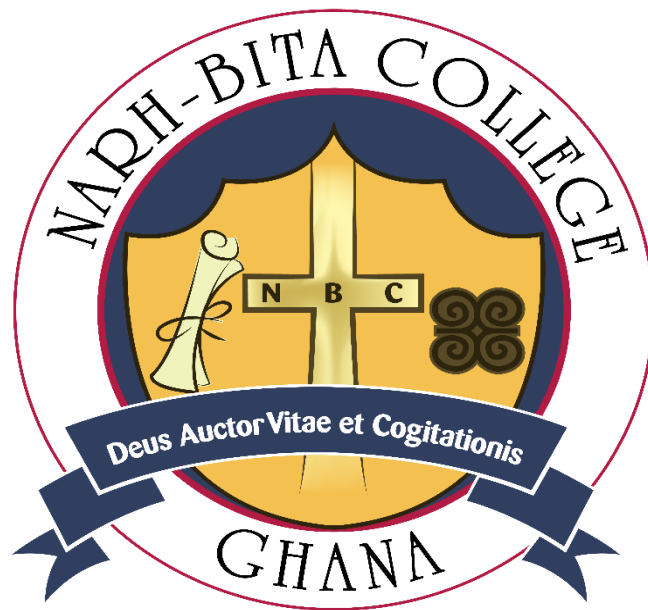


# **NARH-BITA**

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# **COLLEGE**



## **STUDENTS' HANDBOOK**

**NOVEMBER, 2022**

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## **GENERAL INFORMATION**

Postal Address: P. O. Box CO 1061 Comm. Four (4), Tema  
Telephone: +233 (0303) 206 563 / (0303) 206 810  
+233 (0) 599 431 849 / (0) 200 124 980  
Fax: +233 - 303-206563  
E-mail: [info@narhbitacollege.edu.gh](mailto:info@narhbitacollege.edu.gh)  
Website: [www.narhbitacollege.edu.gh](http://www.narhbitacollege.edu.gh)

### **LOCATION:**

District: Tema Metropolitan Assembly  
Region: Greater Accra  
Nearest Landmark: Chemu Senior High School, Com. 4, Tema.

### **DATE OF ESTABLISHMENT**

The College was established on 9<sup>th</sup> September, 2004 and was registered under the Companies' Code, 1963, (Act 179) with the Registration Number CA 13415.



# **SECTION 1**

## **INSTITUTIONAL MISSION AND VISION, AIMS & OBJECTIVES, & PHILOSOPHY**

### **1.1 MISSION STATEMENT**

The mission is to:

- Provide a tertiary education that ensures training that turns out professionals, who are responsive to the needs of national development.
- Initiate programmes that address the mastering of prevailing health, social and economic problems.
- Co-operate with local and international organizations or institutions, who serve its objectives.
- Offer programs of study leading to the award of degrees, diplomas and certificates
- Produce health workers who will be able to provide holistic health to individuals, families and communities.

### **1.2 VISION**

To be an internationally recognized Tertiary Institution and Center of Excellence in both Teaching and Research in all its fields of operation, including the Training of Nurses, Physician Assistants and other Health Personnel.

### **1.3 AIMS AND OBJECTIVES**

The aims and objectives are to:

1. Offer an appropriate environment for quality teaching and learning
2. Train health professionals who will provide excellent, selfless and holistic health care to individuals, families and communities
3. Enhance the capacity of students through research and training to contribute meaningfully to health, national development and be able to meet global health challenges.

### **1.4 PHILOSOPHY OF THE COLLEGE**

The College believes that the individual is a unique being of worth and dignity with complex physical, bio-psychosocial and spiritual dimensions, which are in constant interaction with the internal and external environment. Individuals have diverse perceptions, beliefs and values that affect their optimum wellbeing; they also have inherent power to be self-directive, ability to adapt to change and behaviour and are responsible for the development of their own potentials.

The individual is constantly interacting with a dynamic environment in which he lives and which consists of biophysical and socio-cultural elements that can be altered to either impact positively or negatively on his health.

Health is a changing state of wellness – illness continuum. It can be altered by both internal and external stressors. Wellness is viewed as a dynamic state of equilibrium while illness is a state of loss of wholeness, loss of proper functioning of body organs. Health has subjective and objective dimensions.

Faculty encourages self-direction and development of intellectual curiosity, creativity and independent and critical thinking; there is respect of individual dignity and commitment to excellence to meet the needs of individual, faculties and communities in a rapidly changing technological world through evidence based practice.

## **1.5 MEMBERS OF COLLEGE COUNCIL**

<b>S/N</b>	<b>NAME</b>	<b>DESIGNATION</b>
1	Mr. J. L. Neizer	Chairman
2	Dr. Edward Atter Narh	College President
3	Dr. Isaac Lartey Narh	Ag. Vice President
4	Dr. Michael Ofei	UG. Rep./Member
5	Prof. Sr. Frances Owusu-Ansah	KNUST Rep./Member
6	Dr. Sam Abossey-Tawiah	Registrar/Secretary
7	Prof. Samuel Antwi-Baffour	Representative from Academic Board
8	Prof. J. N. Ayertey	Personality from Higher Academic Institution
9	Prof. E. A. Afari	Personality from Higher Academic Institution
10	Prof. J. B. Asare	Personality from Higher Academic Institution
11	Prof. M. O. Mate-Kole	Proprietors' Nominee
12	Mr. Djabanor Narh	Proprietors' Nominee
13	Rev. Dr. Sena Awitty	Proprietors' Nominee
14	Shadrack Amenudzi	SRC Representative

## **1.6 KEY OFFICERS OF THE COLLEGE**

Dr. Edward A. Narh .....President  
Dr. Isaac Lartey Narh .....Ag. Vice President  
Dr. Sam Abossey-Tawiah .....Registrar  
Mr. Zachariah Abukari.....Librarian  
Mr Harrison Doe.....Accountant

## **1.7 HEADS OF SCHOOLS/DEPARTMENTS**

Prof. M. O. Mate-Kole

Department of Physician Assistantship

Dr. S. Q. Maddy

Department of Medical Laboratory Technology

Mrs. Elizabeth Longdon-Nyewan

Ag. Head, Department of Nursing/Midwifery

## **1.8 STATUTORY COLLEGE COMMITTEES**

The College has various statutory committees set up for the effective running of the College. They are as follows:

### **COMMITTEES**

1. Business Executive Committee
2. Maintenance Committee
3. Finance Committee
4. Student Affairs and Welfare Committee
5. Appointments and Promotions Committee
6. Disciplinary Committee
7. Library Committee
8. Quality Assurance Committee
9. Education / Curriculum Review Committee
10. Admissions Committee
11. Examinations Committee
12. Appeals Committee
13. Research and Publications Committee
14. Strategic Planning Committee
15. Procurement and Tender Committee
16. Transport Committee

## **SECTION 2**

### **ADMISSION POLICY & ACADEMIC PROGRAMMES**

#### **2.1 ADMISSION POLICY**

Narh-Bita College is a Private Health Training Institution that offers Degree, Diploma and Certificate programmes. As a policy, the College admits applicants from all races and all nationalities, irrespective of their gender, religion, social and ethnic background. Admission is strictly according to the criterion and standard set by the National Accreditation Board and other Professional Regulatory Bodies such as Nursing and Midwifery Council; Medical and Dental Council.

The College post adverts for admission of students on the College Campus, in the news media and at the College website [www.narhbitacollege.edu.gh](http://www.narhbitacollege.edu.gh) on the Internet. Admission forms are sold in the College. Candidates can also download the application forms from the College website, complete and submit to the College with the required registration fee.

#### **2.2 GENERAL ADMISSION REQUIREMENTS.**

Applicants seeking admission into NARH-BITA College must submit:

- a) A completed application form for admission
- b) A non-refundable application fee.
- c) Photo copy of WASSCE and SSSCE Certificates/Results
- d) Candidate must be at least 18 years of age.
- e) Candidate must be medically fit
- f) Candidate must have no criminal record.

Candidates who satisfy the admission requirements are invited for an interview that is conducted by the Admissions Committee of the College. The suitability of candidates for admission to any of the programmes rests exclusively with the Admissions Committee.

Successful candidates are written to and offered admission. Candidates who are not successful are also written to accordingly.

Selection of Candidates for admission depends on the strength of the grades the candidates present and their performance at the interview. Candidates with strong grades are given preference, provided they pass the interview conducted. Candidates are listed according to their performance (order of merit) and a cut- off point established, according to the number of candidates the College would admit for the academic year.

## 2.3 PROGRAMMES AND ADMISSION REQUIREMENTS

### A. SCHOOL OF NURSING

#### 1. A. BSC NURSING PROGRAMME (REGULAR)

- Accredited by National Accreditation Board, and Nursing and Midwifery Council for Ghana.
- Affiliated to Kwame Nkrumah University of Science & Technology, Kumasi
- **Duration:** Four (4) years.

#### **ADMISSION REQUIREMENTS:**

##### **WASSCE & SSSCE APPLICANTS**

The School admits students with West African Secondary School Certificate Examination (WASSCE) and Senior Secondary School Certificate (SSSCE) with at least 6 credits / C6 in English Language, Core Mathematics, Integrated Science and three (3) elective subjects from Physics, Chemistry, Biology and Elective Mathematics courses with an overall aggregate of 24 or better for SSSCE holders and 36 or better for WASSCE holders. Senior Secondary School applicants will enter the programme in the first year.



## **B. BSC NURSING (ACCESS ROUTE)**

Available on weekends only

### **ADMISSION REQUIREMENTS**

Qualified nurse assistant (clinical) or Nurse Assistant (Preventive)

In addition to the above, applicants would have to successfully complete an Access course.

Participants will be placed at level 200 for NAC and level 100 for NAP to begin a three-year and four-year BSc Nursing programme respectively.

