

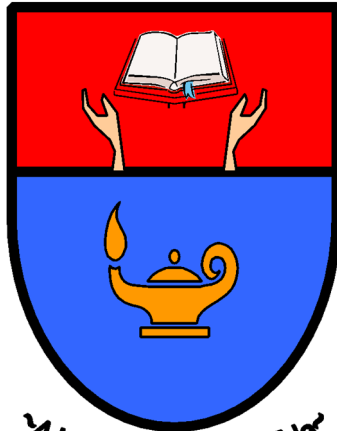


DEPARTMENT OF NURSING

Pontificia Universidad Católica de Puerto Rico

Student Handbook

*Pontificia Universidad Católica de Puerto Rico
Departamento de Enfermería*



¶ la Defensa de la Vida



Reviewed: August, 2019, 2021

Welcome!

The Nursing Department Faculty at the Pontifical Catholic University of Puerto Rico welcomes you. In our Department of Nursing we work for your dream of great things, your wish to improve yourself for a better quality of life and succeed. We congratulate you for choosing the nursing profession as the career that will lead you achieve your dreams. This is a profession full of challenges that will teach you new habits and to help others. This profession will require changes, actions and determination in your life. It will prepare you for the health workforce, in which it is important to make decisions, act with critical judgment, face diversity with tolerance and have respect for human life.

"It wasn't that strong when I started. Nursing made me strong."

Tilda Shalof

REVIEWED BY:

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August 2019

PREPARED BY: Faculty members of the Department of Nursing of the Pontifical Catholic University of Puerto Rico in 1990 - 1991

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Department of Nursing
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I. INTRODUCTION

This manual has been designed to provide you with a specific guide to the affairs of the Institution, our Department and the discipline of nursing. We hope it will help you adapt to university life. It also pursues the following objectives:

- Provide direction towards the best use of time, resources and facilities for the achievement of program objectives.
- Maintain an atmosphere of dialogue, trust, respect, justice and equity among faculty, students and clinical practice centers.
- Provide complete information on the rules and policies that distinguish our Department.

II- MISSION

The Nursing Department of the Pontifical Catholic University of Puerto (PUCPR) has as its fundamental mission to *contribute to the formation and transformation of nurses, guided by scientific, ethical/moral principles and Christian values, committed themselves to the truth for the benefit of the human being and to defense of life inside and outside Puerto Rican society.*

III- NURSING DEPARTMENT GOALS

The Department of Nursing, guided by the postulates of the philosophy, mission and objectives of the Pontifical Catholic University of Puerto Rico, intends to prepare nurses at the baccalaureate and master's levels who perform their roles and functions guided by principles of Christian morality and ethics. The following goals are proposed to achieve this mission and objectives:

1. Generalist nurses in the nursing practice at the Bachelorette level are able to provide comprehensive, compassionate and safe, patient-centered care; design, coordinate and manage

care and be professionals with strong critical reasoning and clinical judgment to achieve the high quality of the patient's health goals and thus contribute to the enriching nursing profession and humanity.

2. Advanced practice specialists as clinical specialists at the master's level are capable of providing services to individuals, family, groups and the community through state-of-the-art, direct and indirect interventions. Advanced assessment skills, application of theories and models in problem solving and decision-making. Participate in the design and implementation of research, dissemination and use of evidence, derived from research results. Possess teaching and administrative skills to achieve the client's health goals.

IV- HISTORY OF THE NURSING DEPARTMENT

The Nursing Department of PUCPR was founded in 1956 in Ponce, Puerto Rico. It was the first program leading on Bachelorette of science degree in Puerto Rico. It arose as a response to the major need of a better nursing education. Sister Rosita María, from the Order of Josephine's, was the founder and first director of our Nursing Department. Thirteen students; including four men, formed the first class. In 1960 the students completed their studies. As a result of the establishment of the Program, three-year graduate nurses who wished to obtain the baccalaureate degree were admitted. All nursing courses were offered in the Ferré Building. The 100% of the graduates approved the Puerto Rican Nursing Board.

As a response to relieve the pronounced shortage of nurses in this region the Associate Degree Program in Nursing was founded in 1970. Dr. Luisa Cedeño was its first director. She was a former student of our

Department, and the first nurse to obtain a doctoral nursing degree in Puerto Rico. Under her leadership, the program succeeded to fulfill its mission and objectives. She finished her duties in 1979.

