

PNFP HEALTH TRAINING INSTITUTIONS
STANDARD ADMISSION PROCEDURE
AND SELECTION CRITERIA
TO SELECT CANDIDATES FOR PRE-SERVICE TRAINING COURSES

PREAMBLE

The Private Not for Profit Health Training Institutions affiliated to the three medical bureaux (UMMB, UPMB, and UCMB) wish to stand for Quality Training.

Their Mission is:

To train an optimal range of health care staff of high moral and professional standard for the PNFP and national health care Institutions

They realise that to achieve this Mission, among other things, approaches and systems need to be streamlined.

A recent inventory, of the selection procedure and criteria, indicates that each school has its unique procedure and selection criteria to enrol students for training. It is hardly possible to compare the procedures but more importantly most procedures are difficult to assess externally.

To be able to answer to the Mission as well as to be accountable to external partners it is vital that selection procedures are:

1. **Relevant:** enable to select the right person for the concerned training.
2. **Objective:** leads to the same outcome independent of who implements it.
3. **Transparent:** is verifiable for by external partners / assessors.
4. **Non discriminatory:** does not lead to exclusion of candidates for reasons unrelated to the training applied for.

In addition to these, as the PNFP HTI have similar Missions and wish to be recognised as a group, the procedures and the criteria should be harmonised / standardised to ensure that each member uses comparable procedures and criteria.

This document sets out a standard selection procedure and criteria. The main aims of this policy proposal for all PNFP HTI are: promoting objectivity, transparency, and improving the quality of education and management in our training institutions. Additional objectives are: facilitating planning in the HTI, ensuring credibility of the HTI, and assuring that the HTI acts in line with the legislation.

The standard is based on best practice as well as Ministry of Education and Sports and Professional Council guidelines.

The Bureaux propose that each HTI adapts this standard to their individual hospital / HTI values and then formally adopts it. One caution: the basic principles of relevance, objectivity, transparency, and non-discrimination need to be respected when adjusting this standard guideline (e.g. in most aspects this means in practice that the individual HTI can add to the standard but not subtract).

Each HTI is requested to send their revised Selection Procedure and Criteria guidelines to their respective Bureau once the Board Of governors has approved and signed it.

CONTENT OF THIS GUIDELINE:

1. The Selection Procedure
 - 1.1 The Selection Committee
 - 1.2 The Selection Schedule
 - 1.3 Methods and Content of Advertisements for the intake
 - 1.4 The Interview Panel
 - 1.5 Short listing of candidates for the interviews
 - 1.6 Written selection / entry exam (or interview)
 - 1.7 Oral selection interview
 - 1.8 Final selection of candidates to be enrolled
 - 1.9 Presentation of the results to candidates
 - 1.10 Documentation of the selection procedure
2. The Selection Criteria
 - 2.1 Curriculum determined criteria
 - 2.2 Objective criteria
 - 2.3 Subjective criteria

1. THE SELECTION PROCEDURE

This policy chapter determines the process to be followed to arrive at a relevant, objective, and transparent selection of the candidates for the course. It specifies the division of responsibilities, conditions, and steps that will ensure that the HTI answers fully to these principles. The criteria to be applied during this process are specified in the next chapter.

1.1. The Recruitment / Selection Committee

To ensure that the process is transparent a group of persons / committee is assigned the responsibility of planning and overseeing the entire process and to take the final decision regarding which students are to be enrolled.

Most hospitals have a Recruitment Committee¹ which is a Board of Governors Committee (appointed by the Board and answerable to the Board). It should be composed of representatives of the Board, the Management Team Members, the HTI, the Staff and two external persons.

In case the Hospital does not have a Recruitment Committee the Board can decide to appoint a Selection Committee specific for the HTI, either as a statutory committee, or as an ad-hoc committee. The composition has to be similar to that of a Recruitment Committee to ensure that all levels of the organisation and the external parties are represented.

