

**Accreditation & Quality Assurance Commission for Higher
Education Institutions**

**Guide for Quality Assurance Criteria for the
Nursing and Midwifery Program**

2021

Preface

This Guide for quality assurance criteria and procedures for the Nursing and Midwifery program presents guidelines for the Jordanian Nursing and Midwifery faculties which apply for the Quality Assurance Certificate issued by the Jordanian Accreditation & Quality Assurance Commission for Higher Education Institutions. It encompasses the approved set of quality assurance criteria for the Nursing and Midwifery program and guidelines issued by the Commission in this respect. This will help the Jordanian Nursing and Midwifery faculties conduct the self-assessment, which is an important part of the procedures for obtaining the Jordanian Quality Assurance Certificate.

In addition, Jordanian Nursing and Midwifery Faculties can get further information about quality assurance by participating in workshops that are periodically held by the Commission for those in charge of the self-assessment, or through communicating with the Commission's Quality Assurance Directorate.

It is our hope that those in charge of self-assessment at the Jordanian Nursing and Midwifery Faculties will provide the Commission with their comments and suggestions on the content of this Guide to enable the Commission to modify and update it in future editions.



His Majesty King Abdullah II Bin Al Hussein



His Royal Highness Prince Hussein Bin Abdullah II

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1. Criterion One: Strategic Planning

The Faculty has a vision, mission, objectives and a value system, and a strategic plan consistent with the University's strategic plan. The Faculty's strategic plan shall reflect the professional standards of the Nursing and Midwifery profession and institutional principles, the needs and expectations of the community, and shall support the objectives and expected results within a collaborative framework for faculty members and students in managing the program and improving its quality. There are two sub-criteria that fall under this criterion. Below is a detailed description of these criteria's elements, indicators, evidence and documents necessary for achieving them.

1-1. Sub-criterion One: Vision, Mission, Objectives and Values

1.1.1 Elements of Sub-criterion One:

1. Vision
2. Mission
3. Objectives
4. Values

1-1-2 Indicators of Sub-criterion One:

1. The Faculty's vision, mission, goals, objectives (outputs) and values shall be compatible with the University's vision, mission and goals.
2. Goals (outputs) are measurable and applicable.
3. The Faculty's goals are compatible with its vision, mission, goals and values and are based on its human, material and financial resources.
4. Consistency between the vision, mission, goals and objectives (outputs).
5. The Faculty's vision, mission, objectives (outputs) and values are clear, declared electronically and in print, and are well known to all concerned.
6. The procedures for development and review of the vision, mission, goals and objectives (outputs) are documented.
7. The Faculty's vision, mission, goals, objectives (outputs) and values were formulated by a large group of concerned people, such as the Faculty's Dean, faculty members, faculty and student councils, representatives of the local community, local authorities and bodies supervising health care, and others.
8. The program's student (achievement) outcomes, faculty members outcomes, and other outputs related to the program.

9. The Faculty's vision, mission, goals and objectives (outcomes shall) include learning, scientific research and partnership with the local community.
10. The Faculty's vision, mission, goals and objectives (outcomes) shall describe the teaching process that leads to qualifying graduates with high scientific and training competence.
11. The vision, mission, goals, objectives (outcomes) and values shall inform all academic activities, including policies on student admission, selection of teaching staff members, planning and distribution of resources.
12. The vision, mission, goals, objectives (outputs) and values adopted by the Faculty shall be declared and included in its bulletins, including the Faculty's information manual.
13. The Nursing and Midwifery Faculty's goals (outputs) shall be achieved through activities specified in its strategic plans.
14. There shall be mechanisms and procedures for ensuring actual achievement of the Faculty's mission, goals (outputs) and values.
15. The vision, goals and objectives (outputs) shall be regularly reviewed and amended to reflect the Nursing and Midwifery profession's standards and community needs.
16. There shall be mechanisms for the development of the mission, goals and objectives (outputs) and values in light of changing circumstances

1-1-3 Evidence and Documents Required for Sub-criterion One:

- √ The policy, procedures and forms used in the preparation of the vision, mission, goals and objectives (outputs) and values
- √ A list of the names of the committees and their members who took part in the preparation of the Faculty's vision, mission, goals and objectives (outputs) and the values, forms and mechanisms followed in the preparation of. The Faculty's vision, mission, goals, objectives and outputs
- √ The minutes of meetings, decisions, recommendations and surveys related to the formulation of the faculty's vision, mission, goals and objectives (outputs) and values
- √ An official document including the Faculty's vision, mission, goals and objectives (outputs) and values, as well as the method of development, history as well as the dates of the amendments introduced thereto, and approval by the competent councils

- √ Documents (paper or electronic) indicating the declaration and circulation of the vision, mission, goals and objectives (outputs) and values to academicians, administrative staff, students and the local community
- √.Minutes of meetings, decisions, recommendations and surveys used and followed for the review and evaluation of the Faculty's vision, mission, goals and objectives (outputs), and values

1-2 Sub-criterion Two: The Strategic Plan

1-2-1 Elements of Sub-criterion Two

1. Analysis of the internal and external environment
2. Domains of the strategic plan
3. Strategic goals
4. The implementation plan being connected to a time framework and performance indicators
5. Risk management plan
6. Follow-up and evaluation plan

1-2-2 Indicators of Sub-criterion Two

1. There shall be a clear definition of the Faculty's planning, evaluation and development process including all its elements (teaching, scientific research and community service) that is consistent with its vision, mission and objectives as well as with the University's vision, mission and goals. Appropriate procedures for the planning process shall be developed and implemented.
2. Strategic planning at the Faculty shall be based on thorough analysis of the internal and external environments that affect the various development and planning processes
3. All Faculty staff, including teaching staff members, administrative staff, students and other concerned parties shall take part in the planning and evaluation processes
4. The strategic planning and the effects of its outcomes shall be consistent with the University's strategic goals, domains and objectives
5. The Faculty shall be evidence of the benchmarks it applied at the local, regional and global levels
6. There shall be a full-fledged implementation plan
7. The outcomes of on-going planning and evaluation processes shall be used for allocating resources and improving the educational programs, activities and services offered by the Faculty.

8. The Faculty's planning and evaluation processes shall be used for the identification of its priorities with respect to improvement and development
9. The Faculty shall provide the requirements necessary for effective planning and evaluation
10. The faculty shall use information derived from the planning and evaluation processes for the purpose of providing proofs and indicators of its institutional effectiveness.
11. The risk assessment and management processes shall comprise an integral part of the Faculty's strategic plan and the University's risk plan, and there shall be procedures for risk assessment and curtailing its occurrence and effects.

1-2-3 Evidence and Documents Required for Sub-criterion Two:

- √ Analytical studies of internal and external factors and risks
- √ Studies related to planning
- √ A list of names of committees and their members, including academics and administrative staff, who participated in preparing the strategic and implementation plans
- √ Proofs of the Faculty's evaluation and analysis of its outcomes, such as:
 - Objectives, performance indicators, implementation plans, follow-up and evaluation
 - Studies conducted to follow up the progress of enrolled students
 - Studies conducted to follow up the graduates and their employment conditions
 - Studies conducted on the effectiveness of the programs offered by the Faculty
- √ A document showing the benchmarking procedures conducted by the Faculty at the local, regional and global levels
- √ Minutes of meetings, decisions, recommendations and surveys used and followed to review and evaluate the strategic and implementation plans
- √ Minutes of meetings, procedures and means related to the follow-up of the strategic plan

√ The Faculty's strategic and implementation plans

√ Improvement plans based on review, benchmarking and evaluation

2- Criterion Two: Governance

The Faculty shall have a set of legislation consistent with that of the university, and it shall observe professional requirements, integrity, professional and ethical practices and credibility. It shall also have an organizational structure that promotes independence and partnership and clarifies roles, responsibilities and the decision making process. There are three sub-criteria that fall under this criterion. Below we will discuss each criterion separately in terms of its elements, indicators, evidence and the documents necessary for achieving it.

