

SAGRADO

Universidad del Sagrado Corazón

PROGRAMA DE ENFERMERÍA

Nursing Student Handbook: On-site and Distance Education Modality



4/23/2018

Nursing Program

Executive Committee and Student and Faculty Committee

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Letter of Approval

The faculty and administration of the Nursing Program of Universidad del Sagrado Corazón, certifies:

The members of the Students and Faculty Committee, together with the Director of the Program, and Associate Vice Presidency of Academic Affairs, at their meeting on April 23, 2018, agreed to approve the following document: **Student Handbook of Norms and General Regulations for On-site and Distance Education Nursing Courses.**

And for the record, we issue and forward to all our Nursing Program students this Certification under the seal of the Nursing Program of Universidad del Sagrado Corazón, today, May 1, 2018, in San Juan, Puerto Rico.

Student and Faculty Committee:



Prof. Gloria De Jesús Figueroa



Prof. Vilma Rodríguez



Prof. Lizyanira Vidal



Director of the Nursing Program



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PROGRAMA DE ENFERMERÍA

Welcome

Dear Students:

The faculty and administration of the Nursing Program is pleased to welcome you as part of our student body. With great pleasure and dedication, we have developed this Nursing Student Handbook to provide information related to the program and the norms and policies that our on-site and distance education students may need. The student is responsible for staying informed about everything that concerns institutional academic policies, norms, and procedures published on the Sagrado internal site, www.mi.sagrado.edu, including those published in the current catalog.

We hope that your study years in Sagrado are an unforgettable experience of human growth that meet your personal and professional expectations. In SAGRADO we are here to serve you.

Cordially,



Prof. Nancy Green, Director
Nursing Program

SAGRADO

Universidad del Sagrado Corazón

PROGRAMA DE ENFERMERÍA

Certification for Reading and Discussion of the Nursing Student Manual: On-Site and Distance Education

I hereby certify to have been advised on the *Nursing Student Handbook: On-site and Distance Education*, which includes the norms of the Nursing Program for theoretical and rotation courses of clinical and skills laboratories, accessible on the Sagrado internal site.

Student name (in print): _____

Student number: _____ - _____ - _____

Student signature: _____

Date: _____

c: Student Record

Introduction

This manual contains a series of concepts and norms that contribute to guide and direct your student behavior and life in the Nursing Program. It is a source of functional and practical information regarding the internal standards of the Nursing Program and Self-Tutorial and Nursing Skills Laboratory (NSL).

The purpose of this manual is to disclose the Program's internal rules to facilitate the student's professional development process. It includes the expected results as a product of teaching-learning processes and the norms established for compliance. We rely on the cooperation of all of you to maintain an adequate student environment. We encourage you to participate in student activities and on the Nursing Students Association of Universidad del Sagrado Corazón.

The Nursing Program offers students the opportunity to complete their degree in one of two modalities of study: on-site education, which is regulated by the undergraduate biannual academic calendar, and distance education, which is offered to those students who qualify in accordance with current admission requirements.

We remind you that this handbook only contains basic aspects that should be considered by every student, however, there is an institutional document known as "Student Regulations", which can be found on the Compliance tab of the Sagrado web portal, under the following address: mi.sagrado.edu. We invite you to review the documents on this page that relate to policies and issues of interest to students.

If you have doubts about the Institution or Program's academic norms and policies, you should consult with your professional advisor or visit the Nursing Program's office where we will gladly assist you.

Admission Requirements to the Nursing Program

General Requirements for Admission to the Bachelor of Science in Nursing:

1. Complete the admission application to Universidad del Sagrado Corazón and make the corresponding payment.
2. Have a high school GPA of 2.50 or a minimum of 3,300 of admission index. Applicants with a bachelor's degree or equivalent should have 3.00 GPA. Students with a lower academic index will be evaluated by the Nursing Program.
3. Send professional interest questionnaire to the Nursing Program.
4. Specify in which modality you want to attend the Bachelor of Science in Nursing: on-site or distance education.
5. Be a citizen or permanent resident of EE.UU.
6. Submit a Criminal Record Certificate issued by the Puerto Rico Police Department effective for 30 days. If it is processed online, it must be validated and include a copy of the validation. Any candidate who has lived outside of Puerto Rico for a term of five (5) years prior to the filing of their application must submit an original Criminal Record Certificate issued by the competent authority of the state, country, or countries where they lived.
7. Students from institutions outside the jurisdiction of the United States must submit an academic degree homologation approval by an academic credential evaluation agency.
8. Foreign students must comply with the requirements established in the current Catalog. All documents related to the legal status and residence in the EE. UU of foreign students must be valid for not less than 2 years.
9. Students with an Associate of Science in Nursing must also have a permanent license and current professional record of the Puerto Rico Board of Nursing or its counterpart in the US. Must show license and registration evidence.

Requirements for distance/accelerated modality in Nursing

- Foreign students should also present the official identification of the origin country, preferably valid passport.

- Possess a baccalaureate degree in any discipline or have at least 24 approved university credits with an academic average of not less than 2.50 points.

General requirements for admission to the Associate Degree of Science in Nursing: distance education

In addition to institutional requirements, the following is requested:

- 21 years old.
- Meet at least one of the following requirements:
 - College experience (9 credits minimum with a 2.50 GPA minimum)
 - Clinical experience (could be LPN, medical assistant, among others)

Students admitted to distance education must meet the following additional requirements

1. Present official government identification of the country of origin, preferably a valid passport.
2. Have access to a computer with the following specifications:
 - Operating System -Windows 7 or greater; MAC OSX 10.7 Lion or greater (ideally 10.10.2) with a minimum of 2GB of space.
 - Processor / RAM -Dual-core 2.4 Ghz CPU, 2 GB RAM or better (Windows), Intel Processor, 2 GB RAM or better (MAC).
 - Browser -Chrome 25.0 or higher, Mozilla Firefox 20.0 or higher, Internet Explorer 9.0 or higher, Safari (Chrome preferred).
 - Java script Enabled & Third-Party Cookies Enabled.
 - Web-Cam Resolution -800x600 or better (and a working Microphone).
 - Internet Connection -Cable Modem, DSL or better (300 kbps download, 250 kbps upload)
3. Have basic internet browsing skills.
4. Basic knowledge and skills of operating system management, word processors, software, and work tools.
5. Knowledge about managing email accounts, to send, attach and receive messages.
6. Other technical requirements that are included in the Distance Education section of the 2020-21 Catalog or the current one.

