



Professional Standards

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Nursing Professional Standards

Standard (1): Professional Responsibility and Accountability

The registered nurse/ registered midwife is responsible for performing nursing practice in line with the nursing professional ethics approved by the Jordanian Nursing Council, bylaws of licensing agencies and of the employing institution.

Indicator	Measurable Elements
<p>1.The nurse shall practice his/her profession according to current laws and professional standards commonly recognized along with standards for professional nursing practice in Jordan as well as professional ethics.</p>	<ul style="list-style-type: none"> • The organization has a list of current laws and professional standards. • The organization has the national ethics guideline. • Documents to show that the nurse is oriented about the bylaws and the approved code of ethics (e.g. meeting minutes, human resources files, continuous education documents). • Presence of evidence that show the legal responsibility towards the profession and self. • Presence of tools to evaluate legal responsibility.
<p>2.The nurse shall be responsible for obtaining a professional practice license and maintaining continuity of registration with JNMC.</p>	<ul style="list-style-type: none"> • There is a valid licensure and practice license. • There is evidence of membership in the JNMC and/or any specialization certified by nursing council. • There is evidence of self-Development consistent with requirement for clinical ladder requests.
<p>3.The nurse shall assume personal responsibility for professional conduct.</p>	<ul style="list-style-type: none"> • There is a strategy to oversee and monitor the legal, professional and ethical violations. (Policy and procedure incident report) with proper prior nurse orientation to it. • Presence of nursing supervisor evaluation reports to their staff professional performance.
<p>4.The nurse shall maintain a safe working environment for carrying out professional requirements, and safe patient care.</p>	<ul style="list-style-type: none"> • Safeties plans based on the international and national standards, and identified indicators of general safety. • Application the patient international safety goals in work areas and orient the client to them. • Presence of general safety plans and disaster training record to all staff. • Presence of general safety indicator records specific to nursing. • Proof of nurse’s competent use of safety equipment and procedures such as fire distinguishers, client’s evacuation, and shelters.

5. The nurse shall identify issues presenting an obstacle to the provision of proper nursing care, and handle such issues in line with professional practice standards and ethics.

- Demonstrates ability to identify the barriers for proper nursing care in his working place (e.g. barriers related to environment, patients, or equipments).
- Reporting to managers work obstacle and areas for care improvement.
- Presence of policies and procedures manuals.
- Presence of incident report reviews in relation to the barriers of nursing care.

Standard (2): Practice Based On Nursing Knowledge

The registered nurse/registered midwife bases his/her
Nursing practice on knowledge derived from nursing science and other basic and human sciences.

Indicator	Measurable Elements
1. The nurse shall seek to attain information based on scientific research in order to expand and utilize nursing knowledge for enhancing professional practice.	<ul style="list-style-type: none">• Availability of scientific resources in the organization.• Presence of documents that show the nurses participation in workshops, lectures, or conferences.• Presence of approved guidelines that guide nursing practice.• Presence of nursing care committee to keep updating practice guidelines and base it on past evidence.
2. The nurse shall use innovative thinking for solving problems.	<ul style="list-style-type: none">• The nursing notes show that the nurse made patients care decisions based on the right assessment data.• Used principles of problem solving approaches.• Document that show Patient care decisions in client file.
3. The nurse shall use the nursing process for providing the client with nursing care.	<ul style="list-style-type: none">• Presence of individual written nursing care plan• Presence of documents that assures the implementation and follow up.• Presence of documents that assures performing reassessment after implementation of interventions.
4. The nurse helps the client to have access to needed information and proper care.	<ul style="list-style-type: none">• Awareness of the policies and procedures ruling release of information to client and relatives.• Presence of patient family education policy that show the role of each health team member.• There is documentation in the medical file for all client and family education activities.• Obtaining Patient and family feedback.• Determining and communicating care options inside and outside the organization.

5. The nurse shall assist clients in making decisions based on proper knowledge.	<ul style="list-style-type: none">• Evidence that show providing the client and his/her family with treatment options and nursing care alternatives to assist client in decision making.• Presence of informed consent for each intervention in client files.
6. The nurse shall participate effectively in research efforts related to the profession and its enhancement	<ul style="list-style-type: none">• Providing documents that prove participation in research.

Standard (3): Nursing Performance Efficiency

The registered nurse/registered midwife utilizes knowledge, skills, trends and judgments in nursing practice.

Indicators	Measurable Elements
1. The nurse shall use updated knowledge, clinical skills, and proper judgments for providing clients with safe care.	<ul style="list-style-type: none">• Ability to perform physical assessment, and physical examination.• Nursing care plan should reflect client health care needs.• Presence of nursing care plan in each patient medical record.
2. The nurse shall seek to identify and meet educational needs of the clients and others in order to upgrade their knowledge, skills, and ability to make judgments.	<ul style="list-style-type: none">• Documentation of client and family education in client file.
3. The nurse shall carry out nursing interventions safely and accurately, evaluate results, and adjust such interventions according to evaluation.	<ul style="list-style-type: none">• Presence of documents that shows assessment and reassessment for implemented nursing interventions.• Presence of up dated nursing procedure manual.• The nurse's professional record shall reflect safe practice.
4. The nurse shall act within the framework of knowledge capability and job skills when providing nursing care.	<ul style="list-style-type: none">• Outcomes of implemented nursing intervention documented in patient medical record.

<p>5. The nurse shall seek to continuous professional development and knowledge needed for safe professional practice standards and ethics.</p>	<ul style="list-style-type: none"> • Participation in continuous nursing education documented. • Availability of needed supply to perform safe nursing care. • Documents that prove the nurse commitment to safe professional practice.
<p>6. The nurse shall delegate responsibilities to others taking into consideration clients needs and capabilities of the person to whom responsibilities are delegated according to set standards in the scope of practice.</p>	<ul style="list-style-type: none"> • Review of assignment sheet and its consideration to personal capabilities and client needs. • The nurse's annual performance evaluation. • Personal record free of any delegation errors.
<p>7. The nurse shall oversee junior and assistant nursing staff other relevant ancillary medical professions while assigned tasks are being carried out.</p>	<ul style="list-style-type: none"> • Monitoring the nurse professional performance and her corporation with health team member. • Review of administrative and incident report for purpose of performance appraisal. • Nursing care plans should reflect corporation with health team.

Standard (4): Communication and Cooperation

The registered nurse/registered midwife communicate and cooperate with the clients and the health team for providing nursing care.

