



INTER-AMERICAN UNIVERSITY OF PUERTO RICO
METROPOLITAN CAMPUS
FACULTY OF SCIENCE AND TECHNOLOGY
CARMEN TORRES DE TIBURCIO NURSING DEPARTMENT

NURSING STUDENT HANDBOOK

A publication of the Carmen Torres de Tiburcio Nursing Department
Metropolitan Campus, UIPR

TABLE OF CONTENTS

	Pages
Introduction	5
Nursing Student Handbook Delivery Certificate	6
Greetings From the Director of the Department of Nursing	7
I. Carmen Torres de Tiburcio Nursing Department Information	8
A. Historical Development	8
B. Biographical Data of Professor Carmen Torres de Tiburcio	9
C. Administrative Structure	10
D. Accreditations	11
II. Mission, Vision, and Philosophy	12
III. Graduate Skills Profile	14
IV. Organizational Framework of the Curriculum	15
V. Study Program	15
VI. Assessment Technologies Institute (ATI)	16
VII. Internal Norms	16
A. Attendance and punctuality	17
B. Make-up exam or other academic requirements in theoretical courses	17
C. Academic progress of the courses and fulfillment of assignments, assignments, and academic projects	18
D. Rules of good coexistence and order in the classroom and clinical laboratories (physical and emotional environment)	19
E. Uniform Use	20
F. Documents from general requirements for clinical laboratory	23
G. Regulations for the Hospital Simulation NESH	24
H. Norms for qualification of courses of the Nursing Program	25
I. Procedure in case of suggestions, complaints, and grievances	26
J. Assignment of clinical practice to collaborating agencies	26
K. Students' participation in committees, associations, and others	27
L. Rules governing the swearing-in ceremony of the health professions	27
M. Dress Code for Swearing-In Acts	27
VIII. Criteria for the selection of the student to the Carmen Torres de Tiburcio Medal	29

FIGURE LIST

	Page
Figure 1: Organization chart of the Department of Nursing	11
Figure 2: Scrub Clothing (Skill Lab and NESH)	21
Figure 3: Name Tag	21
Figure 4: Formal dress for clinical practice	22
Figure 5: Swearing-in Attire	28

APPENDIX LIST

	Pages
Appendix A: Curriculum Plan Associate Degree in Nursing Sciences	30
Appendix B: How to register with ATI	36
Appendix C: Replacement Sheet	40
Appendix D: Services Request Sheet	41
Appendix E: Nursing Education Simulation Hospital Regulations (NESH)	43
Appendix F: Criteria for the selection of students for the Carmen Torres de Tiburcio Medal.	47

INTRODUCTION

The Nursing Student Manual is designed in harmony with the mission, vision, and policies of the Inter-American University of Puerto Rico and the Metropolitan Campus. The greatest interest of the faculty and administrative staff of the Carmen Torres de Tiburcio Nursing Department is that students receive the best possible service so that they can successfully achieve their academic goals. We are committed to facilitating the student's integration process into the nursing discipline, the Metropolitan Campus, and the Carmen Torres de Tiburcio Department of Nursing for a better quality of student life.

The purpose of this handbook is to provide essential information including rules, policies, and procedures, as well as services that will facilitate the student's learning experience. The rules, policies, and procedures are those in force on the date of their publication. If necessary, we reserve the right to amend any information contained here.

Each student is responsible for reading this Manual and for faithful compliance with its rules, policies, and procedures. Not having adequate knowledge of the contents of the Manual is not an excuse for inappropriate actions. This Student Manual is aligned with the General Student Regulations of the Inter-American University of Puerto Rico, as well as other official documents that contain essential information for you as a student. These documents can be accessed online at the following links: <https://documentos.inter.edu/#370-asuntos-academicos>, <http://www.metro.inter.edu/student-right-to-know/>, <http://www.metro.inter.edu/acuerdo-academico/>

It is expected that the student focuses their energies on the opportunities and challenges presented by the courses in the chosen program. It is important that the student recognize that the learning process is not limited to the classroom, but encompasses a variety of experiences in skills laboratories, at the Nursing Education Simulation Hospital (NESH), in structured and semi-structured settings in various communities, and in health institutions.



INTER-AMERICAN UNIVERSITY OF PUERTO RICO

METROPOLITAN CAMPUS

FACULTY OF SCIENCE AND TECHNOLOGY

CARMEN TORRES DE TIBURCIO NURSING DEPARTMENT

CERTIFICATION OF DELIVERY OF NURSING STUDENT HANDBOOK

I certify that I have read the Nursing Student Manual of the Carmen Torres de Tiburcio Department. I also declare that I have understood the content of this handbook.

Name of the student or faculty. Write your name with your surname.

Name: _____

Date:
Enter the
date here

Study Program:	<input type="checkbox"/> Associate <input type="checkbox"/> Bachelor
Student ID or Faculty ID	Write the number
Signature:	Signature



**DIRECTOR MESSAGE OF THE NURSING DEPARTMENT
CARMEN TORRES DE TIBURCIO**

Dear Student:

Greetings and welcome. The Department of Nursing (DON) of the Science and Technology Faculty recognizes that student orientation is part of their academic commitment. This handbook is intended to provide the student with orientation and information that will serve as a guide to help them be successful in the study program. The information provides information that will help you during your academic training and as a future nursing professional. The content of this manual is related to information about the study program and standards that apply to the DON. In addition, reference is made to regulations and policies of other clinical practice institutions. This manual is in no way an official catalog, nor does it replace it.

It is important to highlight that the DON works in harmony with the vision and mission of the Inter-American University of Puerto Rico. It integrates into its mission and objectives the elements of entrepreneurship, leadership, internationalization, values, and community services of the Metropolitan Campus. DON programs are accredited by the Accrediting Commission for Nursing Education (ACEN).

Please read the following program information carefully, understand the information presented here will allow you to establish a foundation to become an engaged learner and dedicated member of the nursing profession. You are embarking on a journey that will lead to a challenging yet fulfilling career in the nursing profession!

DR. NILDA V. CARABALLO LÓPEZ, RN, MSN, Psy.D.

Director

Nursing Department

Carmen Torres de Tiburcio

I. Carmen Torres de Tiburcio Nursing Department Information

A. History

The Nursing Program was initially established at the Regional College of Bayamon in August 1976. The first nursing class graduated in December 1978. That same year, the Metropolitan Campus opened the School of Nursing. The School of Nursing was named Carmen Torres de Tiburcio in honor of the teacher who was fundamental in the development and establishment of the School.

In 1979, the University Senate approved the proposal to permanently establish the Nursing Program as the official program of the Metropolitan Campus of the Inter-American University. In 1982, the Nursing School was transferred to the new building of the Metropolitan Campus and began to operate under the direction of the Dean, Dr. Carlos Acevedo. The responsibility of creating A Nursing Continuing Education Program was created by Prof. Carmen Tiburcio and Prof. Carmen Padilla. In 1984, the University Senate approved the curricular revision of the program. In 1985 the curriculum revision was approved by President Jose R. González Marrero.

During the years 1980-1983 the School of Nursing offered an evening program for graduate nurses. This offer ended as the number of interested persons decreased. In 1993, the IAUPR's Institutional Committee made up of nursing directors and coordinators recommended a curricular change that facilitates an articulation between the Associate and Baccalaureate level programs. This change allowed an exit option with an Associate Degree, after completing 65 credits.

In 1995, the Nursing Program began in evening classes at the request of students to offer the program in the English language. This initiative came from Dr. Rebecca Fruge, School Director in collaboration with the trimester program in English that offered the general education courses. In 1996 the Baccalaureate Program was offered through the AVANCE Program (Higher Education for Adults) designed for nursing professionals who were interested in completing their Baccalaureate Degree. Since the year 1997, Nursing Programs in Spanish were offered in the trimester modality the ng the day and in English during the evening.

In August 2015, the Nursing School created an additional location for the Associate Applied Sciences in Nursing (AASN) at the Caguas University Center (CUC). The School of Nursing began offering the Associate Applied Sciences in Nursing (AASN) Program at this location with the approval of the Middle States Commission on Higher Education (MSCHE) and the PR Higher Educational Council. The location serves students from the towns of Caguas, Cidra, Cayey, Humacao, Juncos, and Gurabo, among others.

Since 2019 the School of Nursing was designated as the Department of Nursing with a change in Director position being changed to a faculty position. In 2021 the Caguas

University Center (CUC) started the Baccalaureate Program, with the approval of the Middle States Commission on Higher Education (MSCHE), JIP, and the ACEN accreditation. In 2021 the AASN and BSN program offerings will be changed from trimester to semester due to institutional policy changes.

B. Biographical Data of Professor Carmen Torres de Tiburcio

Carmen Torres de Tiburcio was born in Bayamón on July 15, 1921. She obtained her Associate Degree in Nursing in the United States from Brooklyn College, her Bachelor's degree from Teachers College Columbia University in New York, and her Master's degree in Nursing with a role in Education and trajectory in Obstetrics and Pediatrics, at New York Medical College in the Graduate Department of Basic Medical Sciences. She passed the examinations of the Executive Board of the American Colleges of Obstetric Nursing, thus obtaining her Certification as a Nurse Obstetrician. She began her doctoral studies in the area of Administration and Education in Nursing at Columbia University of New York. She worked in the hospital area and later began working as an instructor at Metropolitan Pittsburg, New York College, State University, and New York College Graduate School.



In 1968, the Secretary of Health, Dr. Manuel A. Torres Aguiar recognizing her competence and professionalism, selected Ms. Tiburcio as a member of a special group for the study and formulation of a global plan for Nursing education in Puerto Rico. In 1969, she was a member of the Pan American Sanitary Bureau, the Office of the World Health Organization. Under this organization, she helped develop basic nursing programs and evaluate nursing services in the Nursing Schools of the cities of Santo Domingo and the University of Santiago de los Caballeros in the Dominican Republic.