## **C. BSC NURSING (TOP-UP)**

Available on weekends only

### **ADMISSION REQUIREMENTS**

Qualified nurses with diploma from recognized institutions will be admitted to level 300 of the programme. (NB. No Entrance Examination)

- General Nursing
- Nursing Education/Administration

Qualified nurses with State Registered Nursing will be admitted into level 200

## **2. REGISTERED GENERAL NURSING (DIPLOMA) (RGN)**

- (Accredited by National Accreditation Board, and Nursing and Midwifery Council for Ghana)
- Affiliated to University of Ghana- Legon
- Duration: Three (3) years

### **ADMISSION REQUIREMENTS:**

**(A)** Applicants with **SSSCE certificates** must have total aggregate of twenty-four (24) or better in six (6) subjects, comprising: A - D in all **THREE CORE SUBJECTS**- i.e. English Language, Mathematics and Integrated Science and **AT LEAST** Credit passes in (3) Elective subjects in any of the following options (See Table Below):

**(B)** Applicants with **WASSCE Results** must obtain a minimum of six (6) Credit Passes (i.e. A1 –C6) in three (3) Core subjects and three (3) Elective subjects (See Table Below) with a total aggregate of thirty-six (36) or better.

**NB:** A pass (i.e. D7 or E8) is **NOT** accepted for Admission.

	<b>Elective Programmes</b>	<b>Elective Subjects</b>
A	Science Option	<ol style="list-style-type: none"> <li>1. Mathematics(Elective)</li> <li>2. Physics</li> <li>3. Chemistry</li> <li>4. Biology</li> </ol>
B	General Arts Option	<ol style="list-style-type: none"> <li>1. Literature in English</li> <li>2. French</li> <li>3. Ghanaian Language</li> <li>4. Christian Religious Studies OR Islamic Religious Studies</li> <li>5. Economics</li> <li>6. Geography</li> <li>7. History</li> <li>8. Government</li> <li>9. Mathematics (Elective)</li> <li>10. General Knowledge in Art</li> </ol>
C	Agriculture Programme Option	<ol style="list-style-type: none"> <li>1. General Agriculture</li> <li>2. Chemistry</li> <li>3. Physics</li> <li>4. Mathematics (Elective)</li> <li>5. French</li> </ol>
D	Home Economic Option	<ol style="list-style-type: none"> <li>1. Management in Living</li> <li>2. Food and Nutrition</li> <li>3. Economics</li> <li>4. Chemistry</li> <li>5. French</li> <li>6. General Knowledge in Art</li> </ol>

### **3. POST NURSE ASSISTANT CLINICAL / PREVENTIVE MIDWIFERY**

#### **(POST NAC / NAP MIDWIFERY)**

Midwifery (Diploma)-2 years

#### **ADMISSION REQUIREMENTS**

- Qualified Nurse Assistant (Clinical) or Nurse Assistant (Preventive) with 2 years post training working experience
- A testimonial from current employer
- Be medically fit certified by qualified Medical Officer.

### **4. REGISTERED NURSE ASSISTANT (CLINICAL)**

**Duration: Two (2) Years**

#### **ADMISSION REQUIREMENTS**

1. Applicants with SSSCE certificates must have total aggregate of Thirty (30) or better in three (3) Core subjects, comprising: A - E in all THREE CORE SUBJECTS- i.e. English, Mathematics and Integrated Science and (A-E) in any three (3) elective subjects.

2. Applicants with WASSCE certificates must have an aggregate score of Forty-Eight (48) or better comprising (A1-E8) in three (3) Core subjects i.e. English, Mathematics and Integrated Science and (A1-E8) in any three elective subjects.

## **B. SCHOOL OF MEDICAL SCIENCES**

### **1. BSC. PHYSICIAN ASSISTANTSHIP (MEDICAL)**

- Accredited by Ghana Tertiary Education Commission
- Accredited by the Ghana Medical and Dental Council
- Affiliated to Kwame Nkrumah University of Science & Technology, Kumasi
- **Duration:** Four (4) years

#### **BRIEF DESCRIPTION:**

**Physician Assistants** are trained and expected to provide holistic health care to individuals, deliver effective, promotional, preventive and curative health, mainly at the sub-district and district levels. The training of **Physician Assistants**, which began in the early 1960s, became necessary due to the shortage and misdistribution of physicians in the country. Further development of the Health Care Delivery System based on the Primary Health Care approach has also emphasized the need to train special type of health workers to deal with common diseases that constitute over 80% of diseases afflicting Ghanaians.

#### **A) ADMISSION REQUIREMENTS**

Applicants seeking admission into NARH-BITA College must submit:

- a) A completed application form for admission
- b) A non- refundable application fee.
- c) WASSCE or SSSCE Certificates.
- d) Evidence of professional qualification. (*For mature candidates only*)

**SSSCE/ WASSCE:**

The candidate must have at least aggregate 24(in SSSCE) or 36(in WASSCE) with passes not lower than Credit (i.e. D or C4, C5 & C6) in three (3) SSSCE or WASSCE core subjects namely: English Language, Mathematics and Integrated Science, and Credit or better in three (3) elective subjects in the following science subjects: Elective Mathematics, Chemistry, Biology and Physics. Candidates must have either Senior School Certificate Examination (SSSCE) or West African Secondary School Certificate Examination (WASSCE). Combination of (SSSCE) and WASSCE results will not be accepted.

**NB:** Senior Secondary School applicants will enter the programme in the first year.

**DIPLOMA APPLICANTS:**

Diploma holders in Physician Assistantship (Medical) from recognized institutions with a minimum final GPA of 2.50 and with three years working experience in the relevant field shall be admitted to the third year of the programme (Level 300). All diploma candidates would be admitted after passing an interview.

**MATURE APPLICANTS:**

Mature applicants must be Registered Diploma Nurses (RGN/RMN) or holders of Bachelor degree in Human Biology. In addition, candidates must have five (5) credits in GCE “O” Levels or six passes in SSSCE/ WASSCE subjects including English Language, Mathematics and Science, and must have at least three (3) years relevant working experience in addition to passing an entry examination and interview. Successful candidates would be admitted into level 200.

## **FOREIGN APPLICANTS:**

International applicants may be admitted into the programme on the basis of qualification from their home country for which the West African Examination Council shall determine equivalence. Other qualifications will be evaluated on individual merit. Evidence of proficiency in English Language will be required in the case of applicants from non-English speaking countries.

**NB:** A pass (i.e. D7 or E8) is **NOT** accepted for Admission.

- Have no criminal record.
- Be medically fit, certified by a qualified Medical Officer.

## C. SCHOOL OF ALLIED HEALTH SCIENCES

### 1. BSC. MEDICAL LABORATORY TECHNOLOGY

- (Accredited by National Accreditation Board, Ghana)
- Affiliated to Kwame Nkrumah University of Science & Technology, Kumasi
- **Duration:** Four (4) years.

### ADMISSION REQUIREMENTS

- SSSCE /WASSCE Certificate holders must have at least passes in the core subjects, i.e. English Language, Mathematics and Integrated Science and credits in three (3) elective subjects, i.e. Biology, Chemistry, Physics and Elective Maths, with an aggregate of twenty –four (24) or better for SSSCE Certificate holders and aggregate of thirty-six (36) or better for WASSCE Certificate holders.
- General Certificate of Education (GCE) Advanced level: - Passes in three (3) subjects (at least, one pass should be grade D or better). Also, the applicant must have had credit passes (Grade 6) in five GCE Ordinary Level subjects including English, Mathematics and Science.
- Mature Students  
The applicant must:
  - a. Be at least 25 years old
  - b. Show proof of age with birth certificate or any legitimate documentary proof of birth date which is at least 5 years old at the time of application.
  - c. Provide introductory letter from employer or show any other proof of employment.



- d. Pass Mature Students' Entrance Examination. In lieu of such examinations, the applicant should show proof of credit passes in English and Mathematics in WASSCE or any other nationally recognized standard High School Level examination.

## **2. MEDICAL LABORATORY TECHNOLOGY (CERTIFICATE)**

**Duration:** Two (2) years.

### **ADMISSION REQUIREMENTS**

Applicants must have passes in English Language, Core Mathematics, and Integrated Science and Three Elective subjects in any of the following options: Science, Agriculture and Home Economics with a total aggregate of 30 or better for SSSCE Certificate holders and aggregate of forty-eight (48) or better for WASSCE Certificate holders.

## **SECTION 3**

### **REGISTRATION, ORIENTATION, MEDICAL EXAMINATION, IDENTIFICATION**

#### **3.1 REGISTRATION**

- a) Students are required to register in person under guidance and supervision of school authorities.
- b) All Students are expected to complete all registration formalities in two weeks. Late registration will attract a penalty.
- c) A Student who fails to register within two (2) weeks after orientation period shall forfeit his/her right to register for the Semester.
- d) Every Student shall pay non-refundable registration fee, which shall be part of the school fees for the year.

#### **3.2 ORIENTATION**

Two weeks shall be devoted to registration and orientation for freshers before the academic year begins. The orientation period is to enable students acquaint themselves with the school departments and units, environment, rules and regulations, library, the computer laboratory and other facilities of the School. This two-week orientation programme is compulsory for all new students.

### **3.3 MEDICAL EXAMINATION FOR FRESH STUDENTS**

This very important exercise is a prerequisite in the admission stage. It is conducted at the Narh-Bita Hospital within the first two weeks of the academic year. Students from various courses would be scheduled as follows:

- a) BSc Nursing, Physician Assistantship, Medical Laboratory
- b) Diploma Nursing
- c) Registered Nurse Assistant (Clinical), Certificate Medical Laboratory

The purpose of this exercise to identify common conditions that may and can affect academic work and the overall health of the student. The exercise consists of three main parts. The first stage involves completing a form, checking vital signs (temperature, blood pressure, weight, height, BMI) and taking a chest x-ray at the main hospital.

The second stage covers all blood work at the hospital's laboratory (FBC, FBS, BLOOD GROUP, HB ELECTROPHORESIS, URINE RE, HEPATITIS B AND C SCREEN, and VCT).