Additional requirements for students transferred from another accredited higher education institution

1. Submit a student copy of credit transcript from the institution of origin for initial evaluation, and an official copy, directly from the institution, for final decision of the courses to be validated.

Requirements for Sagrado students enrolled in another program

1. Current Sagrado students admitted to another program who are interested in switching to Nursing must have a minimum GPA of 2.50. To make this change you must follow the procedures established by the institution for this purpose. Students with lower academic index will be evaluated by the Nursing Program.

Additional requirements after the student is admitted to the Nursing Program

All students admitted to the Nursing Program must submit the following documents in order to participate in clinical practice courses. These requirements are aligned with practice scenarios requirements and must be up to date before starting each clinical practice:

1. Valid Health Certificate issued by the Puerto Rico Department of Health (maximum validity period of 1 year.)
2. Criminal Record Certificated issued by PR police (validity 30 days).
3. Certificate of Puerto Rico Act 300 - Sex Offenders Registry (maximum validity period of 1 year).
4. Copy of Birth Certificate or passport.
5. CPR Certificate (validity period of 2 years) ****It cannot be taken online.***
6. Evidence of Vaccination against Hepatitis B (3 doses) and Chickenpox (2 doses). After 10 years, you need to have a laboratory sample for red blood cells antibody screen. If the dose administration sequence is not correct (0, 1 and 6), a red blood cell screen must be made to confirm that antibodies developed.
7. Seasonal Influenza Vaccine (annual administration).
8. Infection Control Certificate (OSHA).
9. Certificate of Confidentiality (HIPAA Law).

10. Certificate of Respiratory Protection for Airborne Exposures (maximum validity period of 1 year.)
11. Crisis Intervention Certificate (CPI).
12. Negative nose and throat swab culture - This is required for some clinical areas in accordance with the policy of the collaborating institution.
13. Sagrado student ID with photo.
14. 2 X 2 photo (as required by institution).
15. Resume (as required by institution).
16. Copy of health insurance (as required by the institution)
17. Other documents as required by the agency in which you will practice and the Department of Health of the Government of Puerto Rico.

Admission Procedure

1. Once all the admission documents have been completed, the Nursing Admissions Committee (Director, Coordinator, and Faculty) will evaluate the candidate's file for approval.
2. Applicants who have completed a bachelor's degree in any discipline may have up to 90 credits by validation depending on the Committee evaluation: 46 credits in general education courses, 12 science credits, and 32 concentration credits.
3. The curriculum or sequential for people with a bachelor's degree enrolled in the distance education mode, will be 21 credits per semester divided into 6 weeks terms (3 terms per semester).
4. Once the application for admission is approved, the Nursing Program, in coordination with the admissions officer, will assign the courses you can enroll in, in accordance with the current curriculum.

MISSION, PHILOSOPHY, GOALS, AND CONCEPTUAL FRAMEWORK

Nursing Program Mission

As an integral part of Sagrado, the Nursing Program is committed to preparing nursing professionals with the required competencies, to be a leader, and to strive for the highest quality of customer care taking into account cultural, ethical and legal values, following

the standards of nursing practice, among other aspects that promote a quality and safety practice.

Nursing Program Goals

1. Prepare highly educated nursing professionals to practice effectively and competently. Adopt a humanist, social, moral, and spiritual role in the care provided to create a culture of health and reduce health disparities in a global society, with an emphasis on prevention and welfare of vulnerable populations.
2. Prepare nursing professionals committed to community service and care, moral and professional values, and with the knowledge, skills, and attitudes to perform professional nursing roles as care, communication, and customer service providers.
3. Use fundamental concepts of biology, social sciences, theology, and philosophy. Apply nursing knowledge to evaluate the understanding and use of emotions to respond to the human experience of health, disease, and healing. Integrate technology, information management, and biodiversity in offering quality care in customer service to meet the demands of health and social assistance.
4. Use the best available proof to develop evidence-based practices and research in a constantly changing world, providing the opportunity to increase the learning experience of students and the professional development of professors through continuous improvement processes in order to increase efficiency and productivity.
5. Professors and students use university resources in accordance with their financial stability, to prepare themselves in building their own knowledge and professional development; to promote health and disease prevention, showing leadership and improving quality and safety in client care, among other competencies included in *The Essentials of Baccalaureate Education for Professional Nursing Practice [American Association of Colleges of Nursing (AACN), 2008]*.

Nursing Program Philosophy

We firmly believe that:

- Education in the nursing profession is a continuous, flexible, dynamic, and social process, based on knowledge, skills, attitudes, and experiences, which result in behavior modification.
- A nursing professional must show a respectful and professional image when interacting with other members of the healthcare team, in the way he or she communicates, dresses, and behaves, in the medical and non-verbal communication, in the way the client and family is treated, as well as in all the activities he or she participates in.
- The nursing professional has scientific knowledge, moral, ethical, and legal values, and the necessary knowledge to exercise his or her professional practice.
- The Sister Callista Roy Adaptation Model is appropriate to achieve adaptation of the individual, family, and community, and to achieve an optimal performance throughout its lifetime.
- The use of the nursing process directs the client-centered care through critical thinking and scientific reasoning when interpreting estimate data, establishing adequate nursing diagnoses, specifying desired results, planning the activities to be carried out, developing interventions properly, and evaluating results in different practice scenarios while integrating the interdisciplinary healthcare team.
- The nursing professional should use their knowledge, skills, and outlook to provide quality care and safety for the client, using evidence-based practice.
- Nursing students have the necessary attributes to identify, discern, and practice the values learned when using their skills to provide services to the client, family, and community, while respecting cultural diversity.
- It also recognizes that the practice of the nursing profession requires a continuous learning process and individual motivation to continue with their own personal and professional development through active participation in College of Nursing Professionals of Puerto Rico affairs and in the changing and globalized society of which they are part of.