Professor Carmen Torres de Tiburcio, aware that human beings learn at different rates and speeds, presented in 1972, before The Organization for the Success in Nursing Education, in New York, the advanced topic: Nursing education at the individualized rhythm of the student. It was a pioneer in the implementation of a Bilingual Program in the Nursing Department of New York City University - Hostos Community College, achieving its accreditation by the Middle States Commission on Higher Education (MSCHE) and the National League for Nursing of the United States. During the years 1974 - 1976, she worked at the Arecibo Regional College of the University of Puerto Rico as an Assistant Professor in the Department of Nursing.

In 1977 she was hired as a director at the Regional College of Bayamón under the direction of the Dean of Chancellor (Dr. Cartagena). In August 1979, Professor Tiburcio began to offer at the Inter-American University and for the first time in Puerto

Rico, a special Program for technical nurses and a Diploma in nursing three (3) years of preparation at the level of hospitals interested in obtaining a Baccalaureate degree in this discipline. In 1980, the National League for Nursing selected her to participate in the National League for Nursing People to People Delegation, to visit Australia and New Zealand.

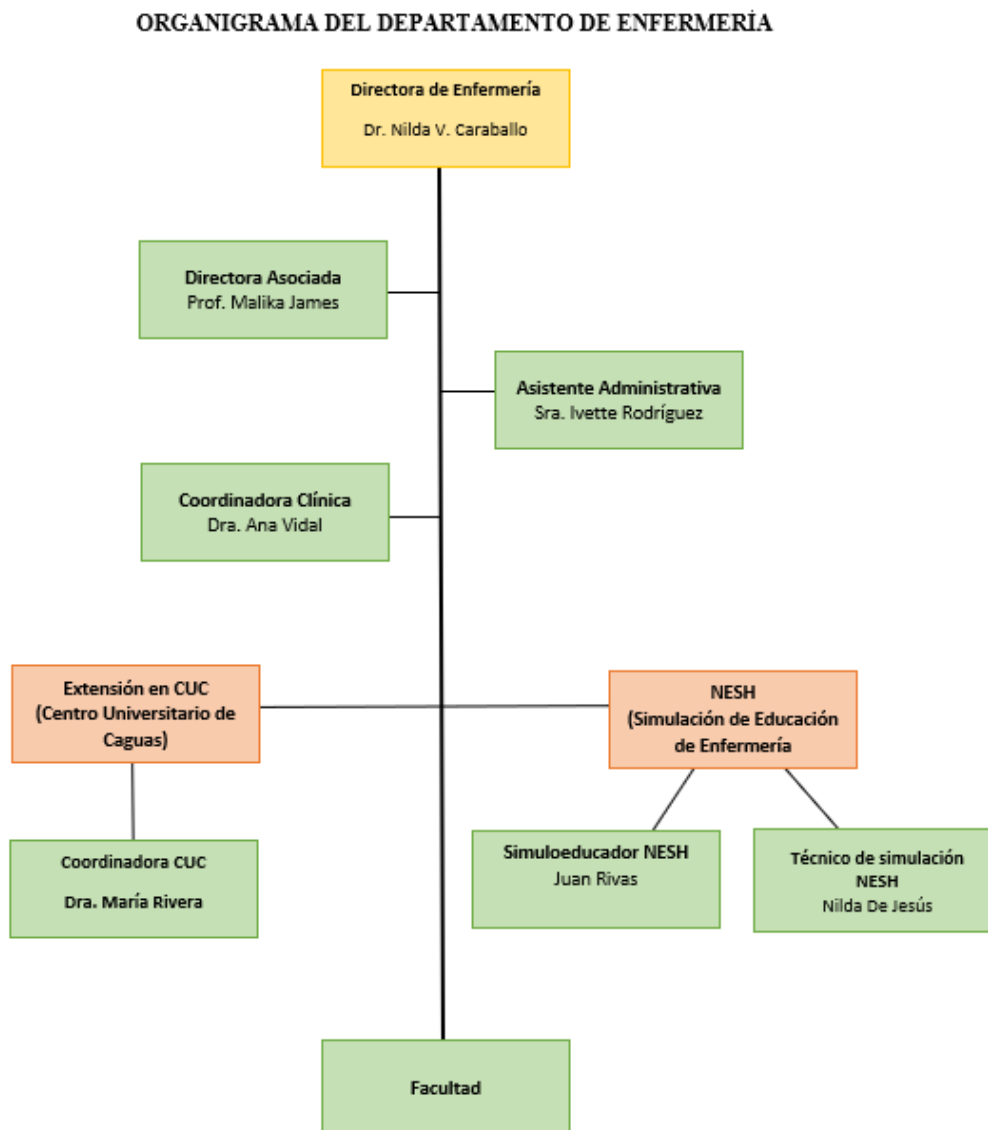
In 1982, she was appointed Coordinator of Nursing Programs at the Central Office level, to evaluate the programs existing up to now in the Inter-American system so that they had the same philosophy, goals, objectives, characteristics, and curriculum. The objective was to offer the same curriculum in the different units so that the student can study in any of the units without affecting their academic progress. In that same year and as a result of her illness, Prof. Carmen Tiburcio left her position as Director of the DON.

On July 29, 1983, she passed away due to her illness, before dying she was selected to have her professional biography published in the world-famous book *Who's Who of American Women* from 1983 - 84, being recognized for her great work in the field of the nursing profession, along with the other outstanding women in America.

C. Administrative Structure

The DON is organized and administered under the leadership of a director who in turn, he/she has to respond to the Dean of the Faculty of Sciences and Technology. Dr. Yoganí Govender assumes the functions since 2015. The Director is under her immediate supervision. The director of DON supervises the associate director, administrative assistant, clinical coordinator, CUC nursing program coordinator, laboratory technician, simulation educator, and the full and part-time nursing faculty (Figure 2, Organization chart of DON, p.12). Currently, the director of DON is Dr. Nilda V. Caraballo López from August 2022.

Figure 1- Organization Chart Nursing Department



D. Accreditations

The Nursing Program has the following accreditations:

- Council of Higher Education of Puerto Rico since 1979.
- Middle States Association of Colleges and Schools since 1983.
- Accreditation Commission for Education in Nursing (ACEN), formerly National League for Accrediting Commission, Inc. (NLNAC):

- **1986** - Obtained the accreditation of the Baccalaureate Program (BSN), since then it has maintained its accredited status; next re-accreditation will be in 2026.
- **2010** - Obtained the accreditation of the Associate Program in Applied Sciences to Nursing (AASN), since then it has maintained its accredited status; next re-accreditation will be in 2023.
- **2015** - Obtained the accreditation of the Associate Program in Applied Sciences to Nursing (AASN) at the University Center of Caguas; next re-accreditation will be in 2023.
- **2021** - Obtained authorization from ACEN to offer the Baccalaureate Program (BSN) at the University Center of Caguas; next re-accreditation will be in 2026.

II. Mission, Vision, and Philosophy

Mission

The Nursing Program's mission is to train nurses capable of offering competent, sensitive, effective, safe, and quality nursing care to the client, family, and community. The Program is aimed at producing graduates prepared to:

1. Provide care with autonomy and in interdisciplinary collaboration, sensitive to ethical-legal and cultural values, and aimed at achieving the best results for the client.
2. Coordinate care, applying leadership and management skills that lead to the highest quality care at the lowest cost.
3. Assume commitment as a member of the discipline in accordance with the standards of practice.

For the development of this profession, various flexible study modalities are offered. This facilitates mobility from the Associate degree level to the Baccalaureate level.

Vision

In harmony with the mission and goals of the University, it seeks to train nurses capable of offering competent, sensitive, effective, safe, and quality nursing care to individuals, families and the community.

Nursing Program Philosophy

In keeping with the mission and goals of the University, the DON aims to prepare nurses able to offer competent care, sensitive, effective, safe, and quality nursing to individuals, families, and communities. The philosophical underpinnings of the program emanating from the set of beliefs that has the concepts of:

Person

The person Holistic by nature, seeks his/her own fulfillment, integration, and complete physical, psychosocial, and spiritual functioning, which provides a foundation for the achievement of his human potential throughout the life cycle. All human beings share common functional patterns that contribute to their health, quality of life, and the achievement of their maximum human potential, all in an integrated way. The person is the focus of all action, direct or indirect, in nursing care.

The person is a holistic, complex, unique, dynamic entity with inherent rights and dignity values. The ability to learn from experiences allows the person to adapt, determine and participate in the regulation of their own state of well-being and ongoing care to optimize their potential.

Health

Health is an optimal state of physical, psychological, socioeconomic, and spiritual well-being essential for the development, integral functioning, and fulfillment of the person. Since the human being manifests itself collectively in families, groups, and communities, in each one health is seen in relation to its level of integral functioning, development, and fulfillment.

Health is part of their inherent potential and their right as human beings. All people fluctuate within a quasi-balance in the health-disease continuum seeking to maintain their optimal state of well-being. This integral functioning is manifested in the human responses of the client, person, family, and community. The dysfunction of health patterns, and with it the impairment of human development, its realization, and the ability to reach its potential, places the person, family, and community in high susceptibility to suffering health problems, which require therapeutic intervention nursing and other health disciplines.

Nursing

Nursing is an essential service for a society that focuses on the diagnosis and treatment of human responses of individuals, families, and communities for the purpose of promoting, maintaining, and restoring health. In its performance, it uses an organized body of knowledge from the nursing, scientific, and humanistic disciplines, a set of values and skills, and research findings. Its purpose is to help its clients achieve the best health results that allow them to achieve and maintain levels of well-being in continuous improvement, prevent health problems, regain health, or die in peace.

The dimension of nursing practice encompasses the roles of caregiver, coordinator, and member of the profession where critical thinking and communication skills are used to provide, design, manage, and coordinate care within an interdisciplinary and multisectoral context. Nursing practice requires autonomous actions and also collaboration with other members of the health care system.

As a scientific tool, the professional uses the nursing process to carry out reasoning, diagnostic and therapeutic judgment to make appropriate decisions and carry out their functions. They are recognized as critical elements of care; the diagnosis, the expected health

results, interventions, and evaluation for which we support the search, development, and implementation of a common language in the profession that allows us to understand the phenomena that are the object of our study and attention, and to assert ourselves in a professional discipline with its own body of knowledge.

