (1)			
Area 2-07	Verify with the school administration whether transportation:				



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Transportation to and from clinical sites is assured(1.6pts)	<ul style="list-style-type: none"> • Institutional bus labelled in the institution's name • Is insured and reliable • assigned driver with current driver's license, • Current vehicle insurance documents • Current Vehicle registration certificate 		
Area 2-08 Staff and students will have access to medical care(.5pts)	Verify through review of documents whether there exists policy on staff and student accessing health center/clinic that offers:		
	01	<ul style="list-style-type: none"> • First aid services • Sexual and reproductive health services • (Including voluntary counseling and testing (VCT) and family planning (FP) • Primary Health Care 	

Total Number of Standards	8
Total Number of Standards Observed	
Total Number of Standards Achieved	
Percentage achievement (standards achieved/standards observed multiplied by hundred)	



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AREA 3: CLINICAL INSTRUCTION, PRACTICE AND ASSESSMENT (20pts)

Performance Standard	Verification Criteria	Weight, N/A	Comments
Area 3-01 The number of clinical practice sites meets requirements of the curriculum (5pts)	Determine by interviewing and observing clinical preceptors, and visiting clinical practice sites whether:		
	01	The number of sites is sufficient so that no more than 6 students are practicing in a particular service delivery area during one shift (1.6)	
	02	The primary clinical site meets LBNM standards of: a. 50 to 100 bed-hospital – 3 schools b. 101 to 150 bed hospital – 5 schools c. 151 to 200 bed hospital – 7 schools > 200-bed hospital – 10 schools (1.7)	
	03	<ul style="list-style-type: none"> • Policy on school liaising with clinical sites to plan and coordinate schedules (1.7) 	
Area 3-02 The school has an agreement with the clinical practice sites that	Verify with the school administrator whether:		
	01	There is a current signed MOU with proposed primary	



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allows students to learn(5pts)		clinical site, which states: Each clinical practice site has a policy that allows students to directly participate in supervised clinical care of patients (4)		
	02	Students will be allowed to practice only upon receipt of certificate of accreditation from LBNM (.5)		
	03	There is a written agreement with either of the following types of recognized/accredited facilities for Affiliation (.5)		
		<ul style="list-style-type: none"> • Tertiary hospital 		
		<ul style="list-style-type: none"> • Regional hospital District • hospital Health centers 		
Area 3-03 Clinical sites are prepared for student teaching(5pts)	Verify by interviewing the clinical practice sites coordinator/supervisor and reviewing records whether:			
	01	Clinical practice facilities have been assessed prior to LBNM assessment		
Area 3-04 Quality Assurance and Improvement roadmap (5pts)	Verify that the institution has developed a three-year QA roadmap to reflect:			
	01	Internal monitoring systems to maintaining facilities & resources		
	02	Regular program review and updates for alignment with regulatory standards		



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	03	Feedback from students, faculties, and clinical sites on academic strengthening		

Total Number of Standards	04
Total Number of Standards Observed	
Total Number of Standards Achieved	
Percentage achievement (standards achieved/standards observed multiply by hundred)	