2-1 Sub-criterion One: Legislation

2-1-1 Elements of Sub-criterion One

1. Policies
2. By-laws
3. Regulations
4. Principles, procedures and standards

2-1-2 Indicators of Sub-criterion One:

1. The Faculty shall issue its bylaws, regulation and policies in cooperation with the University.
2. The Faculty/University shall issue the regulations stipulated in the by-laws in paper and electronically. These regulations shall be accessible to the Faculty's students and employees.
3. The Faculty shall have policies governing all its academic and administrative affairs.
4. Established principles, procedures and criteria shall be compatible with the bylaws and regulations in effect. Divergences, if any, shall be justified.

2-1-3 Evidence of Sub-criterion One:

- √ The Faculty's laws and by-laws documents and manuals

- √ Samples of the minute's of meetings of the councils of deans, trustees, faculties and departments related to the development and implementation of legislation
- √ Documents (paper or electronic) proving the declaration and dissemination of legislation

2-2 Sub-criterion Two: Leadership and Management

2-2-1 Elements of Sub-criterion Two

1. Organizational structures
2. Governance boards/ councils
3. Tasks and responsibilities
4. Job descriptions
5. Performance evaluation and accountability

2-2-2 Indicators of Sub-criterion Two

1. There shall be a faculty organizational structure and job descriptions of all post titles
2. The powers, responsibilities and duties of the governance boards /councils shall be clearly defined in the governance system followed at the Faculty and shall be declared to all.
3. Mechanisms and procedures for building, approving and reviewing organizational structures are clear and declared.
4. Availability of procedures for preparation, documentation and review of the tasks, responsibilities and job descriptions of all faculty staff
5. The academic leadership of the faculty shall seek to facilitate the work and cooperative relations between the different departments of the Faculty and its administrative units, and encourage dialogue and open communication between them.
6. The teaching staff members, students and administrative staff shall be familiar with the tasks and roles assigned to each of them as defined in the Faculty's/university's laws and bylaws

7. The Faculty's Governance Council shall form the councils and committees necessary for the Faculty's work, and shall implement its plans with the participation and representation of teaching staff members, administrative staff, students and the local community.
8. Teaching staff members shall have the academic freedom to choose academic practices in compliance with the Faculty's vision, mission and objectives.
9. Those in charge of managing the Faculty shall have adequate authority to ensure all teaching staff members compliance with the policies and procedures in effect at the Faculty.
10. Those in charge of managing the Faculty shall encourage initiatives by faculty members, employees and students, and shall reward them.
11. Department chairpersons shall submit annual reports on the performance of teaching staff members and employees at the various departments.
12. Proposals for program development and recommendations on issues and policies related to them shall be submitted to decision makers in a manner that clearly identifies those issues for which decisions are required.
13. Administrative performance and administrative policies of the Faculty shall be reviewed periodically, and appropriate modifications shall be made to ensure that the Faculty's vision, mission and objectives (outputs) are achieved in an effective and efficient manner.
14. The Faculty's various councils shall Participation in :
 - Regular Periodic review of the Faculty's vision, mission and objectives
 - Approval of the Faculty's academic, professional and technical programs, degrees, and certificates.
 - Review of all matters relating to accreditation, quality assurance and approval of their requirements.
 - Approving the Faculty's annual budget
 - Recruitment of teaching staff members on the basis of competence, and indicating the academic background of each specialization and its principles of recruitment.
15. The Faculty shall have specific policies and procedures for selecting chairperson of governance councils (the Dean and the department chairs) taking into

consideration that they shall have academic, practical and research experience and expertise.

2-2-3 Evidence and Documents Required for Sub-criterion Two

- √ The organizational structure of the Faculty and the departments, and its changes in the last three years
- √ Job description files (tasks, responsibilities and authorities of departments, their supervisors and employees) for all faculty job titles, responsibilities, and duties assigned to them
- √ Samples of minutes of meetings of the Faculty Council, and department councils for the last three years.
- √ Documents on the Faculty's policy and its financial and administrative plans
- √ A directory of the names of those in charge of the Faculty's governance councils and their curricula vitae
- √ Description of the Faculty's committees, their functions, tasks and members
- √ Samples of performance evaluation reports in respect of governance council members
- √ Documents on procedures for appointment of governance council members
- √ Documents on formation of faculty and department councils
- √ Performance and accountability files (Record of actual Faculty cases)

2-3 Sub-criterion Three: Institutional Integrity

2-3-1 Elements of Sub-criterion Three

1. Transparency
2. Fairness
3. Incentives and penalties

2-3-2 Indicators of Sub-criterion Three

1. The Faculty, its councils, teaching staff members and employees shall abide by professional and ethical standards in its administration, procedures, processes, and in dealing with students, the local community and external organizations and bodies.

2. The Faculty shall systematically and continuously evaluate its policies, procedures and publications so that continued integrity is assured.
3. The Faculty shall provide its councils and students as well as the local community with accurate, consistent, and honest information, whether in its manuals and publications or in the statements given by its employees.
4. The Faculty shall be transparent in meeting all governance standards.
5. The Faculty shall provide procedures for achievement of justice and equal opportunities.
6. The Faculty shall provide principles for procedures for granting incentives and issuing penalties.
7. The Faculty shall provide procedures for grievances and mechanisms for their follow-up.

2-3-3 Evidence and Documents Required for Sub-criterion Three

- √ Documents relating to students' academic freedom
- √ Policies, regulations and procedures that demonstrate fairness in the treatment of teaching staff members, employees and students
- √ By-laws and regulations related to holding of the teaching staff members and students accountable
- √ A sample of appointment files and curricula vitae in respect of teaching staff members and administrative staff
- √ A sample of the appointment, promotion and termination procedures in respect of teaching staff members, administrative staff and other persons working at the Faculty
- √ A sample of the Faculty's procedures for following up grievances.
- √ A sample of sabbatical leave files
- √ A sample of scholarship and training courses files

3. Criterion Three: Academic Programs

Educational programs and their evaluation shall achieve the desired goals in a manner commensurate with the educational mission for coping with the requirements of this century and achieving educational outputs that are satisfactory to the local and international communities. There are three sub-criteria that fall under this criterion: teaching and learning policies, study plans, and practical training and assessment of educational outputs.

3-1 Sub-criterion One: Teaching and learning policies

3.1.1. Elements of Sub-criterion One

- 1..Introducing and developing academic programs
- 2..Admission, equivalence and transfer policies
3. Teaching and learning methods

3.1.2. Indicators of Sub-criterion One

1. Policies on the introduction, development and termination of academic programs shall be consistent with the university's policies, and the local and international nursing and midwifery standards, and shall take into account the special nature of the nursing and midwifery specialization.
2. The faculty shall have a clear policy on the selection and admission of students that is in compliance with the Faculty's vision, mission and objectives, and shall abide by laws in effect, and regulations issued by the Ministry of Higher Education and Scientific Research, the Accreditation and Quality Assurance Commission for Higher Education Institutions, and the Jordanian Nursing Council.
3. The mechanism for calculating the number of students to be admitted into all programs shall be clear, declared and consistent with the relevant bylaws and regulations.
4. The policies and procedures for the transfer of students to and from the Faculty of Nursing and Midwifery and the principles of the equivalence of courses shall be clear and declared.

