

NEWS LETTER

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UNMEB

Uganda Nurses and Midwives Examinations Board "UPHOLD EXAMINATION STANDARDS"

FOREWORD



Helen Mukakarisa Kataratambi
Executive Secretary

I welcome you to the 6th edition of Uganda Nurses and Midwives Examinations Board (UNMEB) NEWSLETTER of January 2017, which highlights the updates, activities, and plans of

the Secretariat. The highlights are in line with UNMEB strategic objectives that emphasise strengthening of the assessment function.

In this issue, Secretariat has also taken care of stakeholder institutions' pivotal proposals geared towards re-vitalizing acquisition of knowledge and skills by Nurses and Midwives. Although the Board is definitive about its responsibilities and scope, UNMEB engages a collaborative approach during enhancement of its capacity. I therefore call upon all other institutions entrusted with the responsibility of regulating, coordinating, supervising and implementing training/employment of nurses and midwives, to create synergies for partnerships that will cause improved quality and advance the health service provision.

I once again express my appreciation for the valuable contribution demonstrated by your commitment to serve and participate in UNMEB activities. I deeply thank the MOES for the financial and moral support. I recognize BTVET technical guidance and the good collaboration with Ministry of Health and its affiliate Agencies, Uganda Nurses and Midwives Council, Nursing and midwifery Training Institutions and their proprietors, Board Members, Police and other examination Boards.

It is my prayer that you read the newsletter contents and also keep it as a guide through the next examination cycle.

To Love and Serve
For God and my country

Mrs. Helen K Mukakarisa
EXECUTIVE SECRETARY

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CHAIRPERSON'S MESSAGE



Chairperson of the UNMEB
Hajat Mariam Louise Walusimbi (Mrs)

It is both an honor and privilege to serve as the Chairperson of UNMEB. Since my appointment six months ago, I have found

this to be a growth experience both professionally and personally. I am grateful that you have entrusted me with such duty. I appreciate all those whose commitment and wisdom started the UNMEB path.

My pledge to the sector is availability, commitment and professional service. In all my endeavours. I call for your full support, participation and indulgence in UNMEB matters to make its services more meaningful to the nursing and midwifery profession, Uganda as a country and the world over. I thank all Board members who served the Board before my term for the enormous work done. I earnestly appreciate Secretariat staff under the leadership of the Executive Secretary, Mrs. Helen Mukakarisa Kataratambi for the great strides made before and during my Chairmanship and for rightly performing their duties. May God grant success to the Board.

"FOR GOD AND MY COUNTRY"

UNMEB PROFILE

Establishment & mandate

Uganda Nurses and Midwives Examinations Board (UNMEB) is a semi-autonomous Government body that was established in December 2005 by Ministry of Education and Sports (MoES) with a cardinal objective of streamlining, regulating and coordinating examinations and awards for Nurses and Midwives in Uganda.

GOAL

To ensure that UNMEB operates as a reputable and efficient examination Board that graduates qualified and professional nurses and midwives serving the healthcare system.

Policy and legal framework

In 1998 the training of health workers was identified to fall within the core business of MoES. Therefore Nursing and Midwifery assessment is defined in the Business, Technical, Vocational Education and Training (BTJET) Act of 2008. This gives the legal basis for the existence of UNMEB

The BTJET Act (2008) gives the legal basis for the existence of UNMEB.

UNMEB mandate is to manage and administer examinations and award certificates to qualified Nurses and Midwives in Uganda.

