

NDANDA COLLEGE OF HEALTH AND ALLIED SCIENCES



ADMISSION GUIDE

2022

Second
Edition

Copyright © 2022 Ndanda College of Health and Allied Sciences.

All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, electronically, including photocopying, recording or any information storage or retrieval system, without either prior permission in writing from Ndanda COHAS.

Permission may be sought directly from Principal, Ndanda College of Health and Allied Sciences, P.O. Box 16, Mtwara, Tanzania.

Notice: The advice and information in this book are believed to be true and accurate at the date going to press, but neither the authors nor the publisher can accept any legal responsibility or liability for any errors or omissions.

Ndanda College of Health and Allied Sciences
P. O.Box 16,
NDANDA, Tanzania
Tel: +255 742 410 676,

Email: ndandacollege@gmail.com
Website: www.ndandacohas.ac.tz

Principal's Message

Welcome to Ndanda College of Health and Allied Sciences, a place where students gain a competitive advantage from the integration of academic and career skills, follow their passion, and experience the beauty of their dreams. The college is surrounded with the friendliest atmosphere and boasts the students to excel in their academic pursuit. We are committed to provide facilities of the highest standard to light autonomous spirit of knowledge that broadens the mind sets and creates positive attitudes.

We teach moral, spiritual and ethical values in a student's personality, enriched with academic and administrative skills. This in turn instills the confidence to care for their families and the society at large.

The goal of Ndanda College of Health and Allied Sciences is to Enhance Health capacity to carry out its core mission and respond effectively to its internal and external environments, mobilize and optimize the use of human and physical resources.

We invite you to take a moment and explore the modern career and technical education. Our programs, designed to strengthen the connections between the students, academic, career skills, future education, and the workforce. Admission to Ndanda College of Health and Allied Sciences begins by completing an application and we encourage students to apply early as spaces are limited.

Sincerely,



Nademwa O. Laizer

The Principal Ndanda COHAS

Executive Summary

The purpose of this admission guide is to give awareness and guidance of the criteria for admission at Ndanda College of Health and Allied Sciences.

Trainings has undergone dramatic change in response to societal, institutional and individual needs. Other influences are advancement in technology, effects of globalization as well as free market.

The challenges of today in medical profession includes among others, the preparation of health personnel of the future. The provision of quality training to learners is the key to health education. If health training is to have a positive and a significant impact, we must focus on acquisition of appropriate knowledge, skills and attitudes.

Entry into these programmes will involve those who at least have Certificate of Secondary School Education Examination (CSEE) and passed four subjects with minimum pass of grade D including science subjects; Biology, Chemistry, and Physics.

It is hoped that the handbook will be useful reference document for prospective and continuing students, their tutors, the college community and the public at large.

I wish to extend my sincere gratitude to all those who actively took part in the preparation of this admission guide for the betterment of health services in Tanzania.



Patrick Ndunguru

Governing Board Chairman

TABLE OF CONTENTS

Principal Welcome Message	iii
Executive Summary	iv
Abbreviation	vi
List of Table	vii
CHAPTER ONE:	
Background Information	1
CHAPTER TWO:	
Vission and Mission of the training Programmes	2
i. Nursing and Midwifery	2
ii. Medical Laboratory Sciences	3
CHAPTER THREE:	
General Information on Admission and Mode of application	6
CHAPTER FOUR:	
Admission Criteria	9
i. Nursing and Midwifery	9
ii. Medical Laboratory	9
CHAPTER FIVE:	
Admission Process and Enrollment	11
CHAPTER SIX:	
Programmes Modules.....	14
i. Nursing and Midwifery	14
ii. Medical Laboratory	21
CHAPTER SEVEN:	
Transfer of Students and Payment of Tuition Fees	32

ABBREVIATIONS

CSEE	Certificate of Secondary Education Examination
MLT	Medical Laboratory Technician
NACTVET	National Council for Technical and Vocational Education and Training
NDANDA COHAS	Ndanda College of Health and Allied Sciences
NMT	Nursing and Midwifery Technician
NSEGPE	National Strategy for Economic Growth and Poverty Elimination
NTA	National Technical Award
PHC	Primary Health Care
SDGs	Sustainable Development Goals

