

References

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A N N E X

Questionnaire Form

Title: a supervisory activities of campus chief as perceived by campus chief and teachers of Nursing Campuses in Nepal.

1. Purpose of the study:

- 1.1 To find out the supervisory activities of campus chief as perceived by teachers.
- 1.2 To prioritize supervisory activities of campus chief according to their importance as perceived by the teachers
- 1.3 To find out the supervisory activities of campus chief as perceived by the campus chief.
- 1.4 To compare the difference of perception between teachers and campus chief with respect to the supervisory activities of campus.
- 1.5 To give recommendation about the possible strategies to solve the difference

Name of Nursing Campus:

Introduction: The supervisory activities of campus chief is immense important in improving the campus programme, therefore you are requested to answer this questionnaire in rating scale for the purpose of judging the supervisory activities of campus chief which is perceived by the campus chief and teachers of Nursing Campus. Your opinions, criticism and suggestion are welcome. I would appreciate greatly for your kindness in answering the following items frankly and honestly. I will keep all your answer confidential.

Please do not write your name in the answer sheet

Instruction: This questionnaire is divided into three section:

Section I is designed to determine the demographic information of campus chief and teachers.

Section II is designed to determine the supervisory activities of campus chief. There are 72 items of supervisory activities of campus chief as perceived by campus chief and teachers. Most of the items are followed by aspects of supervisory activities of campus chief listed.

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QUESTIONNAIRES FOR RESEARCH STUDYI. DESCRIPTION OF THE INDIVIDUAL TEACHERSection IINSTRUCTION

Please tick mark the following items which is appropriate:

A. Place of present work

- | | |
|-----------------------------|-----|
| Maharajgunj Nursing Campus | [] |
| Lalitpur Nursing Campus | [] |
| Bir Hospital Nursing Campus | [] |
| Nepalgunj Nursing Campus | [] |
| Pokhara Nursing Campus | [] |
| Biratnagar Nursing Campus | [] |
| Birgunj Nursing Campus | [] |
| Bharatpur Nursing Campus | [] |
| Tansen Nursing Campus | [] |

B. ETHNIC BACK GROUND

- | | |
|------------------------------|-----|
| 1. Brahman | [] |
| 2. Chhetri | [] |
| 3. Rai, Limbu, Magar, Tamang | [] |
| 4. Newar | [] |
| 5. Other (Specify) | [] |

C. SEX

- | | |
|-----------|-----|
| 1. Male | [] |
| 2. Female | [] |

D. YEAR

- 21 - 36 []
37 - 50 []
51 - 65 []

E. RELIGION

1. Buddhist []
2. Hindu []
3. Christian []
4. Other (Specify) []

F. MARITAL STATUS

1. Married []
2. Unmarried []
3. Widow/widower []
4. Separated []

G. BASIC QUALIFICATION AND SUBJECTS

1. Certificate level of Nursing []
2. Bsc in Nursing []
3. Msc in Nursing []
4. Phd in Nursing []

H. RESIDENTIAL STATUS

1. In the campus premise []
2. Outside campus []

I. TEACHING SUBJECT

- | | |
|--------------------|-----|
| 1. Nursing | [] |
| 2. Nepali | [] |
| 3. Social Sciences | [] |
| 4. Nepal Parichaya | [] |
| 5. English | [] |

J. STATUS

- | | |
|-------------------------|-----|
| 1. Professor | [] |
| 2. Reader | [] |
| 3. Lecturer | [] |
| 4. Assistant Lecturer | [] |
| 5. Instructor | [] |
| 6. Deputy Instructor | [] |
| 7. Assistant Instructor | [] |

II. OTHER INFORMATION:Instruction:

Please fill in the blanks.

- | | |
|--|---------|
| A. How long have you been working in Nursing profession ? | [] yrs |
| B. How long have you been in management of Nursing campus? | [] yrs |
| C. How long have you been teaching? | [] yrs |
| D. How many years have you worked under the present Campus Chief? | [] hrs |
| E. How many hours do you teach in one week? | [] hrs |

Please place a tick mark (.) in the column which best indicates how you please attach to each of the supervisory activities listed.

Check A if the activities is done extremely well

Check B if the activities is done well

Check C if the activities is average

Check D if the activities is not so well

Check E if the activities is done very badly

Check F if the activities is not done

Section III is designed to discover whether each of the supervisory activities are prioritized according to their importance as perceived by the campus chief and teachers.