The Board composed of thirteen (13) members drawn from tutors of both public and private institutions, clinicians, Nursing officers, and MoES officials who served for a period of three years. (current Board members on page 4)

CORE VALUES

The Board will continue to uphold the following values so as to enable it achieve its objective:

- i. Professionalism
- ii. Commitment
- iii. Transparency
- iv. Efficient
- v. Teamwork
- vi. Client centered

STRATEGIC OBJECTIVES

The Strategic Objectives presented were identified as being key pillars in 2015/16 - 2020/21. Each Strategic Objective has a number of activities that are deemed important in achieving the desired outputs. These include;

- Strengthening management of examinations and awards for nurses and midwives
- Strengthening the quality assurance system for examinations
- Strengthening capacity for research, monitoring and evaluation
- Strengthening leadership, governance, and management capacity of UNMEB
- Strengthening financial sustainability of UNMEB
- Strengthening national, regional and international collaboration

CORE FUNCTIONS

- Conduct nurses/midwives examinations within Uganda as considered desired or desirable in the public interest
- Recruit setters/moderators who are of good quality, experience and of high integrity
- Recruit invigilators/coordinators/supervisors/examiners who should be tutors, PNO, Asst. Commissioner, SNO, stakeholders, to conduct the examinations.
- Prepare, print, distribute examinations and ensure security of examinations
- Ensure that examinations are appropriate to the different levels of candidates and maintain standards
- Prepare reports and statistical analysis of students' achievements in the examinations
- Provide feedback to the students/stakeholders and advise on examination matters
- Review results/reports on examinations conducted and improve on the subsequent examinations
- Release results in a reasonable time frame in consultation with MoES
- Form subcommittees for setting, moderating, marking of examinations

UNMEB developed a new strategic plan 2015/16-2020/21. after successful implementation of the prior plan that was ending in 2015. The Board appreciates all stakeholders who offered professionalism and experience during the design of the new plan.

PERFORMANCE OF NOVEMBER 2016 CANDIDATES

Certificate Candidates

A total of three thousand nine hundred and five (3905) Certificate candidates were presented for the November 2016 examinations compared to three thousand two hundred and eleven (3211) candidates that were presented in November 2015. Performance in November 2016 was as below presented

Table I: Table showing Performance of Certificate Candidates for November 2016

PROGRAMME	DISTINCTIONS	CREDITS	PASSES	UN-GRADED	UN-PRESENTED	TOTAL
Certificate in Mental Health Nursing (CMHN)	00 (0.0%)	00 (0.0%)	10 (43.5%)	10 (43.5%)	3 (13.0%)	23
Certificate in Comprehensive Nursing (CCN)	09 (1.4%)	253 (39.5%)	248 (38.7%)	106 (16.5%)	25 (3.9%)	641
Certificate in Nursing (CN)	9 (0.5%)	993 (55.6%)	318 (17.8%)	439 (24.6%)	28 (1.6%)	1787
Certificate in Midwifery (CM)	4 (0.3%)	774 (53.2%)	469 (32.3%)	178 (12.2%)	29 (2.0%)	1454
TOTAL	22 (0.6%)	2020 (51.7%)	1045 (26.8%)	733 (18.8%)	85 (2.2%)	3905

Diploma Candidates

a total of one thousand five hundred and ninety five (1595) Diploma candidates were presented for the November 2016 State Final Examinations compared to one thousand two hundred and forty three (1243) candidates that were presented in November 2015. Performance of the Diploma candidates in November 2016 is summarized below.

Table II: Performance Of Diploma Candidates

PROGRAMME	DISTINCTIONS	CREDITS	PASSES	UN-GRADED	UN PRESENTED	TOTAL
Diploma In Public Health Nursing (DPHN)	0 (0.0%)	0 (0.0%)	4 (100.0%)	0 (0.0%)	0 (0.0)	4
Diploma in Mental Health Nursing (DMHN)	0 (00.0%)	40 (78.4%)	3 (5.9%)	7 (13.7%)	1 (2.0%)	51
Diploma in Comprehensive Nursing (DCN)	0 (0.0%)	115 (48.5%)	59 (24.9%)	60 (25.3%)	3 (1.3%)	237
Diploma in Nursing (DN)	1 (0.1%)	437 (57.8%)	184 (24.3%)	118 (15.6%)	16 (2.1%)	756
Diploma in Midwifery (DM)	5 (0.9%)	387 (70.7%)	46 (8.4%)	95 (17.4%)	14 (2.6%)	547
TOTAL	6 (0.4%)	979 (61.4%)	296 (18.6%)	280 (17.6%)	34 (2.1%)	1595

