

AREA 1: CLASSROOM AND PRACTICAL INSTRUCTION, AND ASSESSMENT OF LEARNING

NAME OF INSTITUTION: \_\_\_\_\_

ASSESSORS: \_\_\_\_\_

DATES: \_\_\_\_\_

SIGNATURES OF ASSESSORS:

\_\_\_\_\_

Section A: Classroom Instruction	VERIFICATION CRITERIA	Y,N,NA	Comments
Area 1 – 01 Instructor comes to class prepared	Verify through direct observation and review of documents listed whether:		
	01	Instructor developed a lesson plan to guide teaching, including learning objectives	
	02	Instructor prepares or uses prepared, appropriate visual aids during the class	
	03	Instructor is on time	
Area 1- 02 Instructor is teaching according to the curriculum and related learning resource materials	During classroom instruction, observe whether the instructor:		
	01	Specifies which topic is being taught	
	02	Refers to the correct reference books /materials for the topic	
	03	Uses the learning material for the topic	
	04	Ensures that students use the learning materials for the topic	
	05	Displays topic and date on the board at start of class	
Area 1 -03 Instructor introduces the session effectively	During classroom instruction, observe whether the instructor		
	01	States the objectives for the session	
	02	Relates the topic to content previously covered or related topics, and answers questions students may have	
	03	Introduces the topic in a participatory and interesting manner	

Performance Standards for Health-Related Training Institutions in Liberia Area 1: Classroom and Practical Instruction and Assessment

Performance Standards	VERIFICATION CRITERIA		Y,N, NA	COMMENTS
Area 1 -04 Instructor uses effective presentation and questioning techniques		During classroom instruction, observe whether the instructor:		
	01	Projects her/his voice clearly and audibly		
	02	Maintain eye contact with students		
	03	Uses appropriate aids during lecture segments		
	04	Ensures sequential delivery of topic		
	05	Asks questions relevant to the topic		
	06	Acknowledges correct responses		
	07	Provides constructive feedback		
	08	Rewords questions to elicit correct responses		
	09	Uses at least one activity ( e.g. role plays, case studies, group work, exercises) during classroom session		
	10	Ensures interactive learning		
Area 1 -05 Instructor summarizes at the end of presentation or session		During classroom instruction, observe whether the instructor:		
	01	Summarizes the main points of the lesson		
	02	Relate summary to the objectives		
	03	Provides an opportunity for and encourages student questions and discussion		
	04	Refers students to relevant reference materials		
Area 1 -06 Instructor facilitates group activities		For group activity, observe whether the instructor:		
	01	Prepares the group activity in advance		
	02	Clearly explains the purpose of the activity		
	03	Gives clear instructions for activity		
	04	Encourages the use of learning materials		
	05	Moves among groups during the activity to offer suggestions and answer questions		
	06	Brings students together to discuss activity at the end		

Performance Standards for Health-Related Training Institutions in Liberia Area 1: Classroom and Practical Instruction and Assessment

SECTION B: PRACTICAL INSTRUCTION & SKILLS LABORTORY				
Area 1-07 Instructor uses the skills laboratory/simulation center effectively for demonstrating clinical skills		Observe whether the instructor introduces new skills by:		
	01	Ensuring that all students have the necessary learning materials (e.g., supplies, models, learning guides, etc.)		
	02	Describing the skill and why the skill is important		
	03	Describing steps involved in the skill, using the relevant learning guide		
	04	Describing the skills as follows:		
		<ul style="list-style-type: none"> <li>• Simulates clinical setting as much as possible</li> </ul>		
		<ul style="list-style-type: none"> <li>• Proceeds in a step-by-step manner</li> </ul>		
		<ul style="list-style-type: none"> <li>• Demonstrates skill accurately</li> </ul>		
		<ul style="list-style-type: none"> <li>• Demonstrates skill from beginning to end, without skipping steps</li> </ul>		
		<ul style="list-style-type: none"> <li>• Interacts with students, asking and answering questions</li> </ul>		
		<ul style="list-style-type: none"> <li>• Uses all the necessary supplies and equipment</li> </ul>		
	<ul style="list-style-type: none"> <li>• Demonstrate so that all students can see</li> </ul>			
	<ul style="list-style-type: none"> <li>• Ensures that each student follows, using the correct learning guide</li> </ul>			
	<ul style="list-style-type: none"> <li>• Summarizes and asks students if they have questions</li> </ul>			
Area 1-08 Instructor uses the skills learning laboratory/simulation center effectively for student practice of clinical skills		Observe whether instructor uses learning lab to foster practical learning by:		
	01	Allowing students to practice the skill in small groups, taking turns with different roles (i.e., practicing, observing, giving feedback, simulating role of patient)		
	02	Ensuring that at least one to two students practice on a model		

	03	Observing students practicing and providing constructive and positive feedback		
	04	Questioning students in order to check their knowledge and problem-solving skills		
	05	Summarizing the session at the end		

Performance Standards for Health-Related Training Institutions in Liberia Area 1: Classroom and Practical Instruction and Assessment