In August 2007 the new articulated curriculum of baccalaureate began, the candidates had the option of exit with an Associated Degree with the approval of 72 credits required for this level. To complete the baccalaureate degree, 143 credits were required. The option of Associate Nursing Degree was offered until 2015.

The Master of Science Program in Nursing began in 1979, which arose as a response to the need for specialists in mental health and psychiatry nursing in the southern region of Puerto Rico. Professor Evelina Darlington was the first director. The program began by offering a master's degree in mental health sciences and psychiatry nursing. As of January 2008, the new curriculum consists of 42 credits in both specialties of the master's program; master's degree in mental health and psychiatry and master's degree in medical-surgical.

In the 1990's a new administrative structure began in the Department in which a director was in charge of both programs; baccalaureate and master degree, with the collaboration of a coordinator in each program. At present, the same organizational system is maintained. The great contribution of the past directors has been the key in the development and success of the Nursing Program at the baccalaureate and master levels.

To meet the standards of best practice in the field of nursing education, a curricular review of both programs was carried out in 2015. A new curriculum was approved for the 134 credits for the Bachelor's Degree program in Nursing,

in 2016 were adjusted to 133 credits after a general education reviewed. For the Master's Program a curriculum of 44-credit was established.

Both programs are accredited by:

- Board of Post-Secondary Institutions (formerly Puerto Rico Council of Education)
- Middle State Commission on Higher Education (MSCHE)

Bachelor Degree and Master Degree Programs holds the continuing accreditation by the Accreditation Commission for Education in Nursing (ACEN) until fall, 2021.



This continuing accreditation represents a recognition for the achievement of quality and excellence in nursing education. The faculty and students of the Department of Nursing wish to give continuity to excellence in the teaching-learning process. If you understand that you have any complaints about the quality of nursing programs that may indicate areas of non-compliance with accreditation standards and criteria, you can direct your complaint to:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree NE, Suite 1400

Atlanta GA 30326

Phone (404)975-5000

web-site: www.acenursing.org

Every year a group of women and men with a great sense of responsibility and commitment, our graduates, start their practice as nurses in defense of the life and well-being of humanity.

V - ADMINISTRATIVE STRUCTURE

The administration of the Department of Nursing is constituted by the Director, the Associate Director, who is also the Master's Program Coordinator, and the baccalaureate Program Coordinator.

VI - STANDARDS

Recruitment

The student recruitment system is tracked by the Admissions Office in coordination with PUCPR's Guidance Center and the Nursing Department. The Faculty of Nursing Department collaborates with the Admissions Office in the dissemination of the nursing programs accurate information.

Selection, Admission and Placement

The Department of Nursing provides its educational offerings to high school graduate students and nurses from associate degree programs who are interested in obtaining a bachelor's degree in Nursing Sciences. It also offers a program leading to the degree of Master's Degree in Mental Health and Psychiatric Nursing and Master's Degree in Medical-Surgical Nursing. The rules for the selection, admission and promotion of nursing students are in harmony with institutional standards. The Nursing Department is governed by a series of internal rules which are applied to all students admitted to our programs. These standards are established with the purpose of satisfying the demands of clinical practice centers, in which students obtain clinical education, as well as the experience of

complying with the regulations of the practice of the nursing profession in Puerto Rico.

Admission criteria

Bachelor of Science in Nursing

1. Meet the general requirements for admission to the University.
2. Have an overall high school GP of 2.50, on a scale of 4.00 and average of 400 points or higher among the 3 parts of the *College Entrance Examination Board* (CEEB, better known as College Board).
3. Interview with a faculty member of the Department of Nursing.

Nurses with an Associate Degree in Nursing who are interested in continuing studies leading to the Bachelor of Science in Nursing, must meet the following requirements:

- Be a graduate nurse from an accredited institution
- Official transcription from the institution of provenance
- Interview prior to acceptance with the director of the nursing department or coordinator

Once accepted to the Nursing Department, the candidate must:

- apply for admission or readmission to the PUCPR if not yet studying at the PUCPR
- arrange a study schedule, with the assistance of the Director or the Coordinator of the Nursing Department
- make a commitment to comply with the structured program and the stipulated time to complete it
- Must complete 133 credits (between taken and validated) to obtain the BSN degree. The graduation rate requires that at least 25% of the credits leading to the degree will be completed in any of the campuses that make up the PUCPR. The 50% of the credits of the concentration must have been taken in the PUCPR system (Residence Standard)