Expected outcomes of the Bachelor of Science in Nursing Program

At the end of the bachelor's degree, students will be qualified to:

1. Apply leadership skills, improve service quality, and customer safety when providing health care.
2. Implement current scientific evidence in various situations and scenarios when exercising their practice.
3. Use technology and handle information in customer care by providing top quality health services.
4. Demonstrate knowledge about public and global policies in health care, and their influence in health care system operations and in professional nursing practice.
5. Communicate and collaborate effectively with colleagues and other members of the healthcare team.
6. Demonstrate and apply knowledge and skills in health promotion and disease prevention at individual and collective levels.
7. Show professional behavior and values.
8. Practice competent nursing care with individuals, families, groups, communities, and populations throughout the life cycle in different health care environments.

Expected outcomes of the Associate Degree of Science in Nursing Program

At the end of the associate degree, students will be qualified to:

1. Apply leadership skills and improve service quality and customer safety when providing health care.
2. Apply current scientific evidence to the practice in various health situations and scenarios.
3. Use technology in customer care and in information management when providing quality care.
4. Demonstrate knowledge about health care policies and their influence in healthcare system operations and in professional nursing practice according to their associated nurse status.

5. Communicate, coordinate, and collaborate efficiently with colleagues and other health professionals.
6. Apply knowledge and skills in health promotion and disease prevention at individual and collective levels.
7. Show professional behavior and values.
8. Practice competent nursing care with individuals, families, groups, communities, and populations throughout the life cycle in different health care environments.

Conceptual Framework

The curriculum developed by this faculty is rooted in the mission and philosophy of the institution, which is committed to educating people in intellectual freedom and moral conscience, willing to participate in the construction of a more authentically Christian Puerto Rican society: a compassionate community for justice and peace. It has an established conceptual framework that allows the objectives and competencies, as well as the activities of the teaching-learning process, to have an ascending logical progress through the curriculum. The conceptual framework of the Nursing Program from Universidad del Sagrado Corazón is based on Sister Callista Roy Adaptation Model of Nursing. It specifies relevant aspects of the nursing process, which generates satisfaction in the graduate by providing optimal care whose purpose is to promote the quality of life and health of the individual, family, and community.

The Human Being

The Human Being is the recipient of nursing care, which is the center of attention of the program. It is a biopsychosocial and spiritual being that, as an open entity, relates to the different parts and is in constant interaction with the environment.

The human being grows and develops through an orderly continuous process with a defined sequence and a predictable pattern. Variations occur in the growth and development of human beings as a result of individual differences, such as: gender, genetics, nutritional level, hormonal activity, family and community situation, health status, average IQ, and culture. Biopsychosocial development is the result of growing up

and learning, and of a society in constant evolution as a holistic being. It has needs to meet, so it maintains a human motivation to correct and develop those needs; from the fundamental, which are physiological, to the highest desire for self-fulfillment or self-actualization. The intelligence and creativity that human beings possess allow for those needs to be met.

It is volatile with the power to transform, so it has goals and objectives. It is vulnerable to changes in society, so it is constantly adapting to maintain quasi-balance as well as physical, emotional, and spiritual homeostasis, which, if not achieved, can alter health and succumb in illness and death. The human being is known by being holistic, a complex and conscious whole, lives and grows among family, and steps into society by adapting itself as an individual and within its family and community where values are shown in social and cultural environments. It uses communication as a process by which information is transmitted from one person to another so that society can work at its absolute best. Humanity is moving from an ethnocentric perspective to a global one. This change causes adaptive and non-adaptive behaviors in humans.

Health

Health is the expression of the individual's integration in their environment, as well as a process of being and shaping a holistic human being, and not only the absence of illnesses or diseases. It is the response to internal and external changes that occur in the environment through which adaptation is achieved to maintain and promote well-being. Health is the person's ability to carry out all those activities that allow him or her to keep basic needs satisfied.

Environment

The human being uses innate or acquired mechanisms to maintain health, which include modes of adaptation: physiological needs, self-concept, functional role, and interdependence. The environment is the resource of energy and materials where information is obtained to achieve the necessary level of adaptation, and the modification of the stimuli using modes of adaptation, by the constant interaction with a changing environment.

The health-disease continuum is an inevitable dimension in the human being's life where it changes according to three stimuli. First is the focal stimulus, which are rush changes the human being must confront in the face of a disease process. Second is the contextual stimulus, which are all of those that are present in the disease process such as temperature, environment, and others. Third is the residual stimulus, which contains the values and beliefs from past experiences, which may have an influence on the current situation of the disease. The level of adaptation is an area which indicates the degree of stimulation that affects health and leads to a positive or negative response.

Nursing

Nursing is a science, an art, and a health care profession, with the goal of promoting health and quality of life of the human being. As a practice, it focuses on the objective of offering individuals a service that positively promotes their health. It has a professional team whose focal point is the adaptation of the human being, family, and community. They maintain the autonomous development of evidence-based nursing knowledge, using specialized information on health promotion, disease prevention, health restoration, and rehabilitation for the benefit of the client.

It is a human discipline that facilitates the well-being of the person by using scientific knowledge, critical thinking, cognitive, motor skills, and human-Christian values when offering health care. The goal is for the individual to reach their maximum level of adaptation throughout their life cycle.

The nursing process is the tool used by the nursing professional to promote the adaptation of the holistic being. The adaptation model is a flexible one that allows such adaptation. It has the purpose of improving the quality of life and health of the individual considering the standards of practice. The holistic being as client and recipient of the nursing care through growth and development, both of itself, its family and community. It is the responsibility of the nursing professional to offer a quality health service that provides total satisfaction. It considers the concept that the person responds to changes in their environment and analyzes the behavior according to the client's health-illness continuum. This provides the foundation for developing the

nursing care plan along with intra and interdisciplinary teams in promoting well-being, preventing disease, and re-establishing health.