Sensitivity and ethical judgment permeate throughout all professional practice, which is oriented towards a humane approach of compassion and protection of human dignity in interactions with clients, family, community, colleagues, interdisciplinary teams, and others.

Education

It is a continuous, dynamic, multidirectional process and involves changes in cognitive, affective, and psychomotor skills that make it easier for the person to develop their potential and achieve their goals at their own pace. The educator as a facilitator attends to individual learning differences, which is responsible for the internalization of knowledge. The faculty understands that these principles are applied both to the training of nursing students and their clients.

The faculty believes in fostering and facilitating the search for information and lifelong learning for its students in a globalized, competitive, high-tech society characterized by rapid change. In response, we believe in offering a multi-step, tiered curriculum, where curriculum design progresses from simple to more complex with minimal repetition in content and experiences. The faculty believes in the integration of knowledge as the foundation of the nursing discipline. Therefore, they believe in teaching knowledge of the natural sciences, anatomy and physiology, biochemistry, microbiology, and physics in an integrated way in nursing courses.

Education in high school prepares a general nursing professional and leads to the first professional level. Prepares leading professionals, care coordinators/managers who can make independent judgments, make responsible ethical decisions in the nursing discipline, and contribute to modern society as enlightened citizens. After the first two levels, the practitioner prepares to provide direct health care to the person, family, and community in settings semi-structured and structured under the direction and supervision of a generalist or specialist nurse, or nurse.

III. Graduate Skills Profile (End of Program Student Learning Outcomes - EPSLO)

The Associate Degree Program in Applied Sciences in Nursing is designed to develop the competencies that allow the student to:

1. Demonstrate scientific and humanistic knowledge of the nursing discipline by analyzing biopsychosocial and spiritual aspects in the different stages of growth and development.
2. Know the nursing process as an instrument to make clinical decisions by offering safe and quality care.

3. Demonstrate up-to-date clinical skills in therapeutic interventions when providing client care throughout the health-disease continuum in structured settings.
4. Demonstrate effective care management, coordination, and collaboration skills as a member of the interdisciplinary team.
5. Use communication skills, critical thinking, and the use of technology to maintain the quality of care provided to the client.
6. Demonstrate responsibility and ethical-legal commitment to humanistic care in response to needs.
7. Demonstrate responsibility and commitment to one's own development and that of the profession.

The Bachelor of Science in Nursing Program is designed to develop the competencies that allow the student to:

1. Demonstrate integrated knowledge and skills in providing safe and effective nursing care to individuals, families, and communities.
2. Know the use of nursing interventions to prevent disease, and promote, protect, maintain, and restore health.
3. Know critical thinking skills to make clinical judgments and use research findings for continuous improvement of nursing practice.
4. Use estimation skills and therapeutic interventions when providing nursing care in diverse settings so that they can improve the expected results of health care.
5. Apply skills in communication, collaboration, critical thinking, and the use of technology as a provider, care coordinator, and future member of the profession.
6. Act as leaders and managers of the care they seek to provide.
7. Apply humanistic care in nursing practice to promote the protection, optimization, and preservation of human dignity.

IV. Organizational Framework of the Curriculum

The curriculum is an eclectic one, which is based on concepts and theories mainly of nursing, adopting Marjorie Gordon's Functional Health Patterns, although it is not limited to this. The concepts that are used to give breadth through the entire curriculum are the nursing process, where the program reinforces critical thinking and humanistic care. The concepts selected to give depth in knowledge, attitudes, and skills are health and disease, where integrated sciences are incorporated, communication, research, roles of the profession, and leadership and care management.

V. Study Program

The Department of Nursing offers a four-year semester academic program of study leading to a baccalaureate degree with an exit option to an Associate degree in two years. Each year is equivalent to a level in Bloom's Taxonomy where the courses have been organized and developed according to their level of complexity. The first two years (level I and II) are the knowledge and skills of the technical levels (Associate degree) and the last III and IV, correspond to the professional level (Bachelor's degree generalist).

Since August 2021, all new students in the Nursing Department changed from trimester to semester. To complete the baccalaureate students are required to complete 4 years (See baccalaureate sequential). The option for an associate degree exit option may be obtained in two years.

The Associate of Science in Nursing consists of 24 credits of general education and 41 credits of concentration, for a total of 65 credits. The Bachelor of Science in Nursing consists of 45 credits of general education, 72 credits of concentration, and 3 credits in elective courses, for a total of 120 credits (Appendix A, Nursing Curriculum Sequential, p.35).

The Nursing Program is designed to offer students' knowledge in the nursing sciences, based on concepts and principles from the natural sciences, social sciences, and the humanities. The academic activities and clinical areas prepare students in the search for alternatives for the solution of health problems of individuals, families, and communities. It is for this reason that the courses are organized to fulfill this purpose so that all students must follow this curricular plan.

For the student to be a candidate for admission to the Associate and Baccalaureate Program in Nursing, they must have a minimum GPA of 2.50 from high school or place of origin. To be a candidate for admission to the third level (third-year courses) for the Bachelor of Science in Nursing, the student must have a minimum GPA of 2.50, the student must present evidence of holding an associate degree in nursing from a recognized and accredited institution of higher education. Further, candidates with a previous associate's degree must complete any general education requirement established by the Institution.

VI. Assessment Technologies Institute (ATI)

The Nursing Department adopted the Assessment Technologies Institute (ATI) platform that serves as a tutoring and self-assessment resource. ATI offers the student a variety of diagnostic tests and remediation opportunities to support the student's progress and success. In addition, the ATI Comprehensive Predictor is a test that allows a prediction of the student's performance in the *National Council Licensure Exam* (NCLEX). This practice test helps the student not only prepare for the Proctored Comprehensive Prediction Exam of DON but also for the NCLEX. ATI creates a detailed score report once the exam is finished so that the student can analyze the content areas to improve and provides a guide with study

activities so that the student can strengthen those areas. (Appendix B, How to register with ATI, p. 38).

VII. Internal Norms

These rules have been written with the intention of facilitating learning within an environment of good coexistence, order, and respect for all. To facilitate the success of academic goals is the nursing student's responsibility to know and fulfill these norms.

The following norms establish the behavior that the student of the Nursing Department must show. The faculty is responsible to observe the faithful fulfillment of these norms.

A. ATTENDANCE AND PUNCTUALITY

1. Class attendance and permanence are compulsory for all students enrolled in face-to-face and virtual modalities.
2. Absences and tardiness are counted from the first day of school. The attendance grade will be calculated by the number of hours that the student attends class between the total hours of the course. It is mandatory that the student comply with the total hours required for the course, whether theoretical or laboratory. The compliance with contact hours in the concentration courses (theory) and practice courses is 10%.
3. The student is responsible for mastering the theoretical content or clinical skills when, for reasons of absence, the student was not exposed to the discussion of the topic or the skills.
4. The professor will not admit in the class (theoretical or clinical) any student who in that period corresponds to another class, except when it is the orientation of the clinical area in the hospital.
5. Attendance at the clinical facility orientation is compulsory. If you are unable to attend, the university's unauthorized withdrawal (UW) (Stopped Attending) policy will apply.
6. In the case of illness or emergency where the student cannot attend class or clinical practice activities, the student must notify the teacher that same day, if circumstances permit, or before, through any available communication channel.
7. In the absence of the teacher, the student will be informed of the replacement plan, so that the students can comply with the clinical experience and the objectives of the day.
8. If the professor does not arrive at the scheduled time, the students must wait ten (15) minutes for each hour of class. After waiting 15 minutes for each hour of class in the practice courses, the students must sign an attendance sheet that will be facilitated by the NESH laboratory coordinator. In the theory courses the attendance sheet will be provided by the Nursing Department. In case of being outside the Institution such as in clinical practice, the students will notify the Nursing Department Director
9. If the student does not participate in any academic activity related to the course or does not comply with the clinical documents required for the clinical practice during

the first two weeks of classes according to the corresponding date in the academic calendar, the clinical practice professor will give to the student an administrative withdraw (AW) in the system.

B. Make-up exams or other academic requirements in theory courses

Make-ups for absences will be limited to exceptional cases and in accordance with the following conditions:

1. Exams will only be made up for students that show valid cause. The valid cause is considered an illness, death of a nuclear family, and legal situation. There will be no repetitions of oral presentations, simulations, or any other type of strategy that, due to its complexity, makes repetition difficult.
2. The process to apply for make-up is a) The student may submit a request for make-up in writing to the professor no later than three days from the time he/she returns to his / her studies (Appendix D, Make-up Sheet Application,). b) If the request proceeds, the teacher must establish the make-up date, which will be within two weeks from the moment the student returns to their studies. After the term has passed, no replacements will be given. c) Only one exam will be made up in the academic term of the course. The student who does not appear on the date and time established to take the make-up will lose the opportunity and his / her grade will be "F".
3. When the student has completed 75 % of the course requirements but is unable for valid reasons to complete the remaining course requirements and the teacher determines if an Incomplete(I) may be assigned. Along with the annotation "I", the teacher will include a provisional grade, after assigning a score of zero to the work not rendered. Any student who receives an annotation of "I" must remove it during the period assigned for it in the academic calendar. The responsibility for removing an "Incomplete" rests with the student. If the student does not remove it in the prescribed time, they will receive the informed provisional grade (General Catalog 2020-2021, p.70.)

C. Academic progress of the courses and compliance with academic assignments, works, and projects.

1. All assignments, work, or academic projects will be delivered on the date, time, and place designated by the professor. Work will not be accepted outside the established time unless there is a justified cause with evidence or a previous agreement with the teacher. Any work that is turned in late carries a penalty of 10% of the work grade.
2. In group work, the student must make an appointment with his / her teacher to explain justified reasons for not meeting the requirement. This meeting is to determine the alternatives to complete the work.
3. All academic work that the student prepares must follow the teacher's guidelines and the evaluation criteria or rubric to evaluate it. It is the student's responsibility to go to the teacher to clarify doubts in this regard.