The responsibilities of the committee are described in the Terms of Reference for the Recruitment, or Selection, Committee. (The following section is a summary. It can be developed in detail in an annex). The main responsibilities are:

Preparation phase:

- Determine the schedule for the selection
- Determine the methods and content of the advertisement
- Determine the number of candidates to be selected
- Appoint the interview panel

¹ The Health Commission's Standard Charter for Hospitals specifies the Recruitment Committee and provides the Terms of Reference for this Committee in its annex 4.

- Finalise and approve the written entry exam (interview) questions and marking guide, proposed by the HTI team, and set the minimum score to be achieved to be eligible for admission
- Finalise the questions, assessment criteria, and marking guide for the oral interview and determine the minimum score to be achieved to be eligible for admission

Decision making phase:

- Assure that the process is implemented according to the principles set out: relevant, objective, transparent, and without undue discrimination.
- Assess the results of the candidates and select the candidates to be offered a place in the course and the candidates who will be put on the reserve list (e.g. those that can be offered a place if candidates of first choice do not turn up).
- Assure that all decisions and results are documented and filed for reference.
- Adjust the Selection Procedure and Criteria to correct shortcomings identified and propose the revised guidelines to the Board for approval.

The Principal Tutor is the secretary to the Recruitment / Selection Committee and plans the meetings and activities of the committee in dialogue with the Chairperson.

1.2. Schedule for the Selection

The Recruitment / Selection Committee will, in consultation with the HTI team and the Hospital Management, determine the annual selection schedule and this will be included in the HTI annual work plan.

This schedule sets out the dates for advertisement, dates for selection examinations and interviews, the dates for the publication / communication of the results.

Early publication of the schedule facilitates openness to the outside world.

1.3. Methods and Content for the Advertisement of the next Intake

In line with the principles of transparency and openness all interested persons must be able to know when the selection for the new intake for the courses of the HTI will take place. This means the communication channels chosen for advertising the upcoming selection must be open to the public, e.g. both the HTI internal networks as the external networks have to be reached. This always means a combination of advertising methods must be chosen.

- Examples of internal advertising methods are: announcements on the notice board of the hospital / HTI, announcements in church / mosque, information to diocese and sister hospitals, adverts to PNFP colleagues and in Bureaux Bulletin, information to the alumni of the school;
- Examples of public / external advertising methods are: radio announcements, adverts in the national newspapers, information to the District Health Office, adverts on the district notice boards.

The advertisement / information sent out should contain the following information:

- a. the course for which the selection will take place (for example Enrolled Nursing)
- b. the minimum academic entry requirements (according to the curriculum of the course advertised for)
- c. other requirements (*if applicable, see chapter selection criteria*)
- d. the documentation to be provided (f.i. hand written application / copy of the identity card / copies of the academic results / letter(s) of recommendation /.....)
- e. the cost of the interview / when payable
- f. the deadline for the submission of the application

- g. the date when the applicant will be informed whether, or not, s/he has been selected for the interview
- h. what will be done with the documents if the applicant has not been selected.

Open applications should also be recognised and when the advertisement has been launched these applicants will be informed of the requirements.

1.4. The Interview Panel

The launching of the advertisement is the start of the actual selection procedure. The next step is the appointment of the Interview Panel. This Panel will be responsible for:

- screening / short listing of the applications,
- marking the written entry examination (interview)
- interviewing all eligible candidates
- advising the Recruitment / Selection Committee on the candidates meriting admission.

To enhance objectivity, fairness, and transparency this panel will be composed of representatives of the HTI, Hospital, and the external network. The main criteria for their selection / appointment will be their professional qualifications and experience in interviewing and assessing the candidates for the course in question.

Thus the panel should at least include a representative of the HTI teaching staff, a member of the HMT, a representative of the staff of the hospital who has graduated in the same course, a representative of the District Health Office (or Education Office), a representative of the MOES (or Professional Council, or MOH).

1.5. Short listing of Eligible Candidates for the Interviews

The Interview Panel will screen the applications using the criteria mentioned in the advertisement (see above) to determine which candidates will be invited for the interviews. E.g. those that do not fulfil the academic requirements will be excluded at this point. The same applies with regards the other requirements included in the advertisement, incompleteness of documents sent, etc.