5. Learning and teaching methods shall be varied and compatible with the objectives.
6. The plan for on-going improvement of learning and teaching processes shall be clear and specified, with a focus on practical learning.
7. The role of the Faculty's councils and their responsibility for implementing and following up the teaching and learning policies shall be identified and applied.

3-1-3 Evidence and documents required for sub-criterion One

- √ There shall be forms and evidence/correspondence used to create and develop academic programs or to terminate them.
- √ There shall be forms and files concerning student admission, graduation, transfer, and equivalence of courses
- √ Studies and surveys related to the effectiveness of programs (evaluation of teaching staff members by students, evaluation of the program by graduates, and studies on student satisfaction with the educational programs).
- √ Minutes of meetings of committees and councils
- √ Matrix of correlation between educational goals and outcomes
- √ Evidence of publicizing learning outcomes
- √ Evidence of measures taken for implementing the plan of development and improvement of the teaching and learning process

3-2 Sub-criterion Two: Study plans

3-2-1 Elements of Sub-criterion Two:

The study plans include two key levels: a Bachelor's program and a Graduate program

3-2-1-1 The Bachelor's program:

1. The study plan for the Bachelor's program aims to prepare students to work at general nurse level and provides them with the essential knowledge, skills and competencies of the nursing and midwifery specialization.

2. The study plan for the Bachelor's program in Nursing and Midwifery ensures achievement of the minimum number of study hours, i. e., (132) credit hours, including university and faculty requirements, the support requirements of basic and medical sciences and the mandatory and elective specialization requirements.
3. A clear, logical and achievable description of the subjects/ courses covered in the study plan
4. The theoretical and practical subjects/ courses shall be consistent and integrated, and shall reflect the practical application of the theoretical subjects of all cognitive fields in the nursing sciences.
5. The curriculum plan shall be based on the educational competencies of Nursing and Midwifery as issued by the Jordanian Nursing Council.
6. The practical subjects shall constitute no less than 40% of the total credit hours of mandatory subjects for Nursing, and no less than 50% for Midwifery.
7. The practical training for each (3) credit-hour course shall be no less than (168) contact hours per semester.
8. Practical training venues shall be based on hospital accreditation criteria for the purpose of practical training as issued by the Jordanian Nursing Council Law and shall be commensurate with the number of students and the educational outcomes to be achieved.

2-1 The Graduate program:

1. Graduate level programs and their nature shall be consistent with the Faculty's vision, mission and objectives.
2. Graduate programs offered by the Faculty shall be based on appropriate educational objectives, and shall be of a much higher level than that of the undergraduate program in respect of depth and the mental and creative capacities of both the teaching staff members and students.
3. The study plan of the Master's Degree in Nursing shall comprise the minimum number of study hours required for obtaining the degree, i. e., (33) credit hours. The study plan of the Higher Diploma program in Midwifery shall comprise the minimum number of credit hours required for obtaining the degree, i. e., (30) credit hours.
4. The shall be a clear, logical and achievable description of the courses covered in the study plan.

5. The remedial subjects (if any) shall not exceed nine credit hours. The grades of these subjects shall not be included in the student's cumulative average, nor can they be counted within the credit hours required for obtaining the Master's degree.
6. The Doctoral study plan shall comprise the minimum number of study hours required for obtaining the Doctoral degree, i. e., (54) credit hours.
7. The various resources required for graduate programs, whether human (teaching staff members) or material resources, shall be provided and shall be consistent with the accreditation criteria of the graduate programs.
8. The qualifications and ranks of the teaching staff members in charge of preparing and marking qualifying examinations, and the comprehensive examination, as well as supervising the doctoral and Master's theses and discussing them shall be consistent with the regulations of postgraduate studies.
9. The general and special framework of post-graduate programs shall be consistent with the regulations of postgraduate studies in effect at the University, taking into consideration the special nature of the Nursing programs and the justifications for change.

3-2-2 Indicators of Sub-criterion Two

1. The programs offered shall be consistent with the University's vision, mission and goals.
2. The subjects included in the program's academic plan shall be comprehensive, thorough, and logically sequenced.
3. Each program offered by the Faculty shall include a clear definition of its objectives and content, as well as the mental skills, creative abilities and professional competencies it seeks to provide to students within the framework of its desired and declared objectives.
4. There shall be a clear, logical and achievable description of the subjects covered in the study plan
5. The theoretical and practical subjects shall be consistent and integrated, and shall reflect the practical applications of the theoretical subjects of all fields of know-ledge of the nursing and midwifery sciences.
6. The Faculty's governance councils shall be responsible for designing, improving and applying curricula and syllabi, maintaining clear and well identified channels of communication with the teaching staff members, students and the local community.

7. The Faculty shall have programs that provide students with academic support, financial resources, learning resources, and extracurricular services that develop their hobbies. The Faculty shall also support talented creative students.
8. There shall be academic student guidance and counselling programs implemented by specialized staff including teaching staff members and other staff, in a manner that ensures provision of highly professional academic guidance and counselling
9. The Faculty shall provide a sufficient number of full-time teaching staff members, commensurate with the fields of specialization and the levels of programs it offers.
10. There shall be human, material and technological resources to support the Faculty's programs and facilitate students' task of achieving the objectives of the programs in which they are enrolled. These resources shall reflect commitment to global standards on teaching and education.
11. There shall be follow-up policies and procedures for ensuring the quality of inputs, processes and outputs of the offered programs.
12. There shall be policies and procedures for graduation requirements for the three levels of the programs, the bachelor's, Master's and Doctorate programs.
13. There shall be instructions and procedures for the preparation of scientific theses, dissertations, and research projects.
14. The policies on termination, development or modification of programs shall be well identified and shall take into account the abilities of the students enrolled in them to complete the graduation requirement for the scientific degrees they are seeking without delay or interruption while fully preserving all their acquired rights.
15. There shall be policies and procedures for on-going periodic evaluation of the Faculty's academic programs and study plans as part of the overall evaluation and planning process it carries out.

3-2-3 Evidence and Documents Required for Sub-criterion Two

- √ Samples of the study plans and their objectives
- √ The tools and procedures used in developing study plans
- √ Student guides

- √ Minutes of meetings of committees and councils
- √ Statistics on the number of teaching staff members, their academic ranks and specializations
- √ Regulations and procedures for testing and distribution of grades for each level (Bachelor's and postgraduate)
- √ Forms used in student academic guidance / counselling
- √ Evidence of follow-up on the quality assurance of the programs offered
- √ Statistics on the number of students benefiting from programs of student exchange with other universities
- √ Guides for the preparation of dissertations and theses
- √ Evidence and procedures for convening qualifying and comprehensive examinations, together with samples and documentation records
- √ Statistics on the number of students benefiting from grants, including those offered to post-graduate students

3-3 Sub-criterion Three: Evaluation of Learning outcomes

3-3-1 Elements of Sub-criterion Three

1. Student performance evaluation
2. Evaluation of teaching staff members' performance
3. Graduates and the labour market

3-3-2 Indicators of Sub-criterion Three

1. The methods used in student evaluation shall be varied the requirements for success in the courses offered shall be clearly defined, and there shall be specific and clear criteria that indicate the learning level achieved by students.
2. The criteria on the basis of which students are evaluated shall be appropriate for the degrees students seek to obtain, clearly formulated, and fairly applied.