Indicator	Measurable elements
1. The nurse shall respect and consolidate the roles of the clients and health team members for providing safe care with professional commitment.	<ul style="list-style-type: none">• Monitoring his acceptance to other opinions and to provide constructive criticism.• Consulting with other health care professionals according to patients needs.• Documenting patient need and choices.• Participating in interdisciplinary rounds.• Documenting nursing care in medical record and be oriented to the other team member documentation.
2. The nurse shall demonstrate efficiency of the nursing role in the fields of planning, preparing, implementing and evaluating health care.	<ul style="list-style-type: none">• Being a member in senior management team and other related committees such as strategic planning, quality assessment, and ethics.• Presence of nursing committees meeting minuets.
3. The nurse shall participate effectively in solving issues related to professional practice.	<ul style="list-style-type: none">• Documentation of participation in decisions related to professional issues at the departmental, institutional, and national levels.
4. The nurse shall seek to function as a reference and set a good example for nursing students, colleagues, and others.	<ul style="list-style-type: none">• Nursing administration monitoring of professional commitment.• The feed back from nursing student, colleges, and others written or verbal.

5. The nurse shall follow the administrative structure in terms of communication and according to line of communication spelled in the organizational structure and policies.

- Professional channels of communication are clearly delineated in the policy.
- Presence of evidence that approve nurse's commitment to communication channel policy.

Standard (5): Compliance with Professional Ethics

The registered nurse/ midwife provides nursing care in line with the Nursing Professional Ethics Guide approved by the Council

Indicator	Measurable Elements
1. The nurse shall seek to create a nursing professional relationship with the client based on mutual respect and objectives along with the right to decision making.	<ul style="list-style-type: none"> • Evidence of complies with ethical approved code of ethics. • Documented client participation in decision making in client file. • Evidence of respect client preference. • Providing individualistic care that’s culturally sensitive and appropriate.
2. The nurse shall defend and seek to guarantee client’s rights such as independent decision, respect, privacy, confidentiality of information, respect for dignity, obtaining proper information, and the right to freedom of choice.	<ul style="list-style-type: none"> • Evidence of orienting clients to the “client list of rights.” • Evidence of maintaining confidentiality of client information. • Evidence of respecting and maintaining client privacy.
3. The nurse shall seek to protect client’s confidential information that the nurse gets to know as a result of the treatment process, and not to disclose such information unless the client’s consent to do so has been obtained or at the request of the Court.	<ul style="list-style-type: none"> • Evidence of complying with patient confidentiality policy and orienting clients to it. • Evidence of complying with nursing code of ethic. • Evidence of awareness of the situations that legally permit the communication of patient confidential information.
4. The nurse shall be capable of dealing with situations which may have a negative impact on the client or health team members.	<ul style="list-style-type: none"> • Evidence of complying with the health institution procedures manual and the professional ethics. • Acting professionally and creativity in any negative situation with possible impact on the client or health care team.

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<p>5. The nurse shall report any improper practices, or professional inefficiency, or professional mismanagement, or misconduct or inability to meet professional requirements through the right channels to the proper authority.</p>	<ul style="list-style-type: none">• Evidence of orientation to the hospital procedures and the professional ethics.• Evidence of providing reports for any improper practice, or ethical misconduct that could jeopardize or hurt the client's health, delay healing, or have negative impact on the health team or institutional interest.
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Standard (6): Safe Environment

The registered nurse/midwife creates safe environment for both clients and employees within the framework of public safety comprising infection control, protection against hazards, and medical waste management.

Indicator	Measurable Elements
1. The nurse shall implement approved policies and procedures in order to create a safe environment.	<ul style="list-style-type: none"> • Work areas provided with safe environment policies and procedure. • Documents prove training of nurses on policies and procedures related to safety. • Presence of documented record related to the nurses compliance to safety policies and procedures. • Direct supervision for staff to ensure commitment to safety precautions.
2. The nurse assesses working environment for safety and delivers proper reports.	<ul style="list-style-type: none"> • There are measurable indicators related to environmental safety in the institution. • Presence of evidence that the nurse gathers and document data related to safe environment as part of frequent safety assessment. • Awareness of the hazardous material in the work environment and of the material safety data sheet (MSDS) for each material. • Knowing how to act in case of any safety incidence according to the institutional policies and procedures.
3. The nurse shall participate actively in educational activities and research for creating a safe environment, in safety committees, and in national safety programs.	<ul style="list-style-type: none"> • Documented participates in safety environment training programs. • Documented Participates in safety committees. • Documented Participates in national safety committees. • Evidence of nurse commitment to safety precautions.

Standard (7): Total Quality Management

The registered nurse/midwife adopts a total quality management and continuous quality improvement philosophy as a general framework for upgrading nursing care.

Indicator	Measurable Elements
<ol style="list-style-type: none">1. The nurse shall use concepts of total quality management for providing nursing care through:<ol style="list-style-type: none">a. Identify fields of nursing care which are in need of verification and follow up.b. Analyze information in order to identify prospects for improvement.c. Upgrade policies and procedures for improving the quality of care.d. Designate indicators for the purposes of nursing care quality control.e. Gather data related to nursing care quality control.f. Draw up recommendations for improving the quality of nursing care.g. Implement activities for improving the quality of nursing care.h. Evaluate nursing care within the framework of total quality management.	<ul style="list-style-type: none">• Quality administration principles are included in continuous education programs.• Presence of quality improvement projects in work area.• Presence of documented indicators of total quality management sheets.• Active participation in total quality improvement programs at the departmental and /or institutional levels.

<p>2. The nurse shall participate and cooperate with the health team for creating a working environment conducive to the success of total quality management programs and participate effectively in quality programs and its related decision.</p>	<ul style="list-style-type: none"> • Participates in quality committees and teams. • Presence of quality committees meeting minutes. • Participating in quality training programs. • Presence of evidence that work areas are following identified quality programs.
<p>3. The nurse shall comply with policies and procedures related to total quality management.</p>	<ul style="list-style-type: none"> • Evidence of documents that the nurse is complying with total quality management policies.
<p>4. The nurse shall consolidate and expand continuous educational programs related to total quality management.</p>	<ul style="list-style-type: none"> • Evidence of participation in training and education of quality programs.

Standard (8): Scientific Research

The registered nurse/registered midwife relies on scientific research and evidence based for improving nursing care.

Indicator	Measurable Elements
1. The nurse shall carry out scientific research related to nursing and health care that is suitable to his educational level, experiences, and his administrative position.	<ul style="list-style-type: none"> • Nurse’s participation in research is documented in the file. • The Organization has a documented policy for scientific research. • Presence of client agreement to participate in scientific research. • Use of research finding to improve care. • The research complies with established ethical guidelines. •
2. The nurse shall participate in conducting scientific research that is suitable to his educational level, experiences, and his administrative position.	<ul style="list-style-type: none"> • Evidence that the nurse participation in research is congruent with level of education and experience.
3. The nurse shall provide researchers with the necessary information in a manner which is consistent with research policies in his/her organization.	<ul style="list-style-type: none"> • Presence of client agreement to participate in scientific research. • Organization has a documented policy for scientific research. • Commitment to scientific research ethics. • Publishes or (co-publishes) the finding of his research in refereed scientific journals.
4. The nurse shall create a proper environment for conducting research.	<ul style="list-style-type: none"> • Evidence of following the organization scientific research policy. • Evidence of Participating in research committees and provide input towards increasing institutional capabilities for research.
5. The nurse shall carry out nursing research scientifically and objectively that is suitable to his educational level, experiences, and his administrative position.	<ul style="list-style-type: none"> • Evidence of Participating in research teams. • Evidence of obtaining administrative institutional review board approval before carrying out research studies.