The nursing process uses critical judgment about individuals, family, and community to create goals within real and potential problems. Diagnoses and goals provide the basis for nursing intervention in order to achieve expected results. When implementing the nursing process, the adaptation problems of the individual, family and community are prioritized. Nursing then uses an approach based on the solution of problems and needs of the client, family, and community to obtain data and identify abilities and needs of the person as an adaptive system; select and implement alternatives based on scientific evidence and evaluate the results of the care offered.

Nursing is the service to the person, family, and community in a changing environment of a multicultural society. The changes that occur in these responds to the environment, which is a system that echoes global scientific and technological advances.

Education

Education is a fundamental right during the life cycle. It is a multidirectional process of shaping and teaching through which cognitive, motor, and affective skills are transmitted; habits that facilitate the adaptation of the human being in a changing environment. These skills are transmitted in different ways: formal, which requires a study format and structure, and informal, which does not have structure and comes from habits passed on by family and society through life-long experiences.

Learning occurs through the assimilation and accommodation processes during the stages of growth and development of the person in its environment. This process promotes critical thinking, clinical judgment, decision making, and teamwork skills. It must take place in an environment where the student can develop self-discipline, intellectual curiosity, ability to think clearly, and where the incorporation of nursing research findings into practice is promoted using information and technology.

The teaching-learning process involves a dynamic interaction between the professor and the student where each one communicates information, emotions,

perceptions, and behaviors. Learning occurs when there is a change in behavior in emotional, cognitive, and psychomotor domains.

Graduate Profile of the Bachelor of Science in Nursing Program

The Bachelor of Science in Nursing graduate from Universidad del Sagrado Corazón is a professional who:

- Analyzes the adaptive and non-adaptive behaviors of the human being, focused on his or her knowledge of natural sciences, nursing sciences, health trends and concepts, and technological advances, among other things, to establish the nursing diagnosis and develop a personalized and client-centered care plan.
- Promotes the well-rounded, physical, mental, and spiritual development of the society it serves by promoting and participating in health prevention activities, in the workplace as well as a volunteer in the community.
- Uses critical thinking and nursing process to plan, provide, and evaluate the care offered to promote health and prevent the disease of individuals, family, and community according to their growth stage.
- In its humanistic care, the graduate considers the ethical-legal responsibility as well as artistic and aesthetic values of the nursing profession, protecting the cultural diversity and rights of those to whom the care is offered.
- Practices the profession based on evidence, considers research findings, and integrates different sources of information, including technological resources, inter-professional communication skills, and involvement with different interdisciplinary teams.
- It offers client-centered nursing care, with the safety and quality needed to guarantee efficiency and consistency with practice standards and ethical-legal provisions that rule the profession.
- Shows a positive professional image and demonstrates motivation for continuous personal and professional development in staying up to date in his or her role as a nurse, taking on professional behaviors that elevate the values and reputation of nursing.

ACADEMIC RULES FOR NURSING STUDENTS

Classroom, hallway, and institutional premises norms for on-site students (also applies to distance education students when they are in Puerto Rico):

1. Students should contribute to keep classrooms cleaned and in order by **avoiding to:**
 - a) throw papers or objects on the floor.
 - b) put feet on lounge chairs.
 - c) write on walls, doors or armchairs.
 - d) smoking in classrooms, hallways, and university grounds.
 - e) drink and eat in classrooms.
2. It is important to be in the classroom at the indicated time. Punctuality is an individual responsibility; arriving late three times equals one absence. If the student is out of the classroom, without justification, for more than 15 minutes after class has begun, it will be considered an absence.
3. If it is time to start class and the professor has not arrived, students must wait ten (10) minutes for each hour of class. If the professor does not arrive after the waiting time, students must sign an attendance sheet and turn it in to the Nursing Program office. If assignments need to be handed in that day, they must be left at the office.
4. Any on-site student that misses a partial exam, must call or email the professor of the class in or before 24 hours. You will have the opportunity to request a replacement examination with evidence of a justified excuse (e.g.: judicial, illness, hospitalization, and death of a close relative) accepted by the professor.
5. There are no replacement quizzes. If you miss one, you will get zero (0) points.
6. Students will be responsible for class discussion, homework, and instructions offered during their absence.
7. Students who want use class hours to announce activities related to the course or associations must have prior authorization from the professor.
8. Student relationships with professors and other fellow students will be of mutual respect, understanding, cordiality, appreciation, and consideration.
9. Avoid interruptions and all kinds of noise, including cell phones, in classrooms and hallways.

10. The use of cell phones and electronic equipment, like a tablet or any other electronic device, must be authorized by the professor.
11. The use of smart watches, earphones, or any electronic device is not allowed during exams, quizzes, or classroom work.
12. Visitors or minors are not allowed in Self-Tutorial and Nursing Skills Laboratory, clinical areas, classrooms, and hallways during class period and exams.

Rules for clinical practice courses: on-site and distance education

Professional dress code

In accordance with the regulations established by practice centers regarding dress code, students will present a professional image, neat and clean, using the complete official uniform from Universidad del Sagrado Corazón, including:

1. Yellow (corn color) uniform or scrub as designed by the Program.
 - a. Students of the Associate of Science in Nursing degree use short sleeves.
 - b. Students of the Bachelor of Science in Nursing degree use three quarter ($\frac{3}{4}$) sleeves.
 - c. Male students wear yellow shirts (corn color) and white pants.
 - d. Female students wear the complete uniform (shirt and pants) in yellow (corn color).
 - e. Tag with name and title placed on the left side of the shirt.
 - f. Badge on left side sleeve.
 - g. Sagrado's official photo identification card always visible.
 - h. Modifications to the uniform or scrub design is NOT allowed.
2. Uniforms should not be tight to the body and underwear should not be visible through the uniform. Jeans, sweatshirts, or Lycra clothing is not allowed.
3. Nursing shoes should be professional: closed toe and white. Tennis shoes, sandals or Crocs are not allowed.
4. Ladies will use high-quality, white, and plain (no designs) stockings. Men will wear plain white socks.
5. Ladies should wear simple makeup, use light colors and no fake eyelashes.