PERFORMANCE STANDARDS		VERIFICATION CRITERIA	Y, N, NA		COMMENTS
Area 1-09 Instructor uses the skills laboratory/simulation center effectively for assessing student performance of clinical skills		Observe whether the instructor uses the skills lab to assess the achievement of clinical competence in desired skills by:			
	01	Ensuring that students are aware that they will be assessed for specific skill competence using the skills checklist			
	02	Preparing assessment station with all necessary supplies and equipment			
	03	Evaluating assessment in an objective manner using a rating scale where necessary			
	04	Providing appropriate feedback on student performance			
	05	Recording results of the assessment on the result sheet			
	06	Keeping copies of the results in the student group file			
	07	Providing opportunity for reassessment (if the student does not pass) by making students aware of alternate arrangement for another assessment			
SECTION C: ASSESSING LEARNING		VERIFICATION CRITERIA	Y,N, NA		
Area 1-10 Instructor plans and administers knowledge assessment properly		Review institution records and interview 2 students to verify whether:	S1	S2	
	01	Formative knowledge assessment are administered at least 2 times in each semester to assess students' knowledge			
	02	Students are informed at the beginning of the school year of assessment and evaluation methodology			

	03	Summative knowledge assessments are administered at the end of each semester			
	04	Students are informed at least 2 weeks in advance of assessments			
<b>PERFORMANCE STANDARDS</b>		<b>VERIFICATION CRITERIA</b>	Y, N, NA		<b>COMMENTS</b>
		Review institution records of the final exam administered to verify whether:			
	05	Items related to learning objectives in courses were covered			
	06	Items were constructed clearly			
	07	Test items used included at least 2 formats (e.g., multiple choice, open-ended, case study)			
	08	Test Bank exists as a teacher's resource			
	09	Test items are kept under lock and key			
	10	Instructions are clear for each type of item			
	11	Test item structure is not ambiguous			
		Verify through discussions or interview with at least 2 instructors whether:			
	12	Test items are reviewed before the end of-semester examinations to determine reliability, fairness, and validity			
	13	Student papers were graded/scored consistently (e.g., using answer key, marking scheme)			
Area 1-11 Written exams are administered fairly		Verify through direct observation or by interviewing the instructor whether:			
		<b>DIRECT OBSERVATION</b>			
	01	Clear instructions are given at the beginning regarding the time allowed to complete the test			
	02	Clear instructions are given at the beginning regarding how and where to record answers			
	03	There is an invigilator /proctor (s) in the room to monitor the students			
	04	The room is kept quiet			
<b>OR</b>		<b>INTERVIEW</b>			

	<b>01</b>	Ask the instructor if he/she includes the following instructions at the beginning of a knowledge assessment:		
		<ul style="list-style-type: none"> <li>The time allowed to take the test</li> </ul>		
		<ul style="list-style-type: none"> <li>How and where to record answers</li> </ul>		
	<b>02</b>	Ask the instructor how he/she monitors the students during the examinations:		
		<ul style="list-style-type: none"> <li>A faculty (proctor) is present in the room to monitor students</li> </ul>		
		<ul style="list-style-type: none"> <li>The room is kept quiet</li> </ul>		
<b>Area 1-12</b> Results of knowledge assessments and exams are recorded and reported		Verify through a record and other documents review and by interviewing the classroom instructor whether		
	<b>01</b>	Index numbers are used so that scoring is anonymous		
	<b>02</b>	Assessment results are accurately recorded and returned promptly to the students (within 1 week)		
	<b>03</b>	Opportunities are offered for all students to discuss examinations results, view, keep their graded papers		

Performance Standards for Health-Related Training Institutions in Liberia Area 1: Classroom and Practical Instruction and Assessment

PERFORMANCE STANDARDS	VERIFICATION CRITERIA	Y, N, NA	Comments
Area 1 -13  Teaching is routinely monitored for effectiveness at least 2 times per year	Through interviews with 1 instructor and 1 student & by review of administrative records, verify that all instructors are evaluated by students and management at mid-term and at end of course:		
	01	Evaluation form assesses:	I1      S2
		• Teaching skills	
		• Interpersonal and communication skills	
		• Technical knowledge and skills (course content)	
		• Relevance of teaching to course objectives	
		• Relevance of knowledge and skills assessments to course objectives	
	02	The results of both students' and management's performance assessment are used in monitoring effectiveness of teaching	
03	Instructors with highest approval rating are recognized publicly yearly		
04	Instructor is assessed twice a year		
Area 1 -14  Instructor appears neat and modestly dressed		Verify through observation of 2 instructors whether they are:	I1      I2
	01	Wearing appropriate lab coat and name tag, as determined by the institution	
	02	Wearing correct closed foot type of footwear	

Total Number of Standards	14
Total Standard Observed	
Total Standard Achieved	
Percentage achievement (standards achieved/standards ob.	