Master of Science in Nursing

1. Bachelor of Science degree in Nursing from a duly accredited program.
2. Experience in nursing practice of a minimum of 1.5 years, preferably within a related area.
3. Two letters of reference indicating the candidate's ability to perform graduate-level work: one from an administrative officer or a professor from where he or she obtained the degree and the other from a supervisor or administrator.
4. Academic index of 2.75 or higher on the 4.00-point scale or its equivalence.
5. Personal interview with a faculty member or program coordinator.
6. Evidence of being vaccinated against Hepatitis B and other diseases.
7. Current Professional Nursing License to practice in Puerto Rico and be an active member of the College of Nursing Professionals of Puerto Rico.
8. Write an essay on a topic related to nursing practice.
9. Result of the entrance exam to graduate studies, EXADEP.
10. Have passed a statistics course at the baccalaureate level comparable to the MATH 298 course.
11. Negative certificate of criminal record issued by the Puerto Rico Police.
12. Resume or updated curriculum vitae.

In both programs, the Admission Office will notify the student whether or not has been accepted to the Department. Once admitted to the Department of Nursing, students receive general guidance on the following department's aspects:

- Mission
- Accreditations
- Description of the curricular sequence
- Uniform
- Dress codes and personal appearance
- Documents required by clinical practice centers

NURSING DEPARTMENT REQUIREMENTS

Once accepted to the Nursing Department, the student must submit evidence that includes:

- Current Health Certified granted by the Puerto Rico's Health Department.
- Evidence of Hepatitis B vaccine (3 doses), chickenpox vaccine (2 doses), or laboratory evidence of natural immunization.
- Negative certificate of criminal record issued by the Puerto Rico Police for students over 18 years of age (expires at 6 months and must be valid during the period that extends clinical practice)
- Sealed respirator mask fit test
- Other requirements established by specific areas and by the different clinical practice centers, such as doping tests, PR Act 300 (Sex Offenders Record), annual influenza vaccines, etc. (announced at the beginning of the course)

DEPARTMENT RULES

All candidates for admission to the Department of Nursing must meet the general admission requirements of the Pontifical Catholic University of Puerto Rico. In addition, a minimum high school academic index of 2.50 on a scale of 4.00-points and an interview with a faculty member of the Department of Nursing are required.

Nursing students must meet the following standards:

1. Maintain an academic index, both in the general area and in the specialty, of 2.00 or more.
2. Specialty courses must be approved with a minimum grade of C. Any student who obtains F, D, C- or any type of W (withdrawal) in a nursing course, must repeat it, before continuing with other courses of this discipline.
3. The sequence of the curriculum should be maintained as designed. Students will complete the first-year courses before taking the second-year courses and so on. Science courses are prerequisites or co-requisites of the nursing major courses.

4. Approved the Cardiopulmonary Resuscitation (CPR) Certification provided by the American Heart Association, which is a requirement of clinical practice centers.
5. Students must also meet the graduation requirements set forth in the Catalog of the Pontifical Catholic University of Puerto Rico. Students whose period of study extends for more than 10 (ten) years must take their nursing courses for re-evaluation.
6. Health insurance coverage will be active during each study period.
7. Present evidence of being vaccinated against Hepatitis B and other diseases
8. Health certificate will be updated annually.
9. Any student who requests readmission to the Department and wishes to be considered, needs to submit a Negative Certificate of Criminal Record, provided by the Puerto Rico Police.
10. To approve courses with a laboratory component, it is required to meet the established hours; both for clinical practice and for skills/simulation laboratories. These hours are required to meet the requirements for the licensing process, in Puerto Rico and in the United States.

VII - INSTITUTIONAL POLICIES, RULES AND REGULATIONS OF STUDENTS

Nursing students are governed by the rules and regulations that govern the rest of the PUCPR student population.