3. Evaluation tools shall be compatible with the academic courses in the study plans and with the goals, competencies and skills students seek to achieve. These tools shall be valid, reliable and effective.
4. Evaluation tools shall measure the higher mental processes (analysis, synthesis and evaluation) and shall contribute to identifying individual differences among students, their skills, competencies and knowledge they have gained.
5. Policies and procedures relating to approving grades obtained by students are clear and declared.
6. There shall be accurate and comprehensive academic records, and procedures that ensure preservation of these records and protecting them against, forging / falsification.
7. There shall be immediate provision of feedback to students in respect of their academic performance and the results they achieved
8. There shall be specific procedures for objecting to and reviewing evaluation results.
9. There shall be policies on the process and procedures of student performance evaluation.
10. There shall be policies on the process and procedures of evaluating teaching staff members' performance.
11. Compatibility and consistency between Educational outcomes of the programs and labour market requirement shall be compatible and consistent.
12. There shall be cooperation agreements related to training students
13. There shall be mechanisms for disseminating anticipated learning outcomes of all academic programs offered at the Faculty

3-3-3 Evidence and Documents Required for Sub-criterion Three

- √ The outcomes of surveys of student views regarding educational outcomes
- √ The results of surveys of teaching staff members views regarding educational outcomes

- √ Samples of examinations and evaluation sheets used in the various programs offered by the Faculty
- √ Studies conducted to evaluate the evaluation procedures and methods followed at the Faculty
- √ The Faculty's grading system
- √ The general policy document on grading, testing and application of evaluation tools
- √ Documents showing availability of continuing education for teaching staff members in the field of measurement and evaluation, and designing examinations of all kinds
- √ Studies on the labour market and graduate and employer satisfaction
- √ Documents showing practical training mechanisms and records
- √ Reports on student and graduate evaluation of admission policies, the counselling program, the educational process and the services offered
- √ Teaching staff members evaluation form and a summary of the results of the student evaluation survey of the teaching staff members for the last three years
- √ Studies on the employment conditions of the Faculty's graduates and the level of their performance
- √ Studies conducted to follow up the performance of students enrolled at the Faculty
- √ On-going improvement plans
- √ samples of agreements and partnerships on student training
- √ Verification studies on achieving the institution's objectives and effectiveness
- √ Studies on program outputs or outcomes achieved by students and graduates
- √ Studies on the effectiveness of programs and their graduates
- √ Results of examinations that show the level of students upon enrolment, and graduation
- √ The outcomes of student evaluation of the educational process in the different programs
- √ The ratio of the Faculty's programs graduates to the total of the University graduates over the last three years

4. Criterion Four: Scientific Research, Scholarships and Innovations

The faculty of Nursing and Midwifery shall have a structured scientific research activity that is consistent with its mission. It shall focus on building nursing knowledge and solving problems in teaching, scientific practice, and research. The Faculty shall follow the approach of practice based on scientific evidence. It shall have a short-term and long-term plan for dispatching students to prestigious universities around the world. The plan shall focus on providing the Faculty with academic staff members on a continuous basis for the various disciplines and in a manner that ensures continuity and stability of human resources. It shall also have a clear plan for supporting innovation (patents and pilot projects) in the fields of nursing and midwifery. There are three sub-criteria that fall under this criterion. Below is a description of the elements of these criteria and their indicators, and evidence and documents required for achieving them.

4-1. Sub-criterion One: Scientific Research

4-1-1 Elements of Sub-criterion One

1. Scientific research projects
2. Scientific conferences, seminars and workshops
3. Publication of research and books
4. Incentives, rewards and prizes

4-1-2 Indicators of Sub-criterion One

1. The Faculty shall identify its research needs and priorities, including the interests of its teaching staff, in consistency with its vision, mission, and objectives.
2. The Faculty shall document its research interests and priorities.
- 3..The Faculty shall have a policy, regulations and procedures declared to the concerned teaching staff members for strengthening and supporting the relationship between scientific research and education, and for publishing and disseminating research.
4. There shall be a plan for following up and evaluating scientific research
5. The Faculty shall identify fields of cooperation with various local and global universities, research centres and organizations, in agreement with its vision, mission, and objectives.
6. The Faculty's mission and goals related to scientific research shall reflect on its identification of responsibilities assigned to teaching staff members and on its

expectations of their performance with respect to scientific and research production.

7. The Faculty's budget shall include clear provisions for supporting scientific research in a manner consistent with its mission and objectives.
8. The Faculty shall provide financial, material, administrative and information support necessary for conducting research, writing and publishing of books
9. Teaching staff members shall have the academic freedom to conduct research and scientific studies in a manner that serves the Faculty's vision, mission, and objectives, and affects its planning for developing and improving its programs.
10. Regulations shall provide for the participation of faculty members in programs for developing research capabilities.
11. Interaction between teaching and research activities shall be reflected in the Faculty's curriculum and teaching methods.
12. Study plans shall include courses that contribute to preparing students for participating in and developing research
13. Teaching staff members shall participate in local, regional and global workshops, seminars and conferences.

4-1-3 Evidence and documents required for Sub-criterion One

- √ Annual plan for scientific research
- √ Policies, regulations and procedures for giving teaching staff members academic freedom to conduct research and scientific studies in a way that serves the Faculty's vision, mission and objectives, and is reflected in the planning, development, and improvement of it programmes
- √ A list of the names of the committees and councils of scientific research, together with the names of their members and their responsibilities
- √ The Regulations and procedures for granting material and moral incentives to researchers from among the teaching staff members
- √ The study plan of the Faculty's scientific research courses.
- √ Standards and procedures used when evaluating teaching staff members in terms of published research
- √ The criteria and forms used in supporting scientific research projects financially, technically and administratively and in following up their implementation
- √ The criteria and forms used in supporting the publication of research and the authoring of books and manuscripts financially, technically and administratively.

- √ Annual statistics on subsidized research projects and the amount of their expenditure
- √ Annual statistics on the number, nature and areas of research published in refereed and specialized journals and conferences
- √ Annual statistics on published research derived from postgraduate dissertations
- √ List of scientific research projects that fulfil the development needs of the local community, and the production and service sectors
- √ Statistics on the number of conferences, seminars and scientific workshops held annually by the University
- √ Statistics on the number of teaching staff members' contributions to local, regional and global conferences, seminars and workshops
- √ A list of the agreements signed with universities and research centres inside and outside Jordan.
- √ Minutes of meetings of the concerned committees and councils
- √ Samples of summaries of teaching staff members' research papers and books published or accepted for publishing, and the mechanisms for their documentation within the university
- √ A document showing the annual expenditure on the individual elements of scientific research
- √ A document showing the annual expenditure on awards and meritorious incentives
- √ A document showing material, technical and administrative support provided to joint projects and research conducted in cooperation with local and global strategic partners

4-2 Sub-criterion Two: Scholarship

4-2-1 Elements of Sub-criterion Two

1. Scholarships for Master's, Doctoral and Post-doctoral degrees
2. Support of specialized and research training courses

4-2-2 Indicators of Sub-criterion Two

1. The Faculty shall have specific policies, regulations and procedures relating to scholarships, training courses and academic exchange of teaching staff members, together with its commitment to implement these policies, regulations and procedures
2. The Faculty demonstrates clear commitment to the policies and procedures concerning scholarships.
3. The Faculty provides a short-term plan and a long-term plan for sending people on scholarships to prestigious world universities.
4. The Faculty's budget includes clear provisions for supporting scholarships and attending scientific conferences, seminars and training courses, in line with the institution's mission and objectives.
5. The teaching staff members participate in scholarships and attend conferences, seminars and workshops, in line with the institution's mission and objectives.
6. The Faculty provides procedures for following up those sent on scholarships.
7. The Faculty provides training courses to meet the teaching and research needs of the teaching staff members.