Table III: Table showing Nursing and Midwifery Cadre output 2006 – November 2016

Discipline	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	TOTAL
DCN	110	90	237	54	910	314	277	229	268	161	210	2860
DN			268	65	985	349	304	401	467	669	767	4275
DM			212	21	788	239	258	268	429	329	562	3106
DMHN				5	76	40	39	47	58	72	47	384
DPN				1	19	14	1	6	4	3		48
RN	355	536	143	290	745					-		2069
RM	298	296	69	88	575					-		1326
RPN	9	6	7	2	20					-		44
RMHN	46	26	72	36	165					-		345
CCN	184	536	964	2478	1971	2966	1072	2076	2315	1809	1514	17785
CN	550	294	191	775	546	271	393	763	1433	1678	2646	9540
CM	324	111	158	585	290	228	229	546	1214	1498	2254	7437
CMHN	49	53	100	167	207	123	124	109	92	91	208	1323
TOTAL	1925	1948	2421	4567	7297	4544	2891	4445	6196	5810	8208	50542

NUMBER OF CANDIDATES FOR PROMOTIONAL EXAMINATIONS NOVEMBER 2013 – MAY 2016

PROGRAM	2013		2014				2015				2016			
	NOV 2013		MAR 2014		SEPT 2014		MAR 2015		SEPT 2015		MAR 2016		SEPT 2016	
	1-2 Year	2-3 Year	1-2 Year	2-3 Year	1-2 Year	2-3 Year	1-2 Year	2-3 Year	1-2 Year	2-3 Year	1-2 Year	2-3 Year	1-2 Year	2-3 Year
DPCHN				4				3		1				
DMHN	30	24		37	26	42	7	32	16	30		29	19	23
DCN	102	150		103	149	121	25	97	105	154		108	192	110
DN	142	161	28	323	219	236	82	534	188	218	12	575	197	329
DM	47	43	3	307	79	97	43	338	90	116	8	519	82	126
DM- EL										60				
CMHN	87	103			114	62	43	28	122	97	21	3	84	90
CCN	1044	1,274	554	816	1,194	1,281	776	636	954	948	816	607	945	795
CN	565	520	1,252	840	1,481	730	2,520	1,419	2,013	1,344	2,491	1,796	2,964	1,555
CM	408	432	1,146	789	1,343	597	2,060	1,545	1,778	1,052	2,236	1,545	2,560	1,311
SUB TOTAL	2,425	2,707	2,983	3,219	4,605	3,166	5,546	4,632	5,266	4,020	5,584	5,182	7,043	4,339
TOTAL	5,132		6,202		7,771		10,178		9,286		10,766		11,382	



**Mr. Alex Kakooza
Permanent Secretary (MOES)**

The Board congratulates Mr. Alex Kakooza upon his appointment as the Permanent Secretary of Ministry of Education and Sports (MOES).

It is regarded a blessing to work with you and the rest of the staff of MOES during the delivery of UN-MEB mandate.

May the Lord grant you success in all your endeavours..

UNMEB BOARD MEMBERS AND THEIR CONSTITUENCIES

	NAME OF BOARD MEMBER	CONSTITUENCY
1	Hajat. Mariam Walusimbi	Uganda Moslem Medical Bureau/ Board Chairperson
2	Ms. Namuli Sarah Tamale	Ministry of Education and Sports
3	Mr. Wakida John Kennedy	Uganda Nurses and Midwives Council
4	Mrs. Ogarubo Tiko Mary	Tutors of Nursing Schools
5	Mrs. Wasike N. Mary	The Health Service Commission
6	Ms. Namirembe Annet Dolorence	Outstanding Nursing Professional
7	Sr. M. Catherine Nakiboneka	Uganda Catholic Medical Bureau
8	Ms. Lydia N. Ssenyonga	Universities (Departments of Nursing)
9	Mr. Masolo Sam Jasper	Directorate of Industrial Training
10	Mrs. Meryce Mutyaba	Uganda Protestant Medical Bureau
11	Mr. Kazeera Jackson	Uganda National Examinations Board
12	Mr. Mugisha Andrew	Private for Profit (PFP) Nursing Schools
13	Mr. Isabirye Charles	Ministry of Health