In the event that the number of eligible candidates is still too large, to ensure effective interviews, the agreed additional criteria can be used to reduce the number (see chapter selection criteria).

Once the list of candidates to be invited has been drawn-up the HTI team is tasked with inviting the candidates in writing for the interview. The invitation letter should specify:

- Date(s) of the interview
- Provisions made for their stay (board and lodging when students come from far and / or when the interviews will take more than one day)
- The amount to be paid, if any
- Documents they need to bring
- Information regarding when the results will be announced.

1.6. Written Entry Examination / Interview

The written entry examination mainly aims at determining, or rather verifying, the academic knowledge of the candidate.

The examination paper to be written is prepared beforehand by the HTI team and finalised / approved by the Recruitment / Selection Committee. The score per question

and the total minimum score that should be obtained is also determined in advance (marking guide).

The content of the paper has to be aligned with the course for which the selection is taking place, e.g. with the academic requirements demanded (Biology, Chemistry, Physics, Mathematics, English, and General Knowledge, at the level required for the course), Additional subjects can be added as long as these are in line with the profession aimed at and that the answers can be assessed objectively (for instance if an essay is to be written, to assess expression skills and views on the profession, the elements / key notions that need to be reflected in the essay to be found positive are determined in advance).

In the case of extension course the selection / entry examination paper will focus on professional knowledge and experience.

When the students have finished their papers, the Interview Panel together with the School Team, mark the papers using the marking guide of Recruitment / Selection Team.

1.7. Oral Interview

The oral interview aims to complement the written interview to assess the knowledge and at the same time it aims at assessing the personal characteristics of the candidates. The latter characteristics are, however, per definition more subjective. In the interest of objectivity, fairness, and transparency, the School Team and Recruitment / Selection Committee have to define these as objectively as possible and determine how these will be evaluated (for instance personal presentation can be assessed objectively by determining what the members of the Panel should look for: clean clothes, polite speech, clear answers to questions, letting the other finish his/her sentence,).

The interview guide of the Recruitment / Selection Committee will contain the knowledge questions to be posed and the personal characteristics to evaluate. For each it defines which minimum elements have to be found present to be able to award a positive score and what the total minimal score for the interview has to be achieved to be eligible for admission. The Interview Panel will discuss the interview guide before starting to enable the members to harmonise their understanding and assessment methods.

At the end of the interview of each candidate, each Panel Member will fill his / her score per element on an assessment form. At the end of all interviews, the forms of all Panel Members per candidate are totalised per element and in total score, and then the average score for the candidate is calculated.

1.8. Final Selection of Candidates to be Enrolled

The Interview Panel reviews all results of the written and oral interviews per candidate and makes a list of the successful / eligible candidates from the highest score obtained downwards.

A list of the unsuccessful candidates is composed separately.

A short written report of the selection / interview is drawn-up.

The Interview Panel then reports to the Recruitment / Selection Committee and hands the lists and the report to the Chairperson. When the report and the lists have been accepted by the Committee the Interview Panel is formally discharged of its assignment and stands down.

The Recruitment / Selection Committee then determines the final list of eligible students to be enrolled taking additional criteria set by the Board of Governors into consideration (see chapter selections criteria) and according to the number of places available.

If the number of successful candidates is less than the number of places available the Committee needs to decide by majority vote whether to lower the minimum scores set for written and / or oral interviews, or to initiate a new selection procedure. In the first case the new scores are decided upon and in the second case the dates, etc. are decided upon. All decisions are recorded in the minute book and depending on which decisions have been taken further action is planned.

If the number of eligible candidates is higher than the number of places the Committee decides by majority vote to increase the minimum score and / or to institute a list of reserve candidates. If a new score is set the list of eligible candidates is updated. If a reserve list is decided on the list is composed. All decisions are recorded in the minute book.

In the event the Recruitment / Selection Committee decides to deviate from the list of successful candidates, as composed by the Interview panel (e.g. to give preference to candidates who have scored lower, etc.) the decision has to be a majority decision and it has to be recorded including the reasons for the deviations.