LIST OF TABLES

Table 1: Module Details for Semester 1 NTA Level 4 Nursing and Midwifery.....	15
Table 2: Module Details for Semester 2 NTA Level 4 Nursing and Midwifery	16
Table 3: Summary of the Module NTA Level 4 Semester 1 and 2 Nursing and Midwifery.....	16
Table 4: Module Details for Semester 1 NTA Level 5 Nursing and Midwifery.....	17
Table 5: Module Details for Semester 2 NTA Level 5 Nursing and Midwifery.....	18
Table 6: Summary of the Module NTA Level 5 Semester 1 and 2 Nursing and Midwifery.....	18
Table 7: Module Details for Semester 1 NTA Level 6 Nursing and Midwifery.....	19
Table 8: Module Details for Semester 2 NTA Level 6 Nursing and Midwifery.....	20
Table 9: Summary of the Module NTA Level 6 Semester 1 and 2 Nursing and Midwifery.....	20
Table 10: Summary of the Module NTA Level 4 Semester 1 and 2 Medical Laboratory.....	23
Table 11: Summary of the Module NTA Level 5 Semester 1 and 2 Medical Laboratory.....	25
Table 12: Summary of the Module NTA Level 6 Semester 1 and 2 Medical Laboratory.....	28

CHAPTER ONE

BACKGROUND INFORMATION

1.0 INTRODUCTION

Tanzania Vision 2025, National Strategy for Economic Growth and Poverty Elimination (NSEGPE), Health for All, Primary Health Care (PHC) and Sustainable Development Goals (SDGs) are not achievable without an appropriately prepared and deployed health workforce. Training of health workers is crucial for achieving equity-oriented national health goals.

Medical professions are affected by the rapid changes currently taking place in the society, science and technology. It is also shaped by changing demography, epidemiology, health systems and consumer preference in the labour market. Strategic planning actions should focus on investing in people, especially pre-service education to promote quality care and equity by correcting skills imbalances and in-service training to enhance the performance of the health workers.

In this regard the Basic Technician Certificate admissions cannot remain static; it must be responsive to changes in practice due to changing technology, the demands of the society and should address the gaps observed in the previous.

It is, therefore, expected that the graduates will have aspirations to pursue higher qualifications in medical profession and translate their believes into practice.

CHAPTER TWO

VISION AND MISSION OF THE TRAINING PROGRAMMES

2.1. NURSING AND MIDWIFERY

2.1.1. Vision

To have competent nurses and midwives who will provide nursing and midwifery care effectively at different health care settings and cope with existing and emerging health issues.

2.1.2. Mission

To establish conducive and sustainable training environment that will allow students and graduates to perform competently and aspire for attainment of higher knowledge, skills and attitudes in promoting health, preventing diseases and caring for the sick as well as rehabilitating the debilitated individuals in all settings.

2.1.3. Programme Goal

The goal of this programme is to improve the overall quality of health care delivery through competently trained nurses and midwives who are confident, dynamic, well informed, with moral integrity and able to work flexibly in different contexts in meeting the demands of the society.

2.1.4. Programme Objectives

The objectives of this program are to:

- a) Enroll learners with desirable entry qualifications into the programme
- b) Engage qualified and competent trainers in the facilitation of students learning.
- c) Distribute adequate and appropriate resources for enabling the teaching and learning process
- d) Create conducive environment for teaching and learning in schools, clinical and Community settings

- e) Monitor teaching and learning processes in schools, clinical and community settings
- f) Evaluate students' acquisition of knowledge, skills and attitude in schools, clinical and community settings
- g) Create strategies for formative and summative programme evaluation
- h) Produce competent Nurses and Midwives who will provide quality health care in Tanzania

2.2. MEDICAL LABORATORY SCIENCES

2.2.1. Preamble

The curriculum for diploma in medical laboratory sciences was designed to train laboratory personnel to work in a conventional setting. The practice of this health care has been confined to laboratory work with less attention to the actual community needs.

There is a public outcry that the quality of services offered has deteriorated significantly; the need of focus on quality assurance in health reform is an essential component of an effective, efficient and responsive health care system.

2.2.2. Vision

To have competent laboratory personnel who will provide medical laboratory services effectively at different health care settings and cope with existing and emerging health issues.

2.2.3. Mission

To establish conducive and sustainable training environment that will allow students and graduates to perform competently at their relevant levels and aspire for attainment of higher knowledge, skills and attitudes in promoting health, preventing diseases and caring for clients in all settings

2.2.4. Aims of the Programme

The programme aims to achieve the following goals:

- a) To form a flexible course that is responsive to dynamic and rapidly changing world of work and the society;
- b) To provide medical laboratory skills, knowledge and behaviours that is vital to learners, employers and the community;
- c) To entice self-realisation and team work skills that enable graduates to perform efficiently and aspire for higher level training;
- d) To build capacity to participate in the implementation of National Health Policy and its accompanying Operational Guidelines; and
- e) To propagate and promote moral, legal and ethical conduct among laboratory personnel and other health workers within the medical laboratory sciences profession and national legal framework.