1. It will be the responsibility of the entire university community to contribute to keeping the Campus and its buildings clean. Therefore, people should not throw papers on the floor, leave empty bottles or cans on the Campus or in buildings, rest their feet against walls, write on doors, walls, desks, tables or bathrooms. Particular efforts should be made to keep health services and other commonly used facilities clean.
2. All students must carry in a visible place, the validated identification card, which accredits them as an active student of the PUCPR. They will have to show it to the Campus guard, if requested to borrow the books from the Library, in sports, social, cultural activities or in the elections for the

Student Council, , and in any situation or student activity that is necessary to verify their identity as a student of the Pontifical Catholic University of Puerto Rico. This card meets the rules of the Pontifical Catholic University of Puerto Rico and is not transferable. If it is lost, it must be reported to the Office of Student Affairs and a fee will be charged to replace it. In case of unsyning, the student must return the card to Registry Office.

3. The Department's bulletin boards are assigned to:
 - A. Baccalaureate and Master's Program
 - B. Nursing Students Association (AEE)
4. At all times students should dress modestly and simply as a rule to follow inside and outside the classroom. As future leaders, each student must present the image of a professional, both in appearance and in action. PUCPR's students should avoid fashions that violate the norms of Christian modesty, and morality. (See Catechism of the Catholic Church from number 2521 to 2527). A student who insists on dressing inappropriately in the classroom may be sanctioned in accordance with the Student Regulations. Among the sanctions to be considered are:
 - A. Verbal or written reprimand
 - B. Do not attend classes until the above dress codes are observed. (See Norms, Institutional Policies and Student Regulations 2018 page 11).
5. Students at the Pontifical Catholic University of Puerto Rico will behave at all times and places in accordance with the norms of Christian modesty. Any gesture, action or words that violate in any way the dictates of morality or that violate the social and Christian dignity of people should be avoided. Modesty is a kind of temperance that moderates all outward appearance and clothing in a person's daily life. (See ***Rules, Institutional Policies and Student Regulations*** 2018 page 11).
6. In order for the University to successfully fulfill its teaching function, it will be necessary an atmosphere of tranquility and silence to reign on the

Campus at all times. (See *Rules, Institutional Policies and Student Regulations* 2018 page 11).

7. It is strictly forbidden to use the cell phone for calls or texting while attending class. The use in the classroom of these interrupts the classes and constitutes a lack of respect for the professor. Violations of this rule will be sanctioned as established in the Regulations. (See *Standards, Institutional Policies and Student Regulations* 2018 page 12).
8. It is forbidden to connect to the receptacles any personal electronic equipment for recharging purposes in classrooms and laboratories.
9. Visits and personal calls during class, skills/simulated and clinical laboratory hours are prohibited. If the person visiting is an outsider of the Institution, the professor will notify the Security Department of the University.
10. In compliance with the Federal Law on Drug-Free Schools and Communities, L.P. 101-226, the PUCPR establishes the following public policy:
 - a. The possession, use or illicit distribution of alcohol and other drugs by students or employees of this Institution within its facilities or during the celebration of any activity sponsored by the Institution are prohibited.
 - b. The only expressions allowed in the previous section will be:
 1. The use of drugs prescribed by a duly authorized doctor within the facilities or activities of the Institution.
 2. Upon request and corresponding written authorization from the President, the limited use of alcoholic beverages in official activities of the Institution, its dependencies or affiliated organizations shall be permitted. (See *Rules, Institutional Policies and Student Regulations 2018* page 5).

11. The Institutional Policy for the Establishment of a Community Free of Alcohol, Tobacco and Other Drugs and Related Problems states that according to Puerto Rico's Act 40 on August 3, 1993, the PUCPR prohibits smoking in classrooms, game rooms, halls, libraries, health services, elevators, offices, cafeterias, child care center, student residences, areas containing liquids, vapors or flammable materials and any other dependency of the University that is so indicated by the relevant authorities. In addition, advertisements, sales and promotions of tobacco products are prohibited. (See *Rules, Institutional Policies and Student Regulations* 2018 page 6).

VIII - ACADEMIC STANDARDS

In order to facilitate academic achievement in the area of the specialty and in the clinical experiences, the following standards have been structured in addition to the general rules of the University.