<p>6. The nurse shall use scientific research results and evidence base for enhancing the nursing practice according to policy approved.</p>	<ul style="list-style-type: none"> • Presence of research abstracts for researches that could be used in improving care. • Presence of institutional access to scientific research systematic review. • Presence of an institutional evaluation mechanism to determine the level of evidence before adopting research finding in care improvement or updates.
<p>7. The nurse shall disseminate the results of research he/she is conducting by available means (such as seminars, conferences, lectures, etc.).</p>	<ul style="list-style-type: none"> • Presentation of research finding in national (international conferences). • Publication of the research finding in reefered journals.
<p>8. The nurse shall identify clinical problems which require carrying out further research.</p>	<ul style="list-style-type: none"> • Working alone or with colleges on identifying researchable clinical problems. • Establishing priorities for conducting research to solve clinical issues.

Standard (9): Development and Education

The registered nurse/midwife participates in and lends support to the development and educational activities as a general framework for nursing knowledge and skills, maintaining information, and nursing efficiency.

Indicator	Measurable Elements
1. The nurse shall identify educational needs.	<ul style="list-style-type: none"> • Presence of continuous education programs at the institution. • There is a continuing educational policy including frequent assessing of nurse's educational needs. • A document of own educational needs in his file.
2. The nurse shall contribute to the development of educational programs.	<ul style="list-style-type: none"> • Presence of educational plan for each nursing unit. • Nurse participation in preparing educational programs at the departmental and institutional level documented.
3. The nurse shall contribute to the implementation of educational program.	<ul style="list-style-type: none"> • Nurse participation in educational programs documented in his file. • Nurse's mentoring of students and junior staff, or lecturing and hands –on training documented.
4. The nurse shall participate effectively in attending educational programs.	<ul style="list-style-type: none"> • Participation in continuous education activities documented.
5. The nurse shall use acquired knowledge and skills for upgrading nursing care.	<ul style="list-style-type: none"> • Nursing Continuing education program should include orienting nurse's to the evidence based practice. • Presence of evidence that continuing education programs are effective and reflected in the nursing care provided to the client. • Nurse's participation in clinical committees and evidence based care documented.
6. The nurse shall seek to create a proper environment for success in the development and implementation of educational activities.	<ul style="list-style-type: none"> • Availability of needed resources that facilitate educational activity. • Suitable time schedule for educational activity are set. • Evaluation of educational activities include environmental suitability is carried out.

7. The nurse shall participate in teaching and training colleagues and students.

- Presence of policies and procedure that organize students and new staff training.
- Continuing education plans for institution and for each nursing department are documented.
- Educational and training activities of each staff are documented.

Nursing Care Standards

Standard (1): Assessment of Health Status

The registered nurse/midwife assesses the health needs along with current and prospective problems of clients including physical, mental, psychological, social and spiritual aspects.

Indicator	Measurable Elements
1. The nurse shall gather information through the client, his/her relatives, health team members, and scientific references.	<ul style="list-style-type: none">• Availability of initial and on-going assessment forms.• Nursing and hospital manuals available in each nursing unit.• computer or/and internet access if possible• Hospital policy covers the data collection process and role of each team member.• Care priorities based on data gathered.• Data gathering is a continuous process.• Performance of complete initial assessment and on-going assessment as needed is carried out by the nurse and documented.
2. The nurse shall use simple and practical forms for gathering information and evaluating the client's health condition from available and approved sources	<ul style="list-style-type: none">• Availability of all necessary forms.• Gathering accurate and pertinent data from available resources is carried out by the nurse.
3. The nurse shall carry out the patient's health assessment on the basis of estimating priorities for client's responses.	<ul style="list-style-type: none">• Initial assessment and daily assessment completed within time frame as per hospital policy according to the patients needs and priorities.
4. The nurse shall implement principles and rules of health assessment pertaining to the client on the basis of an instructions guide.	<ul style="list-style-type: none">• Availability of procedure manuals in each unit.• Assessment is based on manual which is available in nursing unit.• Assessment tool is implemented and documented.

5. The nurse shall document information using approved forms.	<ul style="list-style-type: none">• All documentation forms (initial assessment form, Daily nursing follow-up sheets...) are completed.• Availability of documentation policy in the organization.
6. Discharge planning is based on assessment data.	<ul style="list-style-type: none">• Presence of documented discharge plan.• Discharge planning starts from admission and documented in initial assessment.• Discharge plan incorporates a pre-discharge detailed assessment.

Standard (2): Nursing Diagnosis

The registered nurse/midwife shall draw up nursing diagnosis based on accurate assessment data.

Indicator	Measurable Elements
1. The nurse shall derive nursing diagnosis from the evaluation information.	<ul style="list-style-type: none">• Nursing Diagnosis is based on initial nursing assessment forms.• All forms are completed.
2. The nurse shall verify the nursing diagnosis in time through the client, his/her family, and health team members.	<ul style="list-style-type: none">• Availability of medical diagnoses and treatment plan within time frame.• Confirmation of nursing diagnosis with other health team member diagnosis. (When applicable).
3. The nurse shall document nursing diagnosis in a manner that contributes to the client's care plan.	<ul style="list-style-type: none">• Nursing diagnosis documented.• Nursing diagnosis is clear and precise.

Standard (3): Planning the Client's Nursing Care

The registered nurse/registered midwife draws up the nursing care plan in cooperation with the client and health team members so that the plan will include nursing objectives and interventions.

Indicator	Measurable Elements
1. The nurse shall draw up both of the plan and results based on the nursing diagnosis and according to priorities and respect of client.	<ul style="list-style-type: none">• Nursing care plan is documented.• The plan reflects nursing diagnosis according to patient's priority needs.• Nursing care plan is prioritized according to patient's need.
2. The nurse shall involve the client in planning nursing care in order to identify and achieve objectives in line with the available resources.	<ul style="list-style-type: none">• Policy defines the patient rights to participates in plan of care.• Consent form available for all kinds of procedures.• Availability of family patient health education form.
3. The nurse shall develop the individual nursing care plan according to client's capabilities and needs, taking into consideration client's culture, customs, and traditions.	<ul style="list-style-type: none">• Initial assessment for abilities, needs, cultural and value are done as part of the assessment form.• The care plan is based on assessment data.
4. The nurse shall determine the time needed for evaluating outputs of nursing care plan.	<ul style="list-style-type: none">• The nursing care plan should include time frame for re-evaluation.
5. The nurse shall document the client's nursing care plan using the approved forms.	<ul style="list-style-type: none">• Patient care plan must be documented in the appropriate forms.• Nursing care plan is filed according to documentation policy.