4. It is the student's responsibility to keep a copy of their work. The professor is not obliged to retain, save or guard the rest of the work beyond the time regulated by the Institution.
5. Textbook, bibliography, and reference books.
 - a. With the delivery of the course syllabus, the student will receive the reference to the textbook, the acquisition or purchase of which will be the responsibility of the student.
 - b. The course teacher may make references or assign readings and work from the textbook to which the student has the responsibility to comply.
 - c. The law protects copyright, and it has been applied in recent years with some rigor, so the purchase or acquisition of the textbook and other didactic materials through legal means is a requirement to avoid penalties.

D. Rules of good coexistence and order in the classroom and clinical laboratories (physical and emotional environment):

1. The presence of children and other people that are not in the course and the university community will not be allowed in the classroom by institutional norms (General Student Regulation 2021, p. 7).
2. The use of vulgar and improper language will not be allowed anywhere in the academic unit, practice setting, or through the network. The rules and sanctions established in the General Student Regulations, 2021 (p.35) will be applied.
3. The student has the right to contribute to classroom discussions, as long as they are related to the topic or objectives of the day, even if their approach differs from other classmates, including the teacher. Their arguments must be respectful, logical, and relevant in the teaching-learning process.
4. The unauthorized use of cell phones or other electronic devices such as computers, tablets, headphones, smart watches, or any other device during the class period or evaluation period is considered punishable behavior (General Student Regulation, 2021, p.36). They should be kept inactive or vibrating until the recess period or the end of the class.
5. The student has the right to a recess period when the course is three or more hours long. The professor will negotiate with the students during the recess period if the course warrants it.
6. All claims or disagreements between teacher and student about Academic matters will be discussed and handled following the first lines of communication between teacher and student. If the student does not agree with the solution, the student may channel the complaint through the director of the program department. Failure to follow communication channels is a violation of ethical principles and human values; It also threatens the competence of effective communication, problem-solving, and conflict management.

7. The student will complete the official Request for Services form to request services such as credit validation and/or substitution, grades review, academic counseling, and complaints, among others (Appendix D Service Request Sheet p.39). The document can be obtained from the Administrative Assistant of the Nursing Department, who will deliver the request to the teacher for management and follow-up. In the case of the University Center of Caguas, you will request it with the Nursing Coordinator.
8. The student will be kept informed about the professor's office hours for each course, which are informed at the beginning of the trimester or semester and are posted in the Nursing Department. The teacher's office hours can be used for the student to learn about their academic progress in the course and other related matters, even when they plan to withdraw from the course. It is the responsibility of each student to make an appointment with the teacher to know their academic progress in the course before the last date to withdraw.
9. To communicate with the professor outside office hours you must do so through the University email, Teams or Blackboard. If the student does not get communication, request a form from the administrative assistant or the Nursing Coordinator. After completing, the staff will take the pertinent steps to contact the professor and will inform the student of the results of the management.
10. The student must ensure through academic counseling that they meet the standard for passing required courses (Prerequisites). If you do not meet the requirements of previous courses, you must obtain written permission from the Director of the Department. The Director will assess the academic progress of the student and indicate they can continue on the course.
11. The University reserves the right to make changes in the academic calendar for reasons in situations that warrant changes such as natural disasters, intercollegiate jousts, etc.
12. The student must avoid all kinds of noise in the classrooms and hallways as they can affect academic performance. Academic activity in optimal conditions requires a clean and noise-free learning environment. Students must contribute to the cleanliness and order of the classrooms and laboratories.
13. The facilities of the Nursing Department should be a quiet place to be able to work efficiently, for this reason:
 - a. Gatherings and the agglomeration of students in the reception room or corridors are prohibited.
 - b. Students will only be served during office hours by appointment, except in emergencies.
 - c. The office phone and the copier are strictly for official use, the administrative assistant will have control of these.
14. Work or occupation factors, responsibilities to your family, and unfamiliarity with these rules do not relieve or exonerate you from faithful compliance with the rules and requirements of the program.

E. Uniform Use

The use of the Nursing uniform is solely and exclusively for the clinical laboratory.

- a. Clinical practice offered at the NESH requires light green Scrub attire for an Associate degree and indigo blue for the baccalaureate degree (available from the Metro Bookstore in the John Will Harris building) (Figure 3, Scrub Attire). In case the temperature is cold, a long-sleeved white shirt will be allowed inside the uniform or white coat.

Figure 2: Scrub Clothing (Skill Lab and NESH)

Associated



Baccalaureate



- b. Every student must display proper, clean, without wrinkles, appearance, and orderly behavior while wearing the uniform. It is not allowed to alter the design of the uniform. All students must report to their clinical practice in full uniform, including student identification, white nursing shoes, socks, and appropriate white or cream underwear. The student will not be able to attend Clinical Practice if the uniform is incomplete.
- c. Long nails, not painted in bright colors are not allowed. The use of acrylic or artificial nails is prohibited. Please observe Administrative Order #284 (law of PR).
- d. Long hair must be tied up.
- e. For clinical practice laboratory outside the Institution:
 1. Woman: Mint green suit or set, according to the design made by the Department.
 2. Men: Green Mint shirt and pants.
 3. *Name tag* pearl white color (Figure 4, Name Tag)
 4. Badge on the left side sleeve according to the grade.

Figure 3: Name Tag



Figure 4: Formal dress for clinical practice



5. University identification card.
6. Professional white nursing shoes, rubber soles, and cleats closed and clean (Not sports shoes are allowed, not Swedish, not Crocs for security reasons).
7. Professional white stockings and suitable white or cream underwear without printing.
8. Simple makeup, no false eyelashes allowed.
9. Short nails without polish, groomed. Acrylic or artificial nails are not accepted.
10. The roll of the pants must not reach the floor.
11. Long hair tied back to prevent it from resting on the face, neck, and shoulders.
12. Avoid the use of rings, except simple wedding rings.
13. Males will keep hair, mustache, and sideburns properly trimmed, without a beard.
14. The use of body piercing is prohibited during clinical practice.
15. The students cannot have visible tattoos; if the student has any it is essential to cover it.
16. For men, a white belt and a white V-cut T-shirt.

17. The use of coats is allowed, as long as they are white. This rule is governed in accordance with the dress and uniform policy of the collaborating Institution.
18. Taking photos in the clinic area is prohibited.
19. Leaving the room or the clinical setting during practice may not be done without prior authorization from the teacher.

F. Documents from general requirements for clinical laboratory

To carry out a clinical practice outside the Institution, the collaborating agencies require the following documents (Appendix A, Curricular Plan p. 34):

1. Copy of the University ID
2. Good Conduct Certification with less than 30 days expedited. The certification can be an electronic one with validation.
3. Law 300- Law for the verification of criminal history of providers of care services for children and the elderly in PR (requested at the police headquarters in your region). Valid for one year.
4. Health certificate (must be issued by a provider authorized by the Puerto Rico Department of Health, valid for one year.
5. Certificate of vaccinations of:
 - a. Hepatitis B (three doses, if more than 10 years have passed, present the titles. If the titer is non-reactive, the student needs to do another sequence of the Hepatitis B vaccine and another titer in 30 days after the last dose)
 - b. Chickenpox (two doses, if more than 10 years have passed, present the titles)
 - c. Influenza (yearly)
 - d. Covid -19 (two doses or one according to the manufacturer)
6. Birth Certificate
7. CPR - American Heart Association (every two years)
8. OSHA Certification, HIPAA, and National Goals (Annual, Modules of the university)
9. N-95 Particulate Respirator Certification (Annual)
10. CPI- Protective techniques in crisis (only for psychosocial practice courses).
11. Doping test (Only for Menonita Hospital).

Explanatory notes:

1. The general documents are those requested by all the collaborating agencies. There are other documents that may be required according to the collaborating agency assigned to the practice course. The list is available on the website of the Nursing Department: <http://www.metro.inter.edu/ciencias-y-tecnologia/enfermeria/> All required documents must be current until the

end of the quarter or semester period (Appendix E Required documents in clinical practices)

2. The nose and throat culture test should be performed when required according to the objectives of each course. The result of this test is only valid for six (6) months. In case the test has a positive result, the student must visit his doctor for the corresponding treatment and present evidence of it. The cultures must be repeated, and a copy of these results must be provided.
3. No student will be admitted to the clinical area if they do not have the complete Hepatitis B vaccination cycle (3 doses in the determined period) or if they lack any of the health requirements.
4. It is the student's responsibility to present the original documents and copies to the professor even if the course does not have clinical practice since the first day of class or on the AW date. This applies to all students even if the student registered late.
5. No original document can have alterations or corrections with correction fluid. If the documents have errors the student must comply with the correction rules according to the law.

G. Regulation of the Hospital Simulation (NESH)

It's the student's responsibility to read and complete the NESH regulation. (Appendix E, Regulation of the Hospital of Simulation, NESH, p.42)

Some of the norms of conduct and behavior that the student must apply in the NESH is:

1. Follow the instructions of the teacher or NESH manager at all times.
2. It's prohibiting taking pictures in the clinical setting unless there is written authorization by the Nursing department Director.
3. Only those students enrolled in the section or authorized by their professor can be in the laboratories.
4. In case the student needs to get out early of the clinical scenario it's necessary to notify the professor.
5. Use the personal protective equipment required by the procedure.
6. Ingesting food, beverages, chewing gum, and smoking inside the laboratory is prohibited.
7. The student is responsible for reading the procedure for the assigned day. Once the practice is demonstrated by the teacher the student must practice it and will then be evaluated by the teacher.
8. All evaluation procedures must have the signature of the evaluating professor and the students after the professor completes the evaluation.