1. Students must follow the sequence of the courses indicated in the study program.
2. By registering in nursing courses, students must have met the established pre-requisite courses.
3. Attendance at classes is compulsory.
4. Students who have never attended classes or have not entered the online course platform during the determined dates will be granted the W3 cancellation (The W3 period is determined by the Registration Office).
5. If the student attends classes or enters the online course platform (at least once) during the W3 Period, and subsequently is absent for two (2) consecutive weeks without justifying his absence, will be granted the WU.
 - the teacher will process the cancellation through the Banner system
 - the Registrar will proceed to unsubscribe the student

- the student has the right to appeal by completing the appeal document together with the teacher and submitting due evidence to justify his or her absences
6. Students are responsible for meeting all course requirements on the dates stipulated by the professor. Specific rules can establish by the teacher in charge of each course which the student must comply with.
 7. The student is responsible for all equipment and material used in the skills/simulation laboratory. This implies that if student breaks, damages or loses any equipment must replace it or pay its cost.
 8. The student has the option to unsubscribe from the enrolled courses. The unsubscribe period (W) extends from the beginning of classes until the date stipulated in the academic calendar.
 9. All nursing courses in the baccalaureate program must be approved with a minimum of 70%. Students of the graduate program must pass them with a minimum of 80%.
 10. The academic index that the student must maintain per year is stipulated in the Undergraduate catalog 2019-2022, page 130. An index of 2.00 is considered satisfactory. Less of this implies that the student will be placed to probation and the academic load will be reduced to 12 or 13 credits per semester.
 11. Students must meet the graduation requirements stipulated in the catalog of the PUCPR. Those students whose period of study extends for more than 10 years must submit their nursing courses for re-evaluation.
 12. To graduate from the baccalaureate program, it is required to have a minimum general average of 2.00 on the scale of 4.00-points. A minimum GPA of 3.00 on the 4.00-points scale is required to graduate from a master's degree.
 13. Any official student activity that takes place as part of a course and/or activity of the Nursing Student Association, inside or outside the Institution, must be authorized by the director of the Department of

Nursing Department, the moderator of the Nursing Student Association and the Office of the Vice Presidency of Student Affairs.

14. Nurses graduated from associate degree programs accredited by the Board of Post-Secondary Institutions, are eligible to be evaluated for course validation according to the standards established by the PUCPR. Graduate nurses of associate degree will be governed by the rules of behavior and academic established by the Institution.
15. Maintain active insurance health coverage.

IX - CLINICAL AREA RULES

1. To approve the courses with skills/simulation laboratory and clinical practice, attendance at all course components is required. During the first weeks in the class schedule the bases for clinical practice will be offered in the time corresponding to the clinical laboratory, therefore it will be counted as assistance to the clinical area.
2. The student who is absent to the clinical area due to emergency or illness situations must notify the teacher and present written evidence about the reason for the absence.
3. Attendance at clinical practice is required to meet the total number of established hours during the baccalaureate or master's degree (as applicable).
4. To begin the clinical practice the student will deliver original and copy of all requirements previously mentioned in this manual. This includes any other documents required by the agencies where clinical practice is conducted. Example doping tests, Sex Offender Record (PR Act 300), HIPPA Act certification, OSHA, photo (2X2), Health Insurance evidence, etc.
5. The student will wear the full uniform established by the Institution. **This includes identificación, white socks, white closed shoes with rubber sole (not tennis) and watch with seconder.** The uniform should be clean, loose and length under the knee (if it is a skirt). The

only garments allowed are: small earrings on the earlobe of gold, silver, white or pink (in women) and flat wedding ring. If student wears a coat, it should be white or pink. Tattoos should not be visible.

6. Hair must be combed and collected in the form of "onion" (no pony tail, no dread locks), no frills, bows or buckles. Makeup should be moderate.
7. Keep nails short and clean. The use of false or acrylic nails is not allowed; (*Administrative Order of May 284, 2011 from the Puerto Rico Department of Health*).
8. The male uniform shall be white shirt and trousers (it must be the uniform established by the Department; it can not be "scrub" or clothing that is not considered as the official uniform). The white shoes must be the appropriate for health professionals. Men must keep their hair at neck level and the use of tails, dread locks, beard, mustache or screens is not allowed. Tattoos should not be visible.
9. In **NURS 214** and **NURS 223** courses a special uniform is required for the delivery areas such as, crib room and operating room. The uniform allowed for both; the ladies and the gentlemen is the set of trousers and royal blue shirt (scrub). When leaving the mentioned areas, the student will wear a white gown with long sleeves and at knee level which will keep buttoned.
10. Student will know and observe the rules of the Institution where the clinical practice is carried out. All students must attend the orientations offered in the clinical practice agencies before the practice begins. If the student does not attend this orientation, he/she will not be able to carry out the practice.
11. Maintain confidentiality in matters related to the patient and the institution where the student is doing the clinical practice. (HIPPA Act)
12. Respect the property of others (practice agency, employees and patients)
13. Consider and respect the rights of others (students, patients, family members and health team)