The third stage is reviewing the vital signs, chest x-ray and laboratory results with a qualified Medical Officer, who also conducts a physical examination, provides counselling and recommendations based on presented results and assessment findings.

### **3.4 IDENTIFICATION**

An Identity card (ID card) will be issued to each student. The ID card remains a bona fide property of the College, and can be revoked at any time without prior notice to the student. All students must endeavor to have the ID Cards on them at all times in the School. The ID shall be revoked when the holder ceases to be a student of the College.

The ID shall remain the valid property of Narh-Bita College and shall be revoked when the holder ceases to be a student of the School.

## **SECTION 4**

### **RULES AND REGULATIONS FOR STUDENTS**

#### **4.1 RULES AND REGULATIONS**

The Regulations for students are made under the Statutes of the Narh-Bita College.

The term STUDENT shall apply to a person enrolled in the College for a programme of study. The College has a general disciplinary authority over all students enrolled in the College.

#### **4.2 ACCESS TO REGULATIONS**

Copies of the regulations shall be made available to the Registrar, Heads of Schools and all students. Students shall acquaint themselves with all Regulations as well as Official Notices, which affect them, and ignorance of them shall not be an acceptable excuse for breach of discipline.

#### **4.3 ENFORCEMENT OF REGULATIONS**

Heads of Schools, Members of the Academic Staff, Administrative Officers and other persons, so authorized for the purpose, shall maintain order and proper conduct and take appropriate disciplinary action against any student for misconduct.

#### **4.4 PROBATION**

All students are considered to be on probation for the entire period of their programme of study and may be withdrawn at any time for unsatisfactory academic work or misconduct.

Students shall be required to pay all approved fees on or before registration. Any student whose account is in arrears shall normally not be allowed to attend lectures or write examinations until such bills are settled.

#### **4.5 STUDENTS' REGISTER**

Students shall be known only by the names used in completing their application for admission and are known by those names only in the sequence in which they are written.

Where a student wishes to change his/her name, an application to this effect must be submitted to the Registrar of the School. Proof of authentication of the change must be attached to the application (for example, a female student married after matriculation, should provide a gazetted married name)

The School will give each student an INDEX NUMBER. This number shall serve as the Personal Identification Number (PIN) of the student for academic and security purposes throughout the period of study at Narh-Bita College.

#### **4.6 ATTENDANCE TO LECTURES, EXAMINATIONS AND PRACTICAL**

For the fulfillment of the academic programme attendance to lectures, tutorials, seminars and practical, as well as field work as indicated by the curriculum, is compulsory; assignments and research work must be submitted on time by students. Also, all examinations the School conducts are obligatory.

Failure to attend lectures, tutorials, practical classes for a cumulative total of 21 days or more in any one semester shall mean the attendance requirements for the semester have not been met. In that case the student shall write to the Principal of the school to defer the programme to the next academic year. However, if the absence is due to medical reasons, the student must inform the administration within a week of the onset of the ill health.

**A student is required to make 80% contact hours at the end of the semester before he/she would be allowed to take the end of semester examinations.**

In situations where fulfilling the attendance obligation becomes impossible due to sickness or any other unavoidable circumstances, the student must write to the Registrar to defer the programme to the next academic year.

#### **4.7 FORMATION OF CLUBS AND SOCIETIES**

To form a students' club and society in the School will require at least signatures of 5 interested students. A senior staff of the School shall serve as Patron/Matron of the society so formed. The request for approval shall be submitted through the Vice President to the President. The constitution bye laws of the proposed club/society must be attached to the request for approval.

The School shall formally publish the name of the proposed club/society in a circular letter. The secretary shall submit the names of the Officers of the club/society to the Registrar, whenever new Officers are elected.

## **4.8 PUBLIC FUNCTIONS**

A public function is an event to which persons from outside the walls of the School are invited to attend. All public functions organized by students, whether on School grounds or outside must seek permission from the Registrar. Application for permission for such events should be routed through the Officer for Student Affairs.

The organizers shall supply the following information in the application for permission to organize the function:

- i. Date and time of the function
- ii. Venue of the function
- iii. Names of Narh-Bita College officials involved and speakers at the function.

The President may add any other requirements and conditions deemed necessary or desirable.

## **4.9 HAWKING**

Hawking is forbidden on the school premises.

## **4.10 VISITORS**

Visitors to students shall only do so when the student is not at lectures or having clinical practice.

## **4.11 INSTITUTION MEDIA**

The school does not undertake any competitive TV advertising to boost its image. Adverts are made only for the purposes of inviting applicants for admission. Before any information concerning the school is given out to the media, a written request shall be made to the school through the Registrar to be considered by the Business Committee. The school interacts officially with the media periodically by holding press conferences, especially in crisis periods.



## **SECTION 5**

### **STUDENT INPUT IN ADMINISTRATION**

#### **THE STUDENTS' REPRESENTATIVE COUNCIL**

- 5.1** There shall be a Students' Representative Council (SRC) which will advance the internal and general welfare of students. Every year group will also have class representatives who will liaise between the students and the authorities. The Chairperson of the students' representative will be part of the welfare, library and disciplinary committees.
- 5.2** Students are encouraged to have input in decisions made by School Administration, which is very crucial in developing leadership qualities in students. When students are involved in one way or the other in deciding issues that affect them directly or indirectly, they will most likely support the implementation of the policy.
- 5.3** All students registered at the School are automatically members of the SRC. Each student pays SRC dues. The SRC uses the dues collected from members to finance its programmes and activities.
- 5.4** The SRC is a constituent organization of the National Union of Ghana Students, which provides a focal point for all aspects of student activities nationally and internationally.
- 5.5** All other students' clubs and societies are under the umbrella of the Students' Representative Council and are to provide their semester or yearly programme for review and adequate planning.
- 5.6** Student Representatives shall attend staff-student consultative meetings to be held once a semester. There shall also be student-staff open forum once a year.

## **SECTION 6**

### **STUDENT CODE OF CONDUCT AND ETHICS**

#### **6.1 STUDENTS' CODE OF CONDUCT AND ETHICS**

Students and recognized student organizations at the College assume an obligation to exhibit conduct in a manner compatible with the function of the College as an educational institution.

**Unethical behavior, acts or conducts which are not compatible and are subjected to disciplinary actions are:**

1. Dishonesty such as, but not limited to, cheating, plagiarism, or knowingly or reckless furnishing false document or information to the college.
2. Misuse of monies collected for common purposes – e.g. for clubs etc., must be accounted for properly. It is an offence to embezzle funds.
3. Forgery, alteration, or misuse of College documents, records or property.
4. Physical abuse, which includes any action which is likely to be detrimental to the health, safety and/or wellbeing of another.
5. Sexual assault/harassment. This is any sexual contact/intrusion/penetration without consent by all parties involved e.g. these include, but not limited to touching another's genital/breast without their concern, having sexual contact/penetration with someone who is incapacitated.
6. Theft of property or services belonging to the College or any other person. The property of the School is for the entire population of the school in particular and the society in general. It is important that everyone therefore treat such property with respect. It shall be an offence to willfully cause

damage to or remove such property and/or encourage and incite others to engage in or cause such damage or removal. This offence shall attract a strong reprimand and replacement or repair of the property removed or damaged respectively.

7. Unauthorized entry into or use of College facilities or services.
8. It shall be an offence to make undue and unnecessary noise on the school compound especially during lecture and working hours.
9. Unauthorized use, possession or storage of gun(s), weapon(s) or other dangerous instruments.
10. Smoking is prohibited in the library, lecture rooms, laboratories and other designated areas. Use or distribution of narcotics or any dangerous drug is a great offence.
11. Violation of any other College policies, rules, regulations or procedures.
12. Violation of State and Municipal Laws.

## **6.2 CODE OF ETHICS**

It is important for students to co-exist amicably and peacefully work together to promote goals such as academic success, and uphold the integrity of the school. The relationship between students and staff as well as amongst students shall be one of mutual respect. Students must guard against misuse and abuse of trust in their everyday interaction. Students shall also be governed by the disciplinary code issued by the Nursing and Midwifery Council for Ghana (N.M.C.) and Ghana Medical and Dental Council.

### **6.3 ETHICS POLICY**

The School believes in the Humanistic educative approach to learning. The School therefore encourages frequent interaction. It also believes in the individual's ability and responsibility to make decisions and judgments. For Health Education to be relevant to the Ghanaian society, guidelines have been instituted on interactions and relationships within the school and the larger society.

### **6.4 STAFF-STUDENTS RELATIONSHIP**

The relationship is governed by mutual respect. It is strictly collegial. There are responsibilities which both staff and students should undertake to ensure that no undue influence is brought on either party. Any staff in an amorous relationship with a student would be warned. If the relationship persists, the staff shall be dismissed.

### **6.5 LECTURER-STUDENT RELATIONSHIP**

Relationship between lecturer and student shall strictly be collegial. Any lecturer in an amorous relationship with a student would be warned. If the relationship persists, the lecturer shall be dismissed from the academic staff.

### **6.6 STUDENT-STUDENT RELATIONSHIP**

The objective of the school is to ensure that students co-operate with one another to ensure high academic and disciplinary standards. Students shall coexist peacefully. Students who are involved in immoral behaviour, e.g. sexual harassment, shall appear before the disciplinary Committee. Sanctions shall be instituted against the culprit(s) when found guilty.

## **6.7 INSTITUTION & PUBLIC**

In the medical profession, ethics is concerned with the profession and the society. Medical ethics is part of the educational curricula. Society is thus protected from the danger of unethical behavior by the code of professional ethics

## **6.8 LEARNING, RESEARCH AND ETHICS**

Ability to think and probe through research and its outcome may influence and impact both positively and negatively on mankind. For this reason, a degree of responsibility and ethical response is demanded and expected of those involved in learning and research. Thus students and scholars are expected to subscribe to a code of conduct of integrity, honesty and of character to promote a better world. To sustain this nobility of character in academic life, certain acts, such as plagiarism and misrepresentation, should be shunned.

