

ECWA COLLEGE OF NURSING AND MIDWIFERY EGBE

P.M.B. 208, EGBE, KOGI STATE

STUDENTS' HANDBOOK

**A Publication of ECWA College of Nursing and Midwifery
Egbe, Kogi State, Nigeria.**

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This handbook has been prepared with every effort to ensure accuracy in terms information contained herein as at the time of publication.

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Printed by Pecko Printing Press Egbe, Kogi State

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PREFACE

The purpose of the handbook is to assist the student to get acquainted to the school structures and programmes, as well as to understand and familiarize the student with the basic policies and guidelines of the school and its programme. The handbook will also be a “road map” in helping you navigate through this new experience as you will find a lot of answer to some of the questions now going through your minds.

As a health care giver, standard and skill is expected from you while the patient remains the centre of focus.

I would like to welcome you all especially those who are interest in taking the bold step. You are part of the history and the educational revolution that is very much needed to move our great nation forward.

Maiye C.A.
Principal

TABLE OF CONTENT

Title	i
Publisher Page.....	ii
Preface	iii
Table of Content.....	iv
Student's Personal Information.....	v
Brief History of the College.....	1
Motto of the College.....	2
Vision of the College.....	2
Philosophy of the College.....	3
College Logo.....	4
College Song and Anthem.....	5-6
College Address.....	7
College Uniform and Style.....	8
Registration/Indexing.....	8
Information and Communication Technology (ICT).....	8
College Organogram.....	9
Department in the college.....	9-10
Department of Medical and Surgical Nursing.....	11-18
Educational Programme of the College.....	19-20
Competences of Graduands.....	21-22
Competences of Midwifery.....	23-24
Employment Opportunities.....	24
The college policy.....	25-28
College Committee and their Functions.....	28-30
Examination Rules and Regulations.....	31-34
Nursing & Midwifery Council of Nigeria.....	35-36
Rule and Regulation Guiding General Conduct of Students in the College and Hostel.....	36-43
Letter of Undertaking.....	44

STUDENT'S PERSONAL INFORMATION

This Handbook belongs to:

Reg. No

Set:.....

Contact Address:

E-mail:.....

Tel. No:.....

In case of Emergency, please contact:

Name

Address:.....

Tel. NoRelationship

Name of Class Coordinator(s)

..... Tel No

..... Tel No

1.0 INFORMATION ABOUT THE COLLEGE

1.1 A BRIEF HISTORY ABOUT THE COLLEGE

School of Nursing Egbe formerly known as Nurse Training School was established in 1954/55, it was to start with the Preliminary Training School (PTS) but it was not until 1955/56 that the Nursing Council of Nigeria actually gave provisional approval to the Sudan Interior Mission (SIM) to run school of Nursing, Egbe.

The Nurses Training School Egbe, between 1955-1974 trained scores of Christian Nurses who are highly skilled and knowledgeable; and were employed in different parts of Nigeria by both Government and Private establishments. The programme was suspended in 1973 but the students were allowed to graduate in 1974.

Alongside the ECWA School of Nursing, ECWA School of Midwifery was also established in 1971 with the name Midwifery Training School (MTS) to train community Midwives. The programme was changed from Community Midwifery Training to the Training of Basic Midwives and the first set graduated in March 1980. Training of Basic Midwives continued until 1993 when it was replaced with Post Basic Midwifery Training. In 2018 Basic Midwifery programme commenced.

In October 1992, the Nursing and Midwifery Council of Nigeria approved the re-establishment of the School of

Nursing and the school began to train Nurses. The School had gone through various accreditations successfully.

Presently, the school is training the basic midwives, basic nurses and post basic nurses.

1.2 MOTTO OF THE COLLEGE

Caring with Love for Christ.

1.3 VISION STATEMENT

A healthy and self sustained society with competent and Godly Nurses and Midwives to advance health through excellence.

1.4 MISSION STATEMENT

To glorify God by training world-class competent and God fearing Nurses and Midwives that project Christ's nature in health care delivery to produce a healthy society.

1.5 CORE VALUE

- Godliness: Our Culture
- Academic Excellence: Our Aspiration
- Professionalism: Our Practice
- Honesty: Our watchword
- Life: We care to sustain Life
- Stewardship: Our commitment submission and accountability
- Good Relationship: Appearance and accept ourselves and other
- Capacity Development: We build potentials and add values through continuous training and development
- Sustainability: Our ways of being relevant at all times to clients
- Discipleship: We are commissioned to build, train and care
- Transparency: Openness and fidelity our attitude

1.6 PHILOSOPHY OF THE COLLEGE

1. ECWA College of Nursing and Midwifery Egbe give Godly Nursing Education in order to develop the students in the fear of God and to a well-balanced mature personalities.
2. The college believes in giving equal right of optimum Nursing and Midwifery Education irrespective of race, religion and social status.
3. The college believes in focusing attention on health knowledge, clinical knowledge, teaching skill and technical competence for all students as the most important features in the programme.
4. The college is concerned with the preparation of students to meet and deal with personal, professional and social problems concerning spiritual life, physical, emotional and mental health, family life, civil and social obligations, recreation and leisure time, both for themselves and for those patients and people with whom they come in contact with.
5. The college is concerned with giving high quality knowledge and skill in nursing and midwifery education to upgrade nursing care through evaluation, teaching and research.
6. The college believes and accepts that it must possess a high standard of professional competence and maintain a high quality of educational background of students for excellent result.
7. The college believes in the maintenance of good human relations with other sister schools within our environment and even other distant schools to achieve the maximum co-operation and good relationship with others.