Standard (4): Implementing Client's Nursing Care Plan

The registered nurse/registered midwife shall carry out the nursing care plan by following relevant procedures and in cooperation with the health team members.

Indicator	Measurable Elements
1. The nurse shall implement the plan safely, accurately and on time.	<ul style="list-style-type: none">• Availability of safety measures, policies and manuals in each unit.• Availability of resources to implement the plan.• The nurse's file must reflect a safe practice records.• Individual care plans show a documentation of timely execution of care.
2. The nurse shall carry out the nursing care plan.	<ul style="list-style-type: none">• The plan of care is implemented.• Nursing note is documented.
3. The nurse shall document the nursing care plan using the approved forms	<ul style="list-style-type: none">• Nursing implementation is documented on nursing care plan accurately.• Availability of all related forms.

Standard (5): Evaluating the Nursing Care and Client's Responses

The registered nurse/midwife evaluates the nursing care plan comprehensively based on the reassessment of client responses that indicate achievement (or lack of) of objectives.

Indicator	Measurable Elements
1. The client, his/her relatives, and health team members shall participate in the evaluation process.	<ul style="list-style-type: none">• Patient participation and responses are documented in the evaluation forms.• Client's satisfaction questionnaire shows their participation in evaluation process.
2. The nurse shall use the evaluation results in reviewing the diagnosis, nursing plan, and outputs.	<ul style="list-style-type: none">• Reassessment related to evaluation of nursing care plan should be implemented and documented.• Evaluation is used as basis for modifying plan of care.
3. The nurse shall record the client's responses towards the nursing care received.	<ul style="list-style-type: none">• Document the results of the care plan in the nursing process forms.
4. The nurse shall document the evaluation process using approved forms.	<ul style="list-style-type: none">• Availability of all necessary forms according to hospital policy.• Availability of documentation policy.• Documentation of the evaluation in the client file.
5. The nurse shall re-evaluate the items of the nursing care plan as necessary.	<ul style="list-style-type: none">• Re-evaluation of nursing care plan according to changes in patient's needs or health status or responses.

Standards of Nursing Leadership & Administration

Standard (1):- Philosophy and objectives

The nursing administration has a statement of philosophy and objectives that goes along with the central philosophy of the institution and professional ethics.

Indicator	Measurable Elements
1. The administrator dates the statement of philosophy, mission, values, and objective are written clearly and current and dated.	<ul style="list-style-type: none">• The nursing department has its own philosophy derived from philosophy of the institution.• The nursing department has a mission statement which is developed from the institution mission statement.• The nursing department has its own goals which are developed from the institution goals.• The nursing department has values which are developed from the institution values.• The nursing participation in setting the institutional philosophy is documented.• Presence of a reviewing policy.
2. The philosophy is accessible to all staff in each unit.	<ul style="list-style-type: none">• There is a clear system to make this philosophy clear and public.• The orientation program for the new staff includes the philosophy, goals and values orientation.• The organization website includes the organization philosophy, values and goals.• Copies of the philosophy, goals and values in each unit.

<p>3. The philosophy is followed by the team and changes and revisions are communicated to all staff.</p>	<ul style="list-style-type: none"> • Continuous assessment to make sure that nursing process is congruent to nursing philosophy and goals. • Availability of policies and procedures to guarantee the adherences to the philosophy, values and goals. • The nursing staff evaluation reflects the adherence to philosophy, values and goals.
<p>4. Nurse administrator provides authority for healthcare team members to follow and conform to the written objectives and philosophy.</p>	<ul style="list-style-type: none"> • Availability of job description determines responsibilities and duties within the philosophy, values and goals. • Evaluating the application of these objectives.
<p>5. Nurse administrator shall referrers to when putting nursing instructions for performance and has a well-defined structure and processes for the delivery of nursing services.</p>	<ul style="list-style-type: none"> • Nursing Regulations and policies are conforming to the philosophy and values.
<p>6. Nurse administrator shall prove short and long term plans for nursing practice to reach the objectives.</p>	<ul style="list-style-type: none"> • Availability of clear measurable written action plan to achieve nursing goals. • Evaluate achievement of objectives periodically. • Documented modifications of plans based on periodical evaluation.

Standard (2):- Organizational Structure

The nursing administration shall carry out the responsibility of designing nursing services structure to accomplish the organization tasks and achieve the stated objectives.

Indicator	Measurable Elements
1.the nursing department set its structural design that includes: - Title of each position - Functional relationships. - Formal lines of communication.	<ul style="list-style-type: none"> ● Availability of clear nursing department structure that show span of control and the formal channel of communication.
2.The nursing administration Participates in planning, decision-making, and formulation of policies of the health agency.	<ul style="list-style-type: none"> ● Participating nursing department in putting organizational budget. ● Nursing department is a member in the strategic plan for the organization. ● A nursing representative in institutional executive committees.
3.The nursing administration shall have valid authority for determining the need for and type of nursing services required, using known scientific methods.	<ul style="list-style-type: none"> ● Availability of a nursing committee to put and review polices and regulations for nursing care. ● Staffing within the nursing department should be the responsibility of the nursing administration.
4. The nursing leadership establishes strategies and procedures to ensure that the standards of nursing services are met.	<ul style="list-style-type: none"> ● Availability of policies and procedures to guarantee nursing care quality provision within the nursing philosophy, goals and nursing staff job description. ● Frequent performance of external and internal audits of nursing services documented. ● Corrective actions are systematic, clear, and documented.

<p>5. The nurse leaders give opportunities are given for communication between all levels of nursing staff and support staff workers (defines and maintains clear lines of communication.</p>	<ul style="list-style-type: none"> • The nursing department structure with a clear channel between different levels of staff. • Nursing staff participate in the different committee. • Availability of polices which clarify relationship between nursing staff and other health team.
<p>6. Nurse administrator ensures that appropriate nursing team (health worker) is available to ensure delivery of efficient nursing services according to the policy of minimum nurse to patient ratio.</p>	<ul style="list-style-type: none"> • Job description for each level and position. • Availability of supportive staff to do non-nursing activities. • Availability of administrative staff within the department of nursing. • Number and qualification of nursing staff reflect that team is efficient and complete. • Plans for staffing in disaster and emergency situation exist.
<p>7. Appropriate job description is available.</p>	<ul style="list-style-type: none"> • Each job title has a job description that details the authority and duties of the staff. • Human resources adhere to the nursing titles given to nurses and distinguish between the different levels and specialties.

