



SINGAPORE NURSING BOARD

GUIDELINES FOR APPLICATION OF ACCREDITATION (NEW) OF NURSING PROGRAMME

- 1 The Education/Training Institution shall complete/submit the application for accreditation of academic programme form and email to Singapore Nursing Board (SNB).
- 2 Application for accreditation shall provide evidence of compliance with SNB's Standards for Nursing Education. It shall be submitted in the following format with pages numbered sequentially and include a table of contents. For Annex Document, use dividers and labels.

Curriculum Document

The curriculum application must be submitted as a separately bound as one document (label and page the curriculum). Include a content page that links to the following information on the curriculum:

1. Name of Education/Training Institution
2. Title of the Course
3. Title of Award
4. Need for the Course (include market/industry survey)
5. Duration of the Course (specify full-time/part-time/work-study)
6. Proposed Date of Course Commencement/ Implementation
7. Target Group of Participants
8. Entry Requirements for the Course
9. Overview of the Course
10. Aim of the Course
11. Learning Outcomes
12. Target teacher to student ratio (lecture, tutorial, workshop, laboratory, virtual classroom etc. and clinical placements)
13. Graduate/Terminal Competencies
14. Mapping of Modules to SNB Domains and Learning Outcomes to SNB Core Competencies and Generic Skills of Registered Nurses (2023)
15. Curriculum
 - 15.1 Curriculum Development Process
 - Who were involved in the development/review? (name and designations of faculty from the educational institution and names and designations of clinical/industry partners)
 - What were the input/ feedback/contributions to the curriculum?
 - How was the feedback incorporated into the curriculum? (use tables to show the feedback received, from whom and how the feedback was utilised. 'No Revision' must be inserted for feedback that cannot be included in the revision for reasons: *(your reasons)*)
 - 15.2 Conceptual Framework/Curriculum Blueprint (preferably use a figure/diagram to illustrate)
 - Integration of key elements and concepts of the curriculum: graduate outcomes/attributes, instructional methods, assessments and evaluation strategies
 - Adoption of Nursing Theory(ies)
 - Evidence-based Nursing
 - 15.3 Educational Philosophy of Programme
 - Learning Environment
 - Philosophy of Learning & Teaching



SINGAPORE NURSING BOARD

GUIDELINES FOR APPLICATION OF ACCREDITATION (NEW) OF NURSING PROGRAMME

15.4 Overall Programme Structure (use tables)

15.5 Total Curriculum Hours with breakdown for:

- Theory
 - Face to face lectures
 - Synchronous learning
 - Asynchronous learning
- Clinical practice allocations (if applicable)

15.6 Module / Unit: Please state the following for each module/ unit:

- Module name/ code or number
- Module co-ordinator and teaching team (including qualifications)
- Module synopsis and aims
- Learning objectives / outcomes
- Number of hours and credit points
- Contents (detailed)
- Competencies (if applicable)
- Teaching Methodologies
- Assessment Strategies [including weighting (%)] and grading system

15.7 Overview of Formative and Summative assessments

- Assessment Methods/Strategies used for each Module
- Include Weightage for Formative, as applicable as well as for Summative Assessments
- Marking Rubrics for each type of Assessment
- Grading System
- Include Clinical Practice Assessments (as applicable)

15.8 Implementation/ Coordination of the Programme – Provide a summary table with:

- Names of teaching faculty, their roles in module(s), (e.g., course manager/lead, module coordinator, lecturer, tutor, clinical instructor etc.; professional, specialised and teaching qualifications and name of teaching module(s)

15.9 Programme Evaluation/ Review Framework/Procedures - use a table format to show:

- Summary of evaluation framework strategies and sources that will be utilised to evaluate programme
- What standards/indicators/measures will be used e.g. student feedback, graduate employer survey, clinical partners, external partners, etc
- Frequency of evaluation curriculum review strategies

15.10 Quality Assurance Processes/Continuous Quality Improvement (frequency and duration)

15.11 References(preferably less than 5 years old, justify if need to include older references)



SINGAPORE NURSING BOARD

GUIDELINES FOR APPLICATION OF ACCREDITATION (NEW) OF NURSING PROGRAMME

Annex Document

The following are to be submitted as annexes in a separately bound as one document (label & page each Annex). Include a content page that links to the following information on the annex

1. Background information/development of the university/education institution
2. Organisation chart of the faculty –include full-time & part-time teachers/instructors
3. Name of head of the faculty and his/her responsibilities
4. Organisation chart of local partner (administrative support)
5. Contact person of the university and the local partner
6. Contracts with local partner (current document signed duly)
7. Approval letter: Singapore Ministry of Education/ Committee for Private Education
8. Curriculum development/review committee (evidence of consultation/meetings)
9. Policies & procedures that guide programme administration/management/evaluation and on on-going development of faculty/teaching staff
10. Examination board/ panel
11. Sample transcript
12. Letter/s from healthcare organisation/s accepting students for placement (if applicable)
13. Student handbook/logbooks (where applicable)
14. Student evaluation – collated data/trend analysis & improvements made
15. Employer evaluation – collated data/ trend analysis & improvements made
16. Physical facilities and resources (library resources, audio-visual teaching equipment, computing facilities, nursing skill laboratory, classrooms and administrative services) for implementation of the course – provide a list of resources & facilities (include capacity of lecture rooms, tutorial rooms, laboratories, library etc.).
17. Names of faculty with summary of their curriculum vitae (use SNB format, available on SNB's website: Downloads/Forms)
18. Sample of course flyer/ advertisement

**SINGAPORE NURSING BOARD****GUIDELINES FOR APPLICATION OF ACCREDITATION (NEW) OF NURSING PROGRAMME**

1. The application for accreditation of the course shall be submitted via email to SNB at six (6) months before the proposed commencement/ implementation date specified for the course. Prior to application and submission, email a request for invoice from SNB for make e-payment for SNB's Accreditation fee.

The submission shall include the following in soft copies.

- Application form
 - Curriculum
 - Annexes
 - Self-study report
2. SNB will process the application upon receipt of the application fees. A cap of 2 re-submissions is allowed for each application within one calendar year of submission. Any re-submission beyond this cap shall be considered as a new application and subject to applicable fees. Any re-submissions after the one-year period from submission shall be considered as a new application and subject to applicable fees.
 3. The education/ training institution shall be notified of the preliminary outcome of the application three (3) months after submission date.
 4. Upon approval by the Board, the education/training institution must implement the programme within one (1) year of the approval date. Failing this, a new application will be required.
 5. The education/ training institution shall seek written approval from SNB for any major changes in the approved curriculum before implementing the changes. Major changes include but are not limited to:
 - Course duration/Curriculum hours
 - Credit points
 - Deletion or addition of modules
 - Change of assessment methods
 - Change of Programme Manager/Lead and Teaching Faculty
 - 8 The SNB reserves the right to make on-site visits to the institution and review relevant programme documents.