8. ECWA College of Nursing and Midwifery Egbe strive to develop and educate young men and women who are interested in Christian philosophy of life, motivated by supernatural motives, possess sound judgment, intellectually and morally enlightened and professionally equipped, so that they are capable of caring for the sick and function efficiently in programmes of social health and preventive medicine.
9. The College believes that the health knowledge and teaching skill should be in a flexible environment coupled with the sense of creative teaching and an enabling condition that encourages the application of new ideas that will improve the standard of Nursing and Midwifery education. Such as computer literacy, especially internet browsing, to access electronic libraries on the worldwide websites.

1.6 COLLEGE LOGO AND COLORS



The **blue** color indicates love: We care for clients with love of Christ.

The **white** color signifies purity: We care for our clients with purity of heart without discrimination of religion, ethnicity or culture.

The **flame of fire** in the logo signifies the Spirit of God: We care for our patients without believing in flesh, we believe there is nothing God cannot do by His Spirit.

The **purple** color indicates Royalty: We care for our clients as Kings and Queens with the love of Christ.

The **woman with a baby** in the logo: We care for mothers and nurture the baby with the love of Christ.

1.7 COLLEGE SONGS

May I be a Nurse, Lord,
With gentle, healing hands,
Who always speaks with kindness
Who cares and understand,
And while I am serving others as you'd have me do
I am truly serving you
Anoint my hands oh Lord with healing balm.

Nursing Anthem

1. We are called to serve humanity
Endowed with the art and science of caring
We are built on integrity and discipline
That transcend through all generations

Immaculate and amicable
We are the source of hope to ailing ones
And foundation for building a healthy world
Together we shall stand.

Chorus:

Nurses are great, nurses are caring
An epitome of humanity in service
We are specially ordained for this vocation
Yes, I am proud to be a nurse.

2. From far and near we have gathered with one goal
To uphold the good name of our profession
N for Neatness
U for Understanding
R for Responsiveness
S for Selfless Service
I for Integrity and Innovation
N for Nobility
G for Gentleness and love

Nursing Pledge

“In the full knowledge of the obligation I am undertaking, I promise to care for the sick with all skills and understanding I possess, without regard to race, creed, colour, politics or social status, sparing no effort to conserve life, to alleviate suffering and promote health.”

“I will respect at all times the dignity and religious beliefs of the patients under my care, holding in confidence all personal information entrusted to me, and refraining from any action which endanger life or health”

“I will endeavour to keep my professional knowledge and skill at all the highest level, to give loyal support and cooperation to all members of the health care team. I will do my utmost to honour and uphold the integrity of the Nurse.”

1.7 COLLEGE ADDRESS

Postal Address

ECWA College of Nursing Egbe
PMB 208, Egbe,
Yagba West Local Government Area,
Kogi State.

TELEPHONE NUMBER

Department of Nursing

08119420462

08163339481

Department of Midwifery

08167565578

WEB ADDRESS

Department of Nursing

www.esonegbe.net

Department of Midwifery

www.ecwasom.net

1.8 SCHOOLS UNIFORM AND STYLE

White uniform with blue stripe for Nursing and purple stripe for Midwifery.

2.0 ADMINISTRATIVE STRUCTURE OF THE COLLEGE

2.1 PRINCIPAL OFFICERS OF THE COLLEGE

Provost

Director/Deputy Provost

Registrar

Accountant

Liberian

Director of Physical Planning

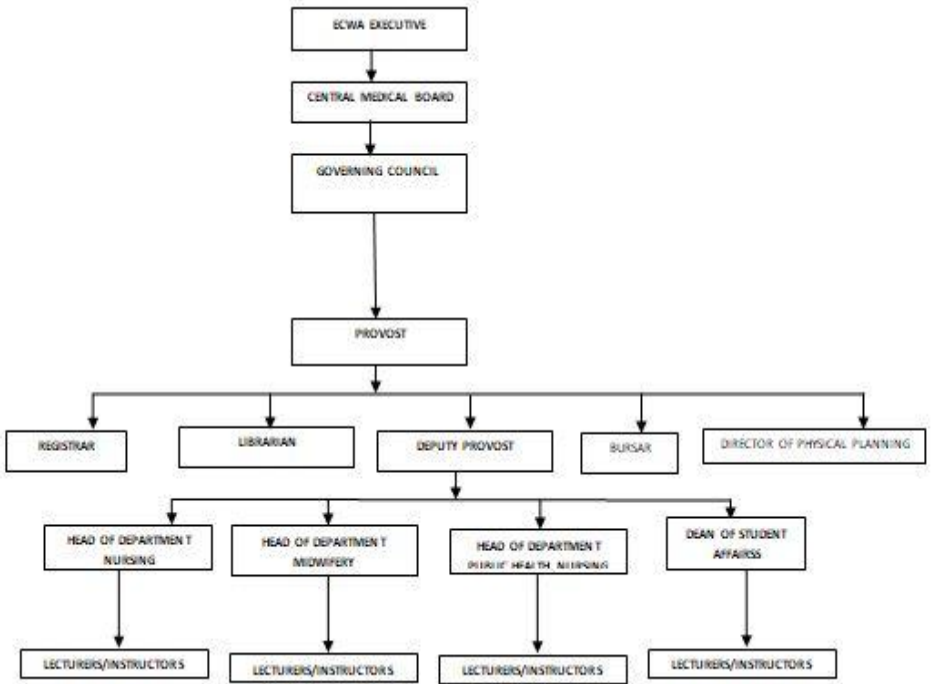
2.2 REGISTRATION/INDEXING

Registration/indexing is the first step of actualizing your admission into the College. You are not a student until you are fully registered/indexed and there is a time limit for registration or indexing exercise. Once you are not fully registered or indexed, you are not a bonafide student of the College.

