




WCCN Template

Monitoring evaluation of recruitment and selection of undergraduate students

Doc. Number	No 44.1 WCCN
Date Issued	
Revision	

Author	Position	Signature	Date

Approved by	Position	Signature	Date
College Senate	Head of Academia		

All Change requests should be submitted to WCCN

REVISION	TITLE OR BRIEF DESCRIPTION	ENTERED BY
2021/12/21	Rebranding	Dr T M Bock
2024/01/15	Re-branding	Dr T M Bock

SENATE PREAMBLE

This policy is to be applied from adoption hereof. This policy is by no means to be retrospectively applied and will only deal with the exam cycle, immediately prior to ratification of this policy.





MONITORING AND EVALUATION TOOL OF THE NATIONAL POLICY ON NURSING EDUCATION AND TRAINING

Policy Implementation Guideline

Procedure: Standardised recruitment, selection and admission of students into nursing programmes

PURPOSE: Monitoring and Evaluation of the procedure is conducted to evaluate the implementation of the National Policy on Nursing Education and Training by nursing education institutions (NEIs)

PROCESS OF MONITORING AND EVALUATION:

1. Institutions will be expected to conduct a self-assessment on their recruitment and selection of students, for the new nursing programmes, using the attached National Department of Health (NDoH) tool. The tool is based on the attached Guideline on standardised recruitment, selection and admission of students into nursing programmes
2. A file should be prepared by the institution, with all Annexures, as listed in the tool
3. The self-assessment document will be referred to as **Annexure A** in the institutional M& E file
4. On pre-determined dates, officials of NDoH will visit the NEI to monitor and evaluate the same process.
5. A copy of the tool completed by the NDoH officials will be shared with the Director/ Principal, whilst the original document will be kept at NDoH.
6. If the NDoH officials find a need for a Quality Improvement Plan (QIP), the NEI will be expected to develop the QIP and forward to NDoH within 15 working days of the visit.
7. Where necessary, findings may warrant that the quality improvement be implemented on the spot (immediately) or may warrant a follow-up a visit by NDoH.

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THE MONITORING AND EVALUATION TOOL
(Use a ✓ to indicate the applicable answer)

PROVINCE	NEI AND OR CAMPUS NAME	DIRECTOR/ PRINCIPAL	PROGRAMME	NO. STUDENTS PER PROGRAMME
Date of commencement				

1. There is a copy of the Government Gazette wherein the Regulations Regarding the Register for learners/ students is published

Regulation available	Annexure A	No	Yes
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PROOF OF ACCREDITATION

Quality Council/ Authority	Accreditation Date	Portfolio of Evidence	Compliance	
SANC		Annexure B	No	Yes
CHE		Annexure C	No	Yes
SAQA identification number:		Annexure D	No	Yes

2. There are guidelines available for the recruitment, selection and admission procedures in the nursing education institution:

Subject	Comments	Portfolio of Evidence	Compliance	
NDoH Recruitment and Selection guidelines available		Annexure E	No	Yes
Institutional Recruitment SOP Available		Annexure F	No	Yes

3. There is evidence of partnerships or engagement with key community stakeholder groups regarding recruitment and training of students

Subject	Comments	Portfolio of Evidence	Compliance	
Stakeholder 1	Name:	Annexure G	No	Yes
Stakeholder 2	Name	Annexure H	No	Yes
Stakeholder 3	Name:	Annexure I	No	Yes
Comments:				

4. There is evidence of community awareness of education opportunities through outreach programmes for students in secondary schools

Subject	Comments	Portfolio of Evidence	Compliance	
Outreach 1	Name:	Annexure J	No	Yes
Outreach 2	Name - Underserved	Annexure K	No	Yes

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5. There is evidence of the NEI communication of recruitment drives, selection and admission processes and deadlines in public areas accessible to all communities, urban, rural and the underserved

Subject	Comments	Portfolio of Evidence	Compliance	
Notice 1	Evidence of recruitment drives	Annexure L	No	Yes
Notice 2	Evidence that notices of recruitment drives include the underserved	Annexure M	No	Yes

6. The admission criteria adhere to current higher education and statutory council legislation

Subject	Comments	Portfolio of Evidence	Compliance	
Adhere to CHE Criteria		Annexure N	No	Yes
Adhere to SANC Criteria		Annexure O	No	Yes
Admission criteria puts emphasis on Participation of the under- represented/ underserved		Annexure P	No	Yes

7. There is evidence that a designated percentage of students who reflect economically active population dynamics of the district that the NEI serves are selected based on race, socioeconomic status, gender, rural or urban place of origin.

Demographics:				
Subject	Comments	Portfolio of Evidence	Compliance	
Race – in %:		Annexure Q	No	Yes
Economic Status in %:		Annexure R	No	Yes
Gender in %		Annexure S	No	Yes
Rural/ Urban %		Annexure T	No	Yes

8. There is evidence that other professional disciplines, local health systems and community stakeholder groups are involved in jointly selecting students based on the established selection criteria and health workforce planning needs of the district the institution serves

Subject	Comments	Portfolio of Evidence	Compliance	
Name of stakeholder		Annexure U	No	Yes
Name of Stakeholder:		Annexure V	No	Yes

9. There is evidence that the NEI undertakes the following steps related to the institutional recruitment and selection committee to ensure fair recruitment and selection processes:

Subject	Comments	Portfolio of Evidence	Compliance	
Appointment of a Chairperson		Annexure W	No	Yes
Appointment of Committee		Annexure X	No	Yes

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Members				
Proof of involvement of stakeholders in practice		Annexure Y	No	Yes
Terms of Reference available		Annexure Z	No	Yes
Schedule of meetings	Attendance list	Annexure AA	No	Yes
Proof of meetings	Minutes:	Annexure BB	No	Yes
Identification of under-represented communities and groups	Group 1: Group 2: Group 3	Annexure CC	No	Yes
Equity minded selection criteria		Annexure DD	No	Yes
Nursing Awareness campaign	No 1	Annexure EE	No	Yes
	No 2	Annexure FF	No	Yes
Pre-screening done		Annexure GG	No	Yes
Collation of applicants vs selection criteria		Annexure HH	No	Yes
Selection Committee meeting		Annexure II	No	Yes
Minutes of the selection committee		Annexure JJ	No	Yes
Preferred candidates listed		Annexure KK	No	Yes
Interviews/ psychometric tests		Annexure LL	No	Yes
Selected prospective students informed		Annexure MM	No	Yes
Tracking tool available		Annexure NN	No	Yes
Tracking tool data completed	<i>(Only to be evaluated from 2021)</i>	Annexure OO	No	Yes
Professional appointed to manage tracking tool		Annexure PP	No	Yes
Appeals/ Complaint process		Annexure QQ	No	Yes
Proof of management of an appeal		Annexure RR	No	Yes
Principal audit process		Annexure SS	No	Yes
Review of Recruitment and Selection process	<i>Only to be evaluated from 2021</i>	Annexure TT	No	Yes
Approval of the final selected students by the Senate	Date:	Annexure UU	No	Yes
Approval of the final selected students ratified by the Council	Date:	Annexure VV	No	Yes
Records of all applicants are available	<i>This POE should not be filed as evidence, as it would be too bulky</i>	Document analysis by M&E team	No	Yes

Overall comments on the implementation of recruitment and selection guidelines and procedure:

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QIP to be submitted to NDoH	By – date:	By- official:	Not needed
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Officials responsible for monitoring and evaluation of implementation of the recruitment and Selection guidelines and procedure:

Officials of the NEI:

Name	Designation	Institution	Signature

M & E officials:

Name	Designation	Institution	Signature

Date: _____