2.2.5. Purpose of the Programme

This level is meant to provide basic Medical Laboratory Sciences knowledge, skills and appropriate attitudes to students. All modules are fundamental and are intended to build students knowledge and skills necessary for acquiring competences for the practice of Medical Laboratory Sciences; instill motivation for life-long learning and good foundation for progress studies in Medical Laboratory Sciences.

2.2.6. Objectives

The main objectives of this programme are to:

- a) Form a starter in Medical Laboratory Sciences profession practice, career advancement and a primary role for medical laboratory management in health care service delivery;

- b) Impart appropriate basic knowledge, skills and attitudes relevant to medical laboratory sciences practice in relation to preventive and curative health care services in the community;
- c) Steer creativity and innovativeness in response to challenges inherent in medical laboratory sciences practice and health care delivery;
- d) Inculcate a culture of teamwork and build critical thinking and problem solving skills in medical laboratory sciences and health care practice;
- e) Promote a good sense of citizenship, accountability and responsibility to graduates;
- f) Stimulate life-long learning behaviour for laboratory personnel and advancement of medical laboratory sciences profession; and
- g) Provide an international outlook of the learning content and context so as to widen learners' advantages into regional and international labour markets.

CHAPTER THREE

GENERAL INFORMATION ON ADMISSION AND MODE OF APPLICATION

3.1. Introduction

The College is committed to providing a fair admissions system that provides equal consideration for applicants who apply by the relevant closing date. The admission criteria treat all students fairly and do not discriminate unlawfully because of marital status, gender, race (including colour, nationality, national origin or ethnic origin), disability, pregnancy and/or parental status, age, belief, political or other opinion, social origin, property, birth or other status.

Applications are assessed on the basis of the information provided by the applicant on the application form and supporting documents. All admission decisions are made on the basis of merit and the ability of each applicant to meet the academic criteria for admission to the relevant programme of study. The burden of proof for the authenticity of documents submitted during applications process lies on the applicant. The College reserves the right at any time before or during the progress of the programme to revoke the admission and/or registration status should it be found that the applicant used false documents or does not meet the College's criteria for admission.

3.2. Applications Period

The College normally opens applications for admission to various diploma programmes between May and September. A **non-refundable** application fee as indicated in application form is charged. The fee should be paid through Ndanda COHAS Bank account indicated on application form or NACTVET through Control Number provided when applied through Central Admission System (CAS).

All applications channeled through Ndanda COHAS are received by Email via admissions.ndandacohas@gmail.com or handling them physically.

The selection process for all applicants follows the guidelines issued by Regulators (NACTVET). NACTVET will select candidates who will meet not less than the minimum entry requirements. Successful applicants are declared and notified through their mobile numbers and Emails given.

3.3. Academic Year

The College's academic year starts between the last week of October or the first week of November, following Regulators' earliest start guideline. Selected candidates are required to report for studies not later than two weeks after the commencement of the respective academic year. Candidates who fail to register within the prescribed registration period will have their admissions withdrawn. The College is also enforcing the dress code policy within its premises. It is therefore imperative to adhere to the required standards of dressing which project an image of decency and credibility.

3.4. Mode of Application

Application forms can be downloaded from our website, www.ndandacohas.ac.tz or collect it direct from Admission Officers or applying through NACTVET Central Admission System.

3.5. Programme Duration

The programmes have a total of 3 years of study. Each year of study is divided in two semesters. Each semester consists of theoretical and practical training, one (1) preparatory week for end of semester examination, and about two (2) weeks for end of semester Examinations.

3.6. College Contacts Address

Inquiries regarding applications, admission procedures or any other information about Ndanda COHAS should be addressed to:

Principal,

Ndanda College of Health and Allied Sciences,

P. O. Box 16,

Benedictine Abbey Street,

Ndanda, Tanzania.

Tel: +255(0)742 410 676

Website: <http://www.ndandacohas.ac.tz>

Emails: admissions.ndandacohas@gmail.com

CHAPTER FOUR

ADMISSION CRITERIA

4.1. NURSING AND MIDWIFERY (NMT)

4.1.1. Ordinary Diploma in Nursing and Midwifery (Pre-service)

Holders of Certificate of Secondary Education Examination (CSEE) with four (4) Passes in non-religious Subjects including "D" Passes in Chemistry, Biology and Physics/Engineering Sciences, a Pass in Basic Mathematics and English Language is an added advantage.