UNMEB ACHIEVEMENT SINCE AUGUST 2016

Since the last release of May 2016 examinations, UNMEB has achieved several milestones attributed to the good leadership of the education sector and the unwavering commitment demonstrated by Board Members, examination stakeholders and Secretariat staff. Some of UNMEB achievements for the last six months are as follows:-

- **Conduct of Promotional and State final examinations.** UNMEB successfully conducted the 7th series of Promotional examinations in September 2016 where 7,043 candidates were presented for 1st - 2nd year and 4339 candidates for 2nd – 3rd year. UNMEB also accomplished the conduct of the 22nd series of state final examinations November 2016 examinations where 5500 candidates were presented.
- **Acquisition of permanent home.** UNMEB acquired a permanent home deemed sufficient to host all secretariat day to day activities and also provide for the growth and expansion plans of the Board.

UNMEB home has open space that will facilitate further construction when funds permit

This is in conformity to the MOES theme of “Infrastructure development” and also in line with the “UNMEB strategic plan 2015/16 – 2020/21”, that emphasizes quality and sustainability. It is envisaged that UNMEB will further engage services of the structural engineer to efficiently utilize the open space available for further construction to accommodate the annual cumulative

candidate numbers arising out of the cumulative nursing and midwifery training institution numbers.

Secretariat and other stake holders express their appreciation to the Board members whose vision and actions have led UNMEB to acquisition of a permanent home

- **Expansion of the Question Bank.** The Board has increased the number of question items available for the setters and moderators of Nurses and Midwives examinations. UNMEB also commissioned development and design of an Electronic Question Item Bank (UNMEB-EQIB) under support by USAID Intrahealth, Strengthening Human Resources for Health Program. The electronic question bank will go a long way in ensuring safety and security of examinations data and also improve the quality of test items.
- **Recruitment of new staff.** With the support of Ministry of Education and Sports, The Board has been able to expand its Human resources at the secretariat level by filling four positions on the structure that have been vacant. These include a full time Research Officer, Procurement Officer, and two Examination Officers. It is hoped that the additional skilled workforce will support the existing team during implementation of UNMEB core mandate.
- **Capacity Building** Secretariat conducted more regional trainings in Practical Skills Assessment (PSA). The trainings have increased access to quality education and also strengthened the quality of the as-

essment skills at national level. This has been achieved through training of three hundred (300) assessment stakeholders which increases the number of trained assessors to nine hundred (900). There is no doubt that over the next few years the country will therefore reap the benefits of improved quality of care provided by nurses and midwives in all communities.

- **Online registration.** As part of UNMEB plan to expand its IT engagement strategies in assessment to immediate stakeholder institutions, The Board trained One hundred and eighty (180) Nursing Training Institution staff from both private and public training institutions. These included Principals, Academic Registrars, Administrative secretaries, IT officers and some Tutors in management of UNMEB Online Student Registration System in a school environment. This has improved skills and quality of examination data received and also reduced the school budget allocated to examination registration activities.

Guidance on key areas of the Online Student Registration System (OSRS)

Managing receipts

Scan the receipt and save it on your computer. In the event that you have two receipts, place them on the scanner bed at the same time and scan as one image.

Ensure that the receipt is saved as .jpg (JPEG File Interchange Format), before uploading it to the system.

It is the receipts submitted online that guide the approval of candidate numbers because the OSRS is self accounting.