## **6.9 PLAGIARISM**

This is when someone takes another person's work and presents it in parts or wholly as his/her own, this is tantamount to stealing; that person commits a literary and/or academic fraud. Therefore, sources of all materials belonging to others used as a foreign material in any research work, essays, books etc. must be cited and acknowledged through references. Plagiarism is also an infringement of the copyright law. Should any student fail to give due recognition to sources from which ideas and inspiration were extracted, his/her work shall be rejected and be required to rewrite the paper. He/she may also earn a failed grade "F", depending on the severity of the offence.

## **6.10 DRESS CODE**

Dress code for students is especially designed, discussed and approved at the Academic Board and Council levels for the students. This is meant to identify students and give them their status quo.

As professionals in training and role models, students are expected to dress properly, modestly and decently at all times whilst on campus. The College considers the following as improper dressing: Indecent and provocative dressing. (viz.– topless dresses, tight dresses, showing of vital statistics, showing of pant under pair of trousers etc.)

## A. BSC. PHYSICIAN ASSISTANTSHIP (MEDICAL)

### Male

Shirt	Preferably spotless white shirt with short-sleeves or any other decent shirt
Trousers	Preferably black pair of trousers or any decent pair of trousers (grey, brown, khaki)
Footwear	Black or brown leather full shoes that do not make noise as one walks
Tie	Two flying ties (blue-black in colour)
Overcoat	White knee-length overcoat with one or two pockets in front. Neck is lapel shape.

### Female

Dress	Formal and decent dress or below knee skirt and a decent top
Footwear	Black or brown leather full shoes that do not make noise as one walks
Hairdo	Must be simple hair style either with natural hair, attachment or wig. It should be conservative and off the face. Hair must also be secured off the collar. Colourful hair pieces and attachment are not allowed, as well as large hair bows and barrettes. This is to minimize spread of infection on the wards.
Overcoat	White knee-length overcoat with one or two pockets in front. Neck is lapel shape.

## B. BSC. NURSING

### Male

Shirt	Spotless white shirt with short-sleeves
Trousers	White pair of trousers
Footwear	Black leather full shoes that do not make noise as one walks
Tie	Two flying ties (blue-black in colour)
Overcoat	White knee-length overcoat with one or two pockets in front. Neck is lapel shape.

### Female

Dress	A spotless below-knee white skirt and white blouse
Sleeve	Short sleeve
Footwear	Black or white leather full shoes that do not make noise as one walks
Hairdo	Must be simple hair style either with natural hair, attachment or wig. It should be conservative and off the face. Hair must also be secured off the collar. Colorful hair pieces and attachment are not allowed, as well as large hair bows and barrettes. This is to minimize spread of infection on the wards.
Overcoat	White knee-length overcoat with one or two pockets in front. Neck is lapel shape.



## C. REGISTERED GENERAL NURSING (DIPLOMA)

### Male

Shirt	Spotless white shirt with short-sleeves
Trousers	Brown khaki pair of trousers
Footwear	Black or brown leather full shoes that do not make noise as one walks
Tie	Two flying ties (blue-black in colour)
Overcoat	White knee-length overcoat with one or two pockets in front. Neck is lapel shape.

### Female

Dress	A green paneled uniform just 2 inches below the knee to make room for white apron. It comes with white collar at the neck.
Sleeve	Short sleeve with white stripe(s) at the end of the sleeve. Stripe(s) should be neatly applied and should not be too broadly spaced. Stripe(s) relate to year of training, up to three (3) stripes.
Pockets	Should be made to fit into the panels. A.(L) or (R) in the front not at the side B.Chest breast pocket on the Left which can contain two biro pens and a pair of Nurses' surgical scissors.
Belt	Green material same as uniform should be used for belt.
Footwear	Black or brown leather full shoes that do not make noise as one walks

Hairdo	Must be simple hair style either with natural hair, attachment or wig. It should be conservative and off the face. Hair must also be secured off the collar. Colorful hair pieces and attachment are not allowed, as well as large hair bows and barrettes. This is to minimize spread of infection on the wards.
Aprons	Should be longer than the uniform, white in color with two pleats at the sides, material is also paneled, the side panels should overlap a little at the back forming an 'X' at the back waist. (at the Rhomboid of Michaelis level)
Caps	White caps neatly sewn into one piece with a small white button to the folds at the center. It must be held in place with white hair-clips. It should have a quarter of an inch wide of a piece of green material on the edge.

**Diploma and Certificate students must strictly adhere to the dress code prescribed for them. No other attire must be used except under expressed permission from the Principal, Registrar, Vice President or the President.**

## D. REGISTERED NURSING ASSISTANT (CLINICAL)

### Male

Shirt	Spotless white shirt with short-sleeves
Trousers	Brown khaki pair of trousers
Footwear	Black or brown leather full shoes that do not make noise as one walks
Tie	Two flying ties (blue-black in colour)
Overcoat	White knee-length overcoat with one or two pockets in front. Neck is lapel shape.

### Female

Dress	A green paneled uniform just 2 inches below the knee to make room for white apron. It comes with white collar at the neck.
Sleeve	Short sleeve with white stripe(s) at the end of the sleeve. Stripe(s) should be neatly applied and should not be too broadly spaced. Stripe(s) relate to year of training, up to two (2) stripes.
Pockets	Two pockets are made to shape into the panels in front, not at each side.
Footwear	Black or brown leather full shoes that do not make noise as one walks
Hairdo	Must be simple hair style either with natural hair, attachment or wig. It should be conservative and off the face. Hair must also be secured off the collar. Colorful hair pieces and attachment are not allowed, as well as large hair bows and barrettes. This is to minimize spread of infection on the wards.

Aprons	Should be should be longer than the uniform, white in colour with two pleats at the sides, material is also paneled, the side panels should overlap a little at the back forming an 'X' at the back waist. (at the Rhomboid of Michael's level)
Caps	White caps neatly sewn into one piece with a small white button to the folds at the center. It must be held in place with white hair-clips. It should have a quarter of an inch wide of a piece of green material on the edge.

**Diploma and Certificate students must strictly adhere to the dress code prescribed for them. No other attire must be used except under expressed permission from the Principal, Registrar, Vice President or the President.**

## E. MEDICAL LABORATORY

### Male

Shirt	Spotless white shirt with short-sleeves
Trousers	Brown khaki pair of trousers
Footwear	Black or brown leather full shoes that do not make noise as one walks
Tie	Two flying ties (blue-black in colour)
Overcoat	White knee-length overcoat with one or two pockets in front. Neck is lapel shape.

### Female

Dress	<ol style="list-style-type: none"><li>1. A white paneled uniform just 2 inches below the knee to make room for white apron. It comes with white collar at the neck.</li><li>2. A white skirt and white blouse</li></ol>
Sleeve	Short sleeve
Footwear	Black leather full shoes that do not make noise as one walks
Hairdo	Must be simple hair style either with natural hair, attachment or wig. It should be conservative and off the face. Hair must also be secured off the collar. Colorful hair pieces and attachment are not allowed, as well as large hair bows and barrettes. This is to minimize spread of infection on the wards.
Overcoat	White knee-length overcoat with one or two pockets in front. Neck is lapel shape.

## **TO ALL STUDENTS:**

All students must wear **Name Tags** on the **chest**.

On ceremonial occasions such as matriculation and graduation, students shall be required to dress appropriately in official uniforms or gowns.

**Jewelry:** Wearing of jewelry in the College is limited to wrist watch/breast watch, wedding and/or engagement ring. For females, earring should be limited to one simple stud. Earrings and rings in/on other body areas are not permitted for both sexes.

**Finger Nails:** Finger nails must be short, clean and neatly manicured. No nail polish or artificial nails should be worn.

## **SECTION 7**

### **DISCIPLINARY ACTIONS AND PROCEDURES**

#### **7.1 DISCIPLINARY ACTIONS AND PROCEDURES**

Students who violate College regulations, are subjected to disciplinary actions. Any student who does not observe the regulations or commits any act subversive of discipline or good order or tending to bring discredit upon the College may be punished by a warning, or reprimand or rustication for a limited period or withholding of results of examination or outright dismissal.

Sanctions which involve temporary or permanent removal from the College, the decision is subject to a formal hearing before the School's Disciplinary Panel.

#### **7.2 DISCIPLINARY PROCEDURES AND SANCTIONS**

Should a student violate any Rules/Regulations of the School he/she shall be brought before the Students' Disciplinary Committee where the matter shall be looked into and the appropriate sanction applied, where necessary.

Any student who does not observe the Rules and Regulations or commits acts that bring shame and disrepute to the School or blatantly flout the authority of the School may be warned, suspended for a specific period or be expelled outright, depending on the gravity of the offence.

## 7.3 SOME SPECIFIC DISCIPLINARY MEASURES

### **i. Fighting**

- a. Provocation or inducement of provocation will lead to warning or suspension for 7 days depending on the seriousness of the case.
- b. Actual fighting: the provoked will get a warning letter and/or one-week suspension. The provoker will get two weeks' suspension and/or termination of the course.
- c. Causing injury: demotion or withdrawal from College

### **ii. Stealing**

This is the unauthorized removal of a property that belongs to another person. Stealing is a criminal offence and must be referred to the Police. After the matter has been disposed of by the Police, the student still has to face the College for misconduct punishable with a penalty ranging from rustication for one session to dismissal depending on the gravity of offence.

**iii. In-subordination:** This is defined as unwillingness to submit to, or willful disrespect of constituted authority.

- a. Flouting of authority: warning and/or one-week suspension
- b. Students rudeness to staff: warning and/or one-week suspension

### **iv. Absenteeism**

- a. Students' absenteeism from lectures/clinical practice shall attract a warning and/or forfeiture of day off.
- b. Persistent lateness to lectures/clinical practice shall attract a warning/deferment of Programme/termination.
- c. Maligning - suspension: termination of course



**v. Criminal Abortion**

Both student and operator will be reported to the police.

**vi. Persistent Flouting of School Rules:**

Dismissal.