6. Long hair should be worn in a bun, ponytail, or braid, and avoid using flashy accessories.
7. Men should have their beard cleaned and groomed.
8. Men are not allowed to have colored hair or makeup.
9. Male students with long hair will follow same established norm for the women. It is at the discretion of the practice center whether to accept this norm.
10. Nails must be short and without polish. Acrylic and artificial nails are not allowed.
11. The use of chains, bracelet or necklaces is prohibited.
12. Only one pair of small earrings (studs) allowed.
13. Male students are not allowed to wear earrings. Piercings in mouth, tongue, nose, eyebrows, face, or other visible places is prohibited for both men and women.
14. Visible body tattoos are not allowed.
15. For cold days, a white or light-yellow coat will be allowed at the discretion of the institution.
16. The student's uniform will be worn only during the established academic time of the clinical courses and it is prohibited to alter its design.
17. The use and display of the nursing uniform in social activities or in any extracurricular activity not authorized by Sagrado is prohibited.
18. The use of the wine-colored uniform or scrub (exclusive to the Self-Tutorial and Nursing Skills Laboratory) in academic activities of clinical practice courses is strictly prohibited.
19. Cell phone use is forbidden in clinical settings and laboratories.

This way we will communicate our professional esteem to the client, family, colleagues, and the community in general.

Attendance and punctuality

1. Attendance to skills laboratories and clinical practice is required to achieve course objectives. Therefore, absences from the first scheduled class day to the final evaluation day of course objectives, departmental exams, or course assessment, as established in the academic calendar, will affect academic performance.

2. To pass the Self-Tutorial and Skills Laboratory students must have completed 100% of practice hours and laboratory competency assessments.
3. To pass the clinical course, students must meet 90% or more of the clinical hours established in the course outline and have completed 100% of course requirements.
4. If a student is absent on one (1) occasion, he or she will be interviewed by the professor and referred to the Professional Counselor of the Program.
5. Practice center orientation prior to the start of the clinical course and final evaluation of objectives are compulsory.
6. Assigned work must be handed in on the dates established by the professor. In case a student does not turn in the assigned homework on time, the professor will determine the amount of points to be deducted (refer to course rules or syllabus.)
7. Students will be responsible for attending the clinical area according to the day and time they were enrolled in. Students who do not attend clinical practice must notify the professor as soon as possible and in writing, submitting evidence of the reason(s) for being absent. In case of tardiness, it is at the discretion of the professor and the practice center to accept the student or not. If the student is not accepted, it will count as an absence.
8. Students are not authorized to leave the practice center without previously notifying the reasons to the professor and having his or her authorization. Any student who violates this rule will be immediately referred to the Distance Education Nursing Coordinator and Program Director. Violation of this rule represents an absence from that day's practice.

Professional Conduct and Ethics

1. Complying with the norms established by the Nursing Program in relation to clinical courses dress code, students will show a professional image, neat and clean, with the complete official uniform from Universidad del Sagrado Corazón.
2. Students will comply with the Puerto Rico Department of Health Administrative Order # 284 of the Secretary of the Department of Health of the Government of Puerto Rico regarding the use jewelry and artificial nails. Only the use of analog watches and wedding bands are allowed.

3. No student may meet or communicate with representatives of the practice center without the proper authorization of the professor or the Program.
4. All co-curricular educational activity (health fairs, charity events, among others) of the clinical practice student that takes place outside the regular schedule and place established in the contract with the institution and the insurance policy, must be accompanied by a written request from the professor and have the authorization of the Nursing Program.
5. Students may not visit clients or enter restricted care areas not assigned by the professor or as students outside class hours according to practice centers rules.
6. Students will always maintain client's confidentiality and privacy as established by HIPAA Law. Students are not authorized to take photographs, nor extract or provide information of any kind, by phone or in person, about the clients or employees of the institution or practice center.
7. Students are not allowed to use cell phones or make personal calls while in practice area. All emergency calls will be channeled through the Program and the course professor.
8. Smoking is not allowed in assigned practice areas or on the premises of the institution or practice center in accordance with the provisions of Act # 40.
9. Students will not accept gifts, money or food from clients or relatives according to the rules of the institution or practice center.
10. Students will not offer money, gifts, or favors to professors in exchange for personal academic benefits.
11. Students should not incur in acts of illegal appropriation of articles, documents or any private property of clients, relatives, visitors, staff, professor or fellow students.
12. Students will not establish communication or non-therapeutic relationships with clients or their families. Nor will they establish communication or emotional relationships with employees or members of the practice center healthcare team, thus creating a hostile, sexual, or psychological harassment environment.
13. Students are not allowed to engage in distasteful pranks, excessive familiarity, obscene or disrespectful language and inappropriate jokes or comments that have racial, sexual, political, or religious content with clients or their families.

14. Students are responsible for displaying a confident demeanor in their clinical work, at all times. This means that:
- a. They will not expose clients or family members to physical and psychological risks and damages.
 - b. They will correctly apply the scientific principles learned in theoretical courses.
 - c. They will provide nursing care in a reasonable, prudent and safe manner within ethical-moral and legal limits.
 - d. Will show responsibility and commitment to the goals, objectives, and philosophy of the group, Sagrado and the practice center. They will display a behavior pattern consistent with the Nursing Code of Ethics and ethical principles of respect for human dignity, the client's right to autonomy, compassion, non-maleficence, altruism, social justice, and truthfulness in all clinical interventions.
 - e. They will keep the professor informed of the health status of the clients in charge, of sudden and drastic changes in the client's condition, and of other clinical data that they are handling at that moment.
 - f. Will always submit a report of interventions and pending issues to the nursing staff in charge of the client before leaving the practice area.
 - g. Will always be open to changes and suggestions to improve clinical performance.
 - h. Will always demonstrate respect towards members of the healthcare team, colleagues, and professor.
 - i. If necessary, the faculty reserves the right to withdraw from the practice scenario any student who is in violation of any of the general rules established in the clinical courses, especially those violations related to client-family rights or behaviors that jeopardize a safe practice. The student will be interviewed by the professor in charge of the course and immediately referred to the Distance Education Nursing Coordinator and the Program Director.
 - j. If a student is withdrawn from the practice area for violations of the established norms, this will count as an absence to that day's practice. The student will not return to the practice center until he or she is properly

authorized by a representative of the practice center, the Nursing Program Director and by the course professor.