14. Show respect, courtesy to patient, family members, staff and teachers and call them by their proper name.
15. Punctuality is essential in clinical laboratories. **Two delays to the clinical area are equivalent to an absence.**
16. Smoking, eating and the use of chewing gum during clinical practice hours is prohibited; except in periods of 15 minutes of recess and in permitted areas.
17. If it is necessary for the student to leave clinical practice due to an emergency, he/she must notify the teacher and coordinate the follow-up of the assigned tasks.
18. Equipment and material used in clinical practice must be taken care of and kept in good condition. In case of breakage or loss of material or equipment, it must be replaced by the student.
19. Any behavior that disturbs peace and quiet on and off campus carries disciplinary sanctions when acting on behalf of the university. E.g. arguments, fights, use of inappropriate vocabulary (mean profane words), inappropriate sexual demonstrations, high volume of musical equipment from the car in the parking area and damage to the property of others, among others.
20. All these rules must be met to maintain order and good relations between students, teacher and clinical practice staff. Any compliance with these rules will involve the use of disciplinary measures. (See also ***Norms, Institutional Policies and Student Regulations***).

X. STUDENTS SERVICES

The students of the Department of Nursing benefit from all the services and facilities offered by the institution to its students, (See Catalogue, Guide and Regulation Vigentes)

The Department offers the facilities of nursing skills/simulation laboratories and a computer laboratory and specialized equipment. The Computer

Laboratory is available Monday through Friday from 8:00am-12:00pm and from 1:00pm - 4:00pm. To make use of these facilities, it is required that the student knows the rules of it (see document laboratory standards or contact the person in charge of the Laboratory).

- The Nursing Skills/Simulation Laboratories (Valdés 219, 221, 222, 224 and 225) are used to impart simulated practice in a controlled environment for the development of psychomotor skills required for clinical practice. These are offered at set times by groups of students with their teacher. However, the nursing student has the responsibility and the right to use it for the practice of the procedures that he/she must master according to the level of studies, with the supervision of the teacher in charge of the laboratories of Skills/Simulation. It is necessary to coordinate an appointment in advance with the person in charge, since no student should be alone in the laboratories.

The student may request academic and/or personal guidance during the professors' office hours.

In addition to academic tasks the student needs to develop other professional interests that will help him as a future leader. The Nursing Student Association provides the student with the opportunity to stand out as a leader and offer service to the community. (See document on requirements to be a Member of the Association)

XI - RIGHTS AND DUTIES OF NURSING STUDENTS

RIGHTS	DUTIES
<p>Nursing students will have the right to:</p> <ul style="list-style-type: none"> • Not to be discriminated against on the basis of creed, sex or marital status. • Be treated with consideration and respect. • Receive an education in a quiet and appropriate environment. 	<p>Nursing students must:</p> <ul style="list-style-type: none"> • Maintain the confidentiality of matters that require it. The personal and health information of assigned patients may only be discussed during lectures offered before and after clinical practice for educational purposes. Violations of this aspect will be

RIGHTS	DUTIES
<ul style="list-style-type: none"> • Representation in the curriculum and evaluation committees of the Department's programs. • Confidentiality of their academic records. • Be informed of your grades and academic progress. • Participate in the student organizations and in the committees of the institution as well as to express their opinion as members. • Use the communication lines of the PUCPR. • Use of the skills lab in their spare hours as part of their learning. • Use the common areas of the Department of Nursing and the PUCPR. • Equal employment opportunity, access to public services and promoting full participation, independent living and economic self-sufficiency of people with disabilities. (ADA Act) • Personal and/or disability-related information, except in cases where your safety or that of others is at risk or if there is a court order, will be handled confidentially. (OSPI May, 2012) 	<p>referred to the teacher in charge of the course and to the director of the Department for the relevant sanctions.</p> <ul style="list-style-type: none"> • Protect and take care of the property of the Department and the PUCPR. • Keep health certificates, vaccination and special tests up to date. • Report incidents related to dishonesty in academic work. • Comply with the general, academic and clinical and internal standards established by the Department of Nursing. • Make good use of technological resources and the information obtained. • Consider and respect the rights of other students. • Arrive on time to class, skills/simulation laboratory and clinical practice. • Keep the common use areas of the Nursing Department clean. • Carry out the processes of requesting reasonable accommodations on the dates indicated. • Notify any condition that requires special intervention, to protect their safety, health and factors involved in the learning process. This guarantees well-being and academic achievement. • Notify the existence of an Order of Protection in your favor for the purpose of ensuring your safety.