2.3 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

The College has an Information and Communication Technology (ICT) centre that provides ICT services to the College and its immediate environs. Students are implore to ensure best use of the facilities provided by the College to acquire these skills and competencies before graduation.

2.4 COLLEGE ORGANOGRAM



2.4 DEPARTMENTS IN THE COLLEGE

2.4.1 DEPARTMENT OF NURSING SCIENCE

Covers

- Fundamental of Nursing
- Emergency Nursing
- Community Health Nursing (PHC)
- Practical Nursing

Terms of reference

This department shall:

- a. Ensure adequate coverage of the syllabus as enshrined in the curriculum and in line with the school scatergram.
- b. Shall mobilize and compel students to adequately attend nursing practical at the nursing laboratory/demonstration to bridge the theory-practical gap.
- c. The Head of Department (HOD) shall ensure maximal and holistic coordination of this department, and shall report to the Deputy Provost from time to time or as demanded/required.
- d. The HOD shall ensure that the Teaching Staff/Nurse Educators carry out their teaching using course schedule/scheme of work and lesson plan, which shall regularly be submitted to the Deputy Provost through the HOD.
- e. Any financial expenditure that is to be made in the department, the HOD shall forward the financial request letter to the Deputy Provost for an onward processing.
- f. The HOD shall regularly (monthly) collect proposed questions (essay and MCQ) with the marking guides and be submitted to the Deputy Provost.
- g. Members of the department shall be meeting regularly as at when due to review and update the curriculum and teaching methodology/modality of their department.

- h. All the teaching shall ensure regular signing of attendance register by the students which shall be counter-signed by the Teaching Staff and thereafter submitted to the DP/VP academics office at the end of each academic block study.
- i. Shall organize both internal and external practical exams.
- j. Arrange for posting of students to the clinical area.
- k. Ensuring signing of Record of Instruction (RIN) Booklet.
- l. Organize for field trips under Community Health Nursing (CHN) where possible.
- m. The duration of tenure of the HOD shall be one year (one academic session) with effect from the date of appointment.

2.4.2 DEPARTMENT OF MEDICAL AND SURGICAL NURSING

Covers

- Medicine (medical condition)
- Surgery (surgical condition) pharmacology

Terms of reference

This department shall:

- a. Ensure adequate coverage of the syllabus as enshrined in the curriculum and in line with the school scatergram.

- b. The Head of Department (HOD) shall ensure maximal and holistic coordination of this department, and shall report to the Deputy Provost (DP) Academy from time to time or as demanded/required.
- c. The HOD shall ensure that the Teaching Staff/Nurse Educators carry out their teaching using course schedule/scheme of work and lesson plan, which shall regularly be submitted to the Deputy Provost through the HOD.
- d. Any financial expenditure that is to be made in the department, the HOD shall forward the financial request letter to the Deputy Provost for an onward processing.
- e. All the teaching shall ensure regular signing of attendance register by the students which shall be counter-signed by the Teaching Staff and thereafter submitted to the Deputy Provost office at the end of each academic block study.
- f. The HOD shall regularly (monthly) collect proposed questions (essay and MCQ) with the marking guides and be submitted to the Deputy Provost
- g. Members of the department shall be meeting regularly as at due to review and update the curriculum and teaching methodology/modality of their department.
- h. The duration of tenure of the HOD shall be one year (one academic session) with effect from the date of appointment.

2.4.3 DEPARTMENT OF HUMAN BIOLOGY (Anatomy and Physiology)

The department is charged with;

- a. Designing curriculum covering all aspects of human biology
- b. Allocate specific systems to individual lecturers
- c. Ensure proper coverage of the curriculum within stipulated period
- d. Organize, where possible for practical or demonstration
- e. Evaluation of student performance and understanding
- f. Ensure that all systems are covered to give space for the others to commence in a good time

2.4.4 DEPARTMENT OF FAMILY HEALTH

Covers

- Family Health
- Pediatric Nursing
- Obstetrics
- Gynecology
- Reproductive Health

Terms of reference

This department shall:

- a. Ensure adequate coverage of the syllabus as enshrined in the curriculum and in line with the school scatergram.
- b. The Head of Department (HOD) shall ensure maximal and holistic coordination of this department, and shall report to the Deputy Provost (DP) from time to time or as demanded/required.

- c. The HOD shall ensure that the Teaching Staff/Nurse Educators carry out their teaching using course schedule/scheme of work and lesson plan, which shall regularly be submitted to the Deputy Provost through the HOD.
- d. Any financial expenditure that is to be made in the department shall be submitted to the HOD who shall forward the financial request letter to the Deputy Provost for an onward processing.
- e. All the teaching shall ensure regular signing of attendance register by the students which shall be counter-signed by the Teaching Staff and thereafter submitted to the DP office at the end of each academic block study.
- f. The HOD shall regularly (monthly) collect proposed questions (essay and MCQ) with the marking guides and be submitted to the DP
- g. Members of the department shall be meeting regularly as at when due to review and update the curriculum and teaching methodology/modality of their department.
- h. The duration of tenure of the HOD shall be one year (one academic session) with effect from the date of appointment.