- k. Should any situation of discrepancy occur with the professor, students have the right to defend their position by following the lines of authority and procedures established by the Nursing Program and Sagrado for handling student's complaints.

Behavior and Safety Rules Inside the Self-Tutorial and Nursing Skills Laboratory (also applies to distance education students when they are in Puerto Rico):

1. Follow the instructions of the laboratory technician.
2. Only students authorized by their professor or class schedule may be in the laboratory.
3. It is not allowed to bring children, teenagers or third parties to the laboratory. People outside the Nursing Program or the laboratory section being carried out are not allowed inside.
4. Use the personal protective equipment required for the procedure.
5. Only the wine-colored scrub with the Sagrado embroidered logo and identification will be allowed, except for students coming from clinical practice who may use the official uniform.
6. It is not allowed to adorn or alter in any way the design of the uniform or scrub.
7. Students may use comfortable and closed toe shoes Inside the laboratory, except Crocs or sandals.
8. Food, drinks, chewing gum or smoking, including electronic cigarettes, inside the laboratory or nearby hallways is not allowed.
9. Students are responsible for preparing for the assigned procedure once it is demonstrated by the professor. Procedure must be practiced before being evaluated.
10. A rubric will be used to evaluate all procedures and must be signed by the professor and the student.
11. Students are responsible for obtaining their own textbook or course procedures manual, scissors, stethoscope, and sphygmomanometer.

12. Students who are late to the laboratory are responsible for the material discussed and will notify the professor when they are ready to be evaluated.
13. Students can request an appointment to practice a procedure where improvement is needed by coordinating with the laboratory technician.
14. The professor and the group of students will be responsible for keeping the classroom organized and clean, including closing windows and doors at the end of class.
15. Use disposal bins according to the type of trash or waste. Do not throw trash on the floor, tables, sinks or under the beds.
16. Do not deposit trash in recipients designated for biomedical waste.
17. Games, gatherings, and races inside the laboratory area are not allowed, as these can cause injuries, accidents, and disrupt the academic environment.
18. Remember eviction plan, location of emergency doors and fire extinguisher, as well as how to use it.
19. Taking photographs inside the laboratory is not allowed without the authorization of the Program Director.
20. Students may use computers for educational purposes with prior authorization from the laboratory technician.
21. Every user of the Self-Tutorial and Skills Laboratory facilities is responsible for taking care of and keeping the equipment and materials in optimal conditions. As well as notify of any defect, irregularity or damage of the equipment and material being used.
22. It is not allowed to remove equipment or materials from the laboratory to use in external activities without prior authorization from the laboratory technician.
23. Professors and students are required to sign the laboratory's daily attendance sheet for each course.

Required Documents for Students Attending Nursing Clinical-Course Practice

In order to attend clinical practice, students must submit the following documents in original and photocopies (2 to 3 depending on the quantity of practice centers):

1. Health Certificate - issued by a public health unit or laboratory authorized by the Puerto Rico Department of Health (maximum validity period of 1 year).
2. Criminal Record Certificated issued by PR police (validity 30 days).
3. Hepatitis B Vaccines - evidence of three (3) doses (with their lot number) given in the routine administration schedule established by the Puerto Rico Department of Health.
 - a. If a student has not complied with the correct vaccination schedule, he or she must submit a Hepatitis B titer test performed and analyzed by an infectious disease physician authorized to practice medicine in the EE. UU. and its territories.
 - b. Titer test is also required to students and faculty who were vaccinated ten (10) years ago or more.
 - c. Students who do not have their vaccinations up to date, must make the necessary arrangements to get them before starting the clinical course and present evidence.
 - d. Students enrolled in the clinical courses who do not submit evidence of Hepatitis B vaccination must withdraw from the course.
4. Annual Influenza Vaccine must be administered every September.
 - a. Any student that suffers contraindications to this vaccination must present a medical certification, issued by a doctor authorized to practice medicine in the EE.UU. and its territories, as evidence.
5. Chickenpox vaccine (Administrative Order # 288 from Puerto Rico Department of Health, December 2011) - two (2) doses, with a 30 day interval between doses, are required.
 - a. In case a student contracted the disease, or the immunization administration schedule is not as established, the student must have a Hepatitis B titer test done to show he or she is immune to the disease.
 - b. A physician authorized to practice medicine in the EE.UU. and its territories must certify the laboratory results.
6. Certificate of Good Conduct (criminal record) - Original document issued by the Puerto Rico Police Department.

7. Basic Cardiopulmonary Resuscitation Certificate (CPR) - online course certifications are not accepted; must be an in-person instruction course and submit the American Heart Association completion card as evidence.
 8. HIPAA Certification (valid for 1 year) - you can take it online for free.
 9. Certificate of Respiratory Protection for Airborne Exposures (valid for 1 year)
 10. Crisis Intervention Certificate (CPI)
 11. Copy of the Birth Certificate or Passport
 12. Certificate of Puerto Rico Act 300 - Sex Offenders Registry (valid for 1 year).
 13. Results of nose and throat swab culture.
 - a. If positive, the student must submit evidence of medical treatment and repeat test when finished.
 14. Copy of Sagrado student photo ID
 15. 2 x 2 passport photo
 16. Resume
 17. Copy of health insurance card. If your health insurance is not from Puerto Rico; you must use the medical plan offered by the University at the time of your enrollment.
- Students must submit all required documents (originals and 2-3 copies) for clinical rotation, the one requested by professors prior to orientation date and beginning of practice.
 - Only applications with all complete documents will be accepted. Incomplete documents or documents that cannot be validated with their original will not be accepted. Professors will be responsible for verifying and validating documents prior to the orientation in the practice center, as well as certifying each of the documents with the **true and exact copy** stamp provided by the Nursing Program.
 - Documents submitted by other students or third parties will not be accepted.
 - Students are responsible for verifying, updating, or renewing expired documents on time, and submitting copies validated by the professor to our office.
 - Any dishonest act of document fraud or forgery will be penalized according to the policies established by the Nursing Program and the Institution.

