



The UWI School of Nursing, Mona

“Indexing”



Background

- The Bachelor of Science degree in Nursing is regulated by: -
 - The University of the West Indies
 - Sets and approves academic standards for the programme
 - The Nursing Council of Jamaica (NCJ)
 - Sets and approves professional standards for the programme including standards of: -
 - Nursing education
 - Nursing practice
 - Nursing conduct

Background cont'd: The Nursing Council of Jamaica (NCJ)



- Established in 1952 with legal authority to govern the nursing profession in Jamaica under the *Nurses and Midwives Act of 1964*
(http://nursingcouncil.org.jm/index.php?option=com_content&task=view&id=38&Itemid=47)
- Regulates nursing education and practice. This includes: -
 - **Indexing** nursing students prior to the commencement of the nursing programme
 - Monitors the process of nursing education
 - Administers the licensing examination
 - Registers / enrolls nurses, midwives and assistant nurses



Indexing

- A process through which a *candidate* for the nursing profession is recognized as a nursing student by the Nursing Council of Jamaica
- Requires completion within 30 days of commencement of the nursing programme
- Each student is assigned an *index number* and placed on a register of Nursing Students



Indexing

- Makes the nursing student eligible to sit the licensing examination at the end of the programme
- Provides legal support for nursing students' development of nursing skills in realistic nursing situations
- Means that the nursing student is also governed by the Nursing Council standards for education, practice and conduct



Your Role

- Complete an application form for indexing (*guided by the School*)
- Pay the stipulated indexing fee (\$2,100.00) at BNS using vouchers provided by the NCJ through the School
- Submit **ALL** original and copies of supporting documents: -
 - Birth certificate
 - Education (CXC, CAPE, GCE O' & A' levels) Certificates
 - Marriage / divorce certificate (when applicable)
 - Deed Poll (when applicable)



Your Role cont'd

- Submit three (3) passport size photographs with your name written at the back of same
- Submit copy of bank voucher with the completed form
- Present all documents to the School for cross-checking
- Comply with requests for outstanding documents in a timely manner (*where applicable*)



The Process

- Step 1: arrange your documents in the following order for checking
 - Bank voucher
 - TRN card followed by copy
 - Original birth certificate followed by copy
 - Original deed poll followed by copy (*if applicable*)
 - Original marriage certificate followed by copy (*if applicable*)
 - Original education certificate – each followed by copy
- Step 2: fill out the form; follow guidelines closely
- step 3: place form atop pile of certificates
- Step 4: place photographs atop completed form
- Step 5: submit (when name is called) to facilitator for cross-checking



The process cont'd

- Make a note of outstanding documents where applicable
- Make a note of the date given as the deadline for submission of outstanding documents
- Comply with deadline
- Please tell your facilitator of any special circumstances that may impede your submission of documents