2.4.5 RESEARCH AND TRAINING DEPARTMENT DUTIES

- a. Design curriculum and review the curriculum when necessary

- b. Determine appropriate timing for teaching of research
- c. Allocate topics to individual lecturers to teach
- d. Ensure proper coverage of the curriculum before the FQE
- e. Ensure adequate supervision of student research project
- f. Set a guide line or standard for conducting research
- g. Organize seminar and workshop to update knowledge on research
- h. Obtain information about any upcoming seminars, workshops and conferences and encourage participation of members of staff
- i. Set guidelines for client care study and ensure proper supervision of client care study.
- j. Distribute or allocate students to various supervisors for both research and client care study.
- k. Encourage seminar presentation by both students and lecturers
- l. Ensure staff to conduct and disseminate research etc

2.4.6 DEPARTMENT OF BEHAVIOURAL SCIENCE

Covers

- Sociology
- Psychology
- Psychiatry
- Management Studies
- Bible Doctrine

Terms of reference

This department shall:

- a. Ensure adequate coverage of the syllabus as enshrined in the curriculum and in line with the school scatergram.
- b. The Head of Department (HOD) shall ensure maximal and holistic coordination of this department, and shall report to the Deputy Provost (DP) Academy from time to time or as demanded/required.
- c. The HOD shall ensure that the Teaching Staff/Nurse Educators carry out their teaching using course schedule/scheme of work and lesson plan, which shall regularly be submitted to the DP through the HOD.
- d. Any financial expenditure that is to be made in the department, the HOD shall forward the financial request letter to the Deputy Provost for an onward processing.
- e. All the teaching shall ensure regular signing of attendance register by the students which shall be counter-signed by the Teaching Staff and thereafter submitted to the DP office at the end of each academic block study.
- f. The HOD shall regularly (monthly) collect proposed questions (essay and MCQ) with the marking guides and be submitted to the DP
- g. Members of the department shall be meeting regularly as at when due to review and update the curriculum and teaching methodology/modality of their department.

2.4.7 DEPARTMENT OF BASIC/APPLIED SCIENCES

Covers

- Physics
- Microbiology
- Chemistry
- Nutrition
- Computer Science
- English Language
- Biostatistics

Terms Of Reference

This department shall:

- a. Ensure adequate coverage of the syllabus as enshrined in the curriculum and in line with the school scatergram.
- b.
 - Anatomy/Physiology unit to mobilize and compel students to attend anatomy lab for the demonstration after its teaching
 - Physics/Chemistry unit to make proper arrangement for the students to attend physics/Chemistry lab for some essential practicals.
 - ICT unit to make proper arrangement for the students to adequately undergo computer practical and as well ensure that data for internet/browsing from a stable ISP is available regularly.
 - Research unit shall work hand-in-hand with the Research committee to ensure proper conduct of student research. This unit shall make research defense mandatory.

- Entrepreneurship
- c. The Head of Department (HOD) shall ensure maximal and holistic coordination of this department, and shall report to the Deputy Provost (DP) from time to time or as demanded/required.
- d. The HOD shall ensure that the Teaching Staff/Nurse Educators carry out their teaching using course schedule/scheme of work and lesson plan, which shall regularly be submitted to the DP/VP Academic through the HOD.
- e. Any financial expenditure that is to be made in the department, the HOD shall forward the financial request letter to the Deputy Provost for an onward processing.
- f. The HOD shall regularly (monthly) collect proposed questions (essay and MCQ) with the marking guides and be submitted to the DP
- g. Members of the department shall be meeting regularly as at when due to review and update the curriculum and teaching methodology/modality of their department.
- h. The duration of tenure of the HOD shall be one year (one academic session) with effect from the date of appointment.

EDUCATIONAL PROGRAMME(S) OF THE COLLEGE

3.1 DURATION OF PROGRAMME

- i. Basic Nursing Programme
- ii. Basic Midwifery Programme
Duration of study: 3 years
- i. Post Basic Nursing Programme
Duration of study: 18 months

3.2 OBJECTIVES OF THE NURSING PROGRAMME

At the end of the General Nursing Programme, the student will;

1. Apply the knowledge of biological, behavioural and nursing sciences in assessing, planning implementing and evaluating nursing care.
2. Utilize the nursing process in providing comprehensive Nursing care to individuals and families in the community.
3. Establish positive working relationship with the individual, family and the community and motivate towards self-reliance in matter of health protection, promotion, maintenance and rehabilitation.
4. Function independently and in collaboration with other members of the health team and related sectors in the planning, delivering and evaluating health care.
5. Supervise the clinical experience of nursing, and allied health workers in all clinical setting.
6. Develop the capabilities of competent Nurse Practitioner to effectively provide family planning service in homes/hospitals and community.

7. Apply the principles of primary health care in providing comprehensive continuous and personalized care in homes, schools and health care institutions.
8. Apply management principles in the optimum utilization of human and material resources for health care delivery.
9. Update knowledge and maintain professional growth through participation in continue education programme.
10. Display positive attitudinal behavior in client/community and amongst other health team members.
11. Contribute to research by assisting in conducting and participating in projects and implementing findings geared towards improving health care services and nursing education.

3.2.1 OBJECTIVES OF MIDWIFERY PROGRAMMES

At the end of the programme, the student should be able to:

1. Assess the health needs of the community with special reference to basic needs of the individual family.
2. Utilize the nursing process in providing comprehensive Nursing/Midwifery Services to individuals and groups in the community and all health care settings.
3. Manage minor disorders during ante-natal, labour and postnatal periods of the child bearing cycle.
4. Function independently and in collaboration with other members of the health team, intersectoral team and traditional birth attendants (TBA) to provide comprehensive reproductive health services.