Standard (3):- Communication System

The nursing administration shall create an effective communication system that facilitates appropriate discussion of all matters and transfer of necessary data between nursing staff and other health care works to facilitate decision making and completion of tasks.

Indicator	Measurable Elements
1. Nurse administrator uses effective communications skills to receive and disseminate information.	<ul style="list-style-type: none">• Regular meetings between nursing leaders and nurses in different nursing unit are evident.• Regular meetings between nursing directors and different nursing levels are evident.• Using of different communication method .ex. boards, emails, and meetings minutes.• Communication skills are included in the orientation package for new nurses and in the continuing educational plans of nursing department.
2. Nurse administrator supports communication channels with decision makers inside and outside the organization.	<ul style="list-style-type: none">• Presence of effective co-orporation and collaboration between the nursing department and other departments with in the institution and other organizations.

Standard (4):- Policies and Procedures

The nursing administration is responsible for the establishment & implementation of suitable policies and procedures to supervise and guide the quality of nursing care.

Indicator	Measurable Elements
1. The nursing department is responsible for establishing nursing policies and procedures.	<ul style="list-style-type: none">• Nurse's participation in putting and implementing nursing polices and procedures documented.
2. Policies and procedures include: <ul style="list-style-type: none">- Implementation & Practice.- Staff Development & Continuous learning.- Human resources.- Budget & procurement.	<ul style="list-style-type: none">• Availability of manuals for polices and procedures including all the points.
3. The nursing department provides written and dated policies and procedures to all staff.	<ul style="list-style-type: none">• Availability of policies and procedures manuals in different nurses units.• Availability of action plan to introduce theses policies and procedures through educational activities and orientation programs.• Availability of a program to train nursing staff to perform according to these policies.

<p>4. Evaluation tools, methods and processes are clear, in place & followed to achieve the required results.</p>	<ul style="list-style-type: none"> • Availability of a plan to evaluate the adherence to policies and procedures. • Availability of clinical indicators that reflects nursing staff compliance with the policies. • Presence of follow up and analyses of these indicators. • Availability of clear forms to evaluate the implementation of polices and procedures. • Availability of nursing committee to monthly review incident reports to assure adherence to policies and procedures. • Presence of documents that show the action that has been taken when there is any incompliance.
<p>5. There is a periodic revision to maintain and improve quality.</p>	<ul style="list-style-type: none"> • Availability of committees to review policies and procedures. • The specific dates for periodic review of policies and procedures are set. • The procedure for modifying the policies are known and documented. • Any modification in the policies is communicated to the staff on proper time.

Standard (5):- Resource Administration

Nursing administration is able to allocate and utilize available resources to achieve the required results, effectively and efficiently.

Indicator	Measurable Elements
1. The nurse administrator determine the need for nursing personnel according to qualification, number and skill mix to achieve the required standards, taking into consideration the following: <ul style="list-style-type: none">- Availability of Expertise.- Number of patients.- Levels of nursing care.- Policies on vacations & emergency leaves.- Continuous learning.- Nursing workload.- Acuity of care (Intensity of sickness).- Scheduled Meetings.- Supportive employees.- Changes & progress of health care services.	<ul style="list-style-type: none">• Availability of annual staffing plan to determine number of nursing staff in each unit.• The plan should consider the quantity and the quality of staff needed to provide client care.• Availability of clear criteria to determine competencies, qualification and required experiences for nursing staff.• Taking patient's safety into consideration when determining nurses/patients ratios.• Meeting the Jordanian council standards for nurse client ratio.• Daily work assignment sheets reflect acceptable work load.
2. The staffing plan should include strategies for staff retention.	<ul style="list-style-type: none">• Presence of clear recruitment plan.• Presence of psychological and financial incentives system.• Presence of clinical ladder in the institution.• Written and updated strategies for staff retention.

Standard (6):- Continuous Learning & Research

Nursing administration promotes the advancement of nursing knowledge and promotes the utilizations of research findings.

Indicator	Measurable Elements
1. The nurse administrator shall follow valid measures for determining the needs and priorities for training and education.	<ul style="list-style-type: none"> • There is a plan for determining and evaluating educational and training needs for nurses • (Questionnaire/ individual meetings/ nurses suggestions/...).
2. The nurse administrator shall provides opportunities for professional growth and development of staff.	<ul style="list-style-type: none"> • The annual staff evaluation includes participation in continuing education. • Announcements about educational activities for all nurses units. • The organization has an in-service education programs. • In-service and continuing education is planned and executed based on a declared timetable. • Participation of staff internal and external education activities encouraged and supported.
3. Collaborating with other health & educational institutions for the provision of education, practice, and research opportunities for nursing staff.	<ul style="list-style-type: none"> • There is an educational collaboration and coordination with other organizations. • Arranging conferences and lectures with other organizations. • Attending educational activities in other organizations.
4. Continuous Professional development is mandatory for continuity of employment and promotion.	<ul style="list-style-type: none"> • There is a clear written policy to determine the annual minimum continuing education hours for nursing staff. • There is a clinical ladder in the organization. • There is a policy that encourages nurse’s professional development and specialization. • There is a procedure that connects professional development with advancement in the clinical ladder.

5. Availability of comprehensive resources to support educational activities.	<ul style="list-style-type: none"> • Availability of educational resources (Library/ educational budget/internet ...). • Availability of simulation tools to facilitate training.
6. Appropriate mechanisms for monitoring and evaluation of educational activities.	<ul style="list-style-type: none"> • There is an annual action plan for nursing education. • Availability of educational activities evaluation forms. • There is documentation for the procedures that have been taken depending on the evaluation results.
7. A positive environment for participation in the educational activities.	<ul style="list-style-type: none"> • There are suitable facilities for educational activities. • Availability of educational materials (ex. data show). • Support for education is included in the budget.
8. Utilization of research findings in practice.	<ul style="list-style-type: none"> • Staffs have access to on line research –based literature. • Staffs are trained on the methodologies. • Presence of practice committees who determine the suitability of evidence –based practice. • Presence of practice committees who determine the suitability of evidence to modify practice. • Necessary and relevant journals are available in the library.

Standard (7):- Allocation of Work and assignment model

Nursing administration has clear processes for staff allocation that promotes proper utilization of available resources and achieves set objectives effectively and efficiently.

Indicator	Measurable Elements
1. The department of nursing shall allocate of nursing staff dependant on the following: - Human resources available - Qualification. - Experience. - Patient Classification system. - Workload. - Expected outcomes of nursing care. - Nursing care committees.	<ul style="list-style-type: none">• Nurse’s assignment is systematic and documented.• There are forms for nursing assignment completed each shift.• Nursing care delivery system e.g. (primary, team, functional) is determined for each nursing unit and appropriate for the level of care provided.• The client’s satisfaction surveys reflect adequacy of staff.
2. Nursing personnel are committed to practice within the standards set by the agency	<ul style="list-style-type: none">• There are clear evaluation methods to evaluate nursing adherence to standards.• Availability of needed resources to evaluation.• Auditing of nursing services is carried out periodically.• Presence of quality assurance program that includes nursing as well.