4.1.2. Ordinary Diploma in Nursing and Midwifery (in-service)

Holder of Technician Certificate (NTA level 5) in Nursing with "D" pass in Biology, Chemistry or Physics (CSEE) for the graduates starting from 2010; OR Graduates before NTAs system should have certificate in Nursing and Midwifery/Public Health Nurse B and at least "D" Pass in any of science subject; AND Work experience of two (2) years and above, Necessary Attachments: Register and License to practice by TNMC, Technician Certificate and Transcript in the related field and Letter of permission from employer.

4.2. MEDICAL LABORATORY SCIENCES (MLT)

4.2.1. Ordinary Diploma in Medical Laboratory (Pre –service)

Holders of Certificate of Secondary Education Examination (CSEE) with four (4) Passes in non-religious Subjects including "D" Passes in Chemistry, Biology and Physics/Engineering Sciences a Pass in Basic Mathematics and English Language is an added advantage.

4.2.2. Ordinary Diploma in Medical Laboratory (In-service)

- Technician certificate in Medical Laboratory Sciences or equivalent with working experience as Assistant Technologist for at least two years
- A holder of Medical Laboratory Assistant Certificate trained through Knowledge based Curriculum and successful passed bridging programme (NTA Level 5 Semester I Modules).

CHAPTER FIVE

ADMISSION PROCESS AND ENROLLMENT

5.1 Application for Admission

The application for admission process at Ndanda College of Health and Allied Sciences will be as follows:

- a) The advertisement of the programmes through various media.
- b) Prospective applicants to start their applications.
- c) Receive applications and authenticate the applicants' qualifications.
- d) Conduct selection.
- e) Submit selected applicants to NACTVET verification.
- f) Institution to publish the verified applicants.
- g) The names of verified and selected students shall be enrolled upon reporting for studies.

5.2. Students Verifications and Enrollment

- a) NACTVET shall receive lists of selected applicants from the College and through the IT system for verification.
- b) List of submitted names of students shall be checked for eligibility and verified;
- c) All names shall be submitted back to the College with the respective status (eligible or not eligible);
- d) **ONLY** verified and qualified students shall be enrolled for studies by Ndanda COHAS;
- e) Enrolled student can verify his/her information through NACTVET website in the link www.nacte.go.tz/Students information verification;
- f) In case a student has enrolment challenges (not yet verified), the College shall resolve such case before commencement of first semester examination;
- g) A student who is not registered within four Months shall not be recognized by NACTVET;

- h) A discontinued student shall re-apply for admission after one year (1) from the date of publication of results; and
- i) Change of Intake and academic year shall be within three weeks at the beginning of each semester, The Council (NACTVET) shall grant such change intake basing on admission capacity of our college

The Admissions Committee will be presented with short-listed candidates, by the admissions Office. The final approval for admission will be granted by Admission Committee and approved by The Governing Board.

Candidates who do not meet the conditions for admission will be notified after application. Approved students are required to present original certificates for the Admissions Office to authenticate them. After admission the following will be done

1. Orientation
2. Provided with Students by-laws
3. Provided with Student's Identity Card
4. Provision of uniforms (Pre-services)
5. Provided with Examinations Regulations

5.3. Procedure on Registrations

Students can only be registered after paying the required fees. The deadline for registration for all students will be Fourteen days (14) after the commencement of the study. A student who fails to register at the beginning of the semester in time will lose the right to register for that semester.

5.4. Documents required during Registration

During registration the following documents should be verified;

- a) Evidence of payment of fees
- b) Medical Examination Report
- c) Original certificates (Form four)/viable results transcript.
- d) Primary School Certificate.
- e) Original admission letter
- f) 2 colored passport size
- g) Birth certificate.
- h) Licensure to practice for in service

CHAPTER SIX

PROGRAMME MODULES

6.1. NURSING AND MIDWIFERY

6.1.1. Basic Technician certificate in Nursing and Midwifery (NTA Level 4)

ADMISSION REQUIREMENTS

Minimum Requirement:

The course is open to candidate who has a Certificate of Secondary Education Examination (CSEE) with minimum grade of “D” in Biology, Chemistry and Physics/Engineering Science. A pass in English language and Mathematics is an added advantage.

PROGRAMME STRUCTURE

Overall Structure

This programme comprises of nine (9) core and three (3) fundamental modules spread over a period of two semesters. Each semester shall have fifteen (15) instructional weeks and two (2) weeks for examinations.