AREA 2: CLINICAL INSTRUCTION, PRACTICE AND ASSESSMENT

NAME OF INSTITUTION: \_\_\_\_\_

ASSESSORS: \_\_\_\_\_

DATES: \_\_\_\_\_

SIGNATURES OF ASSESSORS:

\_\_\_\_\_

PERFORMANCE STANDARDS	VERIFICATION CRITERIA	Y, N, NA	COMMENTS
Section A: Environment			
Area 2-01 The number of clinical practice sites meets requirements of the curriculum	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	
	02	School liaises with clinical sites to plan and coordinate schedule	
Area 2-02 The variety of clinical sites meets requirements of the curriculum	Determine by observation, interviewing school administrator and clinical preceptors, and reviewing administrative records whether		
	01	Clinical Practice sites are available for:	
		• Focused antenatal care	
		• Birth preparedness and complication readiness	
		• Prevention of mother-to child transmission of HIV (PMTCT)	
		• Labor/assessment of patients presenting with signs of labor	
		• Delivery and the management of delivery complications	
		• Newborn care and management of newborn problems	
		• Postpartum care	
		• Management of incomplete abortion/procedure room	
		• Family planning	
		• General gynecological care	
		• Child health/pediatric care, including extended program on immunization (EPI) and integrated management of childhood illness (IMCI)	
		• Emergency care	
		• Out-patient department (OPD) and in-patient services	
		• Dental services	
		• Eyes, nose, ears, throat services	
		• Orthopedics	
		• Adolescent health services	
		• Mental health services	
• Communicable disease control, including malaria, HIV/AIDS, tuberculosis,			

		leprosy		
		<ul style="list-style-type: none"> <li>Environmental health sites, i.e., food services, water supply</li> </ul>		
	02	Clinical practice sites represent the variety of types of facilities in which graduates can be expected to work, including:		
		<ul style="list-style-type: none"> <li>A hospital</li> </ul>		
		<ul style="list-style-type: none"> <li>Health centers</li> </ul>		
		<ul style="list-style-type: none"> <li>Reproductive and child health (RCH) clinics</li> </ul>		

Performance Standards for Health-Related Training Institutions in Liberia Area2: Clinical Instruction, Practice and Assessment

PERFORMANCE STANDARDS	VERIFICATION CRITERIA		Y, N, NA	COMMENTS
Area 2-03 The infrastructure of the clinical practice area is conducive to clinical practice	Observe in the clinical practice site whether it:			
	01	Has sufficient space in each clinical area to accommodate 6- students working alongside staff		Attaché copy of labor ward previous record
	02	Has space where preceptors and students can meet to review objectives and discuss practice		
Area 2-04 Clinical work load at the clinical practice sites is adequate for student learning	Determine by reviewing statistical records whether there is sufficient clinical work load:			
	01	Total number of deliveries is at least 20 per student and sufficient to achieve competency for other skills through the full duration of the program		
Area 2-05 The school has an agreement with the clinical practice sites that allows students to learn	Verify with the school administrator whether			
	01	There is a written agreement between the school and the clinical practice sites, which states that each clinical practice site has a policy that allows students to directly participate in supervised clinical care of patients		
	02	There is a written agreement with each of the following types of facilities:		
		<ul style="list-style-type: none"> <li>Tertiary hospital</li> </ul>		
		<ul style="list-style-type: none"> <li>Regional hospital</li> </ul>		
		<ul style="list-style-type: none"> <li>District hospital</li> </ul>		
		<ul style="list-style-type: none"> <li>Health centers</li> </ul>		
		<ul style="list-style-type: none"> <li>Clinics</li> </ul>		
Area 2-06 The Clinical sites are prepared for student teaching	Verify by interviewing the clinical practice sites coordinator/supervisor and reviewing records whether:			
	01	Clinical practice facilities have been assessed prior to student placement		
	02	Course coordinator and hospital personnel meet regularly (at least 2 times per semester) to discuss issues		

		related to clinical practice of students		
	Observe that clinical practice sites have equipment and supplies for use by all cadres of health workers, such as:			
	03	Stethoscope and sphygmomanometer		
	04	Fetoscope and/ or Doppler Examination gloves and sterile or high-level disinfected (HLD) gloves		
	05	Scales		
	06	Ostoscope and other assessment tools		
	07	Resuscitation equipment for newborn		

PERFORMANCE STANDARDS	VERIFICATION CRITERIA		Y, N, NA	Comments
Section A: Environment				
Area 2-07 The Clinical sites are prepared for student teaching	Observe that clinical practice sites have supplies for use by all cadres of health workers such as:			
	01	Personal Protective equipment(e.g. plastic apron, eye protection, mask)		
	02	Forms & documents including partograph, antenatal card, & others		
	03	Veronica bucket		
	04	Safety box		
	05	Screen		
	06	Sanitation & disinfectant supplies		
Area 2-08 Schedules have been developed to distribute students across clinical practice areas evenly	Verify with clinical preceptors whether:			
	01	Schedule for each class of students exists and has been distributed in the clinical practice sites		
	02	Schedule ensures that groups of students (from different classes) are assigned to same unit at the same time		
	03	Schedule identifies preceptor responsible for each ward or time a student group is in a unit		
	04	Schedule is organized so that students move from basic to more complex skills overtime		
	05	Instructors from various schools meet and have a collaborative schedule to ensure that all students achieve skill competencies		
Area 2-09 Transportation to and from clinical sites is assured	Verify with the school administration, students, and clinical preceptors whether transportation:			
	01	Has been arranged		
	02	Is reliable		