9. All students must have their own textbook or manual procedure, stethoscope, and sphygmomanometer.
10. When a student is late to a laboratory, the student will be responsible for the procedure discussed and will notify the teacher, when he/she is ready to be evaluated.
11. The student who needs to practice a procedure must coordinate with the laboratory coordinator or NESH manager OR technician.??
12. Before exiting the NESH the student needs to leave everything clean, and orderly and take all their personal belongings.
13. Use regular trash cans. Do not deposit waste in the boxes designated for biomedical supplies.
14. Games, running, and pushing the teammate are totally prohibited, as they may cause injuries or accidents.
15. The simulation scenarios are developed as planned. The replacement of skills will only be authorized when there is just cause.
16. Know the location of the emergency door and fire extinguisher. Remember that these doors are only for emergencies.
17. Students may use computers for educational purposes with prior authorization from the teacher or the NESH manager.
18. Every user of the facilities is responsible for reporting any defect, irregularity, or damage to the equipment and material that they are using.
19. The use of the supplies of the laboratory, for example, cotton, gauze, applicators, sheets, etc are for practice procedures only.
20. Before assigned procedures in the clinical setting, the student must have been evaluated in the NESH to safeguard the client's safety.

H. Norms for Course Grading in the Nursing Program

1. The academic calendar published by the Registrar's Office specifies the deadline for teachers to report grades or grades, including mid-term (Midterm).
2. The student is responsible for obtaining a copy of the academic and administrative calendar at the Registrar's Office or printing it by accessing it online at <http://www.metro.inter.edu/calendarios-academicos/>
3. Concentration courses are approved exclusively with grades of A, B, or C.
4. All students who are candidates for graduation from the Associate or Baccalaureate Program in Nursing must graduate with a minimum GPA of 2.50.
5. The negotiation of an Incomplete (I) with the teacher can be affected when the student is absent from the Laboratories or theoretical courses with

justification or when the student attends them but does not meet the established evaluation criteria.

6. Students who, for justified reasons, cannot complete the requirements of a concentration course, can submit the necessary evidence, and talk with their professor to request an Incomplete, as long as the time elapsed and the subject discussed in class, can cover.
 7. It is the teacher's authority to grant or not the Incomplete request. Any student who considers requesting an incomplete in the course must communicate it to his professor to determine the possibility of this and proceed according to the established Institutional norms.
 8. It is the sole discretion of the teacher to award an Incomplete based on the student's academic progress in the class and the ability of the student to complete the outstanding academic work in the allocated time period of the incomplete.
 9. When the grade for a concentration course is Incomplete, the student must remove it on or before the deadline established by the registrar's office.
 10. Students who obtain a grade of F in a concentration course will not be able to enroll in the next concentration courses until they repeat the course. The student must pass the theory and clinical laboratory of those courses whose laboratory component does not have credits awarded (NURS 3120 and NURS 3190).
- I. Procedure in case of complaints, grievances, and suggestions from students.
1. Fill out the Service Request form (Appendix D, Service Request Sheet, p.39). The purpose of this form is to document suggestions, complaints, or grievances related to Validation, review of grades, and Academic Counseling, among others.
 2. Forms to present suggestions, complaints, or grievances.
 - a. Deposit in the mailbox located in the waiting room of the Nursing Department.
 - b. Directly with the administrative assistant (San Juan) or Nursing Coordinator (Caguas).
 3. If the complaint is related to the use of drugs or alcohol, sexual harassment, discrimination based on race, color, age, sex, sexual preference, religion, nationality, marital status, physical appearance, political affiliation, physical handicap, origin or social status, it will be addressed and processed in accordance with the regulations and regulations corresponding to these matters and in accordance with the Institution's Manual (<http://documentosinter.azurewebsites.net/#231-documentos-normativos>). Students must see the Dean of Students for this matter.

4. The director or associate director receiving the request will proceed to evaluate it and determine the action to follow. The student is responsible for following up on the response to the submitted request.

J. Assignment of clinical practice to collaborating agencies

1. The university depends on assigning practice centers according to the availability of the health agencies with which they have a contract.
2. As far as possible, practice centers will be assigned in nearby areas, depending on the availability of the collaborating agencies with which we have agreements and contracts.
3. Transportation to the practice center and parking expenses is the responsibility of each student.

K. Student participation in Committees, Associations, and others

All students enrolled in nursing programs may have the opportunity to represent students in committees of the Nursing Department such as the Assessment Committee, Curriculum Committee, or others. In addition, to be an active member of the Nursing Student Association which provides students with experiences of academic growth, extracurricular activities, and leadership, among others.

Similarly, students enrolled in the Institution have the opportunity to form part of the Student Council and Academic Senate through nominations and votes (Student Regulations, November 2021, pp. 11-22).

L. Rules governing the swearing-in ceremony of the health professions.

This ceremony is a symbolic gesture of the dedication of nurses to their education and profession. The cap-laying ceremony was instituted as a way to present the cap to students who have completed the degree before beginning their work as nursing professionals.

The nursing oath is a statement of the own ethical standards and the particular principles of the nursing profession. The oath represents a commitment students make to uphold the values and standards of the profession as they enter the nursing profession. It is mandatory to take the oath at the end of the nursing studies and before dedicating yourself to the profession as a commitment to the "spirit of nursing, which is to make a difference in the lives of others." By taking the nursing oath and pledge, students are formally inducted into the noble profession of nursing.

M. Dress Code for Swearing-In Acts

Dressing for the induction ceremony is an important part of being a nurse. Nurses have to exhibit a professional appearance since they are the ones who save lives and improve the expected results in the patient, with the advances in education, with their skills, and who make the fundamental decisions that make

the difference between life and death. The professional image allows the patient to distinguish between the nurse and other hospital personnel. The white uniform is a universally recognized symbol of the nursing profession, as well as its care and kindness. The patients identify these last aspects with the white nursing uniform.

Students must adhere to the following nursing dress standards to maintain the image of the profession and good taste at the ceremony:

1. Ladies: White nurse uniform (nursing pants or skirt as previously established by the Nursing Department). It will be noted that the length of the skirt is modest (Knee).
2. Males: Traditional white nurse uniform (No scrub).

Figure 5: Swearing-in Attire



NOTE: The models represent only an example of the type of uniform that must be worn.

3. The ladies have to wear a cap, which will be placed on their heads by the nursing faculty as part of the ceremony.
4. Shoes should be white, nursing shoes, which look impeccable for both men and women. Clogs or Crocs are not allowed for this ceremony. Similarly, casual shoes, tennis shoes, high heels, sandals, open-front shoes, platforms, or pointed heels are not allowed.
5. Wear white or cream underwear with no patterns.
6. Hair must be neatly combed, groomed, and clean at all times.
 - a. Women: Loose hair is only allowed if it is short or above shoulder level. Long hair must not be loose; it must be gathered at the nape or back. You need to be careful with

extensions, wigs, etc. Glamorous hairstyles are not allowed, remember that the cap will be placed over your hair.

- b. Men: Short or collected. Facial hair must be shaved or properly groomed and cleaned depending on the style (mustache, goatee, lock, etc.).
7. Facial jewelry or accessories for eyebrow, nose, lip, and tongue piercings are prohibited.
8. Tattoos must be covered while wearing your uniform during the ceremony.
9. Nails must be short, clean, and with clear polish if you are going to use them. Do not use intense colors such as red, black, etc. Artificial nails are not allowed, nor are nails with designs.

VIII. Criteria for the selection of the student for the Carmen Torres Medal of Tiburcio

This award recognizes an “Exceptional Model” student selected by the faculty, who has demonstrated in the course of their development as a nursing professional excellence in most of the established criteria (See Appendix F, Criteria for the Carmen Torres de Tiburcio medal, p.48. This student is recognized in the Swearing Act.

Appendix A

Curriculum Plan Associate Degree and Baccalaureate in Nursing Sciences

NURSING CURRICULAR PLAN
FOR STUDENTS THAT BEGAN IN JULY 2018

Name: _____ Student ID: _____ Admission GPA: _____

Mailing Address: _____ Telephone #: _____

Email Address: _____

Major: Associate (061) Bachelor(150) Type of Student: Regular AVANCE Transfer: _____

Course	Cr.	*Requisite ©Concurrent	Grade	Course in Progress	Course to Enroll	Comments
LEVEL I – FIRST YEAR – FIRST SEMESTER (August to December)						
NURS 1111 – Fundamentals of Nursing	4	© NURS 1112, 1130				
NURS 1112 – Practice of Fundamentals of Nursing	2	© NURS 1111				
NURS 1130 – Pharmacologic Aspects	3	© NURS 1111				
GEIC 1010 – Information and Computer Technologies	3					
GEMA 1000 – Quantitative Reasoning	3					
GEEN 1101, 1201 o 2311 – English I	3					
Student Signature: _____	18	Accumulated GPA: _____		Total Recommended Credits: _____		Counseling Date: _____
Professor Signature: _____						
LEVEL I – FIRST YEAR – SECOND SEMESTER (January to May)						
NURS 1231 – Fundamentals of Adult Care I	6	* NURS 1111, 1112, 1130 © NURS 1232				
NURS 1232 – Practice of Adult Care I	2	* NURS 1111, 1112, 1130 © NURS 1231				
GESP 1021 or 1101 – Spanish as a Second Language I or Literature and Communication: Narrative and Poetry	3					
GEHS 2010 – Historical Process of Puerto Rico	3					
GEEN 1102, 1202 o 2312 – English II	3	* GEEN 1101, 1201 o 2311				
Student Signature: _____	17	Accumulated GPA: _____		Total Recommended Credits: _____		Counseling Date: _____
Professor Signature: _____						
LEVEL II – SECOND YEAR – FIRST SEMESTER (August to December)						
NURS 2233 – Fundamentals of Adult Care II	6	* NURS 1231, 1232 © NURS 2141, 2142				
NURS 2234 – Practice of Adult Care II	2	* NURS 1231, 1232 © NURS 2233, 2142				
NURS 2141 – Fundamentals of Maternal-Neonatal Care	3	* NURS 1231 © NURS 2142, 2233, 2234				
NURS 2142 – Practice of Maternal-Neonatal Care	2	* NURS 1231, 1232 © NURS 2141, 2233, 2234				