5. Practice and maintain safe and clean delivery services.
6. Supervise the clinical experience of student midwives and other health workers.
7. Effectively organize and manage clinics to achieve the goals of health maintenance by utilizing available human and material resources.
8. Sensitize, mobilize and educate individuals, families and groups in order to effect positive change in the reproductive pattern of the community.
9. Utilize the knowledge and skill of information, education and communication in improving reproductive health care services.
10. Counsel and provide family planning services.
11. Monitor the effects of family planning services in individuals and the community.
12. Identify and refer high risk clients to other members of the health team for specialized care.
13. Initiate and conduct research in reproductive and other related health issues.

3.3 COMPETENCES OF GRADUANDS (NURSING)

The competencies of a Nurse who is a graduates of this General Nursing Education Programmes include the ability to:

1. Assess client through history taking, physical assessment of appropriate actual and potential nursing diagnoses in order of priority.

2. Utilize nursing process in the care of individual, family and community.
3. Assume responsibility and plan for delivery of dependent and interdependent activity.
4. Develop strategies for Health Education need of client and families in homes, communities and Health Care Institutions.
5. Manage client to achieve optimum functions.
6. Diagnose and treat simple medical and surgical conditions.
7. Improvise, using available resources within the home, community and hospital care
8. Develop proficiency in presenting and dispensing family planning methods and in follow up of clients.
9. Provide rehabilitative services to individuals and families to enable the client adapt to changing condition.
10. Initiate and participate in the development of recording and reporting systems, maintaining, analyzing and utilizing the collected data
11. Manage essential drugs by evolving an effective monitoring and cost of recovery systems.
12. Establish and maintain two-way referral system
13. Assist in budgeting, managing and auditing the accounting system of PHC
14. Organize and implement educational programme for community based workers (CBW) and nursing student.
15. Ensure work discipline by providing adequate motivation for health workers.

16. Initiate and carry out research to improve practice and develop new technique to meet health needs of the people.

3.4 COMPETENCIES OF GRADUANDS (MIDWIFERY)

The competencies of an individual who has successfully completed the requirement of Nursing and Midwifery Programmes include the ability to:

1. Assess, plan, implement and evaluate the nursing needs of the community with special reference to the expectant individual/family.
2. Prevent and control communicable diseases especially those that may affect the health of the family/programmes and maximizing the use of human and material resources.
3. Function independently and collaboratively with allied health professionals and the intersectoral team to provide comprehensive maternal and child health care services at all levels of health care.
4. Plan, establish, organize and manage antenatal, post natal, family planning and infant welfare clinics and assist in school health clinics and assist in school health clinics.
5. Manage clients/patients during normal pregnancy, labour and puerperium.
6. Perform and repair episiotomy &laceration.
7. Deliver, resuscitate, prescribe and supplement care for new born.
8. Monitor total health care plan for mother, child and family in order to meet specific needs during the neonatal period.
9. Order, store, prescribe and independently administer drug

under the jurisdiction of independent Nursing/Midwifery function in any area of clinical practice.

10. Diagnose and treat minor disorders occurring during childhood period.
11. Anticipate/recognize risk factors, take prompt action and refer where necessary.
12. Teach, guide and supervise the practice of other health personnel including students in maternal and child health services.
13. Plan with and guide families and communities on the methods necessary for achieving and maintaining healthy styles.
14. Educate the community on family planning services and administer contraceptive devices in accordance with the socio-cultural values and needs of the people.
15. Evaluate maternal and child health care services and conduct research with the aim of improving and developing techniques to meet the changing needs and demands of the people.
16. Initiate care in emergency situation to save the life of mother and/or child in the absence of medical care.

3.5 EMPLOYMENT OPPORTUNITIES

Graduands are employable by both government and nongovernmental organization and can be self employed if only the conditions of the ministry of health of the State concerned is fulfilled.

4.0 THE COLLEGE POLICY

4.1 ADMISSION POLICY/ REQUIREMENTS/ SCHOOL FEES

- Candidate must possess WAEC/NECO/NABTEP, at credit level in at least five subjects i.e English Language, Mathematics, Physics, Chemistry and Biology.
- For Post Basic Nursing, in addition to the O'level result as stated above, the candidate must be a registered Midwife with the Nursing and Midwifery Council of Nigeria (NMCN) and possess current practicing license.
- On admission, school fees will be attached to the admission letter which is payable at a certain time. All fees are payable to the Banks and Receipt is obtained from the school accountant.
- All fees must be paid before the commencement of a new session.

4.2 ORIENTATION OF STUDENTS

Two weeks orientation of students after resumption

4.3 CAPPING (MATRICULATION) AND INDEX

Capping (matriculation) is done after the end of six months examination (weeding test). Any student who passed the examination without any reference will be capped/stripped. Indexing also is done after the weeding test, those who passed the examination and also fulfill Nursing and Midwifery Council of Nigeria condition and requirement will be indexed after paying the indexing fee completely.

4.4 TRANSFER STUDENTS

The College allows transfer of student from other Colleges of Nursing but must be with the approval of the Nursing and Midwifery Council of Nigeria. Student in final year class is not allowed except if the student agrees to start with the end of year 2 and speculation of Nursing and Midwifery Council of Nigeria as regarded transfer of student is strictly followed.

4.5 MEDICAL EXAMINATION/CERTIFICATE OF FITNESS.

Medical examination is done on resumption at the hospital (ECWA Hospital Egbe) and result sent to the school.