* Other Rights and Duties of PUCPR Students can be found in the Student Regulations 2018 page 14.

The Department of Nursing recognizes the right of the student to appeal to the university authorities when considers that any of his rights have been violated as expressed in the **Document of Norms and Institutional Policy and Student Regulations 2018 in Article 2 Rights and Duties in Academic Life, section 9:** "The student shall have the right to appeal to the university authorities in case of considering that his rights have been injured by a member of the university

community. This right will be exercised by the student or through the student Council, raising his complaint in writing with the Vice President for Student Affairs or the designated person; to the Rector of the Centre or designated person and, if he deems it necessary, he may appeal to the President of the PUCPR, and finally to the Board of Trustees. "

Procedure: When is an academic situation related to the Department or nursing courses, the following procedure will be considered:

- Request an interview with the teacher concerned and establish an action plan.
- If the student after making his/her arrangements with the concerned faculty considers that the matter has not been solved, he/she will have the option of going to the Department Director.
- The student must fill out the document *Report of Student Complaints* addressed to the director or coordinator of your Baccalaureate or Master's program (the one that applies).
- In a meeting with the director and/or coordinator, the student submits his/her complaint. The director processes the appeal by bringing together those involved in the matter or referring the matter to the appropriate office.
- If the matter is not solved with the intervention of the department director, the student has the right to continue his appeal through the personnel in charge of students rights protection; the **Vice Presidency of Student Affairs**. He/she must complete the *Student Complaint Form* available on the PUCPR page (accessing Student Life/Vice Presidency Student Affairs/Student Complaint Form) or requesting an interview with the Vice President of Student Affairs.

CLASSIFICATION OF STUDENTS

- **Regular:** Students who have met the admission requirements aspire to: obtain a degree or diploma and enrolled with a:

- Partial load (less than 12 credits)
- Complete load (12 credits or more)

In any section in any of the academic units.

CLASSIFICATION OF STUDENTS BY AMOUNT OF CREDITS COMPLETED

Undergraduate level students are classified into the following categories according to the number of credits approved:

- **Fresh students-** have completed thirty-two (32) credits or less.
- **Second-year students-** have completed thirty-three (33) to sixty-four (64) credits.
- **Third-year students-** have completed sixty-five (65) to ninety-six (96) credits.
- **Fourth year students-** have completed ninety-seven (97) credits or more.

ACADEMIC LOAD

According to the academic load students are classified as:

UNDERGRADUATE

- **Full-time students:** Any undergraduate student with an academic load of twelve (12) or more credits per semester.
- **Part-time students:** Any student who carries an academic load of less than twelve (12) credits.

GRADUATES (MASTER'S DEGREE)

- **Full-time students-** a student with an academic load of nine (9) or more credits per semester.
- **Part-time students-** a student enrolled in the graduate program whose load does not reach nine (9) credits.

Normally, the PUCPR student is granted one credit for every fifteen (15) hours of class. The maximum number of credits allowed to regular students is nineteen (19) per semester and six (6) for each summer session. Students whose overall average is 3.50 or higher may enroll up to twenty-one (21) credits per semester.

with the written authorization of the Director of the Office of First Year Students in the case of freshening students or the appropriate Dean. Any student who does not reach the academic index corresponding to the credits or does not pass the "% of the credits attempted will automatically be in NO ACADEMIC PROGRESS with the right to appeal. After the Appeals Committee evaluates the case and gives the student opportunity to be classified under PROBATION for the term of two semesters. Every student in probation has to elaborate together with his academic advisor an Academic *Plan* that allows him to achieve satisfactory academic progress. Students in probation for academic deficiency may enroll a maximum of 12 or 13 credits. The Dean may authorize increasing the academic load generally to fifteen (15) credits per semester.