	03	Maximizes the safety of students— at a minimum, has certificate of road worthiness, and insurance		
Area 2- 10 Students are given regular breaks for meals while on duty in clinical practice sites		Verify with two students and two clinical preceptors whether:	S1	S2 P1 P2
	01	Students who are at a site for more than 5 hours, 30 minutes are given a break		
2-11 Clinical preceptors have the necessary teaching materials to effectively guide students in clinical practice		Verify with 2 clinical preceptors whether	P1	P2
	01	There is a set of learning resources/teaching materials (e.g., learning guides, checklist, etc.)		
	02	There are learning objectives for skill practice		
Area 2-12 Clinical Preceptors have been appropriately selected		Verify with the school administration and clinical preceptors through interviews and a review of documents whether practical/clinical preceptors:		
	01	Have evidence of training (e.g., degree, diploma, and license)		
	02	Are experienced RNs, CMs, RMs, /RNM.		
	03	Have evidence of a total of 2 years of clinical/practical experience within the past 5 years for each clinical preceptor		
	04	Chose to become preceptor		
	05	Have received knowledge and skills update in special clinical/practical area (at least once in past 3 years)		
	06	Have participated in teaching skills or preceptors skills workshop(in last 3 years)		

PERFORMANCE STANDARDS	VERIFICATION CRITERIA	Y, N, NA	COMMENTS
Area 2-13 Students are prepared for clinical/practical practice prior to their departure for clinical/practical sites	Verify with the school administration and clinical /practice Program coordinator by document review and interview whether:		
	01 A clinical/practical preceptor or teacher meets with students prior to their departure for clinical/practical sites		
	02 Students are oriented to the use of a personal clinical logbook		
Area 2-14 Students are prepared	Verify with at least 2 students and 2 clinical/practical preceptors if:		

for clinical/practice upon arrival at clinical/practical sites	01	On arrival, students are oriented to and informed about:	S1	S2	P1	P2	
		<ul style="list-style-type: none"> <li>The areas of the facility including the pharmacy, laboratory, and out-patient department</li> </ul>					
		<ul style="list-style-type: none"> <li>Admission, discharges and other operational procedures</li> </ul>					
		<ul style="list-style-type: none"> <li>Medication administration and other activities and recordings</li> </ul>					
		<ul style="list-style-type: none"> <li>Patient emergency procedures and equipment</li> </ul>					
Area 2-15 Students and preceptors use appropriate learning and assessment tools	Observe in the clinical/practical site if:						Take photocopy of at least 3 pages of the 3 logbooks reviewed
	01	Students at the clinical/practical sites have their personal learning resources (e.g., learning guides, checklists, logbook, procedure manual, etc.)					
	02	Clinical/practical preceptors are recording observations, comments, and achievement of competence in the students' learning resources					
Area 2-16 Clinical/practical preceptors begin practice sessions by providing clear instructions.	Observe whether the clinical/practical preceptors:						
	01	Present clearly the objectives for the clinical practice sessions					
	02	Describe the tasks to be performed by students					
	03	Demonstrate or reinforce clinical/practical skills, if necessary					
	04	Demonstrate skills on actual patients or with actual procedures whenever possible, or use simulation if necessary					
Area 2-17 Clinical/practical preceptors monitor student performance and give feedback	Observe whether the clinical/practical preceptors:						
	01	Protect client/patients' rights by:					
		<ul style="list-style-type: none"> <li>Informing the client/patient of the role of students and preceptors</li> </ul>					
		<ul style="list-style-type: none"> <li>Obtaining the Patients' permission before students observe, assist with, or perform any procedures</li> </ul>					
		<ul style="list-style-type: none"> <li>Ensuring that an officially</li> </ul>					

		recognized Doctor, Nurse or Midwife is always present	
		<ul style="list-style-type: none"> <li>Respecting the right to bodily privacy whenever a patient is undergoing a physical exam or procedure</li> </ul>	
		<ul style="list-style-type: none"> <li>Observing the confidentiality of clients/patients and their information, including ensuring other staff and patients cannot overhear, or by not discussing cases by the patient's name</li> </ul>	
	02	Supervise students as they work and do not leave students unsupervised for extended periods of time (i.e. more than 2 hours)	
	03	Provide feedback to students by: <ul style="list-style-type: none"> <li>Providing praise and positive reinforcement during and /or after practice</li> <li>Correcting student errors while maintaining student self-esteem</li> </ul>	
Area 2-18 Clinical/practical preceptors meet with students at the end of clinical practice sessions		Observe whether the clinical/practical preceptors:	
	01	Review the learning objectives	
	02	Discuss cases seen that day, particularly those that were interesting, unusual, or difficult	
	03	Provide opportunities for students to ask questions	
	04	Ask students to discuss their cases or care plans for patients	

Performance Standards for Health-Related Training Institutions in Liberia Area 2: Clinical Instruction, Practice and Assessment