Standard (8):- Recruitment & staffing

The nursing administration shall supply the organization with competent and suitable nursing personnel within the rules and regulation set by the organization.

Indicator	Measurable Elements
1. The nursing department shall assure a clear job description as approved by JNC for each position.	<ul style="list-style-type: none">• Job descriptions are signed by staff upon appointment.• The educational need of the staff consider the proposed tasks that he shall perform.• Staffs have easy access to job descriptions from appraisal of performance.
2. Presence of clear justified criteria & conditions for employment.	<ul style="list-style-type: none">• There is clear criteria for employment that is publically declared e.g. (review of credentials, written exam, interview).• Each applicant is given an equal opportunity to be employed.
3. Vacancies publically announced (utilizing media, internet, etc).	<ul style="list-style-type: none">• Call for applications for each vacancy publically announced.
4. An appropriate system for rights, salaries and incentives.	<ul style="list-style-type: none">• There is a clear clinical ladder for nurses.• There is a clear documented system for salaries and incentives.

Standard (9):- Retention of Expertise and Qualified Personnel

The nursing administration is responsible for setting staffing plans to ensure job security and satisfaction.

Indicator	Measurable Elements
1. The nursing department shall assure provision of a system of appraisal and incentives.	<ul style="list-style-type: none"> • Availability of a clear incentive system. • Incentives are connected with nurses' clinical ladder achievement.
2. Availability of appropriate measures to evaluate personnel performance and productivity.	<ul style="list-style-type: none"> • There is a policy for staff appraisal. • The nurse's participation in his /her own performance appraisal is documented. • The performance appraisal should consider multidiscipline evaluation (colleagues, clients, head nurse and other coworkers).
3. The nursing department shall encourage teamwork.	<ul style="list-style-type: none"> • Nurses participation in different organizational committees. • Nurses participation in organizational activities. • Multidisciplinary approach to patient client care is encouraged and systemized. • Mechanisms for recognition of the individual contribution to the overall outcome are implemented. • Motivate staff and encourage them to work as a team.
4. The nursing department shall ensure suitable environment to fulfill the needs of nursing team.	<ul style="list-style-type: none"> • There are comfortable conditions for nurses (nursery for their children, suitable changing room, social activity, etc).
5. Counseling and participation strategies in problem solving and decision-making.	<ul style="list-style-type: none"> • Nurses participate in problem solving. • Regular meetings for nurses. • Nurses are active partner in decision making and problem solving at the departmental and institutional levels. • Counseling is part of the discipline and the policies related to human resources management. • Nurses work autonomously and are respected.
6. The nursing department shall provide opportunities for professional growth and development of staff.	<ul style="list-style-type: none"> • There is a continuous educational plan for nurses. • Availability of professional development opportunities.

7. Social and recreational activities to award excelling nursing staff.

- Availability of social committee.
- Availability of brochures, pamphlets, or bulletin board about each unit activity.
- There is policy for rewarding excellent nurses.

Standard (10):- Nursing Performance

The nursing administrations promote the advancement of nursing performance relying on periodic evaluation results and modify plans accordingly.

Indicator	Measurable Elements
1. The nursing department bases on job description in performance appraisal.	<ul style="list-style-type: none">• Availability of clear job description for each position.
2. Provides up dated, written strategies, policies, and instructions for performance.	<ul style="list-style-type: none">• Availability of updated procedures and policy manuals in each unit.
3. Provides processes for supervision & continuous follow up to ensure commitment with approved rules.	<ul style="list-style-type: none">• A clear plan to assure commitment with rules.• Availability of around- the-clock nursing supervision.• Performance notes documented.
4. Make available valid & objective evaluation strategy.	<ul style="list-style-type: none">• Availability of clear, fair, and objective evaluation policy.• Availability of appraisal forms that is fair and objective.
5. Staff participates in the evaluation process and given Feedback on their performance.	<ul style="list-style-type: none">• The evaluation policy clarifies staff role in evaluation process and his right to object.• Appraisal form includes staff feedback.
6. Provides incentive system for unique nursing performance.	<ul style="list-style-type: none">• Incentive system should be connected to the level of performance.• Incentive plan that depend on professional development.• The incentive system connects promotion and the clinical ladder level of performance.
7. Ensures that nursing practice is effective and efficient & based on scientific basis.	<ul style="list-style-type: none">• Scientific measurements to evaluate nursing practice are required.• A system and a training policy for research utilization and evidence-based practice are evident.

Standard (11):- Quality Assurance

Nursing administration should adopt a nursing quality assurance program to ensure the effectiveness and efficiency of nursing care.

Indicator	Measurable Elements
1. The nursing department appoints committee who is accountable for the nursing quality of care.	<ul style="list-style-type: none">• Established quality nursing committees to assure the quality of nursing care.• There is a policy for quality assurance.
2. Written plans and strategies for the nursing quality assurance program periodically.	<ul style="list-style-type: none">• There is a documented plan to evaluate nursing care.• Availability of specific indicators to evaluate nursing care e.g. (Chart review).• Quality Plans and programs documented.• Presence of quality control team.
3. There are standards and criteria for the nursing quality assurance program.	<ul style="list-style-type: none">• Quality plan must take into consideration nursing standards.• Written standards and criteria for the quality assurance program available.
4. Ensures that nursing is strongly represented in the quality assurance committees and infection control committees.	<ul style="list-style-type: none">• Nurse's participation in quality assurance committees is evident.• Nurse's participation in infection control committees is evident.• Nurse's administrators participate in setting policies and plans for infection control and quality improvement is in place.
5. Provides a range of selected evaluation tools and methods to measure patient satisfaction.	<ul style="list-style-type: none">• Availability of valid tools to evaluate patient satisfaction (ex. questionnaire).• Patient satisfaction is valued as an indicator of quality.
6. Presence of data base to maintain and improve quality.	<ul style="list-style-type: none">• Data related to quality is documented in special data base system.• Theses data that are used in preparing the necessary reports and in the different studies aiming of quality improvement.

Standard (12):- Code of Ethics

Nursing administration bases its nursing practice on standards of performance and code of ethics to ensure the rights of clients and to provide safe nursing practice.