**vii. Examination Malpractice:**

Cancellation of results and or rustication for four semesters.

**7.4 OTHER OFFENCES NOT SPECIFIED**

Any other offences and their appropriate penalties which are not specified in the present set of guidelines shall be determined by the Disciplinary Committee of the College.

**7.5 APPEAL**

Students who are not satisfied or aggrieved with the disciplinary sanctions meted to them may appeal to the President through the Head of Department within a week after the pronouncement of the sanction for a review. In this case a Disciplinary Review Committee may be set up by the President to look into the matter and return a final verdict.

## **SECTION 8**

### **STUDENTS' WELFARE**

#### **8.1 ACADEMIC ADVISERS**

Students are assigned to Tutors who guide and support them through their studies. Students are encouraged to seek advice from the tutor they have been assigned to from time to time.

#### **8.2 GUIDANCE AND COUNSELING**

The School has an office for counseling purposes. Rev. Dr. Aaron Ami-Narh and other counselors are in charge of the Counseling Centre. The Centre provides counseling to staff and students in their academic, emotional and other spheres of life.

#### **8.3 SICKNESS**

Students are to report to the tutor in charge of welfare when they are sick. Students attend hospital with their National Health Insurance (NHIS) Cards. In the absence of the NHIS, students will be attended to and the hospital bill added to their school fees for payment by their parents/guardians.

#### **8.4 POLICY ON ACCOMMODATION, SUPPROT AND WELFARE**

Narh-Bita College is a non-residential Institution. However, there are private hostels close to the school with reasonable charges.

The hostels are not merely places to sleep in. For many months of the year, they are home for the students. And that is how it should be. Only registered students of the College are allowed to live in hostels. Accommodation in the hostel is a privilege and not a right. Students who opt to live in the College hostels must therefore abide by the rules and regulations appertaining thereto.

Most students reside in the college hostels; but demand for hostel accommodation far exceeds the number of available places. All rooms are therefore allocated to students on the basis of first-come-first-served

*Visit the college website [www.narhbitacollege.edu.gh](http://www.narhbitacollege.edu.gh) for further information.*

## **8.5 POLICY ON FINANCIAL SUPPORT FOR STUDENTS**

The College's guarantee: The financial support programs of Narh-Bita College will be designed to guarantee that each student has access to the resources necessary to meet his or her needs as assessed by a common mechanism. This mechanism will be based on the Narh-Bita College Student Assistance Plan (NBCSAP) needs assessment with appropriate modifications as determined by the Vice-President, Students, and the College Registrar in consultation with the academic divisions of the College. This guarantee will apply to students in good academic standing, and will be in effect so long as levels of support remain at least equivalent to those prevailing.

*Visit the college website [www.narhbitacollege.edu.gh](http://www.narhbitacollege.edu.gh) for further information.*

## **8.6 POLICY ON STUDENTS WITH SPECIAL NEEDS**

The Narh-Bita College welcomes every student who is capable of succeeding on a chosen course. The college recognises that it is each individual's determination, potential and commitment which count. The college also recognises that students with special needs often have to be extra determined and committed in order to achieve their academic potential as well as realize their life aspirations. This is because there are more barriers in the way of their learning and more obstacles to get through in

their daily lives. The Narh-Bita College is working hard to remove the barriers to learning and enjoyment within the college environment. The college also aims to make things more equitable for students and Staff with special needs by providing a range of support services for their individual needs.

The Narh-Bita College is committed to its policy of equal opportunities for all students and staff, including those with special needs and aims to create an environment which enables them to participate fully in the mainstream of college life.

*Visit the college website [www.narhbitacollege.edu.gh](http://www.narhbitacollege.edu.gh) for further information.*

## **8.7 POLICY ON SEXUAL HARASSMENT AND CONFLICT RESOLUTION**

The Narh-Bita College is committed to an equal opportunity. This means that all individuals working and studying at the College are treated fairly and impartially, regardless of sex, age, ethnicity, physical/mental abilities, sexual orientation, religion or creed.

It is within this context that the Narh-Bita College considers the occurrence of sexual harassment to be an issue for particular attention. Narh-Bita College recognizes that sexual harassment undermines the integrity of the society and the workplace because it focuses on the recipient's sexuality instead of on his or her talents, intellect and abilities.

The Narh-Bita will not tolerate sexual harassment and will take steps to ensure that it does not occur. If it does occur, the sufferers should be free to seek redress without fear of reprisal.

This document governs the College's response in the event of a complaint of sexual harassment. The Sexual Harassment Policy presented here applies to all members of the College; staff, students and College guests.

*Visit the college website [www.narhbitacollege.edu.gh](http://www.narhbitacollege.edu.gh) for more information.*

## **8.8 POLICY ON STUDENT'S HEALTH RECORD CONFIDENTIALITY.**

For legal and more general reasons it is important that the College set out statements about privacy and confidentiality. Whilst it is entirely appropriate that there is variation in the details of application, there are strong legal and practical reasons for the documents to be based on the same explicit principles. College statements should be made available to both students and staff. It may also be helpful for the college to inform parents or guardians of the principles that will be followed with regard to confidentiality.

*For further information, visit the College website [www.narhbitacollege.edu.gh](http://www.narhbitacollege.edu.gh)*

## **8.9 POLICY ON HEALTH SCREENING AND IMMUNIZATION**

The Health Centre requires all students to comply with immunization and health screening requirements in order to protect the campus community, including patients with whom students have direct contact, from illness and disease. This policy applies to all students at Narh-Bita College (fresher students and continuing students).

*Visit the College website [www.narhbitacollege.edu.gh](http://www.narhbitacollege.edu.gh) for more information.*

## **8.10 POLICY ON FITNESS TO PRACTICE AND PROFESSIONAL BEHAVIOR**

The College has adopted the Policy on Fitness to Practice and Professional Behavior of students of the Medical and Dental Council of Ghana.

*Visit the college website [www.narhbitacollege.edu.gh](http://www.narhbitacollege.edu.gh) for further information.*

## SECTION 9

### SEMESTER AND COURSE UNIT-SYSTEMS

#### 9.1 ACADEMIC SESSION

The Academic Session comprises of two Semesters for a year.

Programmes	First Semester	Second Semester
BSc. Physician Assistantship (Medical) BSc. Medical Laboratory Technology Certificate Medical Laboratory Technology	October to February	March to August
BSc. Nursing Registered General Nursing (Diploma) Registered Nurse Assistant (Clinical)	August to December	January to May

#### 9.2 STRUCTURE OF SEMESTER

##### B.SC. DEGREE PROGRAMMES

A Semester shall be of eighteen (18) weeks duration and shall be structured as follows:

- a) Fifteen (15) weeks of Teaching
- b) One (1) week revision
- c) Two (2) weeks of Examination

**NB:** Students are requested to have Clinical experience during the long vacations of the of six (6) weeks duration for each year.

## REGISTERED GENERAL NURSING AND NURSE ASSISTANT (CLINICAL)

A Semester shall be of eighteen (16) weeks duration and shall be structured as follows for WASSCE AND SSSCE candidates:

- a) Twelve (12) weeks of Teaching.
- b) One (1) week revision.
- c) One (1) week of Examination.
- d) Six (6) weeks shall be assigned to vacation /inter-semester skill acquisition in the clinical area

### 9.3 MINIMUM AND MAXIMUM WORKLOAD

A Student shall be required to carry a minimum workload of twelve (12) Credit hours and maximum of eighteen (18) Credits per Semester.

### 9.4 DURATION OF PROGRAMMES

<b>Programme</b>	<b>Duration</b>	<b>Minimum Period (semesters)</b>	<b>Maximum period (semesters)</b>	<b>Internship</b>
Degree	4 years	8	10	One year internship after the semester and course work
Diploma	3 years	6	8	
Certificate	2 years	4	6	No internship after the semester and course work

**NOTE:** These periods are calculated from the date of first registration.



## **9.5 INTERRUPTION OF PROGRAMME**

A Student may interrupt his/her study programme for two continuous semesters only, provided that the maximum period allowable for the completion of the programme is not exceeded.

A Student who wishes to interrupt his/her study programme shall apply in advance to the Registrar, stating reasons why he/she wants to interrupt his/her study programme.

A Student, who interrupts his/her studies for more than four continuous semesters shall be deemed to have lost accumulative credits, such a student may, however, be allowed to re-apply for admission into the school.

Any student who does not go through the approved procedures before interrupting his/her studies shall be deemed to have abandoned his/her studentship.

## **9.6 COURSE CREDIT**

One (1) course Credit shall be defined as follows:

One-hour lecture,

One-hour tutorial, or

One practical session (of two or three hours) or six hours of field work per week for a semester.

## **9.7 CREDIT HOURS FOR PROGRAMMES**

- i. The Total number of credit hours required by a student to qualify for a certificate, a diploma or degree shall be determined by the college.

<b>Programme</b>	<b>Minimum</b>	<b>Maximum</b>
2-year Certificate	60	84
3-year Diploma	90	126
3-year Degree	90	126
4-year undergraduate	120	168

ii. The above credit hours are inclusive of lecture time, practical work, thesis writing, projects, seminars and workshops. Two to six hours of practical are equal to one credit hour.

# **SECTION 10**

## **REGULATIONS GOVERNING ASSESSMENT OF STUDENTS' COURSE WORK**

### **10.1 REGULATIONS ON ASSESSMENT OF STUDENTS' COURSE WORK**

Assessment of Student's performance in each course will be done through a combination of Continuous Assessment and end of Semester Examination. Assessment of students will be in the form of continuous and end of semester examination.

### **10.2 ASSESSMENT**

Assessment of students will be in the form of Formative and Summative. Attendance at **all** scheduled events is compulsory; attendance will be monitored and will form part of the assessment. The weighting will be as follows:

#### **DEGREE PROGRAMMES:**

- A. Continuous Assessment = 30%
- B. End of semester Examination = 70%

#### **DIPLOMA AND CERTIFICATE PROGRAMMES:**

- A. Continuous Assessment = 40%
- B. End of Semester Exams = 60%

The Continuous Assessment consists of quizzes, assignments, laboratory reports, field work reports and Mid-Semester Examination.