Module Coding

The system of coding has adopted a combination of letters and numbers, which have specific meaning. For example Anatomy and Physiology module is coded as **NMT 04102** where:

- NM** Represents the name of the programme “Nursing and Midwifery”
- T** Represents the qualification at the respective level “Technician”
- 04** Represents the respective NTA Level “NTA level 4”
- 1** Indicates the semester in which the module is conducted “Semester 1”
- 02** Represents the serial number to which a particular module is assigned in the respective programme “Module 2”

The Distribution of Modules in the Semester

The distribution of Module in the semester is as indicated in Table No: 1 and 2.

Table 1: Module Details for Semester 1

Module Code	Module Title	Classification	Module Credits
NMT 04101	Infection Prevention and Control	Core	15
NMT 04102	Professionalism in Nursing	Core	7
NMT 04103	Human Anatomy and Physiology	Core	14
NMT 04104	Basic Computer Applications	Fundamental	6
NMT 04105	Communication Skills	Fundamental	10
NMT 04106	Parasitology and Entomology	Core	5
Total Credits			57

Table 2: Module Details for Semester 2

Module Code	Module Title	Classification	Module Credits
NMT 04207	Application of Nursing Process and Theories in Nursing Care	Core	13
NMT 04208	Basic Clinical Nursing	Core	20
NMT 04209	Basic Pharmacology	Core	10
NMT 04210	Basics of Health Information Management	Core	4
NMT 04211	Disaster and Emergency preparedness	Core	13
NMT 04212	Entrepreneurship	Fundamental	3
Total credits			63

Table 3: Summary of the Module

MODULE CODE	MODULE NAME	Semester I	Semester II
NMT 04101	Infection Prevention and Control	√	
NMT 04102	Professionalism in Nursing	√	
NMT 04103	Human Anatomy and Physiology	√	
NMT 04104	Basic Computer Applications	√	
NMT 04105	Communication Skills	√	
NMT 04106	Parasitology and Entomology	√	
NMT 04207	Application of Nursing Process and Theories in Nursing Care		√
NMT 04208	Basic Clinical Nursing		√
NMT 04209	Basic Pharmacology		√
NMT 04210	Basics of Health Information Management		√
NMT 04211	Disaster and Emergency preparedness		√
NMT 04212	Entrepreneurship		√

6.1.2. Technician Certificate in Nursing and Midwifery (NTA Level 5)

ADMISSION REQUIREMENT

Minimum Requirement:

The course is open to a candidate who has successfully completed Basic Technician certificate (NTA level 4) in nursing and midwifery.

PROGRAMME STRUCTURE

Overall Structure

This programme comprises of 12 core modules spread over a period of two semesters. Each semester shall have 15 weeks of instructional and two weeks for examination

The Distribution of the Module in the Semester

The Distribution of the Modules in the Semester is as indicated in table 4 and 5

Table 4: Module details for semester I

Module Code	Module Title	Classification	Module Credits
NMT 05101	Reproductive Health Care	Core	5
NMT 05102	Child Health Services	Core	4
NMT 05103	Care of a Sick Child	Core	17
NMT 05104	Basic Care of Patient with Medical Conditions	Core	18
NMT 05105	Basic Care of Patient with Surgical Conditions	Core	10
NMT 05106	Basics of Mental Health Nursing	Core	6
NMT 05107	Care of a Woman During Antenatal Period	Core	7
Total credits			67

Table 5: Module details for semester II

Module Code	Module Title	Classification	Module Credits
NMT 05208	Care of a Woman in Normal Labour and Puerperium	Core	13
NMT 05209	Pre Referral Management of a Woman with Abnormal Pregnancy Labour and Puerperium	Core	4
NMT 05210	Care of a Normal New Born	Core	6
NMT 05211	Management of Communicable Diseases	Core	20
NMT05212	Community Health Nursing	Core	20
Total Credits			63

Table 6: Summary of Modules of the Programme

MODULE CODE	MODULE NAME	Semester I	Semester II
NMT 05101	Reproductive Health Care	√	
NMT 05102	Child Health Services	√	
NMT 05103	Care of a Sick Child	√	
NMT 05104	Basic Care of Patient with Medical Conditions	√	
NMT 05105	Basic Care of Patient with Surgical Conditions	√	
NMT 05106	Basics of Mental Health Nursing	√	
NMT 05107	Care of a Woman During Antenatal Period	√	
NMT 05208	Care of a Woman in Normal Labour and Puerperium		√
NMT 05209	Pre Referral Management of a Woman with Abnormal Pregnancy Labour and Puerperium		√
NMT 05210	Care of a Normal New Born		√
NMT 05211	Management of Communicable Diseases		√
NMT05212	Community Health Nursing		√