Indicator	Measurable Elements
1. The nursing department shall make nursing code of ethics available.	<ul style="list-style-type: none">• There is “code of ethics manual ” or "code of ethics policy.
2. Orienting nursing personnel to the code of ethics and ethical decision making.	<ul style="list-style-type: none">• Regular presentation regarding professional ethics should be conducted.• Availability of leaflets about professional ethics.• Code of ethics is included as a topic in the orientation manual for new nurses.
3. Having ethics committee to function as a reference to nursing staff.	<ul style="list-style-type: none">• Availability of ethical committee.
4. Ensure that nursing is strongly represented in ethical decision making.	<ul style="list-style-type: none">• Nursing participation in ethical committee and research committee (institutional review board) is evident.

Standard (13):- Nursing Administration

The nursing department is administered by a qualified nurse who has the competence and experience to carry out his responsibilities effectively and efficiently.

Indicator	Measurable Elements
1. The nursing department shall make sure from availability of proper, clear & valid job description for the nursing administrator in the agency.	<ul style="list-style-type: none">• There are clear job descriptions for different nursing administration levels approved by the organization administration.
2. Nursing representation at the highest level of authority in the hierarchical organizational structure.	<ul style="list-style-type: none">• Organizational chart clarify direct contact between nursing administration and organization's highest level authority.
3. Lines of communication, accountability, authority and responsibility are clear for the nursing administrator.	<ul style="list-style-type: none">• Availability of policy that clarify communications channels, authority and accountability for nursing administration.• Availability of clear organizational chart.
4. Formation and activation of nursing committees are	<ul style="list-style-type: none">• Availability of different nursing committee with the required authority.

Standard (14): Nurses Staff Data Base.

Nurse's administration has comprehensive data base for their staff.

Indicator	Measurable Elements
1. The nursing department shall make sure that data base is clear, collected accurately and systematically.	<ul style="list-style-type: none">• The data base contains data about employee number, their educational level, experiences, their working hours, and thier nationality.
2. The data base content is accurate and enough to set future plan and expectation.	<ul style="list-style-type: none">• Data base is documented and include numbers of employed staff and numbers of turnover.• The data base is an efficient resource for future planning and decision making.• Confidentiality of staff personal information is maintained.• The data base is updated appropriately.

Standards for Accreditation of Practice Settings for learner training

Standard (1):- The Mission, Structure and Governance.

Structure and Governance should reflect institutional commitment to maintain quality and enhance clinical learning environment.

Indicator	Measurable Elements
1. The mission statement and the goals should explicitly indicate its commitment to maintenance and enhancement of a supportive environment that facilitates students learning.	<ul style="list-style-type: none">• Mission statement and goals clearly clarify organizational commitment to facilitate students learning.• All employees should be aware of training nature of the institution.• Orientation process for clients and their family include students training.• Consents forms for patient must include patient's approval for nursing students under the supervision of a clinical instructor.
2. The mission and the goals of the institution of clinical learning is congruent with that of the program and focuses on the acquisition of the caring and problem solving skills necessary for the application of the principles of nursing art and science.	<ul style="list-style-type: none">• Policies and procedures in the organization clearly state that trainees can provide direct nursing care under the supervision of licensed nurse.• Job description for the health team includes items for students training.
3. The institutional structure and mechanisms are explicit and function to operationalize the mission and the goals.	<ul style="list-style-type: none">• The organization has a training and education department with clear specific functions.• Availability of policies and procedures for student training.

<p>4. The governance of the structures and mechanisms reflects accountability to the academic program, the student, and the nurses and to the public and ensures quality learning experiences, and opportunities to develop the students' competencies and abilities to practice safely.</p>	<ul style="list-style-type: none"> • Governance and structure for the training unit have clear supervision procedures to monitor the trainees. • Trainees are supervised and monitored for state training and practice. • Clinical instructors and mentors are accountable for their students training safety issues.
<p>5. Governance explicitly reflects partnership and effective participation of the academic programs, and the involvement of the student body.</p>	<ul style="list-style-type: none"> • Availability of documented agreement between academic institutions and health organizations clarify each part responsibilities and duties.
<p>6. Policies related to the functions and governance are systematically revised and evaluated.</p>	<ul style="list-style-type: none"> • There is committee to revise policies regularly. • There is documentation of the revisions made.

Standard (2):-The Learning Environment, Opportunities and Available Resources

The institution offers a healthy environment inductive to learning and provides learning opportunities that facilitate the transmission of knowledge, skills, and attitudes. The institution is accountable for the quality of learning and ensures the accomplishment of the expected outcomes of the programs according to the level of education and identified competencies.

Indicator	Measurable elements
1. The institution demonstrates the availability of sufficient numbers of staff and appropriate occupancy rate.	<ul style="list-style-type: none"> • Training policy must include having enough qualified nurses to support training. • Student numbers should be suitable to health organization capacity and occupancy rate. • Nurses act as role models and mentors for students in the clinical area.
2. Preceptors are qualified and prepared in a recognized preceptor ship program.	<ul style="list-style-type: none"> • Availability of a training policy that determine qualifications and responsibilities of clinical instructors with at least a baccalaureate degree in nursing and not less than one year experience. • Clinical instructors must have received preceptor’s ship training in an accredited program.
3. The institution is accountable for the continued development of the preceptors and the enhancement of the program.	<ul style="list-style-type: none"> • Training policy determine the required continuing education hours for the clinical instructor / preceptor. • Regular evaluation is done for the clinical instructor/ preceptor. • Regular revision for the training program is done.
4. The clinical placement coordinator and the faculty member are the resource individuals and the support for the preceptors and students.	<ul style="list-style-type: none"> • Training policy clarify the responsibilities and duties for the clinical instructor, the preceptor and the academic member and the relation between them.

5. The policies, procedures and client care are guided by the standards of practice and the ethical and legal standards of nursing, and are systematically revised according to evidence.

- Training policies and procedures are guided by nursing standards.
- Training policies are regularly revised and revision documented.

Standard (3):- Assessment and Evaluation

Assessment of the student learning experiences is central to the program and assures the quality of the students and their ability to practice competently and safely.

Indicator	Measurable Elements
1. Student performance is evaluated systematically and is expected to reflect safety and competence according to level of education program objective.	<ul style="list-style-type: none">• Availability of performance appraisal based on an established time frame.• Performance appraisal covers all required competencies to achieve the set of training objectives.• The practice institution participates in the evaluation process.
2. Students are to engage in documented self-evaluation and identify their learning needs systematically.	<ul style="list-style-type: none">• Clinical instructor save all self-evaluation forms done by the students during training period.• Self- evaluation is taken into consideration when planning training experiences for students.
3. Documentation of student evaluation is carried out.	<ul style="list-style-type: none">• Student evaluation is documented properly and when applicable a copy is kept at the practice institution until training is over.
4. Assessment must judge the students' abilities in clinical practice.	<ul style="list-style-type: none">• Evaluation should include assessment of the knowledge, skills, and attitudes essential to provide competent care suitable to the level of training.
5. Student's satisfaction and evaluation of the clinical learning experience should be considered.	<ul style="list-style-type: none">• Student satisfaction with the clinical area and learning experiences is obtained, documented and considered for planning of future training.• Feed back is given to the health organization as well.
6. Documented feedback from preceptors must be included.	<ul style="list-style-type: none">• Clinical instructors should have feed back forms• Clinical instructor must provide ongoing feed back for the students (either written or spoken) or both.
7. Integration of knowledge, attitudes and skills should be demonstrated.	<ul style="list-style-type: none">• Evaluation process assesses the acquisition of appropriate level of knowledge, skills and attitudes to achieve the set of training objectives.