PERFORMANCE STANDARDS	VERIFICATION CRITERIA	Y, N, NA	COMMENTS
AREA 2-19 The school develops and implements structured practical examinations	Verify with the school administration, instructors, and students through interviews and a records review whether:		
	01 Structured practical examinations are held for each student at the end of the semester		
	02 Students are provided information/blueprint 7 days before the OSCE process to reduce their anxiety level		
	03 Patients are selected and participate with consent as appropriate		
	04 Checklists or other tools are used to document observations of students in structured practical examination		
	05 Results are provided to students once the exam is completed		
	06 Results are kept in the administration for recordkeeping		

TOTAL NUMBER OF STANDARDS	19
Total standards observed	
Total standards achieved	
Percentage achievement (standards achieved/standards observed)	

Performance Standards for Health-Related Training Institutions in Liberia Area 2: Clinical Instruction, Practice and Assessment



AREA 3: INSTITUTION INFRASTRUCTURE AND TRAINING MATERIALS

NAME OF INSTITUTION: \_\_\_\_\_

ASSESSORS: \_\_\_\_\_

DATES: \_\_\_\_\_

SIGNATURES OF ASSESSORS:

\_\_\_\_\_

PERFORMANCE STANDARDS		VERIFICATION CRITERIA	Y, N, NA	COMMENTS
Area 3-01 The institution has the basic infrastructure to function effectively		Observe whether the institution has::		
	01	Classrooms adequate for 45 students		
	02	Conference Room with capacity of 25 – 50 persons		
	03	Learning/skills laboratory for 12-15 students with models		
	04	Library space for 60 -100 persons		
	05	Administrative offices for director, administrator, finance, admission and records		
	06	Instructor and staff common room		
	07	Areas for students to gather for eating and socializing (students' center)		
	08	Modern kitchen and dining room for 75 -500 persons. Apply to boarding schools		
	09	Toilet facilities for instructors and support staff		
	10	Toilet facilities for students		
	11	Photocopy machine		
	12	Computers in offices and Library		
	13	Assembly hall well-furnished with Public Address (PA) system, chairs, tables and stand for 150 - 500 persons		
	14	Computer laboratory with internet connectivity		
	15	Communication facilities (e.g., telephone)		
16	Fans or air conditioners in classrooms and offices			

Performance Standards for Health-Related Training Institutions in Liberia Area 3: Institution Infrastructure and Training Materials

PERFORMANCE STANDARDS		VERIFICATION CRITERIA	Y, N, NA	COMMENTS
Area 3-02 Institution facilities are clean		Visit the institution facilities to observe the absence of dust, soil, trash, insects, and spider webs in the following areas.		
	01	Classroom		
	02	Conference room		
	03	Learning/skills laboratory/simulation center		
	04	Library		
	05	Administrative space (offices)		
	06	Areas for students to gather for eating and socializing		
	07	Toilet facilities		
	08	Photocopy Machine area		
	09	Computers in offices		
	10	Computer laboratory		
	11	Assembly hall		
	12	Kitchen and dining hall (dormitory)		
	13	Grass is cut and lawn is well manicure		
14	Campus is clean, visible trash cans and no trash/litter on campus			

Performance Standards for Health-Related Training Institutions in Liberia Area 3: Institution Infrastructure and Training Materials

PERFORMANCE STANDARDS		VERIFICATION CRITERIA	Y, N, NA		COMMENTS
Area 3-03 The institution compound is safe and secure		Observe whether:			
	01	There are physical barriers to the institution facilities (e.g., locked doors or gates, fence, etc.)			
	02	There is a security person assigned to each active entrance/exit			
	03	Staff is available to handle any disturbance at all times students are present			
	04	There are no broken windows or doors			
	05	Marked entry and exits signs are visible			
	06	Fire extinguishers are available			
		Verify with 2 students whether:	S1	S2	
Area 3-04 Classrooms are comfortable and properly equipped for teaching		Observe whether the classrooms have:			
	01	Adequate light, either natural or electrical			
	02	Adequate ventilation (e.g., open windows or fan, Air conditioners)			
	03	Chairs in sufficient numbers for the largest class size			
	04	Desk in sufficient numbers for the largest class size			
	05	Adequate and flexible space for group learning activities			
	06	Blackboard or whiteboard			
	07	Chalk or whiteboard markers			
	08	Source of electricity			
	09	Modern, electronic media for teaching (e.g. LCD or overhead projector with voltage stabilizer)			
	10	Functioning clock			
	11	Flip chart and tripod (as needed)			
	12	Notice Board			
	13	Waste Bin			
	14	Displayed learning resources, including partograph, weight-for-height charts etc.)			

Performance Standards for Health-Related Training Institutions in Liberia Area 3: Institution Infrastructure and Training Material

PERFORMANCE STANDARDS		VERIFICATION CRITERIA	Y, N, NA	COMMENTS
Area 3-05 The clinical skills laboratory/simulation center is comfortable and properly equipped for practical learning sessions		Observe that clinical skills laboratory/simulation center has:		
	01	Adequate light either natural or electrical		
	02	Temperature that can be moderated		
	03	Adequate ventilation (e.g., open windows, air conditioner, fans)		
	04	Tables to place models		
	05	Blackboard or whiteboard		
	06	Chalk or whiteboard markers		
	07	Cabinets with locks for supplies of drugs		
	08	Anatomic models		
	09	Manual Vacuum Aspiration (MVA) syringes and cannula		
	10	Instrument kits (family planning, e.g., intrauterine device (IUD), dressing, delivery, resuscitation, etc.)		
	11	Consumable medical supplies		
	12	Appropriate infection prevention (IP) supplies and equipment for hand washing (i.e., running water into sinks or bucket)		
	13	Plastic buckets for decontamination, soiled linen, and waste		
	14	Educational posters and anatomical charts		
	15	Clinical skills and learning guides		
	16	Selection of CD-ROMs		
	17	Urinals, bed pans		
	18	Hospital beds		
	19	Waste bins		
	20	Learning models and simulators for simulation lab		
21	Birth Simulators			