SCALE USED TO ASSESS STUDENTS' ACADEMIC ACHIEVEMENT

Percent	Note	Scale
100-90	A	4.00
89-85	B+	3.50
84-80	B	3.00
79-75	C+	2.50
74-70	C	2.00
69-65	C-	1.50
64-60	D	1.00
59-0	F	0.00

PROFILE OF THE GRADUATE OF
THE BACCALAUREATE PROGRAM
IN NURSING

Pontificia Universidad Católica
de Puerto Rico

Student Handbook

PROFILE OF THE BACHELOR PROGRAM' GRADUATE

The faculty of the Department of Nursing of the Pontifical Catholic University of Puerto Rico firmly believes that the graduate of the bachelor's program in nursing sciences is a professional trained to achieve the duties as a generalist nurse within the health service delivery system. This professional has the following characteristics:

- knowledge of the biological, human, behavioral and applied nursing sciences.

- domain of the nursing process to provide care to individuals, family, groups and community with diversity of values, cults and in different settings
- nursing care efforts for health promotion, maintenance, patient care, restoration, rehabilitation and education supported by theories and research findings
- basic psychomotor skills to provide safe nursing care in accordance with the standards of the profession and the regulations of the organizational environment in which he/she works
- critical thinking and problems solution for decision-making
- responsibility for decisions made in the patients care management
- practice professional, Christian, ethical-moral and legal aspects for nursing
- leadership skills for nursing practice and professional development
- coordination and collaboration with available resources to meet the needs and defend the rights of the client, family and community
- fundamental knowledge to continue graduate studies in nursing
- basic knowledge for the application of technology in the performance of their duties and their personal and professional development

**PROFILE OF THE GRADUATE OF
THE MASTER'S PROGRAM IN
NURSING**

**Pontificia Universidad Católica
de Puerto Rico**

Student Handbook

PROFILE OF THE GRADUATE OF THE MASTER'S PROGRAM

The graduate from the Master's Program has the following characteristics:

- advanced knowledge of theories for nursing practice
- knowledge and skills of research methodology
- skills in the formulation and use of diagnostic hypotheses
- oral and written communication skills for the publication of reports and publications in accordance with academic standards
- competence and expertise in providing nursing care to individuals, families and community on the basis of the spiritual dimension of the human being
- effective collaboration with colleagues and members of the health team
- establish therapeutic relationships with individuals, families and groups in a variety of settings
- mastery of the roles of expert care, care management, education, consulting, and research inherent to the advanced practice
- skills to initiate changes by applying theories, models and innovative strategies to improve patient care
- the development and evaluation of tools for research and for the assessment of client needs.
- critical thinking and research for decision-making
- commitment to the development of the profession through the participation in professional organizations and the development of public policies
- ability to argue when defending positions that reflect theoretical, professional basis, and Christian, moral and legal values
- leadership skills to engage in service experiences when facing challenges and opportunities in the context of the health system
- ability to use appropriate technology to access and evaluate information from multiple sources
- Advanced learning for further doctoral studies and lifelong learning

NURSING STUDENTS
ASSOCIATION

Pontificia Universidad Católica
de Puerto Rico

Student Handbook



PONTIFICIA UNIVERSIDAD CATÓLICA DE PUERTO RICO
COLLEGE OF SCIENCES
DEPARTMENT OF NURSING

○ **Mission**

The Nursing Students Association aims as a fundamental mission to contribute to the development of future leaders within the nursing profession guided by Christian principles.

○ **Vision**

The Nursing Students Association aims primarily to lead us by scientific, ethical-moral principles and Christian values that are committed to the truth for the benefit of the human being and to the defense of life inside and outside of Puerto Rican society.

○ **Objective**

Encourage leadership development through education, participation in health fairs, clinics, educational activities, health promotion and community work.

ADMISSION REQUIREMENTS TO THE ASSOCIATION

- Must to be an active student of the department with at least 1 nursing course enrolled.
- Letter addressed to the Association explaining why the candidate wishes to be part of it.
- Pay for the admission fee.

Please detach and return Signed to the Teacher in charge of the NURS 211 course

I understand that it is my responsibility to read and be familiar with its content and comply with what is stated therein.

In Ponce Puerto Rico, (date) _____.

Signature

Banner ID Number

Title of the Enrolled Course: _____

Date of Entry to the Department: _____

“Our job is to reduce sadness and celebrate the occupation each day, while just doing our job.”

Christine Belle