1.9. Presentation of the Results to Candidates

Depending on the planning of the interview days the candidates are informed while still present after the interview, or afterwards. The students will be informed of the method (before leaving, by letter, by radio announcement, or by telephone call) and the timing of the release of the results beforehand. In addition, the lists with the results of candidates will be posted on the notice board of the School and the District.

The students who did not pass the interviews are informed either when they are still present after the interviews, or in writing.

The students who have been admitted shall always be informed in writing. At the same time they are given all relevant information regarding the start of the course (reporting date, tuition fee, additional expenses to provide for, documents to bring, personal items to bring etc).

They are also given a copy of the Rules and Regulations of the Institution to enable them to study and internalise these before committing themselves. They will be informed that they are to return a copy of the Rules and Regulations signed by themselves and a parent / guardian when they report for the start of the course. This copy will be kept in their file by the school authority.

1.1.0. Documentation of the Selection Procedure

All applications, copies of letters, examination papers, interview score forms, and the lists and report submitted to the Recruitment / Selection Committee are archived for later reference. All decisions of the Recruitment / Selection Committee are recorded in the minute book.

Good practice dictates that these documents are kept for a minimum of three / five years.

2. SELECTION CRITERIA

This second chapter to the Selection Policy specifies the criteria, to be applied during the selection procedure, determined by the Board of Governors.

In terms of assuring relevancy, objectivity, transparency, and non discrimination the determination and publication of the selection criteria represent the most important aspect of a selection process.

Preamble: The Capacity of the Health Training Institution

Many schools indicate that the capacity of the Health Training Institution as a selection criteria. In fact through this is an overriding factor: it does not change according to the students which applied. It is a given fact.

This capacity is determined by the physical and educational standards of the HTI / Hospital. The Board of Governors firstly sets the total capacity of HTI based on the available classroom, hostel, and hospital space. Secondly the human resource availability and hospital utilisation are taken into consideration.

For recognised / regulated training courses (which are to lead to professional registration of the graduates) the minimum norms for the capacity of a school are set by the Ministry of Education and Sports and the Profession Councils in view of safeguarding quality of training and housing to students. These minimum criteria have to be in place² if the HTI is to be recognised / licensed for the concerned course(s).

The Board of Governors is free to add additional capacity requirements to increase quality of education and housing.

The physical capacity of a school / hostel can lead to one discriminatory factor which cannot easily be changed and thus has to be respected: this is when the available hostel accommodation only allows to enrol female students. This then has to be indicated in all advertisements and announcements regarding intake of students.

The number of students that can be enrolled for a new course is firstly predetermined by the total capacity of the school as set out above. The total capacity has to namely be divided among the course provided and the number of years each course take.

However, per selection the actual number that can be enrolled can vary due to:

- changes in the number of students remaining in school of the previous groups³;
- changes in the number of staff, in particular qualified tutors, that have occurred or are expected to occur⁴.

This explains the reason why the Recruitment / Selection Committee needs to decide on the number of students to be selected at the beginning of the process. This number is determined by applying the minimum norms of the Ministry / Professional Council and of the additional criteria set by Board of Governors.

It should be noted that once the number of students has been determined for the selection it has to be adhered to, e.g. increasing this number is non-negotiable!

² See Terms and Conditions as well as Quality Indicators and Norms Publications of these Bodies. These are complemented by the requirements set out in each curriculum. Together they determine the physical, human resource requirements, teaching material & equipment requirements, and practice site capacity requirements.

³ For instance if a higher than expected number of students from previous years has to repeat a year or a higher number than expected has left / been dismissed.

⁴ For instance if the number of tutors has reduced and the norm of 1 tutor for 20 students cannot be assured. Or, vice versa, new tutors have been recruited to improve the tutor / student ratio. NB: remember the physical limitations have to be respected as well, e.g. only more tutors does not mean the capacity can be increased limitlessly.

The Actual Selection Criteria

Note: The following paragraphs are more explanatory as each Hospital / HTI Board of Governors needs to fill these according to the principles and situation of the Institution.