Performance Standards for Health-Related Training Institutions in Liberia Area 3: Institution Infrastructure and Training Material

PERFORMANCE STANDARDS		VERIFICATION CRITERIA	Y, N, NA		COMMENTS
	22	Medication cupboard			
	23	Bedside table			
	24	Multi-systems manikin			
	25	Skeletons			
	26	Infant, child, and adult resuscitation manikins			
	27	Scales for pediatrics and adults			
	28	Height board			
	29	Safety goggles			
	30	Rain boots			
Area 3-06 The clinical skills laboratory/simulation center is accessible for independent practice		Verify whether there is:			
	01	A system that allows student and staff member access after hours			
	02	An existing system of accountability to ensure security of materials			
		Verify with 2 students whether:	S1	S2	
Area 3-07 The clinical skills laboratory/simulation center's anatomic models are in functional state		Observe whether the Zoe pelvic Models:			
	01	Are draped appropriately and/or stored safely			
	02	Have intact or repaired skin			
	03	Are complete and intact			
		Observe whether the Obstetric Simulator models:			
	04	Are draped appropriately and/or stored safely			
05	Are complete and intact				

Performance Standards for Health -Related Training Institutions in Liberia Area 3: Institution Infrastructure and Training Material

PERFORMANCE STANDARDS		VERIFICATION CRITERIA	Y, N, NA	COMMENTS
Area 3-08 The clinical skills laboratory/simulation center has sufficient anatomical models		Observe whether the lab/simulation center has:		
	01	Bony pelvis and fetal skulls (2 pelvis and 2 fetal skull per (1 – 6 students )		
	02	A cloth pelvis and fetus, Zoe pelvic model, uterus, breast models (1 – 12 students )		
	03	Cervical dilation model (at least 1)		
	04	Adult manikin (at least 1)		
Area 3-09 The Library space is appropriately equipped and organized		Observe whether the library space has:		
	01	Lockable cabinets for storing books and materials		
	02	Furniture to allow for reading or studying		
	03	A system for recording and cataloguing materials		
	04	Audiovisual equipment for use by students (e.g., TV, VCR,DVD, Computer for interactive CD-ROMs and DVD)		
		<ul style="list-style-type: none"> <li>• The verification item can be met if the campus has a separate computer room or if TV/VCR is available elsewhere</li> <li>• Photocopier, computers with internet connectivity, printers, etc.</li> </ul>		
	05	An existing system of accountability for ensuring security of materials and books		
Area 3-10 The Library has appropriate reference materials		Observe whether the library has:		
	01	A copy of all current reference materials described in the curriculum (Attached list of all books in standardized curriculum.)		
	02	Subscription to at least one journal related to nursing, midwifery or Basic package for Health Services (BPHS) areas		
Area 3-11 The Library is open to students on demand		Verify with the person in charge of the Library whether:		
	01	There is a schedule showing library hours		
	02	Schedule shows that library is accessible to students for at least 2 hours per day outside of class hours		
	03	There is a display of rules and regulations for library		

PERFORMANCE STANDARDS		VERIFICATION CRITERIA	Y, N, NA		COMMENTS
Area 3-12 The hostel (dormitory) is adequately furnished and suitable for students		Observe whether dormitory:			
	01	Has rules and regulations			
	02	Has a responsible person, e.g., hostel manager			
	03	Is secured especially at night			
	04	Has beds with mattresses			
	05	Has cupboards/wardrobes in which students can lock personal belongings			
	06	Has clean and functional bathing and toilet facilities			
	07	Has kitchen facilities			
	08	Has security personnel present during the day when students are absent			
	09	Has a space for students to see visitors			
	10	Has ventilation for warm weather (e.g., open windows, fans, air conditioner)			
	11	Has adequate and regular water supply			
	12	Electricity is available at least for 8 hours during night			
	13	Has a dining room/common room (TV optional)			
	14	Has a quiet study area			
	15	Has a utility facility (e.g., washing, ironing, cleaning, etc.)			
16	There is fire-fighting equipment in case of emergency (e.g., sand, bucket, fire extinguisher)				
Area 3-13 Nutritious meals are provided to students		Observe the nutrition/kitchen unit and interview 2 students to verify whether nutritious meals :	S1	S2	
	01	Are provided at regular hours			
	02	Are Prepared in a clean and hygienic manner			
	03	Provide a varied and balanced diet			
	04	Breakfast, lunch, and dinner are available for dormitory students everyday			
	05	Are arranged with input from students			