Assessment of Practical Work/Performance – 100%

**NB:** Supervised Vacation Practical shall be carried out close to places of residence of students under the supervision of experienced Physician Assistants and Medical Officers. Vacation practical attachment shall constitute **40%** of the overall assessment of practical work

For a given examination the skills levels tested are:

Lower Order	Knowledge	15
	Comprehension	25
Higher Order	Application	25
	Analysis	20
	Synthesis	15

### **10.3 FORMAT FOR EXAMINATION AND ASSESSMENT**

A. Formative Assessment (In-course Assessment) Students will be assessed through:

- a) MCQ
- b) Short essays
- c) Objective Structured Clinical Examination (OSCE)
- d) Objective Structured Practical Examination (OSPE)
- e) Orals
- f) Team- based Learning

B. Summative assessment (End of Semester Assessment)

At the end of each semester students will be assessed through:

- a) MCQ
- b) Long/short essays
- c) Objective Structured Clinical Examination (OSCE)
- d) Objective Structured Practical Examination (OSPE)
- e) Orals

## **10.4 SEMESTER EXAMINATION**

All examinations are compulsory. Any Student who absents him/herself from participating in the exam due to ill health, on application to the Principal, and on provision of Medical Certificate issued and endorsed by a recognized Medical Officer, shall be allowed to sit a supplementary examination.

A final (end of Semester) examination shall normally be required as a part of every course. An examination schedule showing time and place of examination for each course shall be published each Semester.

A Student who does not fulfill the requirements for any course will not be allowed to take examination for the course.

The marks obtained in the end-of-Semester examination shall contribute 60% or 70% of the grade for the course while continuous assessment contributes the remaining 40% or 30% in line with the mentor institution.

A student qualifying to write examination must satisfy the following:

- i. Pay all approved fees for the semester
- ii. Register for the course(s)

## **10.3 TIME ALLOTTED TO EXAM PAPERS SHALL BE AS FOLLOWS:**

- 1 Credit course – 1 hour
- 2 Credit course – 2 hours
- 3 Credit course – 2-3 hours.

## **10.4 STUDENTS IN GOOD STANDING**

A Student in good standing shall be as follows:

- a) Degree Programmes: Cumulated Weighted Average (CWA) is at least 40%
- b) Diploma and Certificate Programmes: Cumulative Grade Point Average (CGPA) is at least 1.0 (Grade D).

## **10.5 RE-MARKING OF EXAMINATION SCRIPT**

Students have a fundamental right to query how their scripts are marked if they feel very strongly that their results do not reflect their efforts. A student who request for re-marking shall follow the following procedures:

- i. He/she shall address the request for re-marking to the Head of the Department to which he/she belongs.
- ii. He/she shall pay a fee to be determined by the College. However, the fee will be refunded to the student if he/she is vindicated; a student is deemed to have been vindicated when his/her new mark resulting from the re-marking raises his/her grade.
- iii. The request for re-marking shall be made within **two weeks** after publication of results.

## **10.6 EXAMINERS' BOARD**

Examiners' Board shall be composed according to regulations laid down by the College and the Board shall meet after every semester to consider the examination results and make appropriate recommendations to the Academic Board. They shall also meet at the end of the year to review the performance of students during the academic year and make appropriate recommendations to the Academic Board. They shall meet three weeks (3) after the end of examinations.

## **10.7 EXTERNAL EXAMINER**

The College shall appoint an External Examiner for each programme. He/she shall be an experienced academic with at least PhD from a recognized academic institution,

Duties:

- i. The External Examiner shall among other things, moderate examination questions, model answers and marking schemes, and in some cases mark scripts.
- ii. The external Examiner shall meet the Internal Examiner to discuss the remarks and observations after the moderation exercise.
- iii. The External Examiner shall submit a report, after the examination exercise, to the Registrar.

## **10.8 REPEAT EXAMINATION**

A Student who fails in any course has the option to re-write the examination in the failed Course as a repeat examination.

If he/she repeats the course and passes its examination, he/she shall be awarded the full grade earned on that occasion. The student's transcript will show the number of occasions the candidate took the examination for that particular course and the grades earned on all such occasions. If he/she passes the supplementary Examination he/she shall be awarded a grade not higher than C ( ie 60 - 64%). Re-sit Examination shall not include continuous assessment marks.

## **10.9 POLICY ON ACADEMIC DEFICIENCIES AND REMEDIATION**

Re-sit Examination shall be held six weeks into the reopening of the following semester.

A student shall be allowed to write re-sit examinations in not more than **3 courses** at any time. A student who at any time would be required to re-write examinations in more than **3 courses** shall repeat the year. For Allied Health related courses a student shall not be allowed to take more than **5 courses** in all subject areas at any one time as re-sit examinations. Allied Health Students who at any time would be required to re-write the Examinations in more than **5 subject areas** shall repeat the year.

## **10.10 GRADE REPORTING**

Faculty has an obligation to ensure that the grades for students are filed on time with the Subject Officer/Registrar according to the published deadlines. The College may take appropriate action against offenders for late submission of results. Grades for a given course by a lecturer/tutor shall be recorded on the mark sheet provided, with the lecturer's/tutor's signature in ink; and endorsed by the Subject Officer and Head of Department. Grades should be submitted by the published deadline in the Academic Calendar for the Semester.

## **10.11 DECLARATION OF RESULTS**

Results of Semester examinations taken at the end of each semester shall be published by the Academic Officer(s) before the commencement of the next semester.

A result slip indicating the student's performance in the examination shall be made available to the student by the Registrar.



## **10.12 REGULATIONS GOVERNING EXAMINATION**

In order to encourage and foster academic excellence the College expects students to conduct themselves in accordance with the following rules and regulations:

1. It shall be the duty of the student to consult the daily time-table (to be made available at least 48 hours ahead of time) to ascertain the papers to be written each day and to make him/herself available at the appointed place and time.
2. All students must sign examination register before entering examination room.
3. No student will be allowed into the examination room 15 minutes after commencement of examination.
4. No communication in any form between candidates is permitted during the period of writing examination. Thus a candidate;
  - i. Shall not pass or attempt to pass any information or instrument from one person to another during examination.
  - ii. Shall not copy or attempt to copy from another candidate.
  - iii. Shall not disturb or distract any candidate during examination.
5. Students should not bring unauthorized materials to the examination room or the immediate environment of the examination center. Such unauthorized materials include but not limited to the following:
  - i. Cell phone.
  - ii. Lecture notes.
  - iii. Course textbooks or handouts.

6. Candidates may leave the examination room temporary only with the express permission from the invigilator after he/she is satisfied with whatever reason(s) is/are given.
7. Any Candidate who finishes ahead of time may leave the examination room after surrendering his/her answer booklet and he/she shall not be allowed to return to the examination hall; otherwise all candidates must remain seated until all answer scripts have been collected by the invigilator.

### **10.13 EXAMINATION MALPRACTICE/OFFENCE**

Examination Malpractice/Offences shall be understood to include but are not limited to the following:

1. Any attempt on the part of a candidate to gain an unfair advantage.
2. Bring unauthorized material into an examination room, including material programmed into a calculator or on a cell phone.
3. Communicating with other students in an examination room.
4. Possession of a book, paper or written information of any kind.
5. Copying from another student.
6. Leaving an examination room without permission of the invigilator, or refusal to follow instructions.

A breach of the forgoing regulation made for the conduct of examination may attract one or more of the following sanction(s):

- i. A reprimand
- ii. Loss of mark
- iii. Cancellation of paper
- iv. Withholding of results
- v. Being barred from writing examination for a stated period
- vi. Being barred from examination indefinitely
- vii. Suspension from the school
- viii. Expulsion from the school

## **10.14 PROCEDURES FOR DEALING WITH SUSPECTED EXAMINATION MALPRACTICES OR OFFENCE**

1. If an invigilator thinks that a student has committed an examination offence, he/she will impound any relevant materials and call a witness to this.
2. The invigilator will make a formal report to the academic officer/Chief Invigilator as soon as practicable any instance of a breach of examination regulations.
3. The Academic officer/ Chief Invigilator shall report to the Head of School and the course tutor/lecturer
4. On receiving the report of the alleged offence, the Head carries out an “Investigation Interview” with the student and the invigilator who identified the alleged offence
5. The investigation interview will take place within 10 working days following the examination assessment period for the semester with the students and examination committee headed by the Principal.
6. If during the investigation interview, the student admits to committing an examination offence, the head with the committee members announce the necessary sanction expected.
7. If the student does not admit to committing the offence, an Examination Offence Panel shall be set up to further investigate the matter.

## **10.15 POLICY ON ACADEMIC DEFICIENCIES AND REMEDIATION**

The policy seeks both to assist in preventing student poor performance and to set down the procedures that must be followed in dealing with cases of poor performance up to and including the termination of studies due to Academic

Insufficiency. This policy also outlines the processes to be followed should a learner fail any element of their assessment. A resit involves the learner sitting one or more failed assessment components again, without the need to undertake further training.

The introduction of different guidelines for students is necessitated by the unique status of the degree as a self-directed programme under the supervision of an academic expert, a method of study that in all likelihood a student will not have encountered before. The student/Supervisor relationship is an intimate and unusual relationship and clarity of expectation and prompt action where expectations are not met is key to overcoming problems successfully.

*For further information, visit the college website*

[www.narhbitacollege.edu.gh](http://www.narhbitacollege.edu.gh)

## SECTION 11

### GRADING SYSTEM

#### 11.1 REGISTERED GENERAL NURSING AND NURSE ASSISTANT (CLINICAL) PROGRAMMES

At the end of each semester students will be graded on the basis of continuous assessment and final examination scores in the individual courses and their overall academic standing determined in terms of all the courses taken in the semester. These scores will then be converted into letter grades and their corresponding numerical equivalents as indicated in the table below.