4-2-3 Evidence and Documents Required for Sub-criterion Two

- √ Annual scholarship plan
- √ Policies, instructions and forms concerning scholarships and training courses
- √ Minutes of meetings of the concerned committees and councils
- √ A document showing the annual expenditure on the individual elements of scholarships and training courses
- √ Procedures for following up people sent on scholarships and evaluating their performance during their academic studies
- √ Annual statistics on the number of people sent on scholarships, their exact specializations, the universities they are attending and their progress
- √ A document on agreements concluded with universities and other institutions for getting scholarships
- √ Annual statistics on the number of those participating in training courses held inside and outside the university.

4-3 Sub-criterion Three: Innovations

4-3-1 Elements of Sub-criterion Three

1. Patents
2. Pilot projects and business incubators

4-3-2 Indicators of Sub-criterion Three

1. The Faculty shall have specific policies concerning innovation, together with its commitment to implement these policies.
2. The Faculty's budget shall include clear provisions for supporting innovation and pilot projects, in line with its mission and objectives
3. The Faculty shall demonstrate clear commitment to policies and procedures on encouraging innovation and supporting participation in joint innovations with local or global strategic partners.
4. The Faculty shall provide instructions and procedures on registration of patents and protection of intellectual property.
5. The Faculty shall provide regulations and procedures for supporting artistic innovations and mechanisms for their documentation and dissemination.
6. The Faculty shall provide regulations and procedures for creating and developing pilot projects and business incubators.

4-3-3 Evidence and Documents Required for Sub-criterion Three

- √ Policies, regulations and forms used for patents and artistic innovations
- √ Annual statistics of patents registered, locally and globally
- √ Statistics on creative innovations documented or published annually
- √ Annual statistics on pilot projects and business incubators
- √ Annual expenditure on each element of innovation
- √ Mechanisms for following up the implementation and evaluation of innovations of all kinds
- √ Minutes of meetings of committees and councils
- √ Samples of patent certificates and other innovations

5. Criterion Five: Financial, material and Human Resources

...Financial, material and competent human resources shall be available to support the teaching and learning process and the Faculty in achieving the objectives of the educational programs. There are three sub-criteria that fall under this criterion. They are financial, material and human resources.

5-1 Sub-criterion One: Financial Resources

5.1.1. Elements of Sub-criterion One

1. Financial Planning and Budgeting
2. Financial Management and Budgeting

5.1.2. Indicators of Sub-criterion One

1. The required financial resources are determined by the various councils at the faculty, and are included in the University's budget, and cover the Faculty's needs, including implementation of study plans.
2. The Faculty shall enjoy independence in allocating its financial resources to the benefit of its academic process.
3. There shall be clear proofs and evidence of appropriate and adequate financial resources for the Faculty to support its educational programs and services in line with its vision, mission and objectives.
4. The Faculty's financial stability over the last five years shall be documented in the financial records and documents, in addition to plans for dealing with any financial instability.
5. The Financial subsidies provided by the Faculty to students currently enrolled in its programs, and evidence of planning for financial assistance to students in light of its plans and policies on future admission.
6. The Faculty fully controls all its expenses in regular reports submitted by the Dean to the institution's governance council about its future expenses and needs.

5-1-3 Evidence and Documents Required for Sub-criterion One

- √ Financial planning and budgeting records
- √ Evidence of financial allocation for the budget items
- √ Financial forms: (used in financial planning and budgeting)
- √ The Faculty's budget for several previous years
- √ The Faculty's external financial audit reports included in the University's reports for several past years

5-2 Sub-criterion Two: Material Resources

5-2-1 Elements of Sub-criterion Two

1. Academic elements
2. Research elements
3. Administrative elements
4. General services
5. Sources of information.

5-2-2 Indicators of Sub-criterion Two

1. Teaching and educational aids allocated for teaching or educational jobs are adequate for carrying out these jobs effectively.
2. Teaching and learning facilities are furnished in a manner that suits the requirements of the theoretical and practical educational process, and are adequate for the number of students and teaching staff members.
3. Financial support needed for promoting scientific research is available for teaching staff members and students.
4. Logistic support for conducting scientific research is available for the Faculty's teaching staff members.
5. The management, operation and sustainability of the teaching process is appropriate for continued quality and safe use for supporting the educational programs and their teaching services.

6. The Faculty's management is led by efficient staff with proper nursing and midwifery qualifications.
7. The resources, grounds and facilities, such as modern buildings, classrooms and practical training facilities are appropriate for the staff and students.
8. General safety measures of all kinds are available at the Faculty.
9. The student educational environment is regularly upgraded and updated to keep up with new developments in the teaching-learning process.
10. The Faculty's buildings and their design allow easy access for persons with special needs.
11. The Faculty's website is included within the University's intranet network and contains all academic, educational and administrative information on the Faculty, its departments and teaching staff members.
12. Modern means of communication (Worldwide Web), computers, simulation lab equipment, seminar rooms, data shows, teaching support equipment (whether electronic or technical), adequate notice boards, whether conventional or electronic, and a photocopying machine at every academic department, in addition to appropriate statistical programs, are available at the Faculty to serve the administrative personnel and teaching staff members.
13. Maintenance of equipment is done periodically so that it can be used for the functions it was designed for in the best possible manner, and is replaced, updated, or upgraded when needed.
14. Materials are stored, used and disposed of in accordance with relevant university and faculty regulations.
15. Study materials are available electronically at the minimum level allowed by the concerned authorities.
16. The Faculty provides a computer for each teaching staff member.

5-2-3 Evidence and Documents Required for Sub-criterion Two:

- √ Files of material resources
- √ Follow-up and supervision files
- √ Safety and security regulations and guidelines
- √ Guides for persons with special needs
- √ Annual statistics and surveys on satisfaction with facilities and services, and their follow-up and improvement.
- √ Internet subscription contracts
- √ Subscription contracts concerning electronic global libraries and journals

- √ Annual statistics on the use of the library and information resources and media
- √ Annual statistics on the use of the internet and electronic portals
- √ Specialized research laboratories and equipment
- √ Maintenance request forms and records

5-3 Sub-criterion Three: Human Resources

5-3-1 Elements of Sub-criterion Three

1. Academic staff
2. Research staff
3. Administrative staff
4. General services staff
5. Information resources staff

5.3.2: Indicators of Sub-criterion Three

1. The Faculty shall have an adequate number of full-time professionally qualified teaching staff members for all areas and programs it offers in agreement with areas of specialization of the courses included in the study plans and their levels. (At least one teaching staff member for each of the basic fields of specialization must be provided by the Faculty, but in special cases overlapping between a maximum of two fields may be taken into consideration.)
2. There shall be no less than four full-time teaching staff members of all academic ranks. They must be PhD holders in the field of specialization, and at least one of them must be an associate professor.
3. The percentage of part-time teaching staff members shall not exceed (10%) of the full-time teaching staff members holding PhD's. The percentage of full-time teaching staff members holding Master's degrees shall not exceed (20%) and the presentage of clinical supervisors with a minimum of two years' experience shall not exceed 15% of the number of the full-time teaching staff members holding Ph.D. degrees.
4. The Faculty's teaching staff members shall be active in the process of academic planning, program development and review, student academic guidance, and community service.
5. There shall be a policy based on a balance between the teaching staff member's ability to teach, train, do research, counselling and serving the community. This