TOTAL NUMBER OF STANDARDS	13
Total standards observed	
Total standards achieved	
Percentage achievement (standards achieved/standards observed)	

Performance Standards for Health-Related Training Institutions in Liberia Area 3: Institution Infrastructure and Training Materials



AREA 4: INSTITUTION MANAGEMENT

NAME OF INSTITUTION: \_\_\_\_\_

ASSESSORS: \_\_\_\_\_

DATES: \_\_\_\_\_

SIGNATURES OF ASSESSORS:

\_\_\_\_\_

PERFORMANCE STANDARDS		VERIFICATION CRITERIA	Y, N, NA	COMMENTS
Area 4-01 Student composition reflects national human resource (HR) and regulatory body's policies regarding education for Nurses and Midwives		Verify in the ledger with records of student data whether		
	01	Students include both females and males		
	02	Students are 18 years or older, and not more than 55 years of age		
	03	There is a letter of acceptance, signed declaration, and a bond in file		
	04	Institutions have ensured that students' names on institution certificate match with that on official identification documents		
	05	Each student has completed a medical exam and been declared fit for the course		
	06	Institutions have verified student's names on institution certificate match with that on official identification document		
	07	Institutions have verified students' results from West Africa Examination Council (WAEC) with passing scores in biology and other sciences		
Area 4-02 Class size is consistent with national HR policy and local capacity		Through a review of institution records, verify that the class size does not exceed recommendations from LBNM		
	01	Teacher-to-student ratio does not exceed recommendation:		
		<ul style="list-style-type: none"> <li>Overall teacher-to-student ratio-1:8</li> </ul>		
		<ul style="list-style-type: none"> <li>For theoretical sessions---1:50</li> </ul>		
		<ul style="list-style-type: none"> <li>Small group/practical----1:12</li> </ul>		
	02	There is an adequate number of classrooms that accommodate all students on the physical space of the campus		
Area 4-03 Institution has developed and implemented effective student recruitment and admission strategies according to Ministry of Health(MOH) policy		Through interviews with 2 administrative staff and 2 students, verify that:		
	01	Institution had developed and implemented effective student recruitment and admission strategies according to training institutions' admission policy		
	02	Institution has a selection committee		
	03	Institution has a copy of admission brochure		
	04	There is clinical rotation/internship plan/schedule for students		

Area 4-04 Institution academic policies exist and are applied		Verify through interviews with the administration and a review of records whether:		
	01	Institution academic policies are present and they include the following topics:		
		<ul style="list-style-type: none"> <li>Attendance of students</li> </ul>		
		<ul style="list-style-type: none"> <li>Attendance of teachers</li> </ul>		
		<ul style="list-style-type: none"> <li>Dress Code</li> </ul>		
		<ul style="list-style-type: none"> <li>Professional conduct in class, clinical areas and on campus</li> </ul>		
		<ul style="list-style-type: none"> <li>Disciplinary action procedure(e.g., probation, suspension, termination expulsions)</li> </ul>		
	<ul style="list-style-type: none"> <li>Criteria for asking a student to leave the program, which do not include pregnancy or lactation criteria</li> </ul> <p>Pregnancy is not an impediment; however, if a student gets pregnant, the school policy should be applied to address the issue. Note: Since pregnancy is not an impediment, pregnant student should accept and apply all clinical rules enhance her advancement.</p>			

PERFORMANCE STANDARDS		VERIFICATION CRITERIA	Y, N, NA				COMMENTS
	02	Randomly interview 2 instructors and 2 students to verify whether:	I 1	I 2	S 1	S 2	
		<ul style="list-style-type: none"> <li>Instructors and students are aware of the institution academic policies</li> </ul>					
Area 4-05 Institution has a clear academic calendar		Verify that the institution has a written academic calendar that includes:					
	01	Start and end dates of the academic year					
	02	Approximate dates of holidays and student breaks, according to National Policy and Curriculum					
	03	Dates of examinations					
	04	Date after which students will not be admitted to the program					

Area 4-06 Institution has a functional organogram		Verify with staff whether:				
	01	Organogram is displayed on notice board				
	02	Verify with 2 instructors and 2 students that:	I 1	I 2	S 1	S 2
		<ul style="list-style-type: none"> <li>They have been oriented to the organogram</li> </ul>				
Area 4-07 Institution board and functional committees exist.		Interview 2 instructors and 2 students to verify the existence of the following committees and governing board and how regularly they meet:				
	01	Academic/examination committee; meets monthly				
	02	Welfare/food committee; meets twice a semester				
	03	Student welfare committee; meets monthly				
	04	Disciplinary committee; meets when necessary				
	05	Quality assurance committee; meets bi-monthly				
	06	Maintenance committee; meets quarterly				
	07	Student council; meets monthly				
		Inspect minutes books to verify accurate minutes are recorded for meetings of:				
	08	Monthly academic/examination committee				
	9	Welfare/food committee				
	10	Disciplinary committee				
	11	Quality assurance committee				
	12	Maintenance Committee				
	13	Instructor Welfare Committee				

Performance Standards for Health-Related Institutions in Liberia Area 4: Institution Management