Please write into the appropriate column after judging on the each item please kindly give suggestion in provided space.

---- A = Most important

---- B = Important

---- C = Average

---- D = Not so important

---- E = Not important at all

---- F = No need

Section III. PROCEDURE DATA:Instruction:

Please rate the activities of the campus chief in the following rating scale.

Please Tick [] mark in the appropriate column after observation of supervisory activities.

Which is best ?

NOTE:

- A = Done Extremely Well
- B = Done Well
- C = Average
- D = Done Not so well
- E = Done Very Badly
- F = Not Done

SUPERVISORY ACTIVITIES

A. ACTIVITIES IN MEETING THE INDIVIDUAL TEACHER NEEDS:

1. Assist new teacher in her work in the following areas
 - 1.1 Making time table.
 - 1.2 Planning for daily duty roster in clinical area.
 - 1.3 Planning for residential work in field.
 - 1.4 Planning for orientation visit in different area.
 - 1.5 Making yearly Master plan.

| A | B | C | D | E | F |
|---|---|---|---|---|---|
| | | | | | |

SUPERVISORY ACTIVITIES

| | A | B | C | D | E | F |
|--|---|---|---|---|---|---|
| 2. <u>Assist in orienting the new situation for new teachers.</u> | | | | | | |
| 2.1 Giving orientation program for the physical set up. | | | | | | |
| 2.2 Giving orientation program for the job description. | | | | | | |
| 2.3 Giving orientation of the policy and rules and regulation of the campus. | | | | | | |
| 2.4 Giving orientation of the organogram of the campus. | | | | | | |
| 2.5 Giving introduction to new staffs from old staffs. | | | | | | |
| 2.6 Helping and guiding in class room teaching. | | | | | | |
| 2.7 Helping and Guiding in instructional activities on the ward and community. | | | | | | |
| 3. <u>Recognize the individual teacher when her/his need arises.</u> | | | | | | |
| 3.1 Helping in preparation of teaching materials. | | | | | | |
| 3.2 Guiding and preparing of audio visual aids. | | | | | | |
| 3.3 Teaching in communication skills at various levels of the students. | | | | | | |
| 4. <u>Be available to the teacher who desires advice.</u> | | | | | | |
| 4.1 Advising how to solve the problem between teachers and students. | | | | | | |
| 4.2 Guiding and supervising classroom teaching & clinical teaching. | | | | | | |

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 4.3 Demonstrating how to maintain good interpersonal relationship between teacher and student, teacher and teacher. | | | | | | |
| 4.4 Guiding in doing field or clinical internal evaluation of performance. | | | | | | |
| 4.5 Advising how to conduct the final practical examination. | | | | | | |
| 5. <u>Provide comfortable environment which contribute to the improvement of teaching.</u> | | | | | | |
| 5.1 Providing good lighting, fan and ventilation in class room. | | | | | | |
| 5.2 Providing good transportation facilities for clinical experience for teachers and students. | | | | | | |
| 5.3 Conducting the individual conference according to need of the teacher. | | | | | | |
| 5.4 Providing enough time for tutors to evaluates the students clinical performance | | | | | | |
| B. <u>ACTIVITIES IN CURRICULUM STUDY:</u> | | | | | | |
| 1. <u>Advice teachers to study about curriculum change.</u> | | | | | | |
| 1.1 Guiding the teachers about how to make note of any necessary changes in the curriculum while teaching. | | | | | | |
| 1.2 Raising consciousness of the teachers about current trends in nursing profession | | | | | | |

| | A | B | C | D | E | F |
|--|---|---|---|---|---|---|
| 2.3 Inciting the teachers to equipped new and current teaching/learning materials | | | | | | |
| 3. <u>Emphasize teachers to keep up with new instructional materials in order to plan an on-going expanding program.</u> | | | | | | |
| 3.1 Making good plan and budget for instructional materials, in every year. | | | | | | |
| 3.2 Providing resources for all areas of the curriculum. | | | | | | |
| 4. <u>Advice teachers to utilize community resources in teaching learning activities.</u> | | | | | | |
| 4.1 Giving information about local available community resources. | | | | | | |
| 4.2 Giving more emphasis to utilize the real object which are available in the community for teaching. | | | | | | |
| 5. <u>Invite outside experts for consultant services to teacher.</u> | | | | | | |
| 5.1 Conducting the seminar or workshop by inviting outside experts for consultant services to the teacher. | | | | | | |
| 5.2 Giving feedback about good as well as weak points regarding teaching/learning activities of individual teachers. | | | | | | |
| D. <u>ACTIVITIES IN - SERVICES EDUCATION:</u> | | | | | | |
| 1. Advice the teachers to observe and to give constructive criticism of the classes taken by individual teachers for better improvement of the classroom teaching. | | | | | | |

- | | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1.1 Encouraging the teacher to take more classes in relevant subject. | | | | | | |
| 1.2 Providing opportunities to involve workshops and seminar | | | | | | |
| 1.3 Providing the opportunities for pre and post classroom conference. | | | | | | |
| 1.4 Encouraging the teachers to utilize appropriate audio visual aids for classroom teaching. | | | | | | |
| 2. <u>Hold group conferences of discuss instructional problems.</u> | | | | | | |
| 2.1 Selecting appropriate topics for group discussion about instructional problems. | | | | | | |
| 2.2 Teaching regarding the process of problem solving. | | | | | | |
| 2.4 Summarizing possible solution for solving the instructional problems. | | | | | | |
| 2.5 Sharing the idea and experience regarding solving problems in a group. | | | | | | |
| 2.6 Encouraging the teachers to implement possible solutions of instructional problems in real situation. | | | | | | |
| 3. <u>Encourage teachers to attend workshop and conferences.</u> | | | | | | |
| 3.1 Creating motivation among the teachers for attending workshop and conferences. | | | | | | |
| 3.2 Planning the teachers for workshop and seminar in different topics. | | | | | | |

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 3.3 Giving equal opportunities teachers to attend such workshops and seminars. | | | | | | |
| 3.4 Providing transport facilities to the teachers for attending workshops at different places | | | | | | |
| 4. <u>Provide library facilities for teachers.</u> | | | | | | |
| 4.1 Supervising the librarian for keeping up to date inventory of books, Journals etc. | | | | | | |
| 4.2 Planning the budget for library facility on time. | | | | | | |
| 4.3 Arranging good physical facilities and ventilation in the library. | | | | | | |
| 4.4 Maintaining good rules and regulation of library utilization. | | | | | | |
| 4.5 Giving opportunities to the teachers to utilize references books periodically. | | | | | | |
| 4.6 Providing more current or up to date books, journals or any information regarding related subjects. | | | | | | |
| 4.7 Allowing the maximum free time to the teacher for utilization of the library. | | | | | | |
| 5. <u>Encourage teaching to do advanced study according to campus need.</u> | | | | | | |
| 5.1 Encouraging or motivating to do advance study. | | | | | | |
| 5.2 Pre-planning of sending teachers to need further training according need to campus. | | | | | | |

Section IIII. PRIORITIZATION OF THE SUPERVISORY ACTIVITIES

- A. Prioritization of the following supervisory activities according to their importance in the classroom and clinical situation by putting rating alphabet.

| | | |
|--------|---|----------------------|
| Mark A | = | Most important |
| B | = | Important |
| C | = | Average |
| D | = | Not important |
| E | = | Not important at all |
| F | = | No need |

Supervisory Activities

- Activities in meeting the individual teacher needs
- Activities in curriculum study
- Activities in instructional means
- Activities in in-service education
- Activities in group process
- Activities in research and experimentation
- Activities in evaluation

B. Why you have listed Most useful in above column No. 1 ?
Give reasons.

1.

2.

3.

4.

C. Why you have listed Least useful in above column No. 1 ?
Give reasons.

1.

2.

3.

4.

D. In what way can the work of the campus chief be made more effective.

1.

2.

3.

4.

Thank you very much for your help for the completion of my thesis in supervisory activities of campus chief and teachers. Your any comments and suggestions will be highly appreciated.



Vitae

Mrs. Mohan Devi Shrestha was born on 24th August, 1942 in Kathmandu District. She holds a lecturer post in nursing campus Tribhuban University in Nepal. She finished her Bachelor of Science in nursing from Punjab University Chandigarh, India in 1981. She obtained a Scholarship from Save The Children Fund (U.K) to study the Masters in Science in Health Development, major in Management, from Chulalongkorn University, Bangkok, Thailand in 1992. After the long time of hospital nursing experience, and turn over the service in nursing campus of University become a lecturer of nursing campus in in Nepal.