Standards for Accrediting Courses

Standard (1):

The educational program should be based on needs assessment for competence development (practice) for the promotion of quality care.

Indicator	Measurable Elements
1. The educational program should provide rationale and evidence for the need for the program that is consistent with the national plan.	<ul style="list-style-type: none">• The need for program is justified and the expected outcomes are clear and consistent.
2. Provide an explanation of how the proposed program will yield the expected outcome and competence development.	<ul style="list-style-type: none">• Identify learner characteristics.• Identify the expected outcome.• Identify the needed strategies to achieve the outcomes.

Standard (2):

The educational program contains a comprehensive plan including a main aim, goal, objectives, and content, teaching methods, resources and evaluation processes.

Indicator	Measurable Elements
1. The main aim demonstrates the scope of the program, its significance and its activities	<ul style="list-style-type: none">• Presence of clear main aim that include the program purpose and the expected outcome.
2. Educational objectives are derived from the main aim and reflect the needs of the target learner.	<ul style="list-style-type: none">• Presence of specific aims to the program.<ul style="list-style-type: none">- Reflect the need of the target learner.- Is measurable and can be evaluated.- Is consistent with the expected outcomes.
3. Target group for the program shall be identified.	<ul style="list-style-type: none">• Target group for the program is identified (registered nurse, registered mid wife, associated degree nurse, etc).
4. Content of program is congruent with the goal and meets the objectives and needs of participants.	<ul style="list-style-type: none">• Summary of content should be provided including the content list and time frame for each part.
5. Teaching and learning methods are appropriate for the content and for the learning objectives and reflects adult learning principles.	<ul style="list-style-type: none">• Reflecting adult learning principles.• Educational objectives are derived from the main aim and reflect the needs of the target learner.• Determining time frame for each part of the content.• Setting schedule for running each activity (lectures time, clinical hours, and break times).

<p>6. The plan includes suitable and adequate resources. Facilitator, organizer, lecturers mentors as experts/ specialized and prepared in the area of program.</p>	<ul style="list-style-type: none"> • Appointing /the responsible person for the program. • The organizers of the educational program present a list of lecturers, mentors and their curriculum vitae. • The qualifications and clinical experiences of lectures are congruent with course contents.
<p>7. The physical environment is comfortable and appropriate for the proposed program, the number of participants and the methods of teaching and learning.</p>	<ul style="list-style-type: none"> • Availability of suitable class rooms. • Availability of needed resources to facilitate educational process. • Availability of appropriate clinical training area to achieve learning objective.
<p>8. Evaluation processes are identified and specific to the program and the tool of evaluation provided should demonstrate its validity in evaluating the programs ability to achieve its objectives, the effectiveness of resources and the appropriateness of content.</p>	<ul style="list-style-type: none"> • The evaluation should include: <ul style="list-style-type: none"> - The extent of achieving learning objectives by the participants - The effectiveness of lectures and mentors and facilitators. - The relevance of content to learning objectives. - The effectiveness of teaching and learning methods. - The appropriateness of setting and time allocated for the program. - The process of evaluation and the nature of participation of organizers and participants in evaluation should be specified.

Standard (3):

The accreditation of educational programs by the JNC require the completion an application form, required documents as per regulation, a copy of the program plan, and course classification.

Indicator	Measurable elements
1. Accreditation requires application form for approval of educational program and required fees.	<ul style="list-style-type: none">• The application for accreditation should includes :<ul style="list-style-type: none">- Program title.- Date and place of conducting the program.- The main aim of the course.- The target group.- Course credit hours.- Organization /person who organizes the program.
2. A letter of Approval of program.	<ul style="list-style-type: none">• The accreditation committee in JNC is responsible for reviewing the program document.• Approval is given after reviewing all needed documents.
3. Guidelines for attendance and requirements for issuing of certificates	<ul style="list-style-type: none">• The participant given a certificate that include:<ul style="list-style-type: none">- Participant name.- Organization/person who organizes the course.- Date and time where the course took place.- Course credit hours.- Certificates validation.- Absenteeism should not exceed 15%of the program time.
4. Classification of program and calculation of the credit hours will be as shown in the guidelines for classification of educational programs in JNC Continuing Education Unit.	<ul style="list-style-type: none">• The calculation of the credit hours will follow the rules and instructions for Continuing Education and approval of Training Programs.

5. Records are kept for five years according to set mechanism.

- Records are kept at JNC including:
 - Names of applicants.
 - A copy of attendance certificate, complete educational dates and number of CME "continuous mandatory education" granted.
 - The number of CME contact hours as approved by JNC.
 - A copy of the whole program.

Application Form for Accrediting Course

1. General Information

	- Applicant's Name	:
	- Address	:
	- Phone No.	:
	- Electronic Mail	:
	- Postal address	:
	- Academic Qualification	:

2. Information about the Training Course :

	- Course Name	:
	- Course Place	:
	- Start Date	: End : Date
	- Course Hours	:
	- Course Reasons	:
	- Main Objective	:
	- Characteristics & Number of Participants (Academic Degree/Practical Experience):	

- Educational Content (mention the main theoretical & practical components) :	
- Strategies and Adapted Recourses of Education:	
Strategy	The Relevance to Content
1.	
2.	
3.	
4.	
Evaluation Mechanisms (enclose the form) :	
Evaluation Range	Evaluation Method
1. Efficiency of participants performance	
2. The relevance of content to learning objectives	
3. Learning strategy	
4. The appropriateness of setting and time allocated for the program	
5. Achieving participant own goals	

Form Receiver :

Receiver signature. :

Application date:

Form Applicant:

Applicant's signature. :

Date :

- **The following documents should be enclosed with the application:**

1. Suggested schedule of the educational program.
2. Names of lecturers and their curriculum vitae.

For the Council Use

General Information

- Course Name	:	
- Course No.	:	
- Applicant's Name	:	
- Course Place	:	
- Date	:	

Date of receiving application	:	
Opinion of the Continuous Education Committee	:	
<input type="checkbox"/> Agree without any Changing	<input type="checkbox"/> Agree After Making Suggested Changing:	
	1.	
	2.	
	3.	
	4.	
<input type="checkbox"/> Rejected		
Receiving fees: <input type="checkbox"/> Yes <input type="checkbox"/> No		