4.6 LEAVE/VACATION

- i. A maximum of two weeks vacation shall be allowed at the end of every semester.
- ii. One week shall be allowed for casual leave during each year.
- iii. Sick leave shall be according to the council's regulation (maximum of 28 days)
- iv. Any days taken in excess of the above, shall be made up in full before Hospital Final Examination.

4.7 STUDENT UNIONISM

The only major union in the College is the Student Government (SG) who should not act on their own without the school involvement. They must be law abiding and riot for whatever reason is not allowed.

The tenure for elected Student Government (SG) representative shall be one year.

Student Government is a lively and important part of the College life. Students are advised to engage meaningfully with the activities of the Student Government.

Leadership position in the government must aspire to lead with every sense of responsibility and respect for constituted authority without causing unnecessary interruption to the academic calendar.

4.8 CLUBS AND ASSOCIATION

The college policy does not allow clubs.

However, ethnic/state associations are allowed. The existing associations are:

- Ekiti State Students' Association
- Kwara State Students' Association
- Okun Students' Association
- Ogunlag Students' Association

4.8.1 REGISTRATION OF ASSOCIATION

All associations must be duly registered with school authority before commencement of their activities. Any association not duly registered is not permitted to operate in any form within the school premises.

Unauthorized group will be severely sanctioned.

4.8.2 Rules Guiding Operation of Fellowships and Associations

- All the associations must be duly registered with the school.
- None of the association or fellowship is allowed to construct any structure within the college premises.
- All must comply with the rules and regulations of the college.
- Each association must notify the school authority of any of their proposed programme and must get permission in writing prior the commencement of the said programme.
- No association is permitted to conduct night party.
- Demonstration or riot for any reason is not permitted from any association.

5.0 COLLEGE COMMITTEES AND THEIR FUNCTIONS

5.1 EXAMINATION/ASSESSMENT AND SELECTION COMMITTEE

The committees shall be responsible for the following:

- Organize and conduct various examinations from entrance examination to final qualifying examination.
- Set rules and regulations in the conduct of examination and make same available for the students
- Set timetable for each internal examination and select supervisors/investigators
- Ensure safety of examination question paper, answer scripts and collate results appropriately

- Make budget for each examination in conjunction with class coordinator
- Select and inform practical examiner in a good time
- Assess the clinical areas in readiness for practical examinations
- Refer case of examination malpractices to the disciplinary committee
- Organize for the reception, seminar etc where possible
- Organize for the reception, accommodation and care of external examiners.
- Arrange for selection of candidate after entrance examination.

5.2 WELFARE COMMITTEE

The committee shall be responsible for the following:

- Feeding, accommodation and care of visitors to the school during graduation, accreditation, matriculation, send forth etc
- Be in charge of staff/academic adviser
- Counseling students
- Handles matter relating to health and otherwise of students in conjunction with the class coordinators
- Organize for the visit, attendance and gift presentation to members of staff on any occasion-new birth, naming, wedding, burial etc
- General welfare of the school.

5.3 SPORT COMMITTEE

The committee shall be responsible for the following:

- Ensure availability and functioning of sport facilities
- Encourage students to participate in sport
- Liaise with SG Directors of Sport on issue relating to sport etc

5.4 DISCIPLINARY COMMITTEE

Duties

- Proper investigation of every case brought before it and giving both parties a fair hearing.
- Suggest punishment commensurate to every offence to the faculty for necessary consideration and approval, in accordance to speculated guidelines.
- Ensure proper behavior of students in the College area, clinical area and hostel
- Ensure adherence to school rules and regulations etc

5.5 EDUCATION AND CURRICULUM COMMITTEE

- Review the college curriculum to meet the requirements of nursing council.
- Tailor the scattergram to meet the curriculum of NMCN.
- Recommend to the College a review of the curriculum to embrace any new programme in NMCN
- Organize for entrepreneur training
- Organize for seminars and workshop
- Stepping down of programmes.

5.6 RESEARCH COMMITTEE

- Arrange of research groups
- Collection and registration of research topics
- Organizing for defense of research proposal
- Organizing research presentation
- Creation of online archive for the research works for easy access by others.

6.0 EXAMINATION REGULATIONS

6.1 School Examinations

There are six internally conducted examinations viz;

- a. 1st year first semester
- b. End of Introductory Class (ICS) examination (6 months after resumption)
- c. 1st year second semester
- d. 2nd year first semester
- e. 2nd year second semester
- f. 3rd year first semester
- g. 3rd year 2nd semester
- h. Hospital Final Examination

6.2 REQUIREMENT FOR TAKING THE EXAMINATIONS

A student is only qualified for any of the examinations if the student does not absent him/herself from class or clinical area for more than 21 days for whatever reasons.

6.2.1 EXAMINATION RULES AND REGULATIONS

- i. Candidates must attend punctually at the time assigned to their papers, and must be ready to be admitted into the examination hall thirty minutes before the time the examination is due to start.
Candidates arriving more than 30 minutes late shall not be allowed into the examination hall.
- ii. Candidates shall not be allowed to leave the examination hall during the first one hour of the examination.
- iii. Candidate must bring with them to the examination hall their own ink, pens, pencils, ruler and any other materials which may be permitted for the particular examination.
- iv. Communication between students while the examination is on is **STRICTLY FORBIDDEN**. Silence must be observed in Examination Hall. Hands only should be raised when calling for the attention of the invigilator.
- v. Examination Malpractice is forbidden. Any student caught shall be dismissed from school and goes to jail (see Examination Malpractice Decree, 1999).