There are three sets of criteria to be defined:

2.1. The Academic Requirements:

These are also called the minimum entry requirements. These are pre-determined as they are criteria set out in the curriculum for each course. Since 2001/02 adherence to these criteria is mandatory for registration of the student by the Professional Council and the Ministry of Education and Sports as well as to enable the student to do final examinations.

These criteria are objectively verifiable by reviewing the Senior Secondary Schools result certificates (copies / pass slips) of the candidates for direct entry courses and through the written entry examination / interview.

For candidates applying for an extension course these are verifiable through verification of the evidence of the previous professional qualifications and through the written entry examination.

An overview of the present minimum entry requirements of nurse training course is found in the annex.

It will be evident that students who do not satisfy these minimum entry requirements will be excluded from the selection procedure in the phase of short listing.

Students that did satisfy the minimum entry requirements and have undergone the interviews, the Interview Panel and the Recruitment / Selection will rank them in order of performance.

2.2. Personal Characteristic Criteria:

These are criteria related to the personality of the student in relation to the profession s/he wishes to be trained for. Important personal characteristics required for health professions are: motivation for the profession, attitude, personal presentation and expression, ability to listen, interest in working in a team. It will be evident that these criteria are difficult to measure objectively, e.g. are, to a large extent, determined by the individual interviewer's / assessor's views and perceptions. In other words they are largely subjective.

In spite of this a number of aspects can be defined and agreed upon beforehand. This is done in the interview guide composed by the Recruitment / Selection Committee and during the preparatory discussions of the Interview Panel (see 1.5.).

In the selection advertisements and announcements the main personal characteristics will be mentioned. How they will be assessed cannot be mentioned as this may bias expressions of the candidate.

At the end of the interviews the scores of these characteristics are also totalled and added to the scores for the written interview. The Interview Panel and Recruitment / Selection Committee will decide whether the ranking is to be adjusted to honour those with high scores in personal characteristics in relation to the profession (e.g. for example rank those with a very positive score for motivation or attitude higher in spite of a lower, but positive, academic score).

2.3. Affirmative Action Criteria:

Under *Discriminatory Criteria* are criteria that exclude students from accessing the HTI for reasons other than those related to capacity, academic qualification, and / or personal characteristics. If these are criteria that exclude certain groups unfairly natural justice and human rights are at stake. For instance if a HTI determines that does not admit students from a specific religious or ethnic group, or from specific socio-economic, or political class, this is discrimination.

The Mission Statement of most PNFP Hospitals / determine that no discrimination is made on the ground of ethnic origin, social status, religious or political affiliation. It would be appropriate to declare this clearly in this policy document.

There are exceptions to the above rule: the Board / HTI can decide to add selection criteria which aim at a legitimate positive / beneficial end result for the community being served. This is known as Affirmative Action (or positive discrimination). This is not at odds with the principle of non-discrimination in as far as these affirmative action criteria alone do not determine the access to / exclusion from the training. These criteria will only count as extra weight when added during the final the selection, e.g. they will determine the position of successful candidates in the ranking on the admission list.

Examples of affirmative action are:

- to increase the number of health workers from a minority population group / to raise the level of capacity among this population
- to increase the number of health workers in underserved areas
- to contribute to the emancipation of women in a particular society
- to enable the parent hospital, or diocesan health centres to increase the number of qualified health workers.
- to enable members of the denomination of the Founding Body to access training for the need of the institutions belonging to the denomination.

The use of affirmative action is an accepted practice both in public and private institutions as long as it is made patent in a transparent process.

To respect the principles of objectivity and transparency, if a Board of Governors of a HTI sets affirmative criteria these have to be published in advance. E.g. they have to be listed and explained in HTI Selection Procedure document and listed in every advertisement / announcement for new selections exercises.

In principle the Interview Panel and the Recruitment / Selection Committee will only apply the affirmative action criteria after the results of the written and oral examinations have been determined, e.g. the final list of successful candidates is adjusted / sorted according to these criteria.

In the event that the number of short listed applicants is too large, to assure effective interviewing, these criteria will be used to shorten the list further.