continued on next page

Managing Photos

- A passport photo of the student has to be uploaded as well. Schools are requested to follow the guidelines below when taking students' passport photos:
- The standard photo should be of standard size i.e. 4.7 X 3.5.
- Saving format is JPG or JPNG
- Students should be in full nursing uniform when taking the passport pictures.
- The lighting should be sufficient enough to clearly show all facial features of student.
- Pictures should be well positioned such that both ears are visible.
- Pictures should be centrally aligned and taken from above nursing cap to above breast-area.
- Sides of the photograph are cut at edge of both the shoulders
- The top is just above the head cap while bottom cuts across the breast area.
- Place white background behind the candidate before taking photos
- Maintain a uniform white color in area above shoulders and behind ears
- The source of light should be a uniform and-infront of candidate
- All facial features must be visible including both ears
- Vails, shades and lenses should be temporary removed and replaced after the photo is taken
- additional clothing like had cuffs, sweaters and T-Shirts are not permitted
- Photo size should equal or less than 400 KB.
- Camera should be heavy duty commercial to allow further printing.
- UNMEB will advise when appropriate to undertake a refresher training

ACTIVITY SCHEDULE FOR DECEMBER 2016 – JUNE 2017

S/N	ACTIVITY	PROPOSED DATES FOR STATE FINAL EXAMS
1	On line Registration for March 2017 Promotional Exams.	15th Dec – 31st Jan 2017
2	Awards Committee meeting	31st Jan – 1st Feb 2017
3	Approval of candidates for Prom. Exams	3rd Feb – 7th Feb 2017
4	Examinations Committee meeting	3rd February 2017
5	Security Examinations Committee meeting	6th February 2017
6	Full Board meeting	8th February 2017
7	Release of State Final Examinations for November 2016	14th February 2017
8	On line Reg. of Candidates for May 2017 UNMEB State Final	1st Feb – 3rd Mar 2017
9	Approval of candidates for State Final Exams	5th Mar – 10th Mar 2017
10	On line Reg. of Nov. 2016 Intake Students for NSIN	15th March 2017
11	Collection of Exam.materials for March 2017 Prom. Exams	6th Mar – 7th Mar 2017
12	Assigning November 2016 NSIN	16th Mar 2017
13	Briefing of Candidates before Prom. Exams by Principals	9th March 2017
14	Briefing of Examiners for Promotional Exams.	11th March 2017
15	Conducting of March 2017 UNMEB Prom. Exams	13th Mar – 21st Mar 2017
16	Marking of UNMEB Promotional Examinations and compilation	3rd Apr – 7th Apr 2017
17	Submission of Research reports	18th Mar – 18 April 2017
18	Collection of Exam. materials for May 2017 UNMEB Final Exam	24th– 26st April 2017
19	Briefing of Candidates before Final Exams by Principals	4th May 2017
20	Briefing of Examiners for May 2017 State Final Exams	6th May 2017
21	Conduct of May 2017 UNMEB state final Examinations	8th May – 12th 2017
22	Marking of May 2017 State final Examinations and compilation	22nd – 26th May 2017
23	Examinations Committee meeting & Release of Prom. Exams	2nd June 2017
24	Awards Committee meeting	22nd – 23rd June 2017
25	Examinations Committee meeting	26th June 2017
26	Security Committee meeting	27th June 2017
27	Full Board meeting	29th June 2017

MANDATORY REQUIREMENTS DURING TRAINING AND ASSESSMENT OF STUDENT NURSES AND MIDWIVES

The Board calls for more vigilance from all stake holders to ensure that Nurses and Midwives qualify with efficient and effective knowledge and skills. Therefore Principles should ensure the following :

- Ensure that the curricula are evenly covered during the course of training as the Board assesses from any area stipulated in the curricula.
- All students must be taken for Practicum exposure as specified in the curriculum and evenly rotated in order to acquire all the required competences.
- Follow up and support supervision must be done by the school in order to support the Mentors in the clinical area.
- In order to improve skills acquisition by the students as well as maintaining a good working relationship between schools and Teaching Hospitals, schools are encouraged to hold regular consultative meetings with Hospital Mentors/Preceptors to address issues of common interest.
- For purposes of harmonizing the plotting of the Partograph, UNMEB advises all schools to adapt the recommended and standardized plotting by the Ministry of Health.
- In order to improve the quality research done by the students, UNMEB advises each school to form a Research Committee to be responsible for approving Research Proposals. Additionally, you are also encouraged to fully equip school libraries with adequate research text books to -facilitate proper literature reviews and referencing.
- Students should be given case studies to improve on their crit-

ical thinking skills and followed up by guided presentations.

