




**UNIVERSITI KUALA LUMPUR
ROYAL COLLEGE OF MEDICINE PERAK
FACULTY OF MEDICINE**

**REGISTRATION FOR NURSING BOARD
EXAMINATION**

Doc. No:	UniKL/RCMP/ FOM-03
Revision No:	01
Date	01 July 2017
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Prepared by:


Dalim Anak Sugan
On behalf of Examination Committee,
Nursing Programme
Faculty of Medicine, UniKL RCMP
Date : 22 June 2017

Approved by:



Name: Assoc. Prof. Dr. Syed Rahim bin
Syed Hamid
Position: Dean, Faculty of Medicine
Date : 22 June 2017

AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	09/05/14	Establishment	00	Dean, FPHS
2	01/07/17	Amendment	01	Dean, FOM



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1.0 OBJECTIVE

The objective of this procedure is to provide guideline on registration for Nursing Board Examination.

2.0 SCOPE

The scope of this procedure covers nursing programme conducted at Faculty of Medicine, UniKL, RCMP.

3.0 DEFINITIONS/ABBREVIATIONS

EU	: Exam Unit
FOM	: Faculty of Medicine
HC	: Head of Committee
HoP	: Head of Programme
HoU	: Head of Unit
NBM	: Nursing Board Malaysia
PC	: Programme Coordinator
QAU	: Quality Assurance Unit
SPMJ	: SistemPengurusanMaklumatJururawat
EU	: Exam Unit

4.0 RESPONSIBILITY

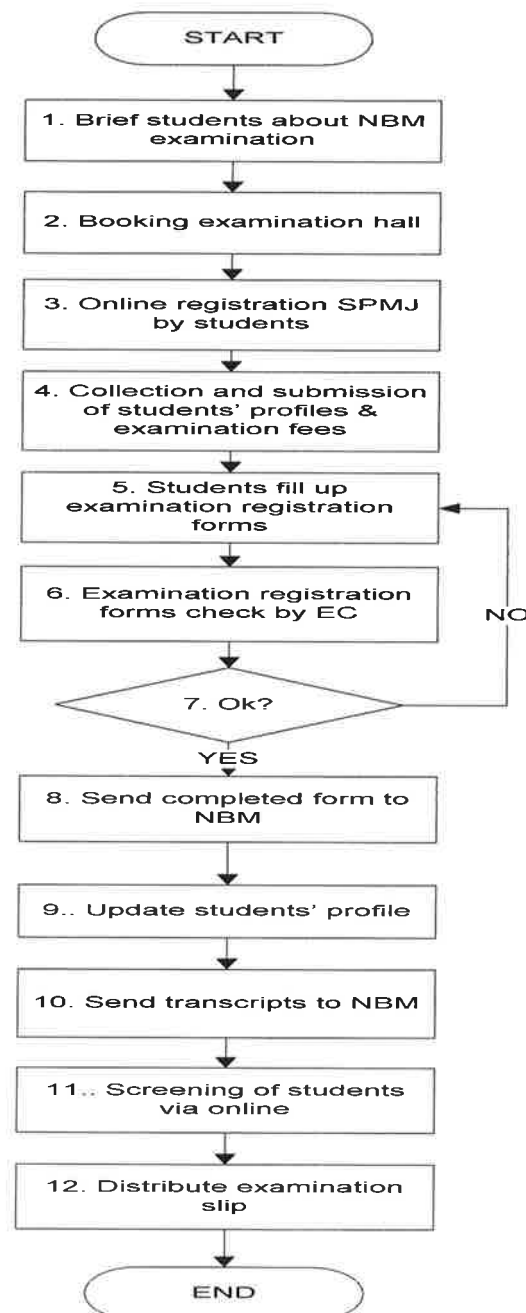
- 4.1 The dean of FOM is responsible to ensure that this procedure is adhered to at Faculty level.
- 4.2 HoP/PC, HoU and HoCare responsible to ensure that this procedure is adhered with the assistance and monitoring by the QA.
- 4.3 QA are responsible to assist in compiling related documentation.
- 4.4 EC are responsible to ensure the process of registration is completed in the beginning of semester 6.



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5.0 PROCEDURE

5.1 Refer to the process flow chart





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6.0 DESCRIPTION

No	Description	Person in Charge	Document	Duration
1	Briefing students about NBM examination <ul style="list-style-type: none">Process of registration for entering the NBM examination via online(www.spmj.gov.my/kolej) and form document neededExamination fees	EC	NBM File: Photocopy of students': <ol style="list-style-type: none">Identity cardBirth certificateSijil Pelajaran Malaysia (SPM)Photo (size identity card)	Beginning of semester 6 (within 2 months)
2	Booking examination hall	EC	Yearly NBM examination calendar	2 months prior to NBM examination date from NBM
3.	Online registration SPMJ by students <ul style="list-style-type: none">students fill in their profiles	EC	NBM File: Photocopy of students' <ol style="list-style-type: none">Identity cardBirth certificateSijil Pelajaran Malaysia (SPM)	Beginning of semester 6 (within 2 months)
4.	Collection and submission of students' profiles & examination fees	-	NBM File: Photocopy of students; <ol style="list-style-type: none">Identity cardBirth certificateSijil Pelajaran Malaysia (SPM)	Within 2 months



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			Note (Fees): 1. RM30.00 per student (examination registration) 2. RM 25.00 per student (NBM certificate)	
5	Students fill up examination registration forms	Students	1. Borang Permohonan Menduduki Peperiksaan (BKJ-BOR-PEP-05-01 Pin. 1/2013). 2. Maklumat Penuh Pelatih (BKJ-BOR-PEP-05-02 Pin. 1/2013)	Within 2 months
6	Examination registration forms checked by EC	EC	1. Borang Permohonan Menduduki Peperiksaan (BKJ-BOR-PEP-05-01 Pin. 1/2013)	Within 2 months
7	Ok? • If Yes, go to no. 8 • If No, go to no. 5	-	-	-
8	Send completed forms send to NBM	EC	1. Borang Permohonan Menduduki Peperiksaan (BKJ-BOR-PEP-05-01 Pin. 1/2013) 2. Maklumat Penuh Pelatih: (BKJ-BOR-PEP-05-02 Pin. 1/2013) NBM File: 1. Cover letter 2. Hardcopies of student profiles (photocopy) 3. Fees (bank draft) 4. Final college result	Within 3 months prior to examination date
9	Update students' profile	EC	-	Within 2 months



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	<ul style="list-style-type: none"> Enter CGPA online Balance of student medical leave 			prior to examination date
10	Send transcripts to NBM	EC	1. Transcripts (hardcopy) final semester 6 result 2. Cover letter	After endorsed by Senate
11	Screening of students' via online <ul style="list-style-type: none"> To check student's eligibility for NBM examination 	EC	www.spmj.gov.my/kolej	Within 2 months prior to examination date
12	Distribution of examination slips	EC	Examination slip	One day before NBM examination

7.0 RECORDS

No	Titles/Records	Location/Responsibility	Retention Period
1	Letter	Programme/EC	5 years
2	Borang Permohonan Menduduki Peperiksaan (BKJ-BOR-PEP-05-01 Pin. 1/2013)	Programme/EC	5 years
3	Maklumat Penuh Pelatih: (BKJ-BOR-PEP-05-02 Pin. 1/2013)	Programme/EC	5 years
4	Examination Slip	Unit Exam	5 years