ANNEX ENTRY REQUIREMENTS ALL NURSE TRAINING COURSES

1. ENROLLED GENERAL NURSING COURSE

(a) Eligibility Criteria

An applicant shall be considered eligible for admission to the Enrolled Nursing Course if he or she is of the age between 17 and 25 years and fulfils the entry requirements.

(b) Entry Requirements:

The minimum education standard for admission to the Enrolled Nursing Course shall be the Uganda Certificate of Education – U.C.E. – [Ordinary Level Certificate] or its equivalent with at least six [6] passes, which should be:

- English Language
- Biology
- Mathematics
- Chemistry
- Physics and one other
- A Uganda Advanced Certificate of Education – U.A.C.E.

(c) Admission Criteria:

Applicants for Nurse Training at Enrolled level must:

- (i) Have attained the required minimum educational standard not more than three [3] years before the date of application for admission.
- (ii) Pass an entry examination to the course.
- (iii) Satisfy the selection panel at an interview.
- (iv) Conform to the standards of medical fitness required by the training authority.
- (v) Have attained the age of 17 years, to be accepted as eligible for training

2. ENROLLED MIDWIFERY COURSE

(a) Eligibility Criteria

An applicant shall be considered eligible for admission to the Enrolled Midwifery Course if she is of the age between 17 years and 25 years fulfils the entry requirements.

(b) Entry Requirements

The minimum education standard for admission to the Enrolled Midwifery Course shall be the Uganda Certificate of Education – U.C.E. [Ordinary Level Certificate] or its equivalent with at least passes in six [6] subjects which should be:

- English language
- Biology
- Mathematics
- Chemistry and
- Physics and one other

(c) Admission Criteria

Applicants for Enrolled Midwifery Training must be females who:

- (i) Have attained the required minimum educational standard not more than 3 years before date of application.
- (ii) Pass an entry examination to the course.
- (iii) Satisfy the selection panel at an Interview.
- (iv) Conform to the standards of medical fitness by the training authority.

“O” level certificate with 5 passes (? See above??) in these subjects:

- English language
- Bilology

- Mathematics
- Physics,
- Chemistry or
- Physical Science or General Science or Health Science.

Selection Committee of the Public Service Commission through oral interview.

Also one must pass Public Service Commission oral interview

3. CERTIFICATE IN COMPREHENSIVE NURSING PROGRAMME

Entry Requirements

To be eligible for direct entry into the Certificate Comprehensive Nursing (ECN) programme a candidate must satisfy the following admission criteria:

- (i) 5(Five) passes in the following subjects:
 - English Language
 - Biology
 - Mathematics
 - Chemistry
 - Physics or (Agriculture/Home Economics/Foods & Nutrition/ Geography/Health Science)
- (ii) The course duration shall be 2 ½ years (five semesters) and not more than four years.

'A' Level is an added advantage.

Admission Criteria

The intending candidate for CCN course must be females and/or males who attained:

- (i) The required minimum education standard in 1 above.
- (ii) Satisfy the Ministry of Health and Ministry of Education & Sports selection panel at an interview
- (iii) Conform to the standards of medical fitness by the training authority and Public Service.
- (iv) Have attained the required minimum educational standard not more than three (3) years ago.

Age limit - 18 years and above.

4. DIPLOMA IN COMPREHENSIVE NURSING Conversion Programme

Entry Requirements

A candidate shall be eligible for the Diploma in Comprehensive Nursing (DCN) Conversion programme if he/she has been enrolled with Uganda Nurses and Midwives Council and should have worked for at least two years as:

- (i) Enrolled General Nurse or Midwifery or Psychiatric Nurse or Comprehensive Nurse
- (ii) Should at least be in possession of 'O' Level Certificate
- (iii) Pass a pre-entry Ministry of Education & Sports oral and written interview

Age limit shall be below 45 years.