- policy shall also be clear, effective and applied, and allows teaching staff members to demonstrate their competencies and innovations.
6. The Faculty shall provide sufficient time and support for teaching staff members for career growth and continuing education.
 7. The teaching load of Faculty members shall correspond to the teaching load of all other specializations at the University, taking into account the special nature of the Faculty of Nursing with respect to the faculty members' teaching load for practical courses.
 8. The qualifications and experience of part-time faculty members employed by the Faculty shall be of the same quality of full-time faculty members as regards the area of specialization, which enables them to carry out the teaching and training tasks entrusted to them and bear the responsibilities stipulated in the University's regulations and by-laws.
 9. The performance of the Faculty's faculty members shall be officially and regularly assessed to ensure the effectiveness of their teaching and the degree of their commitment to their teaching responsibilities in line with the University's policies and regulation's of evaluation procedures.
 10. The Faculty's policies of appointment, promotion, tenure, recruitment, and sabbatical leave shall correspond to those of the University. In case of divergence, justifications shall be provided.
 11. The Faculty's policy for developing faculty members and bringing them to the level of experts shall be available and declared. It shall provide opportunities for on-the-job training and teaching, upgrading their performance in the fields of university learning and teaching, evaluation, scientific research skills, and clinical supervision and training, and shall also provide them with the opportunity for attending local, regional and global workshops, seminars, lectures and conferences.
 12. There shall be material and moral incentives to prompt faculty members to improve themselves professionally, to develop their academic and research performance, and continued self-learning.
 13. All scientific and information resources (paper and electronic) shall be available and accessible to all faculty members, which will allow them to keep abreast of new developments in their fields of specialization.
 14. Faculty members shall have the academic freedom and transparency necessary for conducting scientific studies and doing research.

15. The Faculty's policies on the use of the services of part-time teaching staff members shall be reviewed regularly and periodically in light of the Faculty's vision, mission and objectives.
16. The policy on joint appointment of faculty members at educational, and health institutions shall be applied at the Faculty to serve the educational and health process.
17. The faculty members shall actively participate in activities of continuing learning and scientific research and shall attend training courses, specialized workshops, conferences and seminars.
18. The Faculty's teaching staff members (faculty members) shall participate in joint projects and research with other researchers at the local, regional or global levels.
19. Researchers from among faculty member shall make research contributions in community service.
20. Teaching staff members (faculty members) shall be provided with opportunities to compete for local, regional and global awards as part of the University's philosophy on competitiveness and innovation.
21. Teaching staff members' research papers shall be published in refereed scientific periodicals and indexed journals.
22. The policies and procedures on the selection, evaluation, promotion and termination of technical and administrative staff working at the Faculty shall be clear, specific, declared, and periodically reviewed.
23. The Faculty shall have qualified and adequate technical and administrative staff to support the implementation of the educational program and other activities and to ensure proper management and optimal utilization of resources.
24. The responsibilities, duties, behaviour, and ethical practices entrusted to the technical and administrative staff shall be well defined, and shall contribute to achieving cooperation between different departments and units.
25. The Faculty shall have a quality control and management unit, a unit for the development of Faculty members and other staff, a quality control unit, and.... a graduate follow-up office all of which shall serve the Faculty's objectives.
26. A system of accountability shall be applied in the Faculty's academic and administrative units and it shall be informed by official evaluation of the performance of technical and administrative staff.

27. The salaries and incentives the Faculty offers to its technical and administrative staff shall be appropriate for attracting, and keeping, them in line with the Faculty's vision, mission and objectives.
28. The Faculty members responsible for teaching theoretical subjects shall supervise and train students in the practical subjects corresponding to the theoretical content.
29. The Faculty shall provide a sufficient number of qualified clinical instructors and supervisors who hold Master's degrees and are accredited as specialists by the Jordanian Nursing Council, either by appointment or by seeking their assistance, if there is need for that in the health institutions where students receive training. The University's appointment criteria apply to them in order to maintain the ratio of one instructor for eight students.
30. The Faculty shall provide properly qualified human resources to supervise student services.
31. The Faculty shall have Information Technology and computer professionals for supporting faculty members and students achieve the objectives and goals of the educational processes.
32. The Faculty shall carry out regular studies for measuring the Faculty's academic and administrative staff's satisfaction.

5-3-3 Evidence and Documents Required for Sub-criterion Three

- √ The Faculty's appointment lists and procedures for former years
- √ Records on training workshops and development of human resources: (statistics on workshops held, attendance and participant feedback forms)
- √ Service and support committee files and statistics on numbers of their beneficiaries.
- √ Surveys on staff satisfaction and follow-up
- √ Lists of names and numbers of part-time clinical supervisors responsible for training students and their scientific and practical qualifications.

6. Criterion 6: Student Services

Student services meet student needs, including professional, psychological and social guidance and counseling with the aim of developing them academically, professionally, socially and culturally, in order to achieve student academic and personal integration, expand their knowledge and mental abilities, strengthen their personalities and prepare them for the labor market.

6-1 Sub-criterion One: Psychological and social Guidance and Counselling

6-1-1 Elements of Sub-criterion One

1. Raising student awareness
2. Psychological and social counselling
3. Academic counselling and Professional training

6-1-2 Indicators of Sub-criterion One

1. Availability of a guidance program at the Faculty to provide students with guidance and raise their awareness
2. The Faculty shall have qualified and trained staff to evaluate the progress of students, the psychological and emotional challenges they face, and their personal and social needs, and also to provide necessary guidance and counselling
3. The Faculty shall have plans for awareness raising and professional guidance to help students when joining the program, and when seeking employment after graduation.
4. The Faculty shall provide appropriate social and recreational activities to enhance social interaction between its students and students of other faculties at the University or from other nationalities and countries.
5. The Faculty shall have an academic counselling committee with a specific work plan and tasks, and with most faculty members participating in its activities
6. The Faculty shall have fair, clear, declared and transparent policies for looking into student issues and complaints.
7. The Faculty shall offer training courses to support the academic and professional progress of students in line with the labour market
8. The Faculty shall provide opportunities for students to participate in the decision-making process at the level of the Faculty and the University
9. The Faculty shall provide students with a paper and/or electronic guide including all regulations and procedures they need throughout their university life such as: program requirements, awarding degrees, postponement, withdrawal, absence, opportunities available for getting grants, financial support or loans, fees and payment and recovery procedures and the facilities provided by the Faculty for academic purposes.

6-1-3 Evidence and documents required for Sub-criterion One

- √ The Faculty shall have organizational units or offices concerned with student guidance and counselling
- √ Proofs of student guidance and counselling activities, such as names of students according to their distribution among academic counsellor, a student guide and the websites of both the Faculty and the University
- √ Regulations and strategies on student guidance and counselling
- √ Minutes of meetings of committees and councils concerned with student guidance and counselling.
- √ Annual statistics on the number of those benefiting from raising student awareness, psychological and social counselling, academic counselling and professional training
- √ Forms used in student guidance and counselling
- √ Student evaluation of student guidance and counselling activities
- √ Annual reports on student guidance and counselling and the extent of benefiting from them
- √ Student guide, (paper or electronic).