6.1.3. Ordinary Diploma Course in Nursing and Midwifery (NTA Level 6)

ADMISSION REQUIREMENTS

Minimum Requirement:

- a) **Pre service:** A candidate who enrolled in NTA Level 4 with a Certificate of Secondary Education Examination (CSEE) with minimum passes of “D” credits in Chemistry, Biology and Physics/ Engineering Science, who has successfully passed NTA Level 5.
- b) **In-service:**
 - Technician certificate in Nursing and Midwifery or equivalent with working experience as Nurse for at least two years
 - A holder of Technician Certificate in Nursing and Midwifery trained through Knowledge based Curriculum and successful passed bridging programme (NTA Level 5 Semester I Modules).

The Distribution of Modules in the Semester

The Distribution of Modules in the Semester is as indicated in Table 7 and 8.

Table 7: Module Details for Semester I

Module Code	Module Title	Classification	Module Credits
NMT 06101	Care of a Woman with Abnormal Pregnancy, Labour and Puerperium	Core	19
NMT 06102	Care of a Woman with Obstetric Emergency Conditions	Core	6
NMT 06103	Care of Newborns with Abnormal Conditions	Core	5
NMT 06104	Supervision in Nursing and Midwifery Practice	Core	12
NMT 06105	Basics of Epidemiology and Biostatistics	Fundamental	6
NMT 06106	Fundamentals of Research	Fundamental	9
Total Credits			57

Table 8: Module Details for Semester II

Module Code	Module Title	Classification	Module Credits
NMT 06207	Care of Patients with Medical Conditions	Core	20
NMT 06208	Care of Patients with Tumors and Cancer	Core	4
NMT 06209	Care of Patients with Surgical Conditions	Core	14
NMT 06210	Care of Patients with Reproductive Surgical Conditions	Core	5
NMT 06211	Mental Health Nursing	Core	20
Total Credits			63

Tables 9: Summary of Modules of the Programme

Module Code	Module Name	Semester I	Semester II
NMT 06101	Care of a Woman with Abnormal Pregnancy, Labour and Puerperium	√	
NMT 06102	Care of a Woman with Obstetric Emergency Conditions	√	
NMT 06103	Care of Newborns with Abnormal Conditions	√	
NMT 06104	Supervision in Nursing and Midwifery Practice	√	
NMT 06105	Basics of Epidemiology and Biostatistics	√	
NMT 06106	Fundamentals of Research	√	
NMT 06207	Care of Patients with Medical Conditions		√
NMT 06208	Care of Patients with Tumours and Cancer		√
NMT 06209	Care of Patients with Surgical Conditions		√
NMT 06210	Care of Patients with Reproductive Surgical Conditions		√
NMT 06211	Mental Health Nursing		√

6.2. MEDICAL LABORATORY SCIENCES

6.2.1. Basic Technician certificate in Medical Laboratory Sciences (NTA Level 4)

ADMISSION REQUIREMENT

Minimum Requirement

The course is open to candidate who has a Certificate of Secondary Education Examination (CSEE) with minimum grade of “D” in Biology, Chemistry and Physics/Engineering Science. A pass in English language or Mathematics is an added advantage.

Minimum Credit Requirement

This Programme has twelve (12) modules, which are assigned 120 credits.

6.1.1. Module Coding

The system of coding has adopted a combination of letters and numbers, which have a specific meaning. For example, the following module offered in the first semester by the department of Medical laboratory science may be coded respectively as MLT 04101, this implies that;

ML Represents the first two letters of the department “Medical Laboratory”.

T Represent the qualification at the respective level “Technician”.

04 Represents the respective NTA Level.

1 Indicates the semester in which the module is conducted

01 Represent the serial number to which a particular module is assigned in the department (1st Module)

Table 10: Modules Allocation in Semester II and II

Code	Module Title	SEMESTER 1	SEMESTER 2
MLT04101	Laboratory Instrumentation	√	
MLT04102	General Human Anatomy and Physiology	√	
MLT04103	Laboratory Safety and Waste Management	√	
MLT 04104	Communication and Life Skills	√	
MLT04105	Laboratory Ethics and Code of Conduct	√	
MLT04106	Prevention and Control of Communicable and Non-Communicable Diseases	√	
MLT04207	Routine Laboratory Investigations		√
MLT04208	Laboratory Specimen Management		√
MLT04209	Computer Application		√
MLT04210	Systematic Human Anatomy and Physiology		√
MLT04211	Laboratory Reagents and Solutions		√

6.2.2. Technician certificate in Medical Laboratory Sciences (NTA Level 5)

ADMISSION REQUIREMENTS

Minimum Requirement:

Admission to the programme will be open to a candidate who has successfully completed NTA level 4 in Medical Laboratory Sciences.