<b>Letter</b>	<b>Grade Numerical</b>	<b>Mark Grade</b>	<b>Point Interpretation</b>
A	80+	4.0	Excellent
B+	75 - 79	3.5	Very Good
B	70 - 74	3.0	Good
C+	65 - 69	2.5	Fairly Good
C	60 - 64	2.0	Average
D+	55 - 59	1.5	Below Average
D	50 - 54	1.0	Pass
E	45 - 49	0.5	Fail
F	0 – 44	0	Fail
X	-	-	Fail
I	-	-	Incomplete
Y	-	-	Continuing
Z	-	-	Disqualified

### a. PRACTICAL

Letter	%	Marks	Grade Point	Description
A	85	100	4	Excellent
B	70	84	3	Good
C	55	69	2	Pass
D	0	54	1	Fail

### b. PATIENT CARE STUDY/PROJECT/RESEARCH WORK

Letter	%	Marks	Grade Point	Description
A	90	100	4	Excellent
B	75	84	3	Good
C	65	69	2	Pass
D	0	54	1	Fail

## 11.2 GRADE POINT AVERAGE (GPA)

Each Grade is assigned equivalent grade points as indicated above. The number of grade points earned by a student, for each course completed, is computed as a summation of the product of the number of credits for the course and the grade point equivalent of the grade obtained in that course divided by the total number of credit hours for the semester.

## 11.3 CUMMULATIVE GPA (CGPA)

The student's cumulative grade point average is calculated by dividing the total number of grades obtained, up to any specified time, by the total number of credits of all courses for which the student has registered up to that time.

#### **11.4 FINAL GRADE POINT AVERAGE (FGPA)**

The FGPA is the CGPA for all courses under consideration calculated up to the end of a student's academic programme.

#### **11.5 DEFINITION OF GRADES**

**Pass Grades:** Grades A to D constitute pass grades.

**Failure Grades:** Grades F and Z constitute failure grades.

**Continuing:** Grade Y (for continuing) shall be awarded at the end of a semester to any student who is taking a course that continues into the next semester.

#### **11.6 NON-COMPLETION OF COURSE**

A grade I (for incomplete) shall be awarded to a student who is unable to complete a course for reasons adjudged by the Board of Examiners as satisfactory. Such a student shall be expected to complete the course the very next time the course is available.

Grade X shall be awarded to a student who is unable to complete a course for reasons adjudged by the Board of Examiners as unsatisfactory.

#### **11.7 DISQUALIFICATION**

Grade Z denotes disqualification from an examination as a result of an examination malpractice or offence, and shall be awarded whenever it is established that a candidate had attempted to gain an unfair advantage in an examination.

A candidate awarded a grade Z may be debarred from taking an institution Examination for a stated period, or indefinitely be expelled from the Institution.

A grade Z may be awarded only by the Board of Examiners.

***NB: The Minimum Grade Point Average (MGPA) required for progression in Diploma and Certificate Programmes is 1.0.***

## 11.8 DEGREE NURSING, DEGREE MEDICAL LABORATORY TECHNOLOGY AND PHYSICIAN ASSISTANTSHIP PROGRAMMES.

<b>Letter</b>	<b>Numerical Marks (%)</b>	<b>Point Interpretation</b>
A	70 – 100	Excellent
B+	60 – 69	Very Good
B	50 – 59	Good
D	40 – 49	Pass
E	0 – 39	Fail
F		Fail
X	-	Fail
I	-	Incomplete
Y	-	Continuing
Z	-	Disqualified

The following letter grades are awarded as indicated below:

**Grade I:** Awarded for not being able to complete a course for reasons adjudged by the examination Committee as satisfactory.

**Grade Y:** Awarded at the end of the first semester for a course which spans two semesters.

**Grade Z:** Awarded for examination malpractice.

Grades I, Y and Z do not carry any marks and do not count in the determination of the Cumulative Weighted Average.



## 11.9 CALCULATION OF CUMULATED WEIGHTED AVERAGE:

The following steps are to be taken:

- i. Multiply the percentage mark scored in each course by the course credit to obtain the Weighted Marks.
- ii. Add up all the Weighted Marks calculated up to the end of the semester in question to obtain the Cumulative Weighted Marks.
- iii. Add up all the corresponding Course Credits up to the end of the semester in question to obtain the Cumulative Credits.
- iv. Calculate the Cumulative Weighted Average (CWA) up to the end  
of the Semester in question as follows:

$$CWA = \frac{\text{Cumulative Weighted Marks}}{\text{Cumulated Credits}}$$

Example:

**First Semester.**

S/N	Course Code	Credit	Marks (%)	Weighted Marks (WMK)
1	HMA 101	3	65	3 x 65 = 195
2	HMA 103	3	61	3 x 61 = 183
3	HMA 105	2	54	2x 54 = 108
4	HMA 107	2	51	2 x 51 = 102
5	HMA 109	3	52	3 x 52 = 156
6	HMA 111	1	67	1 x 67 = 67
7	HMA 113	2	59	2 x 59 = 118
8	HMA 115	<u>2</u>	60	2 x 60 = <u>120</u>
<b>Total</b>		<b>18</b>		<b>1049</b>

Total Semester Weighted marks = 1049

Total Credit for the Semester = 18

Semester Weighted Average = 58.28

## Second Semester

S/N	Course Code	Credit	Marks (%)	Weighted Marks (WMK)
1	HMA 102	2	58	2 x 58 = 116
2	HMA 104	3	60	3 x 60 = 180
3	HMA 106	2	62	2x 62 = 124
4	HMA 108	3	56	3x 56 = 168
5	HMA 110	2	48	2 x 48 = 96
6	HMA 112	2	52	2 x 52 = 104
7	HMA 114	2	45	2 x 45 = 90
8	HMA 116	<u>2</u>	70	2 x 70 = <u>140</u>
<b>Total</b>		<b>18</b>		<b>1018</b>

Total Semester Weighted marks = 1018

Total Credit for the Semester = 18

Semester Weighted Average = 56.56

Cumulative Weighted Average Marks up to the end of Semester Two  
 = (1049 + 1018) = 2067

Cumulative Credit up to the end of Semester Two = (18 + 18) = 36

Cumulative Weighted Average (CWA) up to the end of Semester Two  
 = 2067/36 = **57.42**

## 11.10 DEFINITIONS, REPETITION AND WITHDRAWAL

**a. Trail** – A student trails a course when he/she Fails (F) to obtain a pass mark or is graded Incomplete (I) or has Deferred (Df) a course.

i. **Fail** - A student fails a course when he/she obtains a mark of less than 40% (For Degree Programmes) or when the student obtains GPA less than 1.0 (For Diploma and Certificate Programmes) or fails to write an examination after registration without any tangible reason.

ii. **Incomplete (I)** –A student is graded Incomplete (I) for a course when he/she is unable to write an examination on grounds of ill-health and the medical report presented is acceptable, provided he/she has registered for the course.

**b. Deferred** - A Deferred (DF) course is an unregistered course which is neither fail (F) nor incomplete (I) and for which he/she shall repeat the year.

### **c. Repetition:**

A student shall be required to repeat the year/semester in any of the following situations:

i. When the student obtains a CWA of less than 40% (For Degree Programmes) at the end of second semester examination. The student must stake the cluster of courses in that year again. The credit obtained for the failed year shall be cancelled.

ii. When the student obtains GPA less than 1.0 (For Diploma and Certificate Programmes) at the end of second semester examination. The student must stake the cluster of courses in that year again. The credit obtained for the failed year shall be cancelled.

iii. A student on deferring his/her programme for one semester.

#### **d. Withdrawal**

A student shall be withdrawn from the programme in any of the following situations:

- i. A student on obtaining a CWA of less than 40% (For Degree Programmes) or GPA of less than 1.0 (For Diploma and Certificate Programmes) after repeating the same class once.
- ii. A student whose performance is such that he/she has to repeat the same class for the second time in the programme
- iii. Any student who absents himself/herself from all courses for a semester examination without permission shall be deemed to have abandoned the programme.

## **SECTION 12**

### **AWARD OF QUALIFICATION**

#### **12.1 PROGRESSION**

For progression, a student should be in good standing. A student in good standing should have a Cumulative Weighted Average (CWA) of 40% at least (Degree Programmes) and Cumulative Grade Point Average of 1.0 at least (Diploma and Certificate Programmes).

To qualify for the award of a B.Sc. in Nursing/B.Sc. Laboratory Technology, a SSSCE/WASSCE holder should have completed the full course of 8 semesters with a minimum total workload of **148** credit hours.

Diploma holder should have completed the Programme in 4 semesters with a total workload of **86** credit hours (including credits for the bridging programme). Holders of State Registered Nursing Certificate should have completed the programme in 6 semesters with a total work load of **118** credit hours (including credits for the bridging programme). A student should have passed all semester examinations in order to graduate.

Diploma certificate shall be awarded to a student who has been admitted in the Institution and has followed the approved courses of study over a period of minimum 3 years and a maximum of 4 years.

The student must pass in all courses taken; he/she should have a GPA of 1.0 or better in each course, and should have acquired Cumulative Grade Point Average of 1.0.

## 12.2 CLASSIFICATION OF QUALIFICATION

The class of Degree Programmes shall be determined by the following Cumulative Weighted Averages:

<b>Class</b>	<b>Cumulative Weighted Average</b>
First Class	70% or above
Second Class (Upper Division)	60 – 69.99 %
Second Class (Lower Division)	50 – 59.99 %
Pass	45 – 49.99 %
Fail	0 – 44.99 %

The Diploma level qualification will be classified as follows:

<b>Class</b>	<b>Final Grade Point Average</b>
Distinction	3.6 – 4.0
Pass	1.0 – 3.59
Failure	0.0 – 0.99

## 12.3 CONFIRMATION OF AWARD OF QUALIFICATION

A list of students who are deemed eligible for the award of Degree or Diploma qualification shall be laid before the Award Board of the University with which the School is affiliated. The Affiliate University will confirm the award.