6-2 Sub-criterion Two: Support Services

6-2-1 Elements of Sub-criterion Two

1. Student elections
2. Financial support
3. Sports services
4. Health services
5. Student facilities
6. Extra-curricular activities
7. Community service activities

6-2-2 Indicators of Sub-criterion Two

1. The Faculty shall have clear regulations on student elections and their procedures, declared to the Nursing and Midwifery Faculty students
2. Student services available at the Faculty shall be consistent with its vision, mission and objectives, and there shall be clear and declared procedures for evaluating, updating and developing these services
3. There shall be at the Faculty qualified human resources to supervise student services
4. Availability of an effective and declared program to help students and support them financially, and availability of accountability procedures in respect of all grants and financial assistance offered by the Faculty
5. Availability of health-care services, including mental health care and ambulance services for nursing and midwifery students as with other university students, as well as services for persons with special needs
6. Availability of housing for female students providing an environment suitable for learning and study, healthy atmosphere requirements and security. Housing quarters shall be operated by specialized qualified staff. In addition, vaccines shall be made available to protect students against some infectious diseases such as hepatitis.
7. Availability of food services (restaurants) for the students enrolled in the Faculty, (including students of the Faculty of Midwifery), supervised by professional and specialized nutritionists. These restaurants shall meet health safety and nutrition standards.
8. Availability of a reception program for new students to acquaint them with the University and the Faculty instructions and services provided. The student guide shall be distributed during the reception.
9. The Faculty shall provide extra-curricular activities (sports, arts, culture, media ...etc.), that supports the mental and personal development of students and accelerates it in line with the Faculty's vision, mission and objectives. In addition, The Faculty shall ensure provision of resources, services and facilities required for its students.
10. The Faculty shall provide opportunities for forming student clubs that help in enhancing support services.
11. The Faculty shall provide safe means of transport for the Nursing and Midwifery students when participating in community service activities in remote areas
12. Provision of a medical examination for the Nursing and Midwifery students to protect the patients from any infection, in addition to a certificate of no criminal record to make sure the student's behaviour meets the profession's ethics.

6-2-3 Evidence and documents required for Sub-criterion Two

- √ The regulations or statutes of the student union
- √ Evidence of conducting student elections
- √ Number of student clubs and their objectives and nature
- √ Annual statistics on the number of those benefiting from grants and student loans
- √ Surveys of student views toward services (sports, health, restaurants, banks, bookshops ... etc.
- √ Annual statistics on extra-curricular activities and number of participants therein
- √ Minutes of meetings of the committees and councils concerned with support services
- √ Mechanisms for looking into student complaints and benefiting from them

6-3 Sub-criterion Three: Communication with Graduates

6.3.1. Elements of Sub-criterion Three

1. Graduate data
2. Representation on governance councils
3. Means of communication with the graduates

6-3-2 Indicators of Sub-criterion Three

1. The Faculty shall have an office/committee run by specialized qualified staff to follow up graduates and their needs, with tasks and mechanisms. Its tasks and work procedures shall be clearly specified.
2. The Faculty shall have and maintain databases on graduates, and shall benefit from them.
3. The Faculty shall have channels of communication with its graduates on the one hand and with its graduates and their employers on the other hand to exchange views on the programs offered by the Faculty, their effectiveness, methods of teaching, and evaluation.

4. The Faculty shall have a mechanism for following up the levels of performance of graduates in the labour market to assure the quality of its outcomes, the realization of its vision, mission, and objectives and to benefit from therefrom in them in development
5. Providing opportunities for graduates to participate in decision-making at the faculty and University levels

6-3-3 Evidence and documents required for Sub-criterion Three

- √ Minutes of meetings of the Faculty's concerned committees and councils showing membership of the faculty's graduates
- √ Annual statistics on graduate participation in university activities
- √ Evidence of graduates' representation on governance boards
- √ Opinion polls directed to graduates and employers
- √ Annual statistics on alumni activities and number of participants therein
- √ Opinion polls oriented toward graduates and employers
- √ The number of the graduates who are members of the Faculty's social media networks (Face book)
- √ The number of graduates in the Faculty's databases including their names their places of work and their addresses (to communicate with them at any time)

7. Criterion Seven: Community Service and External Relations

The Faculty shall effectively nurture the concept of community service, and shall respond to the community's needs in all aspects of health and social care, and shall promote external and global cooperation to support its mission and achieve its objectives.

7-1. Sub-criterion One: Community Service

7.1.1. Elements of Sub-criterion One

1. Areas of local community development
2. Representation on governance boards

7.1.2. Indicators of Sub-criterion One

1. The vision, mission, and objectives of the Faculty of Nursing and Midwifery shall include and focus on its encouragement for interaction with the local community and related sectors, with special emphasis on the educational process and research activities.
2. The constructive interaction between the Faculty and the health sectors shall be documented, and shall respond to the health needs of the community the Faculty serves.
3. Enhancing the relationship between the Faculty and the different community institutions, especially with health sectors, through a clear system of cooperation and agreements to achieve the Faculty's goals and values
4. The needs of the local community and health sectors shall be determined through surveys and studies as necessary to assess the needs and plan for meeting them. The budget required for that shall be allocated, and the procedures for monitoring their application and effectiveness shall be quite clear.
5. The Faculty, represented by its teaching staff members and students, shall implement the planned projects which contribute to the development of the community and health sectors, and shall conduct evaluation studies regularly to check the effectiveness and impact of these projects, and to update them regularly in accordance with its priorities.
6. Local community culture and development shall be part of the culture of the Nursing and Midwifery students and shall be reflected in collaborating with them in identifying and meeting community needs and activities.
7. Scientific research and training courses conducted by both teaching staff members and students shall contribute to and focus on finding solutions to the health problems of the local community.
8. The local community shall be fairly represented on the Faculty's councils and committees concerned with community development and institutions that cooperate in providing training opportunities for students.
9. Holding regular meetings with representatives of the community and the health sector for the Faculty to be informed about their needs and to collaborate with them in developing an appropriate plan for serving the community.

7.1.3. Evidence and documents required for Sub-criterion One

- √ Documents showing the policies, plans and procedures related to the local community
- √ Annual statistics on the number of studies, projects and research related to the local community and the extent of benefiting from them.
- √ Annual statistics on participatory initiatives and development projects and the benefit obtained therefrom
- √ Statistics on the actual annual expenditure on all activities of community service
- √ Statistics on the number of teaching staff members, administrative staff, and students who participated in local community service activities
- √ Statistics on the number of the local community members benefiting annually from health services and medical days and the degree of benefit they obtained.
- √ Mechanisms and decisions on the selection of local community members to governance board.
- √ Annual statistics on the number of students from the local community benefiting from grants and student loans
- √ Statistics on awareness-raising lectures and training courses related to community service
- √ Annual statistics on the activities related to health activities

7-2. Sub-criterion Two: External Relations

7.2.1. Elements of Sub-criterion Two

1. National relations
2. Regional and global relations

7.2.2. Indicators of Sub-criterion Two

1. There shall be agreements on scientific exchange concluded with global institutions, in respect of both teaching staff members and students, and they shall contribute to the scientific and practical development of the Faculty.

2. There shall be on-going documented joint seminars, exchange of training experience and organization of workshops and conferences at the local, regional or global level, with Arab, regional and global institutions.
3. The Faculty shall facilitate and encourage regional and global exchange of teaching staff members and students, and shall provide appropriate resources for that.
4. Financial support for conducting joint scientific research and for faculty members to attend specialized scientific conferences, with the Faculty providing the necessary resources
5. Joint scientific research and conferences at the local, regional or global level
6. Activities on marketing graduates and securing job opportunities for them through communication with the concerned parties
7. there shall be clear and enforced mechanisms for attracting and selecting nursing students at the level of the Faculty or University.