GESP 1022 or 1102 – Spanish as a Second Language II or Literature and Communication: Essay and Theater	3	* GESP 1021 or 1101				
Student Signature: _____	16	Accumulated GPA: _____		Total Recommended Credits: _____		Counseling Date: _____
Professor Signature: _____						
Course	Cr.	*Requisite ©Concurrent	Grade	Course in Progress	Course to Enroll	Comments
LEVEL II – SECOND YEAR – SECOND SEMESTER (January to May)						
NURS 2351 – Fundamentals of Pediatric Care	3	* NURS 2141, 2142, 2233 © NURS 2352, 2361, 2362, 2970				
NURS 2352 – Practice of Pediatric Care	2	* NURS 2234 © NURS 2351, 2361, 2362, 2970				
NURS 2361 – Fundamentals of Psychosocial Care	3	* NURS 2233, 2141 © NURS 2351, 2362, 2970				
NURS 2362 – Practice of Psychosocial Care	2	* NURS 2142, 2234 © NURS 2352, 2361, 2970				
NURS 2970 – Transition Seminar	1	* NURS 2233, 2141 © NURS 2351, 2352, 2361, 2362				
GECF 1010 – Introduction to Christian Faith	3					
Student Signature: _____	14	Accumulated GPA: _____		Total Recommended Credits: _____		Counseling Date: _____
Professor Signature: _____						
*** Total of credits required for the Associate Degree in Nursing ***						
General Education: 24 credits Major: 41 credits TOTAL: 65 credits						
AASN Exit: O Yes O No Academic Term: _____ General GPA: _____						
LEVEL III – THIRD YEAR – FIRST SEMESTER (August to December)						
NURS 3100 – Dimensions of Professional Practice	3	© NURS 3115, 3120				
NURS 3120 – Health Assessment <i>(Require concurrent registration in a laboratory section)</i>	4	© NURS 3100, 3115				
NURS 3115 – Introduction to Nursing Research	3	© NURS 3100, 3120				
GESP 2023 or 2203 – Writ/Comp Non-Nat Span Speaker or Literature and Vision of the World	3	* GESP 1022 or 1102				
GEEN 1103, 1203 o 2313 – English III	3	* GEEN 1102, 1202 o 2312				
Student Signature: _____	16	Accumulated GPA: _____		Total Recommended Credits: _____		Counseling Date: _____
Professor Signature: _____						
LEVEL III – THIRD YEAR – SECOND SEMESTER (January to May)						
NURS 3140 – Intervention in Psychosocial Transaction	2	© NURS 3190, 4911				
NURS 3190 – Professional Intervention in Life Cycle	4	* NURS 3100, 3120, 3115 © NURS 3140, 4911				

NURS 4911 – Practice in Professional Intervention in Life Cycle	3	® NURS 3100, 3120, 3115 © NURS 3140, 3190				
GEEC 2000 – Entrepreneurial Culture	3					
Student Signature: _____	12	Accumulated GPA: _____		Total Recommended Credits: _____		Counseling Date: _____
Professor Signature: _____						
Course	Cr.	®Requisite ©Concurrent	Grade	Course in Progress	Course to Enroll	Comments
LEVEL IV – FOURTH YEAR – FIRST SEMESTER (August to December)						
NURS 4180 – Family and Community Care	4					
NURS 4914 – Practice in Nursing Care to the Family and the Community	4					
GEST 2020 – Natural Environment and the Human Being GEST 2030 – Technology and Environment	3	Select One Course (3 credits)				
GEPE 4040 – Ethical Dimensions of Contemporary Matters	3					
Student Signature: _____	14	Accumulated GPA: _____		Total Recommended Credits: _____		Counseling Date: _____
Professor Signature: _____						
LEVEL IV – FOURTH YEAR – SECOND SEMESTER (January to May)						
NURS 4980 – Integrated Workshop <i>(Requires concurrent registration in a laboratory section)</i>	4					
GEHS 3020 – Global Society GEHS 3050 – Human Formation, Society and Culture GEHS 4020 – Ancient and Medieval Western Civilization GEHS 4030 – Modern and Contemporary Western Civilization	3	Select One Course (3 credits)				
GEPE 3010 – Art Appreciation GEPE 3020 – Music Appreciation GEPE 3030 – Theater Appreciation	3	Select One Course (3 credits)				
_____ – Elective Course	3					
Student Signature: _____	13	Accumulated GPA: _____		Total Recommended Credits: _____		Counseling Date: _____
Professor Signature: _____						
*** Total of credits required for the Bachelor's Degree in Nursing ***						
General Education: 45 credits Major: 72 credits Elective Course: 3 credits TOTAL: 120 credits						
Credits Completed: O Yes O No Academic Term: _____ General GPA: _____						

NOTES: _____

IMPORTANT INFORMATION:

- The Associate and Bachelor's Degrees in Nursing are accredited by ACEN (Accreditation Commission for Education in Nursing).
- **Requirements for Admission to Nursing Program:**
 - Meet all admission standards established in the General Catalog.
 - Have a minimum GPA of 2.50 from high school or place of origin.
 - To be eligible for third-year courses must have successfully completed the requirements of the first two years of the Bachelor of Science in Nursing from a recognized and accredited institution of higher education. Candidates who bring an associate degree must complete all general education requirements established by the institution.
 - At the moment of admission to the program evidence of any permanent license acquired must be presented.
- **Requirements for Clinical Practice:**

The student is responsible for submitting their credentials in the original and copying them during the first two weeks of class to each practice course professor.

 - Health Certificate (valid for one year)
 - Certificate of Good Conduct of Puerto Rico (valid for three months)
 - Certificate of Immunization: Hepatitis B (three doses, Chicken Pox (two doses), and Influenza (annual). If 10 years have passed since your last Hepatitis B and Varicella vaccine, a titer test with a reactive result issued by an authorized laboratory will be required.
 - Evidence of COVID Vaccine (2 Doses Pfizer or Moderna, 1 Dose Janssen)
 - CPR – American Heart Association (valid for two years)
 - Respirator Training – N95 (valid for one year)
 - Law 300 (valid for one year)
 - University Identification Card (color copy)
 - Certification of OSHA, HIPAA, and Infection Control
 - CPI – Defense Training Certificate – Only for NURS 2362 Practice of Psychosocial Care
 - Nose and Throat Culture - *Dr. Ramon Ruiz Arnau University Hospital*
 - Drug Test - *Menonita & Instituto de Psicopedagógico*
 - Recent Photo (2x2) - *Doctor's Hospital*
 - Medical Plan ID Card - *Doctor's Hospital*
 - Resume - *Doctor's Hospital*
 - Birth Certificate - *University District Hospital (UDH)*
 - If necessary, any other document required by practical scenario, will be requested by the practice course professor.
- **Uniform:**
 - Practice courses at the NESH – Scrub (exclusive from the University Bookstore, first floor) and white nursing shoes.
 - Practice courses outside the University - Gala Uniform - exclusive from the University Bookstore (first floor).
 - ✓ Women – Mint green uniform and white nursing shoes.
 - ✓ Men – Mint green shirt and white pants (uniform) and white nursing shoes.
- **Policy regarding nursing curriculum plan:**
 - The Nursing concentration trimester courses will be offered and taken according to the current Curriculum Plan.
 - If for any reason a student completes the required general education courses, the student **CANNOT** advance or merge any nursing course out of sequence.
 - If needed, the student should see an academic counselor that can advise them on the option of selecting a minor concentration that can be taken to complete full-time status credits.
- For the Associate Degree in Nursing students are required to complete 50% of the major credits in the campus from which they expect to receive the degree. This also applies to the Bachelor's Degree.
- Academic counseling is recommended during your 2nd year (first semester for AASN students) & 3rd year (first semester for BSN students). For academic counseling, the student must present an unofficial transcript (INTERWEB copy) and curriculum plan. Evaluations made by the nursing department are **UNOFFICIAL**; students must request Registration Office an official academic evaluation at least one semester prior to completing their degree.

I understand and agree with the above,

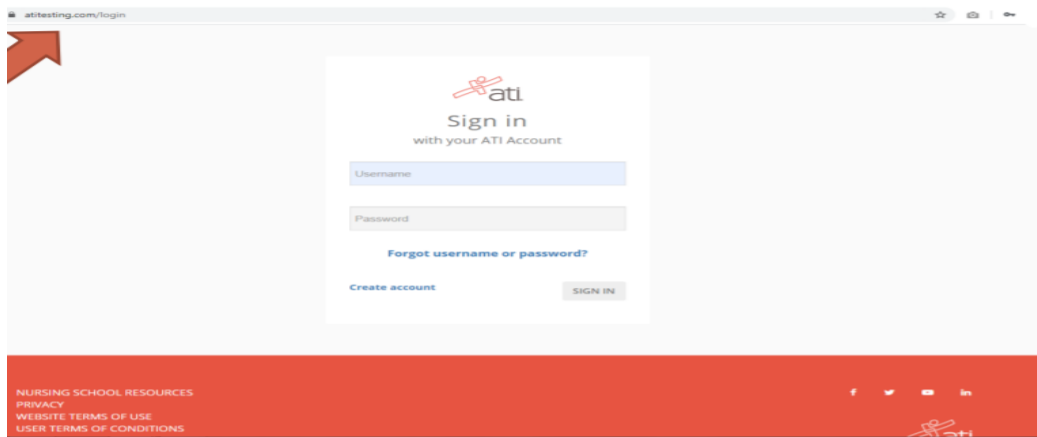
Student Signature

Student ID

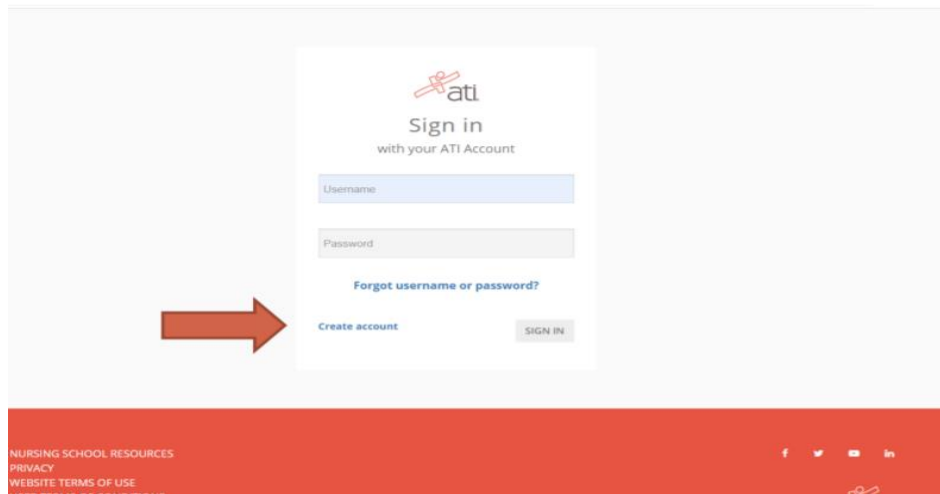
Appendix B

How to register with ATI

Enter in web browser
www.atitesting.com



Click Create Account



Fill out Sign In Info “Step 1-7”