Minimum Credit Requirement

This Programme has ten (10) modules, which are assigned 120 credits.

Programme Duration

The NTA Level 5 programme has a total of forty four (44) calendar weeks of study, each semester consists of twenty two (22) calendar weeks. In semester one, Twenty (20) weeks set aside for theoretical and practical training and two (2) weeks for end of semester Examinations. Semester two, sixteen (16) weeks set aside for theoretical and practical training, two (2) weeks for end of semester examinations and four (4) weeks for field attachment.

Assessment

Assessment is an integral part of the learning process and assessment must support and complete the learning strategies in order to achieve the required outcomes. Assessment in particular, must reflect the required progression and be sensitive to the range of key skills developed.

Module Coding

The system of coding has adopted a combination of letters and numbers, which have a specific meaning. For example, the following module offered in the first semester by the department of Medical Laboratory Sciences may be coded respectively as MLT 05101 this implied that:

- ML Represents the first two letters of the department “Medical Laboratory”.
- T Represents the qualification at the respective level “Technician”
- 05 Represents the respective NTA Level.
- 1 Indicates the semester in which the module is conducted
- 01 Represents the serial number to which a particular module is assigned in the Department (in this case 1st Module).

Table 11: Modules Allocation in Semester

Module Code	Title	SEMESTER 1	SEMESTER 2
MLT05101	Laboratory Logistics Management	√	
MLT05102	Maintenance & Calibration of Laboratory Instruments and Equipment	√	
MLT05103	Principles of Entrepreneurship	√	
MLT05104	Laboratory Quality Assurance	√	
MLT05105	Health Records Management	√	
MLT05106	General Pathology	√	
MLT05207	Haematology and Blood Transfusion		√
MLT05208	Medical Microbiology and Immunology		√
MLT05209	Clinical Chemistry		√
MLT05210	Medical Paracytology		√
MLT05211	Cytology and Histology		√

6.2.3. Ordinary Diploma Course in Medical Laboratory Sciences (NTA Level 6)

- a) **Pre service:** A candidate who enrolled in NTA Level 4 with a Certificate of Secondary Education Examination (CSEE) with minimum passes of “D” credits in Chemistry, Biology and Physics/ Engineering Science, who has successfully passed NTA Level 5.
- b) **In-service:**
- Technician certificate in Medical Laboratory Sciences or equivalent with working experience as Assistant Technologist for at least two years
 - A holder of Medical Laboratory Assistant Certificate trained through Knowledge based Curriculum and successful passed bridging programme (NTA Level 5 Semester I Modules).

Minimum Credit Requirement

This Programme has 12 modules, which are assigned 120 credits.

Programme Duration

The NTA Level 6 programme has a total of 48 calendar weeks of study, which are divided in two semesters.

Semester one consists of a total of twenty (20) calendar weeks. Eighteen (18) calendar weeks set aside for theoretical and practical training and two (2) weeks for end of semester Examinations.

Semester Two consists of a total of twenty eight (28) calendar weeks. twenty (20) calendar weeks set aside for theoretical/ practical training, six (6) calendar weeks for field attachment and two (2) weeks for end of semester Examinations.

Assessment

Assessment is an integral part of the learning process and assessment must support and complete the learning strategies in order to achieve the required outcomes. Assessment in particular, must reflect the required progression and be sensitive to the range of key skills developed.

Module Coding

The system of coding has adopted a combination of letters and numbers, which have a specific meaning. For example the following module offered in the first semester by the department of Medical Laboratory Sciences may be coded respectively as MLT 06101. This implies that:-

- ML** Represents the first two letters of the department “Medical Laboratory”.
- T** Represent the qualification at the respective level “Technician”.
- 06** Represents the respective NTA Level.
- 1** Indicates the semester in which the module is conducted
- 01** Represent the serial number to which a particular module is assigned in the Department (in this case 1st Module).