7.2.3. Evidence and documents required for Sub-criterion Two

- √ Documents showing the policies, plans and procedures associated with cooperation at the national, regional and global levels
- √ There shall be offices or units within the organizational structures concerned with global cooperation
- √ Samples of memoranda of understanding and agreements concluded and the mechanisms for their approval and signing
- √ Mechanisms for following up memoranda of understanding and agreements and their evaluation and implementation.
- √ Annual statistics on the grants and assistance provided to the University from inside and outside Jordan
- √ Annual statistics on the joint projects, studies, training courses, conferences and workshops
- √ Annual statistics on the number of graduates who benefited from career days
- √ Evidence of attracting students from inside and outside Jordan

8. Criterion Eight: Quality Assurance

The Faculty's quality assurance department shall apply advanced quality techniques to achieve the highest levels of continuing improvement and development.

8-1 Sub-criterion One: Commitment to improving program quality

8.1.1. Elements of Sub-criterion One

1. Leadership
2. Resources
3. Institutional participation

8.1.2 Indicators of Sub-criterion One

1. The Quality Assurance Committee shall be responsible for developing policies on quality, following up their application and taking relevant decisions, with a focus on the following:
 - Ensuring that all parties work within the context of the Faculty's vision, mission and goals
 - Appropriateness of the Faculty's institutional, organizational and infrastructure for achieving its vision, mission and objectives
 - Review and implementation of quality assurance tools such as policies, procedures, councils, committees and other components of the Faculty.
 - Following up student achievement and progress
 - Following up the Faculty's contribution to scientific research and community service
 - Conducting the Faculty's self-assessment, and implementing a comprehensive strategic plan based on needs assessment and (SWOT) analysis.
 - Ensuring actual participation of teaching staff members in the academic and administrative activities of the Faculty and the University
 - Following up the development of databases and using data efficiently and effectively

- Submission of regular periodic reports to the Management on the Faculty's progress in achieving its objectives, plans, programs, the adequacy of its sources and identification of difficulties, strengths, and weaknesses at the level of all programs
 - Making sure that the academic programs and their curriculum design and the study plans are within the criteria set for them.
2. The Quality Assurance Management Committee shall have a qualified and competent chairperson and qualified and competent staff who have a key role in ensuring achievement of the Faculty's vision, mission and objectives through monitoring the implementation of all quality assurance procedures required for that and supported by the Faculty's governance council.
 3. The updating and development process carried out by the Faculty shall be based on comprehensive studies of past experience, current activities and future aspirations
 4. The process of developing the Faculty's educational programs, policies, regulations and teaching methods shall keep abreast of developments, local and global changes, and new developments in the nursing sciences
 5. The necessary financial resources shall be determined by the Quality Assurance Committee, included in the Faculty's budget and shall cover the needs of quality assurance and development processes
 6. The quality assurance culture shall be well established among the Faculty's teaching and administrative staff and students and shall be reflected in the commitment of all employees to its principles.
 7. Teaching staff members, administrative staff and students shall contribute to the process of development, and follow-up of quality at the Faculty and the University.

8.1.3. Evidence and documents required for Sub-criterion One

- √ The Faculty's strategic plans for improvement of quality assurance management
- √ The Faculty's quality assurance manual.
- √ Evidence showing dissemination of the quality assurance culture among the teaching staff members, employees and students
- √.Regular periodic reports submitted to the Management on the Faculty's progress in respect of achieving its objectives, plans and programs, the adequacy of its

resources, identification of challenges it faces, and its strengths and weaknesses at the level of all programs

- √ Reports on the effectiveness of academic and administrative development programs
- √ Training programs related to improving the level of quality of academic programs and training of teaching and administrative staff
- √ Statistics on the staff in charge of quality assurance at the institution, their precise specializations and a description of the tasks entrusted to them

8-2 Sub-criterion Two: Scope of Quality Assurance

8.2.1 Elements of Sub-criterion Two

1. On-going periodic evaluation of academic programs
2. Quality assurance coverage of all inputs, processes and outputs

8.2.2. Indicators of Sub-criterion Two

1. Evidence of review of academic programs, curriculum design and organization and the Faculty's strategic plans to ensure they fall within the established criteria
2. Evidence of review of procedures for learning, teaching and student evaluation followed at the Faculty and compatible with its quality management.
3. The Faculty's knowledge tools, educational facilities and available educational resources are appropriate for the students
4. Evidence of adjusting the Faculty's admission policy and determining the number of students according to changing needs, future expectations and national needs
5. Contribution to the adjustment of competencies required for students upon graduation according to the needs of the labour market and local and global health challenges.
6. Availability of methods and means of evaluation in the practical and theoretical fields in accordance with educational goals and aspirations
7. Evidence of following up the application of quality assurance management at the nursing faculties, departments, centres, administrative units and technical laboratories

8. Availability of databases and the use of data efficiently and effectively
9. Availability of regular reports submitted to the management on the Faculty's progress in realising its objectives, plans and programs, appropriateness of their sources, and identification of challenges, and strengths and weaknesses for all programs

8-2-3 Evidence and documents required for Sub-criterion Two

- √ A list of the committees concerned with quality assurance, and the minutes of the Faculty's meetings.
- √ The Functions of the committees concerned with quality assurance
- √ Reports on regular periodic evaluation
- √ Guides and procedures followed in quality assurance management

8-3 Sub-criterion Three: Indicators, standards and benchmarking

8.3.1. Elements of Sub-criterion Three

1. Key performance indicators
2. Secondary performance indicators
3. Benchmarking standards for institutional performance quality
4. Feedback
5. Verification and validation of learning outcomes

8.3.2. Indicators of Sub-criterion Three

1. Key performance indicators shall be inclusive, integrated, and measurable.
2. Availability of performance indicators and secondary standard criteria for following up the performance of the different academic and administrative departments within the faculty in compatibility with its special nature
3. There shall be standard criteria for benchmarking the Faculty's performance quality agreed by its governance councils

4. Availability of policies and procedures for verifying the learning outcomes achieved by students, and comparing them with the requirements and needs of the labour market
5. Availability of policies and procedures for verification of the outcomes of learning outputs achieved by students in different programs compared with the requirements of national qualifications and the levels achieved by similar educational institutions.
6. The outcomes of surveys on employers' satisfaction with the performance of graduates, studies conducted to follow up students and graduates, studies conducted on the effectiveness of programs offered by the Faculty and the outcomes of surveys on the satisfaction of the Faculty's students, graduates and employees

8-3-3 Evidence and documents required for Sub-criterion Three

- √ Periodic on-going reports on key and secondary performance indicators and the areas of their application
- √ Studies or reports related to benchmarking the quality of institutional performance of the Faculty and all of its departments
- √ Surveys of the views of students, teaching staff members, graduates and employers and related improvement plans
- √ A matrix verifying the achievement of the teaching and learning outcomes (consistency between outcomes and content) and the correlation of the Faculty's vision and mission with the labour market
- √ Improvement plans for quality assurance processes, including the Faculty's strategic plan
- √ Studies conducted by the Faculty to evaluate its programs, plans, resources, outcomes and the development measures arising from them.
- √ Comparisons between the Faculty's learning outcomes and those of other similar institutions
- √ Reports on the self-assessment conducted by the Faculty or reports on results of evaluations conducted by external parties in the last five years
- √ The self-assessment study

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