



NURSING & MIDWIFERY COUNCIL OF NIGERIA

(Established By Decree 89, 1979)

GUIDELINES FOR STUDENT'S HANDBOOK FOR SCHOOLS OF NURSING, MIDWIFERY AND POST BASIC NURSING PROGRAMMES

INTRODUCTION

A typical student handbook should contain basic information about the School; its programme, requirements, mission, vision, competencies, set rules and regulations governing curricula and extra-curricula activities of the School.

Based on the above background the following minimum guideline for student handbook for Schools of Nursing and Midwifery is developed for consideration:

1.0. INFORMATION ABOUT THE INSTITUTION

- 1.1. A BRIEF HISTORY OF THE SCHOOL**
- 1.2. MOTTO OF THE SCHOOL**
- 1.3. VISION OF THE SCHOOL**
- 1.4. PHILOSOPHY OF THE SCHOOL**
- 1.5. SCHOOL LOGO AND COLOUR(S)**
- 1.6. SCHOOL SONG/ANTHEM**
- 1.7. SCHOOL ADDRESS**
 - 1.7.1. POSTAL ADDRESS**
 - 1.7.2. E-MAIL ADDRESS**
 - 1.7.3. WEB SITE**

- 1.7.4. TELEPHONE NUMBER
- 1.8. SCHOOL UNIFORM AND STYLE.
- 2.0. ADMINISTRATIVE STRUCTURE OF THE SCHOOL
 - 2.1. THE PRINCIPAL OFFICERS OF THE SCHOOL
 - 2.2. THE SCHOOL ORGANOGRAM
 - 2.3. DEPARTMENTS OF THE SCHOOL AND THEIR FUNCTIONS.
- 3.0. EDUCATIONAL PROGRAMME(S) OF THE SCHOOL
 - 3.1. DURATION OF STUDY
 - 3.2. OBJECTIVES OF THE PROGRAMME
 - 3.3. CLASSROOM/CLINICAL EXPERIENCE
 - 3.4. COMPETENCIES OF THE GRADUANDS
 - 3.5. EMPLOYMENT OPPORTUNITIES
- 4.0. THE SCHOOL POLICY
 - 4.1. ADMISSION POLICY/REQUIREMENTS/SCHOOL FEES
 - 4.2. ORIENTATION OF STUDENTS
 - 4.3. CAPPING(MATRICULATION) AND INDEXING
 - 4.4. TRANSFER OF STUDENTS
 - 4.5. MEDICAL EXAMINATION/CERTIFICATION OF FITNESS
 - 4.6. LEAVE/VACATION
 - 4.7. STUDENT CLASS REPRESENTATIVE
 - 4.8. STUDENT UNIONISM
 - 4.9. CLUBS AND ASSOCIATION
 - 4.9.1. REGISTRATION OF CLUBS AND ASSOCIATION
 - 4.9.2. RULES GUIDING OPERATION OF CLUBS AND ASSOCIATIONS

- 5.0. SCHOOL COMMITTEES AND THEIR FUNCTIONS
 - 5.1. EDUCATION AND RESEARCH COMMITTEE
 - 5.2. DISCIPLINARY COMMITTEE: STUDENTS' AND STAFF DISCIPLINE ETC.
 - 5.3. WELFARE COMMITTEE: FEEDING, EXTRA-CURRICULAR ACTIVITIES, STAFF/ACADEMIC ADVISERS, COUNSELLING OF STUDENTS
 - 5.4. EXAMINATION COMMITTEE
- 6.0. EXAMINATION REGULATIONS
 - 6.1. SCHOOL EXAMINATIONS
 - 6.2. REQUIREMENTS FOR TAKING THE EXAMINATIONS
 - 6.3. CONDUCT OF EXAMINATION
 - 6.4. EXAMINATION MALPRACTICE
 - 6.5. EXAMINATION RESULT AND GRADING SYSTEM
 - 6.6. NURSING AND MIDWIFERY COUNCIL OF NIGERIA FINAL QUALIFYING EXAMINATIONS
 - 6.7. REGISTRATION AND LICENCING REQUIREMENTS
- 7.0. RULES AND REGULATIONS GUIDING GENERAL CONDUCT OF STUDENTS IN THE SCHOOL AND HOSTEL.
 - 7.1. HOSTEL RULES AND REGULATIONS
 - 7.2. HANDLING OF MISUNDERSTANDING WITH FELLOW STUDENTS OR STAFF
 - 7.3. RECREATION
 - 7.4. PREGNANCY IN TRAINING
 - 7.5. DRUNKENNESS, SMOKING, SLEEPING OUT ETC
 - 7.6. RELIGIOUS ACTIVITIES IN THE SCHOOL
 - 7.7. DRESSING AND GROOMING[DRESS CODE]

7.7.1. MALES

7.7.2. FEMALES

7.8. CULTISM AND DEMONSTRATIONS

7.9. MEDICAL SERVICES/MEDICAL AND SICK REPORT.

CONCLUSION:

Each School can create additional subsection depending on their peculiar needs. The handbook should be small, easy to carry but up to date as far as basic information about the School is concerned. Care should be taken to highlight clearly the various departments of the Schools and their functions, so that the students can readily seek for assistance when the need arises.