Table 12: Modules Allocation in Semester

MODULE CODE	MODULE TITLES	SEMESTER 1	SEMESTER 2
MLT 06101	Laboratory Quality Management	√	
MLT 06102	Operational Research	√	
MLT 06103	Principles of Epidemiology and Biostatistics	√	
MLT 06104	Leadership and Management	√	
MLT 06105	Introduction to Diagnostic Molecular Biology	√	
MLT 06206	Diagnostic Parasitology and Medical Entomology		√
MLT 06207	Diagnostic Microbiology and Immunology		√
MLT 06208	Diagnostic Clinical Chemistry		√
MLT 06209	Diagnostic Histology and Cytology		√
MLT 06210	Diagnostic Haematology and Blood Transfusion		√

CHAPTER SEVEN

TRANSFER OF STUDENTS

7.1. Transferring Students

Transfer from one training institution to another is a right of any student wishing to do so. The transfer is allowed when both training institutions (institution sought to be transferred from and to be transferred to) are offering the same NACTVET approved programme.

Careful scrutiny will be done, confidential report must be brought from the Institution the candidate was previously admitted. Transfer due to discontinuation, disciplinary or poor academic performance will not be accepted.

Transfer of student between Schools should be approved by MoH. Transfer of student (s) in Central Admission System (CAS) will be approved by NACTVET.

7.2. Conditions for Transfer

- (i) Any student seeking to transfer must be registered into NACTVET Database and successfully passed the End of Semester II Examinations;
- (ii) Students transfer shall be done online through NACTVET Website (www.nacte.go.tz);
- (iii) Principal shall approve and forward the request upon satisfaction to the head of institution the student is seeking to transfer;
- (iv) The transferring student should have all examinations passed and results uploaded in the NACTVET Examination System.

7.3. Transfer Procedures

- (i) A student shall initiate an online transfer through requesting the target/receiving institution for an opportunity to transfer;
- (ii) Once the request is accepted by the receiving institution, the message will be sent back to the host institution to clear and allow the student to transfer;
- (iii) The host institution shall forward approved request to NACTE; and
- (iv) NACTE shall view the request which has been approved by the host institution and then grant the transfers.

7.4. Postponement of Studies

Postponement of studies shall mean stopping studies for a semester or whole academic year where the period will count into the student's registration period. A student requesting for postponement must be registered or enrolled in a given technical institution; studied and completed a minimum of one semester.

7.5. Criteria for Postponement of Studies

Postponement may be granted by the technical institution due to various grounds including health problems; discipline, family matters; pregnancy; and other compelling circumstances as may deem necessary by the relevant authority;

- (i) A student wishing to postpone studies should submit written request supported by relevant documents to justify the request; and
- (ii) Extension of postponement shall not be permitted beyond FOUR (4) consecutive semesters unless under exceptional circumstances.

7.6. Student's Role on Postponement and Resumption of Studies

- (i) Tender request for postponing studies to his/her technical institution;
- (ii) Provide relevant evidence(s) for such postponement; and
- (iii) On resuming to studies, a student must submit a letter of intention to resume studies at least ONE (1) month before the commencement of a semester.

7.7. Ndanda COHAS's Role on Postponement and Resumption of Studies

- (i) Scrutinize and officially approve or reject request for postponement from students;
- (ii) Update accordingly the student's status in NACTEVET Database through Institutional Panel (admission officers account); and
- (iii) Ensure that a student is in a relevant academic year and level in the Institutional Panel.

CHAPTER EIGHT

PAYMENT OF TUITION FEES

8.1 Fees Payments

Fees once paid will not be refunded for continuing students. In extremely exceptional circumstances, consideration of refund of the fees paid may only be made to those who have withdrawn from studies, graduated and paid excess fees. Where this is applicable, the approval of refund shall be made subject to a charge of **10%** of the amount refunded. The percentage deduction rate shall be set, announced and reviewed by the College from time to time.

However, in some instances for continuing students, the Principal may allow fund transfer from one student Account to the other student Account after submission of the request from students in writing, only if that student has no outstanding debt in that particular Semester.

No refund for any student **who voluntarily requests to withdraw from studies** at Ndanda College of Health and Allied Sciences.

Tuition fee should be paid direct through **Ndanda COHAS** Bank account indicated in joining instructions and submit Bank pay slip during registration.

References

1. Ndanda School of Nursing, *Admission Guide*, Vol. No. 1, 2020
2. National Council for Technical Education, *Guideline for students Admission*, Vol.1, 2020



BENEDICTINE ABBEY STREET

P.O. BOX 16, NDANDA