- All documents requested to students are mandatory requirements in order to attend clinical rotations in practice centers. Students who do not comply to submit all required documents on the requested date, may NOT under any circumstances be admitted to the practice center under any circumstances, risking having to withdraw the course and lose clinical practice rotation.
- Attendance to the various orientations offered by practice centers to students and professors at the beginning of each rotation is **compulsory**. Students who, for any reason, miss an orientation may **NOT** start their practice even if all documentation has been submitted, risking having to withdraw the course and lose clinical practice rotation.

NURSING PROGRAM OFFICE

1. The Nursing Program office must be a quiet place to work efficiently, for this reason:
 - b) Groups of students talking or gathered in the reception room are not allowed.
 - c) Students will only be tended to during office hours and by appointment only, except in cases of emergency.
 - d) The office phone and photocopier are strictly for official use, Program Secretary will have control of them.
2. In the reception area there is a suggestion box, with a form that students can fill out to express their comments, complaints, or concerns.

ACADEMIC ADVISING POLICY

Academic advising is a service offered to students, to guide them in the fulfillment of their curricular requirements. It is important that students get acquainted with their academic advisors and the enrollment process before making official any academic endeavor.

1. Students must enroll and complete courses according to the current Study Plan. Students must comply with the prerequisites and corequisites of the classes to take.
2. During the assigned timeframe to reserve courses, students must:
 - a. Check the *Course Needs* section on the web portal to identify validated, approved, failed or pending courses.
 - b. When in doubt, students should request an appointment with the academic advisor on how to better use academic advice tools and services.
3. Advisors analyze students' academic progress and advise them which courses to take according to their study plans or curriculum.
4. The steps to follow regarding different grading situations are included in the grade appeals section of the Nursing page in the Student Handbook section of the Sagrado web portal.

Academic Honesty, Fraud, and Plagiarism

Academic honesty is an essential requirement to pass courses of both on-site and distance education modalities. Dishonesty, fraud, plagiarism, and any other unethical behavior related to academic work or any action aimed at that end is considered as academically dishonest.

1. Lies, deceit, irresponsibility, and lack of integrity are all dishonest acts, and so is:
 - Forge the signature of another person on the attendance sheets of their clinical course or in official government or institutional documents.
 - Participate in group work presentations without having done your part.
 - Take and submit as your own work from other students, from previous courses or years, or from the current year.
 - Pay another person to do academic work in order to meet class requirements without being the intellectual authorship of students.
 - Provide academic work to other people with the purpose of them using it as their own.

2. It is considered fraud the unauthorized use of materials and giving or receiving unauthorized help during the academic exercises, such as:
 - Copy another student's work or allow another student to copy your own work, whether both parties have agreed.
 - Take a test for another student or allow another student to take a test for you.
 - Have and use stolen and distributed test answer keys.
 - Falsify test results.
3. It is considered as plagiarism the use of another person's ideas or words without due recognition, such as:
 - Not using quotation marks, or indentation when directly citing a source of information, avoiding crediting the author.
 - Slightly rephrase wording to give the impression of being the intellectual author when it is not.
 - Rephrase wording almost completely without giving any credit to the original author.
 - Copy and paste web content without giving credit to the author and the original source of the information.
4. Alteration, falsification, destruction, illegal duplication or fraudulent use of exams, teaching materials, and other official academic documents contained in the platform.
5. Possession or unauthorized disposition of academic materials, including:
 - Sell or buy exams or other academic papers.
 - Take or use another student's academic work without permission.
 - Possess exams or other assignments that have not been formally distributed by the professor.
 - Turn in the same assignment in two different sections of the same course or in different courses without specific previous authorization.

Assignments submitted by the students will be their own intellectual authorship, should not incur in plagiarism, and must list references used. Plagiarism is illegal and unacceptable, and if it has been proven, following the established procedures of

Copyright Policy, it will be sufficient reason to grant disciplinary sanctions, such as administrative withdrawal from the course, suspension, and even expulsion from the Program and the University.

Copyright Policy

1. Copyright Law (Title 17 of the United States Codes) protects authors of literary, dramatic, musical, artistic, and intellectual works, among others. This law includes the exclusive right of the author or owner of the work to authorize others to reproduce, distribute or create material based on any work or content of their authorship. Copyright is set by law regardless of the medium, provided that original works of authorship are fixed in a tangible medium of expression. A copyright notice is not required to stipulate ownership of the work. This law also protects photographs and illustrations, including digital and electronic work, among others.
2. Plagiarism is the act of copying another person's work or borrowing someone else's original ideas, words, and other intellectual property when not explicitly authorized by the author or creator.
3. For specific details, refer to Universidad del Sagrado Corazón institutional policies.

Intellectual Property

1. The content of the nursing courses is intellectual property of Universidad del Sagrado Corazón. Paying the tuition for a nursing course, whether on-site or distance education, and having access to the platform cannot be interpreted as surrendering intellectual property rights related to the course, platform or contents presented therein, hence:
 - It is strictly forbidden to reproduce, partially or totally, the contents and any of the material presented in courses and platform, except for students' personal use and not for commercial use.
 - Institutional logo and copyright marks cannot be removed from documents regardless of their format.

- All work, material or document that students submit in compliance with academic or administrative requirements becomes property of the course (on-site or distance) and of the Program, which reserves the right to use it.
- On distance education courses, students may copy all their evaluated and graded work in a digital memory or another data storage medium or device. Once the course is over, they will be stored for one year on the Sagrado server in the Integrated Computer and Technology (ITI, for its Spanish acronym) unit. Subsequently, under no circumstances will they be given to students or third parties.