5. DIPLOMA IN COMPREHENSIVE NURSING PROGRAMME Direct Entry

Entry Requirements

To be eligible for direct entry into the diploma Comprehensive Nurse Training Programme a candidate must satisfy the following admissions criteria:

1. Posses either:

Ordinary Level School Certificate or its equivalent with credits in

- a) Biology
- b) Chemistry
- c) Mathematics
- d) English Language

Or posses

Advanced Level School Certificate, or its equivalent

With Ordinary Level Certificate performance satisfying the conditions specified above.

The certificate presented must have been obtained:

- (a) not more than 3 years back for those with no experience in health related activities
- (b) and not more than 5 years back for those experienced in health related activities.

2. Pass the Nurses Training School Pre-selection Oral examination set by Public Service Commission.

3. Must be between 18 and 27 years old.

6. REGISTERED GENERAL NURSING COURSE Direct Entry

(a) Eligibility Criteria

An application shall be considered eligible for admission to the registered general nursing course if he or she is of the age 17 and above years and fulfills the entry requirements.

(b) Entry Requirements:

The minimum educational standard for admission to Registered General Nursing Course shall be the Uganda Certificate of Education – U.C.E. – [Ordinary Level Certificate] or its equivalent with at least credit in six [6] subjects which shall include the following:

- English Language
- Biology
- Mathematics
- Chemistry and Physics

A Uganda Advanced Certificate of Education – U.A.C.E. – [Advanced Level Certificate] or its equivalent shall be an advantage to applicants who have the above minimum educational standards

(c) Admission Criteria

Applicants for registered nurse training must:

- (i) Have attained the required minimum educational standard.
- (ii) Pass an entry examination to the course.
- (iii) Satisfy the council's selection panel at an interview.
- (iv) Conform to the standards of medical fitness required by the training authority.

7. REGISTERED GENERAL NURSING COURSE EXTENSION ENTRY

(a) Eligibility Criteria:

An applicant shall be eligible for admission on extension entry if she has had at least two years experience as one of the following:

- (i) A Registered Midwife
- (ii) A Registered Psychiatric Nurse

- (iii) A Nurse, or Midwife, or Psychiatric Nurse, at Enrolled level.

(b) Admission Criteria

Eligible extension entry applicants for the registered general nurse training must:-

- (i) Have had exposure to either pre-service or in-service training not earlier than ten [10] years before the date of application for admission.
- (ii) Satisfy the council's selection panel at an interview.
- (iii) Pass the council's educational assessment for further training, to be accepted as eligible for admission to the course.

8. REGISTERED MIDWIFERY COURSE DIRECT ENTRY

(a) Eligibility Criteria

An applicant shall be considered eligible for admission to the Registered Midwifery Course if she is of the age above 17 years and fulfils the entry requirements.

(b) Entry Requirements

The minimum educational standard for admission to the Registered Midwifery Course shall be the Uganda Certificate of Education – U.C.E. – [Ordinary Level Certificate] or its equivalent with at least credit in six [6] subjects which should be:-

- English Language
- Biology
- Mathematics
- Chemistry
- Physics and one other

A Uganda Advanced Certificate of Education – U.A.C.E. – [Advanced Level Certificate] or its equivalent shall be an advantage to applicants who have the above minimum education standard.

(c) Admission Criteria

Applicants for Registered Midwifery Training must be females who:

- (i) Have attained the required minimum educational standard.
- (ii) Pass an entry examination to the course
- (iii) Satisfy the Ministry of Health selection Panel at an Interview
- (iv) Conform to the standards of medical fitness by the training authority.

8. REGISTERED MIDWIFERY COURSE EXTENSION ENTRY

(a) Eligibility Criteria

An applicant shall be eligible for admission on extension entry if she has had at least two years experience as one of the following:-

- (i) A Registered Nurse
- (ii) A Registered Psychiatric Nurse
- (iii) A Midwife at Enrolled level.

(b) Admission Criteria

Eligible extension entry applicants for the Registered Midwifery training must be females who:

- (i) Have had exposure to either pre-service or in-service training not earlier than ten [10] years before the date of application for admission.
- (ii) Pass the Public Service Commission education assessment for further training.
- (iii) Satisfy the Public Service Commission selection Board at an interview, to be accepted as eligible for admission to the course.