- Tutors are advised to always have keen interest in students who fail some papers by establishing the causes of their failure and assist them accordingly.
 - All Clinical Record Books i.e. Assessment Tools, Midwifery Case Record Books and Syllabus Record Books MUST be duly signed by the students, Mentors, Tutors, Principals and the Head of Nursing of the Training Hospital as non-compliance shall attract serious measures as reflected in the Rules for conduct of Examinations.
 - During Theory Examinations, observe the recommended spacing stipulated in the Rules for the conduct of Nursing and Midwifery Examinations where the desk and the chair are arranged 1.2 meters away from the next candidate in all directions. Failure to observe this shall lead to withdrawal of Examination Centres for the non-compliant schools as this encourages examination malpractice. This shall apply to all schools regardless of whether they are Public, PNFPor Private.
 - Examination numbers are issued by UNMEB Examination Management Information System. No candidate will sit examinations if not properly registered during the official registration time. you are advised to desist from allocation of any other numbers which may lead to disqualification of candidate.
- compliance to the above guidelines will ensure quality improvement in the assesment and training of nurses and Midwives in Uganda and also facilitate effective delivery of UNMEB mandate.

Newly licensed schools

- Bwera School of Nursing and Midwifery
- Bugema University School of Health Sciences
- Access Health Training Institute - Nakaseke
- Uganda Martyrs School Of Nursing And Midwifery - Kaliro
- Lubega Institute Of Nursing And Medical Sciences

UNMEB acknowledges contribution by training schools and Hospitals towards continuous assesme assesment of Nurses and Midwives in Uganda

Price List For Case Record Books And Assessment Tools

CCN	25000
CM	25000
CN	18000
DCN	25000
DM	30000
DN	21000

Assessment Tools

CCN	15000
(DME)	15000
(DMD)	15000
(DNE)	15000
(DND)	15000
DCNE)	15000
(DCND)	15000
Research Guide Lines	15000

a) Registration dates

State Final registration dates

- May Candidates: 1st Feb - 4th March.
- November Candidates: 1st August - 1st September.
- Research submission: 18th March - 18th April.

Promotional registration dates

- March Candidates: 4th January – 4th Feb.
- September Candidates: 1st July - 31st July

The OSRS system automatically shuts down closes the registration session on the set deadline date. All late registrations attract a surcharge of 50% within one week and 100% after one week. Remember the system is self accounting and may not accept anymore data after the deadline.

please endeavour to register candidates in time

b) Access registration Forms on UNMEB website:

All candidates should fill Examination and NSIN registration forms before the school submits the names to UNMEB. the forms are stored at school untill UNMEB requests for them.

To expedite access to registration forms, UNMEB has uploaded print ready registration forms for both State Final and Promotional Examinations on its website. School Administrators should endeavor to download the forms and issue to candidates to facilitate the registration process.

The registration form is accessed through <https://www.unmeb.go.ug/publications>. Registrars should make a print out of the registered candidates and share with students incaseof any corrections in the spelling.

You are also encouraged to submit the information on time.

OBITUARY



Rev. Sr. Joseph Donutus (Late)
Born: 1948
Died: 12 December 2016



Mrs. Nabuloli Aice Opolot (Late)
Born: 27 September 1953
Died: 23 November 2016

You served the nursing profession and country to your full capacity. You are both remebered for deligency and hardwork. The gap you left will never be filled . UNMEB was blessed to have worked with you. The seed you sowed will over flow with harvest.

MAY YOUR SOULS REST IN ETERNAL PEACE

MANDATORY EXAMINATION FEES

State Final Examination Fees

- Diploma Level **UGX 200,000**
- Certificate Level **UGX 150,000**

Promotional Examination Registration

UGX 120,000 broken down as follows;

- sent to UNMEB **UGX 90,000**

This portion is for examination preparation, conduct and marking of examination answer scripts

- Retained by school **UGX 30,000**

This portion facilitates ayment of practical examiners

NSIN Numbers UGX 20,000