Sign In Info Required*

Username*
Letters, numbers, _@-

Password*
Must contain a min of 8 characters with 1 uppercase letter, 1 number and 1 special character

Confirm Password*

Email Address*

Confirm Email Address*

CANCEL Step 1 of 7 **CONTINUE**

Register with your **UNIVERISTY EMAIL**

Sign In

ati
Sign in
with your ATI Account

student email

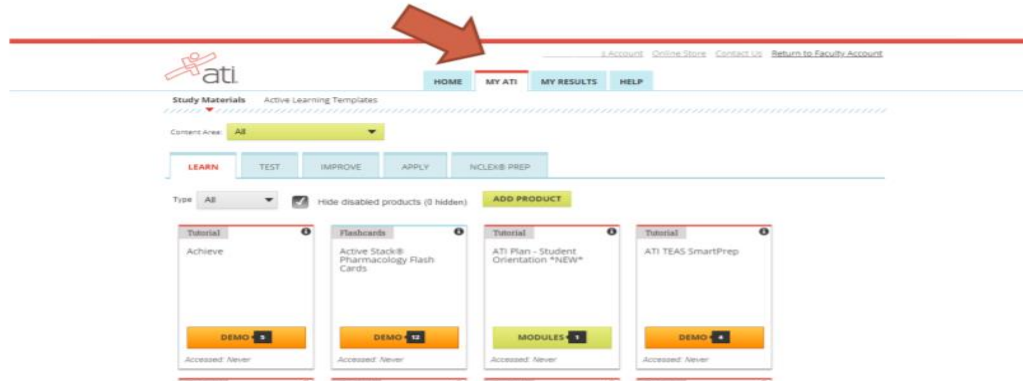
[Forgot username or password?](#)

[Create account](#) **SIGN IN**

SCHOOL RESOURCES [f](#) [t](#) [y](#) [in](#)

TERMS OF USE

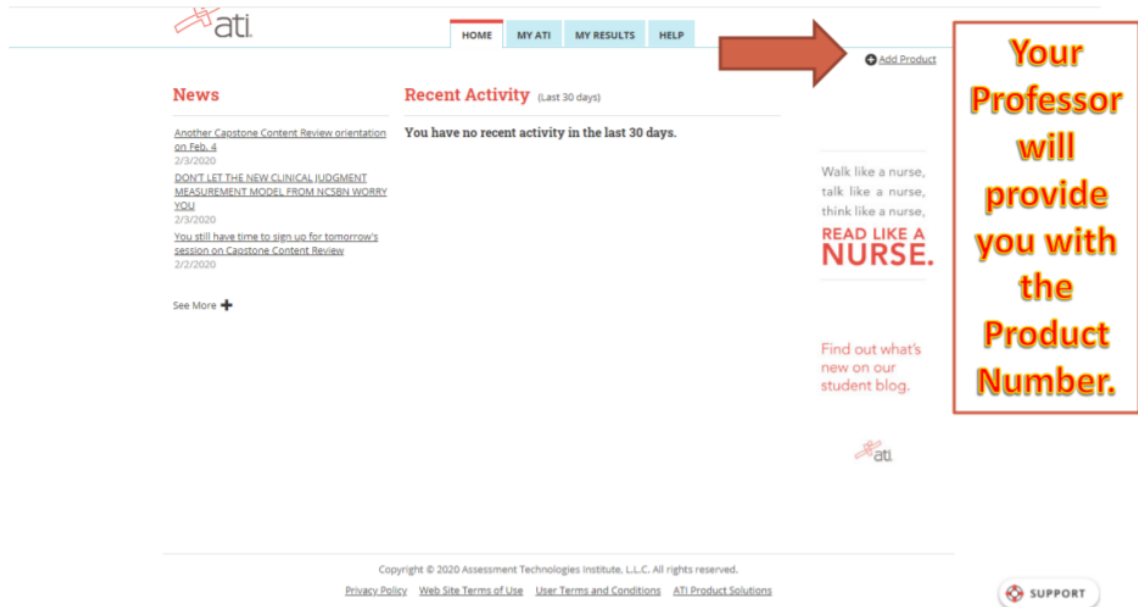
Click on Account & Print Profile Info



The screenshot shows the ATI website interface. At the top right, there is a navigation bar with links for [Account](#), [Online Store](#), [Contact Us](#), and [Return to Faculty Account](#). Below this is a main navigation bar with buttons for [HOME](#), [MY ATI](#), [MY RESULTS](#), and [HELP](#). The [Account](#) link is highlighted with a red arrow. Below the navigation bar, there is a section for **Study Materials** with a dropdown menu for **Content Area** set to **AS**. There are buttons for **LEARN**, **TEST**, **IMPROVE**, **APPLY**, and **NCLEKS PREP**. Below this, there is a **Type** dropdown set to **All** and a checkbox for **Hide disabled products (0 hidden)**. An **ADD PRODUCT** button is also present. The main content area displays a grid of product cards, including **Achieve**, **Flashcards: Active Stack® Pharmacology Flash Cards**, **ATI Plan - Student Orientation *NEW***, **ATI TEAS SmartPrep**, **Dosage Calculation and Safe Medication Administration**, **Nurse's Touch: Becoming a Professional Nurse**, **Nurse's Touch: Nurse Practitioner and Physician Assistant**, and **Nurse's Touch: Professional Communication**. Each card has a **DEMO** button and indicates it has been **Accessed Never**. A **SUPPORT** button is located in the bottom right corner.

Remember to give a Print copy of your Profile Information to your Professor.

Add Class Cohort Product Number



The screenshot shows the ATI website home page. At the top, there is a navigation bar with links for HOME, MY ATI, MY RESULTS, and HELP. A red arrow points from the MY ATI link to a button labeled 'Add Product'. Below the navigation bar, there are sections for News and Recent Activity. A large red box on the right side of the page contains the text: "Your Professor will provide you with the Product Number." At the bottom of the page, there is a copyright notice and a SUPPORT button.

ati

HOME MY ATI MY RESULTS HELP

Add Product

News

Recent Activity (Last 30 days)

You have no recent activity in the last 30 days.

Another Capstone Content Review orientation on Feb. 4 2/3/2020

DON'T LET THE NEW CLINICAL JUDGMENT MEASUREMENT MODEL FROM NCSBN WORRY YOU 2/3/2020

You still have time to sign up for tomorrow's session on Capstone Content Review 2/2/2020

See More +

Walk like a nurse, talk like a nurse, think like a nurse, **READ LIKE A NURSE.**

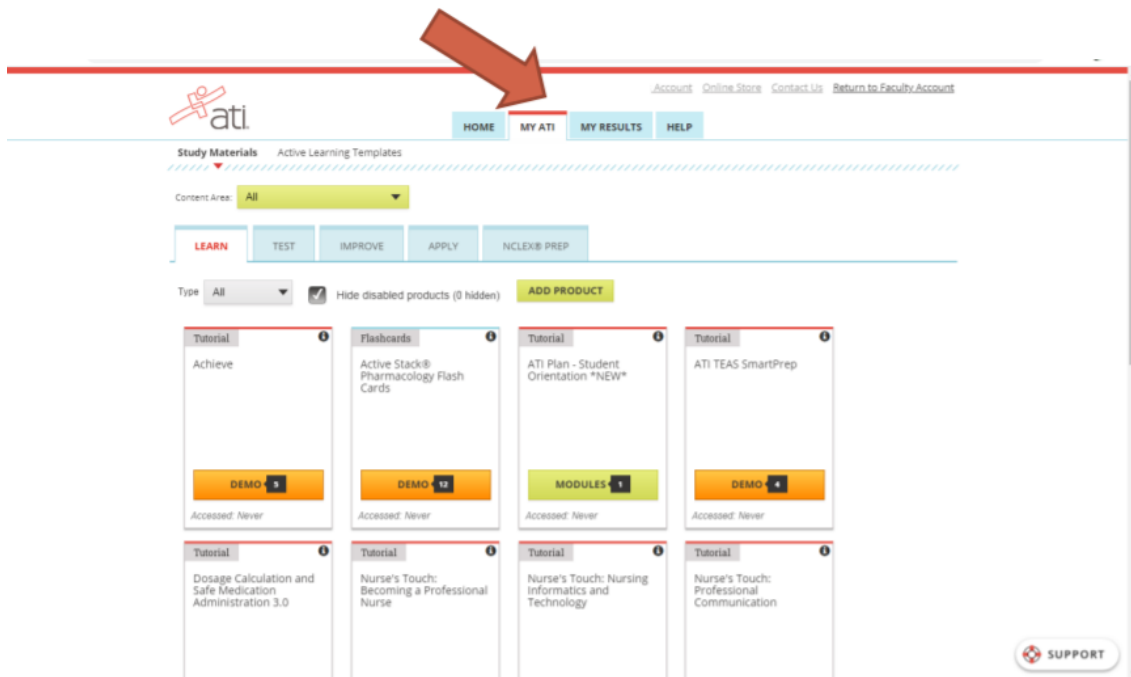
Find out what's new on our student blog.

ati

Copyright © 2020 Assessment Technologies Institute, L.L.C. All rights reserved.
 Privacy Policy Web Site Terms of Use User Terms and Conditions ATI Product Solutions

SUPPORT

Click on "My ATI" for Course Modules



The screenshot shows the 'My ATI' page on the ATI website. A red arrow points to the 'MY ATI' link in the navigation bar. The page displays a grid of course modules. Each module card includes a title, a description, and a button labeled 'DEMO' or 'MODULES'. The 'MY ATI' link is highlighted in the navigation bar.