6.2.2 LECTURES/CONTINUOUS ASSESSMENT/EXAMINATION

- i. Students are encouraged to attend lectures and promptly too. A minimum attendance of 75% is required to be allowed into examination halls.
- ii. Continuous assessment forms the basis of your examination. It constitutes 30% of the examination.

6.3 CONDUCT OF EXAMINATION

The environment for examination shall be conducive, and thorough investigation will be done no noise and answer script provided.

6.4 EXAMINATION MALPRACTICE

Student caught in this act will be investigated. After thorough investigation, the student will be sent away from the school if found guilty, meaning the student cannot continue from whatever level he/she is.

6.5 EXAMINATION RESULT AND GRADING SYSTEM

Examination results are released on net after approval by the faculty. Individual student is expected to check the College website for detail of their result.

Pass mark for all examination is 50% but the cutoff point depends on the school at a given circumstance.

Grade is as follows.

A = 80 – 100% (Distinction)

B = 70 – 79% (Credit)

C = 50 – 69% (Pass)

F = 49 and below (Fail)

6.6 GUIDELINES FOR RE-SIT, CARRY OVER AND WITHDRAWAL

First Year Examination

1. Failure in one to 4 (four) course(s) in the first semester: candidate shall resits the failed course(s) within 2 weeks of release of result.
2. Failure in the resit paper shall attract 1 year setback.
3. Failure in more than 4 (four) courses; Candidate shall repeat the semester or withdraws from the course without option of resit. (6 months setback and only in Hospital Final)

Second Year Examination

1. Failure in one course in the second semester: candidate shall resit the course within 2 weeks after the release of the result.
2. Failure after the resit exam: candidate shall repeat the class.

Third Year Examination

1. Candidate must pass the third semester exam which is the end of course examination: failure in two out of the three papers; candidate shall repeat the semester i.e. (paper I, II and OSCE).
2. Hospital Final Examinations: candidate must pass the Hospital Final Examination before presentation for council's Final Qualification Examination.
3. This shall constitute 70% of the total obtained by the student at the Final Examination.

Final Qualification Examination

This is being regulated and conducted by the Nursing and Midwifery Council of Nigeria after the student has satisfactorily passed all the Internal Examinations.

Registration and Licensing requirement

Students that are successful in the final qualifying examination are qualified to be registered and licensed by the N&MCN after paying the registration/Licensing fee (This is subject to change from the N&MCN therefore the fee is not fixed)

6.7 NURSING AND MIDWIFERY COUNCIL OF NIGERIA FINAL QUALIFYING EXAMINATIONS

This is externally conducted by the Nursing and Midwifery Council of Nigeria at the end of the 3 years or 3¹/₂ years as the case may be. It is usually conducted in November and May, March and September respectively. It is in five parts:

- a. Paper 1 – (Essay and Objective) A 3 hour paper with 100 objective test items and 3 essay questions
- b. Paper 2 – (Essay and Objective) A 3 hour paper with 100 objective test items and 3 essay questions.
- c. (i) A 60 minute Practical Examination conducted in the clinical setting (OSCE)
(ii) A 20 minute Oral Examination to be held in the school setting.
- d. Paper 3 (Essay and Objective) A 3 hour paper with 50 Objective test items and 4 Essay Questions.

e. Presentation:

- i. Presentation of one Research Project in typed written form by the student
- ii. A duly completed practical, instruction and clinical experience
- iii. A comprehensive expectant family care project (For Midwives).

6.8 REGISTRATION AND LICENSING REQUIREMENTS

Upon successful completion of the requirement of the General Nursing Education Programme, the graduand will be given a registration number or given ‘Registered Nurse’ and be licensed to practice as a General Nurse in the community and Hospital setting in Nigeria. This license for practice shall be renewable every 3 years.

7.0 RULES AND REGULATIONS GUIDING GENERAL CONDUCT OF STUDENTS IN THE COLLEGE AND HOSTEL

All the students are expected to know and follow strictly the code of behavior, (Nursing Etiquette), which is a science of morals concerned with the profession.

ECWA College of Nursing and Midwifery Egbe will expect her students to display during the course of training and thereafter the following:-

- Transparency
- Honesty
- Obedience
- High sense of duty
- Respect and courtesy
- Attendance of morning devotion in the chapel and assembly while in class is compulsory.

7.1 ABSENTEEISM FROM ASSEMBLY AND CHAPEL DEVOTION

Absenteeism from assembly/chapel devotion is highly prohibited.

A day absence from assembly/chapel devotion shall attract three night duties and must attend lecture the next day. Three times absenteeism from assembly/chapel devotions shall attract two weeks suspension after which the student's parents shall be invited before such student resumes his/her suspension.

7.2 HOSTEL RULES AND REGULATIONS

- Noise, loitering or any form of disturbance is not allowed in the hostel, so students are not allowed to bring musical gadget to the school. **Penalty** – Due punishment and the gadget will be ceased.
- Stealing among students shall not be condoned. **Penalty**– Expulsion, stealing and any criminal offence that will tarnish the image of the profession and the reputation of the College will lead to dismissal.