Area 4-08 Written job descriptions exists for all staff at the institution		Verify whether the following staff have written job descriptions on their file:		
	01	Instructors		
	02	Preceptors		
	03	Administration staff		
	04	Domestic and other support staff		
			Verify that the description is based on national government policy for:	

	05	Instructors		
	06	Preceptors		
		Verify by randomly asking 1 administrative staff and 1 support staff whether:	A1	SS1
	07	They have received their job description		
Area 4-09 An allowance structure exists to pay preceptors and visiting instructors on time		Through interviews with administration, 1 instructor, and 1 preceptor, and a review of administrative documents, verify whether:		
	01	An allowance structure exists to pay preceptors and visiting lecturers		
	02	Staff are paid in accordance with the allowance structure		
	03	Staff are paid monthly		
Area 4-10 The curriculum is available to administrators, instructors, and students		Verify through interview whether:		
	01	Scheme of work is given to administrator and students		
	02	Administrators can locate the curriculum and learning resource package		
	03	Teachers can locate the curriculum and learning resource package		
	04	Curriculum and relevant text books are available at the library		

Performance Standards for Health-Related Training Institutions in Liberia Area 4-Institution Management

PERFORMANCE STANDARDS		VERIFICATION CRITERIA	Y, N, NA	COMMENTS
Area 4- 11 Original copies of handouts, procedure manuals, etc. exist for duplication		Verify whether:		
	01	Administrators/program coordinators can locate the master copy of the learning materials that accompany the curriculum		
	02	The master copy of handouts, procedure manuals, etc. are of good quality for duplication		
Area 4 -12 A staff performance evaluation system exists.		Verify through interviews with administrator and staff, and a review of administrative documents whether		
	01	Staff performance is measured on semi		

	02	Evaluation of performance are conducted using a standardized format				
	03	The evaluation are documented in writing				
	04	Feedback to staff includes student evaluations				
	05	Teaching staff are consulted about their plans for professional development				
	06	Staff participate in the process and sign written evaluations to show that they agree/disagree with their content				
	07	Students randomly evaluate instructors performance at the end of the semester				
Area 4 -13 A program for ongoing staff/teacher education exists.		Verify with instructors and principal whether:				
	01	Staff have opportunities every 2 years to participate in professional development				
	02	All Staff teaching in nursing & midwifery institutions must work a minimum of 160 hours per year in clinical area to maintain their skills and log their name in hospital staff registry				
Area 4-14 Student academic performance standards exist and are known by students and teachers		Verify through a review of administrative documents that academic performance and advancement standards exist and include:				
	01	Percentage achievement on all written examinations				
	02	Achievement on practical and clinical examinations				
	03	Value of quizzes, practical exams, and final exam toward final score				
	04	Minimum student performance for each semester/phase				
	05	Criteria for demotion and dismissal on academic grounds				
		Verify through interviewing 2 instructors and 2 students whether:	II	II	S1	S2
	06	Instructors are aware of standards				
	07	Students are aware of standards				
Area 4 -15 Student performance results are documented centrally and in a confidential manner		Through record reviews and interviews with administration, verify whether:				
	01	There is a central record keeping system to track students' clinical assessment results ( at the institution)				
	02	Only instructors, coordinators, and administrators know the student results				
	03	Students know their individual results				
	04	Opportunities for student counseling are available				
	05	A policy for students to file grievances regarding results exists				
Area 4-16 Graduation requirements are		Through record reviews, verify whether:				
	01	Graduating requirements are explicitly stated,				

explicit and are met before any student can graduate		and students are informed of such requirements		
	02	All students who have graduated during the last teaching cycle have met the graduation requirements		
	03	Students who have not met the graduation requirements are offered a time-limited tutorial plan to help them achieve the requirements		

Performance Standards for Health-Related Institutions in Liberia Area 4: Institution Management

PERFORMANCE STANDARDS		VERIFICATION CRITERIA	Y, N, NA	COMMENTS
Area 4 -17 Institution administrators and teaching staff meet regularly		Through record reviews and interviews with 2 administrators and 2 instructors, verify whether:		
	01	Meetings that include all instructors and staff occur regularly (at least once a month)		
	02	Instructors can provide input and influence decision-making about education		
	03	Student and teaching results are discussed and areas for improvement identified		
	04	Clinical preceptors meet with institution staff regularly		
Area 4-18 A teaching coordinator visits clinical practice sites and meets with preceptors		Verify through a document review and interviews with the teaching coordinator and 2 clinical preceptors whether:		
	01	There is a schedule of regular meetings /visits between a clinical course coordinator and clinical preceptors		
	02	Student performance is discussed		
	03	Problems are discussed, solutions are identified, and action is taken to resolve problems		
Area 4-19 Staff and students have access to medical care		Verify through interviews with 1 instructor and 1 student, whether they can access a health center/clinic that offers:		
	01	First aid services		
	02	Sexual and reproductive health services (including voluntary counseling and testing (VCT) and family planning (FP)		
	03	Primary health care		

TOTAL NUMBER OF STANDARDS		19
Total standards observed		
Total standards achieved		
Percentage achievement (standards achieved/standards observed)		

Performance Standards for Health-Related Training Institutions in Liberia Area 4: Institution Management