ati

Account Online Store Contact Us Return to Faculty Account

HOME MY ATI MY RESULTS HELP

Study Materials Active Learning Templates

Content Area: All

LEARN TEST IMPROVE APPLY NCLEX® PREP

Type All Hide disabled products (0 hidden) ADD PRODUCT

Tutorial Achieve Accessed: Never	Flashcards Active Stack® Pharmacology Flash Cards Accessed: Never	Tutorial ATI Plan - Student Orientation *NEW* Accessed: Never	Tutorial ATI TEAS SmartPrep Accessed: Never
Tutorial Dosage Calculation and Safe Medication Administration 3.0	Tutorial Nurse's Touch: Becoming a Professional Nurse	Tutorial Nurse's Touch: Nursing Informatics and Technology	Tutorial Nurse's Touch: Professional Communication

SUPPORT

Appendix D

SOLICITUD DE SERVICIO/STUDENT APPLICATION FOR SERVICES

Fecha/Date _____

Hora/Time _____

Información del solicitante/Applicant Information: **AASN** **BSN** **Caguas**

Nombre/Name _____ # Estudiante/Student _____

Dirección

postal/Address _____

Tel. Residencia/Home _____ Tel. Trabajo/Work _____

Celular/Mobile _____

Correo electrónico/E-mail _____

Año de comienzo/Start Year _____

Servicio solicitado: (Identifique y describa)/Service requested (Identify and describe)

Convalidación y/o sustitución de créditos*
Convalidation and/or substitution of credits*

Consejería Académica/Academic
Counseling

Revisión de Nota**/ Revision of Grades**
Nombre del Profesor/Name of Professor

Quejas/Complaints

Otros/Other:

Si el servicio es Convalidación y/o sustitución de créditos, el estudiante debe traer una transcripción de créditos.

*For convalidation service and/or substitution of credit, the student must bring a transcript.

**Si el servicio es Revisión de Nota, el estudiante deberá traer la descripción detallada de las notas que provee el sistema de Inter Web.

***If the service is Revision of Grade, the student must bring the grades detailed provided by InterWeb.

Describe/Describe:

Appendix E

Simulation Hospital Regulation (NESH)

REGULATIONS OF THE CLINICAL SIMULATION HOSPITAL

The Nursing Education Simulation Hospital (NESH) is a dependency of the Nursing School and belongs to the Faculty of Sciences and Technology of the Interamerican University of Puerto Rico, Metropolitan Campus.

The training going to be performed at NESH has the objective to develop the necessary competencies (abilities and skills) in nursing procedures from little, medium, and high-complexity client care. This is the base and later going to turn into a professional performance. The NESH physical space structure is completely equipped and available for associated generalist, and advanced practice in nursing formation.

For the adequate function of Nursing Education Simulation Hospitals must follow the next recommendations:

1. Service

1.1 Previous to using one of the NESH areas, the faculty must complete the requisition sheet on the simulation and education nursing coordinator's office, and establish the date is going to be the procedures and necessary materials, and equipment. Must be signed by the professor responsible for the course.

1.2 The professor must provide the scenario with one week of anticipation (if is on a weekend, please consult availability).

1.3 The cancelation of the clinical scenario must be 24 hours ahead and must be reported by writing information to the Hospital coordinator.

1.4 Every clinical area capacity is 7 students and a professor, simultaneously can make some procedures in other areas, with 21 student capacity.

1.5 When procedures end and is identified losses and damage to NESH equipment, the professor course in charge must be responsible for repositioning and repairing if it was damaged due to inadequate equipment use.

1.6 Only the nursing coordinator and clinical procedures in NESH, in charge can give the necessary materials and equipment and tell the practice area.

1.7 Without exception, any equipment or material must not be withdrawn from the institution, unless required by the course and have a nursing coordinator and simulation approval.

1.8 The faculty who solicit or any Hospital practice area assigned, must be responsible for maintaining order, tidiness, cleanliness, and conservation of material and equipment founded on

NESH. At the end of the clinical practice area, must notify the administrator that the laboratory is in good condition.

1.9 Is strictly forbidden to let students be seated on beds, or the floor during demonstrations and procedures.

1.10 Before entering NESH the student must keep and secure their belongings inside the lockers. NESH is not responsible for any personal stuff.

1.11 The NESH office hours for professors and students is from Monday to Friday from 7:00 AM to 10:00 PM or when required by administration.

1.12 For Clinical simulation programming, the professor must make written arrangements one week in advance with the simulation educator in advance during office hours.

1.13 Clinical simulation is going to be canceled automatically when the time is running, 20 minutes passed, and the professor is not present.

1.14 Not allowed enter to the clinical area students that come 15 minutes late from the indicated time or without a complete uniform.

1.15 Faculty must have a white laboratory coat to work at NESH and solicit students' complete uniform (white T-Shirt under uniform, white socks, and white nursing shoes) to be allowed and stay at NESH.

1.16 Faculty is going to be the first and last person in the clinical scenario, to be sure all materials and equipment stay in place and all students leave the area.

1.17 Is forbidden to borrow and use equipment out of NESH.

1.18 No permitted food or drinks are allowed inside the hospital.

1.19 No permitted cellular phones, because made interfere with the distance control panel and interrupt effective course development.

1.20 Not permitted to take pictures or videos without NESH administration permission.

1.21 Not permitted chairs, tables, or equipment that is not assigned to clinical scenarios.

1.22 Strictly forbidden to be near clinical simulation with pens, markers, or any impressed material, because can be marked and stained.

1.23 Not permitted the use of jewelry: rings (marriage rings), bracelets, and other elements that can harm the models.

1.24 Not permitted to manipulate high-fidelity models without gloves, because skin oils can stain.

1.25 Not permitted to change the position of the simulator, beds, cots, chairs, and electric connections, because it can cause harm.

1.26 Work-oriented and decently maintaining NESH in harmony.

1.27 Indiscipline actions from students in NESH mean cancelation to the clinical area.

1.28 Handle clinical simulation models in the same way you will handle patients, in a holistic way.

1.29 Faculty have a responsibility to familiarize themselves and know the correct equipment use. If this is not the case, must coordinate with NESH simulator educator about the technical function of every simulator and how it works before using it.

1.30 Professor must solicitate with time before the clinical scenario is developed. Any doubt about simulators prior to the use of simulators must be consulted with the simulator educator before using them.

1.31 Prior to entering the simulation hospital must collocate institutional ID and must be visible.

1.32 Not permitted persons who are not admitted as students in the nursing program. Strictly forbid having infants inside or in hospital surroundings.

1.33 Faculty is responsible to be oriented and orienting students about emergencies and what to do (fire extinguishers, emergency exits, safety evacuation zones).

1.34 For use of electronic record room, must solicitate first authorization on coordinators/simulator educator's office.

1.35 Not permitted students with long nails, nail polish, acrylic, body piercing, or visible tattoos. Others:

a) Male with short hair and no beard.

b) Women's hair is done with a ponytail or bun hairstyle.

1.36 Jacket and coats permitted in plain white (have no designs).

1.37 The nursing scenarios at NESH require strict use of scrubs (design, color, and uniform). approved by the Nursing School Director.

a) Associated Degree – Mint Green

b) Baccalaureate Degree – Turquoise blue

2. Biosafety

2.1 All sharp and hazardous cutting-edge material (needles, IV Catheter Needles, blades, and others) must be discarded on the Sharps Container canister. The professor is responsible for the biohazard handling of clinical scenarios.

2.2 All considerate bio infectious materials used on clinical simulations are going to be disposed of in a Bio Hazzard trash can, following international biohazard rules for hospital waste.

2.3 In case of accidental (simulated) blood material, faculty and students are responsible for making and applying standard disinfection control.

2.4 In case of an accident with sharp container material, must apply immediate attention protocols and inform on NESH office.

2.5 To get inside the simulation hospital without any exception faculty and students must show up with all the biohazard equipment previously indicated.

3. Lost and damaged equipment

3.1 Responsible faculty must make notification of any lost or damaged equipment to the NESH representative, who is going to inform the DON Nursing Director of the respective actions.

4. Sanctions

4.1 In case of lost equipment and/ or material or damage done to any clinical simulator by inadequate use, Nesh services will be restricted to the responsible faculty or student until it can be fixed.



Appendix F

Interamerican University of Puerto Rico
Metropolitan Campus
Faculty of Sciences and Technology
Department of Nursing Carmen Torres de Tiburcio

Criteria for the student's selection of the Medal Carmen Torres de Tiburcio

Student's Name: _____ Student's ID Number: _____

Program: BSN ADN Modality: SPANISH ENGLISH

Objective: This award recognizes a student "Exceptional Model" selected by the faculty, who has demonstrated in the course of their development as a nursing professional excellence in most of these criteria and is the best that exemplifies the established criteria.

Instructions: Complete the comparison sheet with the evidence presented by the student.

CRITERIA	YES	NO	COMMENTS
1. Academic achievement: minimum general academic index of 3.50 - 4.00.			
2. Demonstrate effective communication skills with classmates, faculty, administration, patients, and non-teaching staff inside and outside the University.			
3. Is an integral and socially responsible human being.			
4. Possess leadership skills (examples: social, collaborative, facilitator, and open-minded).			
5. Assumes active participation in the Association of Nursing Students.			
6. Demonstrates principles of integrity, commitment, ethics, empathy, and respect for			

CRITERIA	YES	NO	COMMENTS
diversity which are evident in all personal and professional behavior.			
7. Shows participation in extracurricular activities.			
8. Evidence making valuable contributions in student affairs during their period of study at the University (examples: contributions to improve study plans, facilities, rules, and regulations, as well as improving the experience of peers in the Department of Nursing).			
9. Encourage an environment with a sense of commitment, pride, and belonging to the Department of Nursing, the University, and the discipline of Nursing as a profession, and in the relationships and interactions with their peers, faculty, administration, patients and staff.			

Evaluated by:

Professor's name

Signature

Date