- Whenever a student is traveling out of town due permission must be taken from the Class Coordinator or Principal as the case may be, it is needful that a movement book is filled with the hostel Matron. The school shall not be accountable for any student that travels without filling the movement book in the case of any eventuality. **Penalty** – Clinical posting of 4 days to 1 day absentism.
- Furniture or any item should not be removed from the room to which it is assigned, hostel rooms may be inspected at any time. **Penalty** – Replacement
- Hostel room should be locked and keys submitted to the Matron by the individual student when away because school shall not be responsible for any lost or stolen articles.
- Report any needed repairs to the hostel Matron, and do not connect any electrical appliances illegally. **Penalty** – Illegal appliances will be seized and damages will be repair by the occupant
- The hostel Matron must be respected and obeyed in cases relevant to her duties; any insubordination shall not be taken lightly. **Penalty** – Shall be duly sanctioned by the disciplinary committee.
- Cooking shall not be allowed in the Hostels.
- Student found in cultism or secret society will be expel from College.
- Use of dangerous drugs within or outside the College will lead to dismissal.

Visitors in the hostel

- All visitors should make inquiry at the Matron's Office for the student they wish to see.
- No visitor shall be allowed in the hostel.
Penalty – Illegal hosting of visitors by students shall attract a warning letter with a copy kept inside the student's file. If such is repeated, the hosting student shall be suspended for 2 weeks.
- No male visitor shall be allowed in the female hostel and vice versa.

7.3 HANDLING OF MISUNDERSTANDING WITH FELLOW STUDENT OR STAFF

Student should be mature enough to handle misunderstanding amicably. No misunderstanding should degenerate to the point of physical combat.

Penalty – Fighting among students is a serious offence that attracts dismissal from the school.

7.4 RECREATION

The available recreations within the school are Football, Volleyball, table Tennis, etc

7.5 PREGNANCY IN TRAINING

The College Programme is so tedious and strenuous which could endanger pregnancy and also hamper the success of the student.

Therefore, the school prefers students to finish training before pregnancy. For the married if peradventure the candidate becomes pregnant she will not be sent away from school but she must participate in all the schedules related to the training and whatever keeps the student away from the school for 21 days shall earn her 6 months set back. So for the interest of the student, pregnancy during training is not advisable. Any married student pregnant should seek for accommodation outside the school. College shall not tolerate pregnancy and nursing mother in the hostels.

Unmarried students are not allowed to be pregnant while in school. Any student that is guilty of this will suffer six months set back.

7.6 DRUNKENNESS, SMOKING, SLEEPING OUT ETC

All these unhealthy lifestyles are prohibited in the college. Any student caught in these acts shall be dismissed.

7.7 RELIGIOUS ACTIVITIES IN THE COLLEGE

ECWA Student Ministry (ESM) and Fellowship of Christian Nurses (FCN) are the only two Fellowships that can hold within the school premises.

Chapel

All students are expected to attend morning devotions from Monday to Friday. Failure to comply attract 3 night duties for the first time, a repeat will attract 2 weeks suspension subsequently. Students will be dismissed from the school for further default.

7.8 DRESSING AND GROOMING (DRESS CODE)

The College encourages all students to dress according to acceptable standards. Undue exposure of body parts that have potential to influence the sensibilities of others shall be severely sanctioned.

Members of staff have been advised to prevent improperly dressed students from entering their offices and attending lectures.

Male: Male students are not allowed to sag their trousers, they are also not allowed to grow beards. Decent dressing that portrays a good Christian is the only type of dressing allowed.

Female: Any dressing that exposes the body shall not be allowed. Hijab shall not be allowed in the College. Wearing of trousers by female is prohibited within the College particularly during the College hours.

7.9 CULTISM AND DEMONSTRATIONS

No student shall be allowed to join any cult within or outside the College. Demonstration shall not be allowed; student can make their complaints known through the Student Government (SG).

Penalty – Any student found in cultism or demonstration shall be dismissed with immediate effect.

7.9a MEDICAL SERVICES/MEDICAL AND SICK REPORT

Students are being treated in the hospital at subsidized rate. When any student exhaust the medical subsidy, the student will then be responsible for his/her medical treatment. Student should obtain a sick slip from the College before going to the hospital. In case the student treatment exceeded the amount approved for their treatment, the College will stand in for them until they are able to pay the money. When any sick student is outside the College, it is preferable to take sick report from government hospital, if in the College, student submit the sick report to the clinical instructor or the class coordinator.

7.9b SOCIAL MEDIA GROUPS

All online social media/social groups relating to student affairs must be duly registered with the College authority for approval to be considered valid and recognized. Failure to comply with the directive will not only attract disciplinary action but will also be disregarded.

No student is permitted to publish anything concerning the College without written permission of the Provost of the college through the Registrar. Any violation of this rule will not go unpunished.

8.0 SECURITY

The College will continue to work round the clock to ensure the security of lives and properties. However, students are expected to be security conscious throughout their stay in the College.

9.0 IDENTITY CARD

Both newly registered and the returning students are required to always hang their ID cards at all times when they are within the premises of the College. It is the only symbol of identity to avoid any act of embarrassment by the security personnel at the College entrance. Therefore, students are expected to hang the ID cards in their possession at all times.

10.0 CHANGES IN THE RULES AND REGULATIONS

The College has the right to wave, alter, add or cancel any part of this Handbook as circumstances may demand.

LETTER OF UNDERSTANDING

I, student Nurse.....
having read, understood and digested the content of this handbook do hereby agree to the terms and conditions as contain therein.

I hereby promise to abide by every rules and regulations guiding the College as contained in this book as well as any other that might be introduced as situation demands. I am liable to be disciplined by the College if I contravene any of the rules and regulations.

Name: _____

Telephone Number(s): _____

Set: _____

Hostel/Room: _____

Signature: _____ Date: _____

Witness (Must be the Student's Parent or Guardian)

Name:.....

Phone number(s):.....

Address:.....

.....

Signature and Date:.....

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