## 12.4 PRESENTATION OF AWARD

Following confirmation of an award, the candidate shall be entitled to be awarded Degree or Diploma under the seal of the Affiliate University at a congregation assembled for the purpose.

## **SECTION 13**

### **STUDENTS' EVALUATION OF TEACHING AND COURSES**

#### **13.1 STUDENTS' EVALUATION**

This policy touches on the minimum requirements that Departments should meet concerning the collection and evaluation of feedback from students on teaching by lecturers and the content of courses. Meanwhile, departments are not limited by these minimum requirements but are encouraged to go further where necessary.

Student-Staff Consultative Committees should be formed in every department with representation from all Levels. The Student-Staff Consultative Committee should meet at least once a semester. It is considered good practice that such meetings take place prior to Departmental meetings so that any issues raised can be addressed at these meetings.

Departments should at least, seek feedback on individual courses as well as lecturers within programmes of study at the end of each semester or academic year. It should be noted that both qualitative and quantitative responses are vital for evaluation. This regular assessment of lecturers and courses will help the departments to know whether the purpose for which the course was introduced has been achieved.

Departments should institute tracer studies to find out the fate of their graduating students.

## **13.2 STUDENT EVALUATION OF TEACHING**

There are several methods for evaluating teaching by students and these include;

- a) Paper questionnaire
- b) Electronic questionnaire
- c) Staff-student liaison committees
- d) Informal feedback
- e) Open meetings with the student body
- f) Focus groups

The choice of method will depend on the specific circumstances for a particular course.

## **13.3 INFORMAL FEEDBACK**

i. Students may call at a lecturer's office, Academic Advisor, Head of Department or the Departmental Office to discuss problems in person, or drop their written comments in a suggestion box provided by the Department for this purpose.

ii. Departments should ensure that students have the opportunity to provide feedback on the teaching of a course during the course on those issues that can be dealt with immediately.

## **13.4 RESPONSE RATE AND REPORTING STRUCTURES**

A specific response rate is not required, but it is expected that the majority of students will provide feedback on teaching when requested. Where feedback is low, Departments should give consideration to ways in which the response rate might be improved. Departments should monitor the response rate and take it into account when evaluating the feedback and developing the action plan. A response of at least 60% should be considered adequate. The reports and action plans arising from feedback



questionnaires should be approved by the Management Committee where it is felt that an issue cannot be addressed by the Department, the Head of Department should ensure that it is brought to the attention of the College via the Management Committee.

## **13.5 STUDENT EVALUATION OF TEACHING AND COURSES**

### **13.5.1 PROCESS OF EVALUATION**

The College should ensure that all departments have a procedure in place for dealing with student evaluation of courses, and that this is clearly communicated to students. All students taking the course should complete a questionnaire that will be prepared by the Q A Unit and administered by the Department. The questionnaire will be analyzed by the Q A Unit and the results sent back to the departments. The findings should be communicated to students indicating any actions to be taken to address any problems raised, or reasons for not taking action. The Head of Department should designate a person or group for the course under review to confirm that the report provides an appropriate summary of the feedback and response. The process should be monitored by the appropriate Department which should ensure that feedback is sought for all courses and Programmes on a regular basis.

### **13.5.2 FEEDBACK**

As feedback from students is intended to enhance the current as well as future student experience of their courses, the opportunity to provide feedback should be well-timed.

The Departments should grant students the chance to provide feedback:

i. Immediately, so that problems that arise during a course can be addressed as quickly as possible. Feedback can be provided, for example, by discussions with the lecturer or the Head of Department or through the Joint Staff-Student Consultative Committee.

ii. At the end of a course so that students can provide their opinions on all aspects of the course and the lecturer. It is expected that such feedback will be derived by means of a questionnaire.

### **13.5.3 COURSE EVALUATION**

i. Each course should be reviewed at least once every other year, although some Departments may be obliged by professional or accrediting bodies to obtain feedback from students on a more regular basis.

ii. All new courses should be reviewed at the end of their third year of operation. Departments should however be aware of the risk of ‘questionnaire fatigue’ and are advised to structure course questionnaires carefully to avoid the same cohort of students being asked for their views continually and in the same format. Departments should ensure that it is clear to all staff and students which module will be reviewed during the course of the academic year.

### **13.6 PROGRAMME EVALUATION**

It is recommended that Departments consider evaluating Programmes they run every other year. This should be carefully coordinated with the other evaluations to avoid questionnaire fatigue.

### **13.7 COMMUNICATING THE RESULTS OF EVALUATION**

At the end of every evaluation process, the College will ask the various departments to comment on the feedback from students, how it is gathered and the usefulness of it to the development and operations of Programmes through an Annual Programme Monitoring Process. The results of any evaluation should be made available to students along with any comments a lecturer may wish to make in response. Feedback on evaluations should be communicated to students and to the lecturer as soon as possible to promote a process of continual improvement.

**Evaluation of Teaching:** A summary of the analyzed data (the objective portion of the instrument) and a copy of the unedited subjective/written portion are sent to the Lecturer concerned. Copies of the same materials are sent to the Lecturer's Head of Department.

The Head of the Academic Quality Assurance Unit is required to send comments on the analyzed data to the Head of Department concerned. Everything is done under strict confidentiality.

Heads of the departments are required to discuss their evaluation report with teaching staff. The Heads are required to talk to teaching staff whose teaching is found to be below expectation. The Head could delegate; i.e., making use of experienced and respected senior members to talk to the staff concerned.

# **SECTION 14**

## **SCHOOL ANTHEM, PHYSICIAN'S OATH, NURSES PLEDGE AND INTERNATIONAL CODE OF NURSING ETHICS**

### **14.1 NARH-BITA COLLEGE ANTHEM**

God has a great mission  
With ever inspiring vision  
To bless the name of Narh-Bita College  
Arise arise hail your men and women  
Reflect to the world of great Narh-Bita  
Arise and Shine for your Alma Mata  
Deriving the strength from our Creator  
The Author of life and all knowledge  
Exploring the nation, reaching the world  
With our skill and triumph over all  
Quality and precision is our goal

#### *Chorus*

So arise and shine  
Let's lift the banner of victory  
Blazing the trail in excellence  
Arise Narh-Bita and Shine to victory.

### **14.2 PHYSICIAN'S OATH**

"I swear to fulfill, to the best of my ability and judgment, this covenant:  
I will respect the hard-won scientific gains of those physicians in whose  
steps I walk, and gladly share such knowledge as is mine with those who  
are to follow.

I will apply, for the benefit of the sick, all measures [that] are required,  
avoiding those twin traps of overtreatment and therapeutic nihilism.

I will remember that there is art to medicine as well as science, and that  
warmth, sympathy, and understanding may outweigh the surgeon's knife  
or the chemist's drug.

I will not be ashamed to say "I know not," nor will I fail to call in my colleagues when the skills of another are needed for a patient's recovery. I will respect the privacy of my patients, for their problems are not disclosed to me that the world may know.

Most especially must I tread with care in matters of life and death. If it is given me to save a life, all thanks. But it may also be within my power to take a life; this awesome responsibility must be faced with great humbleness and awareness of my own frailty. Above all, I must not play at God.

I will remember that I do not treat a fever chart, a cancerous growth, but a sick human being, whose illness may affect the person's family and economic stability. My responsibility includes these related problems, if I am to care adequately for the sick.

I will prevent disease whenever I can, for prevention is preferable to cure.

I will remember that I remain a member of society, with special obligations to all my fellow human beings, those sound of mind and body as well as the infirm.

If I do not violate this oath, may I enjoy life and art, respected while I live and remembered with affection thereafter. May I always act so as to preserve the finest traditions of my calling and may I long experience the joy of healing those who seek my help."

### **14.3 NURSES' PLEDGE**

I acknowledge that the special training I have received has prepared me as a responsible member of the community.

I promise to care for the sick with all the skills I possess no matter what the race, creed, colour, political or social status, sparing no effort to conserve life, alleviate pain and promote health.

I promise to respect at all times the dignity to the patient in my charge. I promise to hold in confidence personal information entrusted to me.

I promise to keep my knowledge and skill at the professional level and to give the highest standard of nursing care to my patient.

I promise to carry out intelligently and loyally medical instructions given to me.

I promise that my personal life shall at all times be credited to my profession.

I promise to share in the responsibilities of other professions and citizens for promotion of health locally, nationally and internationally.

#### **14.4 INTERNATIONAL CODE OF NURSING ETHICS**

1. The nurse must maintain at all times the highest standard of nursing care and of professional conduct.
2. The nurse must not only be well prepared to practice but maintain his/her knowledge or skill at a consistently high level.
3. The religious belief of the patient must be respected.
4. Nurses hold in confidence all personal information entrusted to them.
5. Nurses recognize not only their responsibilities but the limitation of their professional functions. Do not recommend or give treatment without medical orders except in emergencies and report such action to the physician as soon as possible.
6. The nurse is under obligation to carry out the physician orders intelligently and loyally and to refuse to participate in unethical procedures.
7. The nurse sustains confidence in the physician and other members of the health team. Incompetence or unethical conduct of associates should be exposed but only to the proper authority.
8. The nurse is entitled to just remuneration and to accept only such compensation as the contract actually or impliedly provides.
9. Nurses should not permit their names to be used in advertisement of products or with any other forms of self-advertisement.

10. The nurse co-operates with and maintains harmonious relationship with members of other professionals and with nursing colleagues.
11. The nurse adheres to his/her standards of personal ethics which reflect credit to the profession.
12. In personal conduct, nurses should not knowingly disregard the accepted pattern of behavior of the community in which they live or work.
13. The nurse participates and shares responsibility with other citizens and other health professions and promotes efforts to meet the health needs of the public, local state, national and international.

All nurses must endeavor to practice the profession's ideals and abide by the code of nursing ethics. This is the only way they can regain the public confidence in the profession, get its support and co-operation in the struggle for better nursing practice and nursing service.