ADDITIONAL REQUIREMENTS FOR DISTANCE EDUCATION STUDENTS

GENERAL RULES OF DISTANCE EDUCATION COURSES

Technical requirements and minimum skills of students who participate in distance education courses

Students enrolled in distance education courses are responsible for complying with minimum technological requirements and computer skills necessary to work in a distance course. Following is a list of requirements needed to enroll in distance education:

1. Equipment: computer with webcam and microphone, keyboard, and mouse.
2. Basic keyboard operation and good mouse handling techniques.
3. Basic knowledge of your personal computer operating system.
4. Basic knowledge of software and work tools, like word processors.
5. Manage email accounts to send and receive messages and attach documents.
6. Use of internet browser.
7. Online information search.
8. Prepare presentations using Power Point and Publisher, among others.
9. Basic Excel knowledge
10. Good personal and academic time management skills.
11. Minimum browser software requirements (Web Browser):

- Recommended browsers: Chrome and Firefox (updated versions.)
 - Microsoft Word processor.
 - Official email account of the academic institution.
 - Courses may require that you to have special plug-ins (free of charge) in your computer to access multimedia resources, PDF files, PROCTORTRACK, ZOOM and other web components.
12. We suggest students install the following software on their computers:
- Chrome <https://www.google.com/chrome/>
 - Firefox Mozilla <https://www.mozilla.org/en-US/firefox/new/>
 - Adobe Acrobat Reader <https://www.adobe.com/products/acrobat/>
 - Adobe Flash Player <https://get.adobe.com/flashplayer/>
 - Java <https://www.java.com/en/>
 - Microsoft Office
 - Antivirus
13. Problems with accessing online courses due to not complying with technical requirements and minimum skills already detailed are the students' responsibility. However, technical support department is available to answer questions and help regarding this matter (Ext. 3559.)
14. Students must consider their geographical residential time zone and the platform's operating hours (Puerto Rico is Atlantic Standard Time).
15. Proper maintenance, updating, and availability of personal technological equipment (computer, internet, and camera, among others.) to meet course objectives are the students' responsibility. Personal technological equipment problems will not represent an excuse to avoid fulfilling course assignments.
16. Students are responsible for making and keeping copies of their academic performance. Students are recommended to use storage devices as well as online data storage services (e.g. Google Drive, Dropbox, Slideshare, Scrib or Box).

Access to Distance Education module:

- Those who have been officially enrolled in online courses are considered as Distance Education students.
- Students recognize that access to the distance education platform is individual, so you must have an official student account which is provided once enrolled in the university. It has a username and password, which will allow you to access the platform. This account authenticates the user as a university student. Therefore, students are fully responsible for the proper and ethical use of this account while enrolled in the institution.
- Unauthorized access to a course with your student account, by third parties not enrolled, is an unethical practice and an academic violation that can lead to disciplinary sanctions like academic suspension and others.
- Due to the accelerated nature of online courses, students must register in the established enrollment period for Distance Education provided in the academic calendar.

Duration of distance education courses:

- The estimated period of the academic term of each online course is six (6) weeks, one week for each unit of study. Students must take six modules or units of instructional content and evaluation modes, and a first introductory module to the course.
- Students agree to access the online course at least 3 times a week in a 2.5-hour period or more.
- Course material will be available 24 hours a day and students are required to engage in active and continuous participation to assimilate and understand all the topics discussed.

Distance education course participation

The student:

- is responsible for participating in all academic activities of the course, as instructed by the professor, including reading of course outline, syllabus, calendar, references, and resources provided from the first week of classes.
- will commit a minimum average of 7.5 hours per week to each study unit. Will be responsible for organizing workload according to study habits and lifestyle, as long as academic responsibilities are met during the established time.
- is responsible for complying with what is established in the course outline (document corresponding to syllabus), which is provided by the professor under the introductory unit in the platform.
- must complete all activities established in the course, use of didactic and reference content, active participation in discussion forums, sending assignments on the dates established in the calendar, and completing quizzes and exams within the scheduled time.
- will submit all written work following guidelines and style of the *Publications Manual of the American Psychological Association (APA)*, revised in 2019. may not copy previously published material, that is, **PLAGIARISM IS NOT ALLOWED** (refer to institutional norms and policies.)
- can access any course content, even if it is copyright protected. Can reproduce and use as reference in different projects or group works of the course and section enrolled but citing them as a copyright reference.

Steps to withdraw from a distance education course:

- To stop attending a course or communicate to the professor, counselor, or Distance Education Coordinator about the intention to drop out is not equivalent to withdraw a course. Students should contact the Office of Academic Services (extensions 2694 and 2101) to start the corresponding process established by the institution.
- Students who decide to withdraw from the Nursing Program must notify their Academic Advisor or Professional Counselor (extension 3622) to complete the application for total withdrawal and submit it to the Registrar's Office (extension 3451, 3453, 3462, 3305, 3463, 3460).

Communication between Distance Education Students and Professors:

- Students agree to maintain effective communication with the course professor, in case of any difficulty or situation.
- Students agree to participate in the course within an environment of security, respect, and collaboration with their professor and classmates.
- In students communication with the Nursing Program, as well as in online class participation, is prohibited to The use of offensive, discriminatory, derogatory or threatening language towards classmates, professors, administrative staff, or other people, in communications with the Nursing Program and in on-line class participation, as well as in phone calls, ZOOM, chats, messaging, and emails. These hostile and negative behaviors will be addressed with disciplinary sanctions in accordance with program and institutional.
- Students are responsible for frequently checking **(at least every 24 hours)** their emails and course messages, keeping up to date with changes in the calendar or schedules.
- The professor will be available in the chat, during office hours, to communicate with students, clear up doubts, and answer questions in real-time (synchronous.) Also, in communication forums, messaging, and emails when offline (asynchronous.) When necessary, the professor will make an appointment to talk via telephone, using an institutional phone, or ZOOM with the student in need. **Communication between professor and students through personal phones or personal emails, WhatsApp or similar applications is not allowed.**
- Students' information is confidential therefore, no information or personal data will be provided in chats, personal emails, telephones or third parties.
- When communicating in chats, discussion forums or institutional emails, it is prohibited to use profane, insulting, aggressive or disrespectful language towards professors, classmates or third parties.
- In case of questions or doubts regarding any activity or assignment, students should contact the professor prior to its established deadline. Failure to participate in instructional and evaluation activities on the established dates will be graded as zero (0) points.

Assignments turned in after scheduled date:

- Good time management skills are essential in the success of an online distance education course.
- It is expected that students **turn in** their assignments on the dates established in the calendar and **participate** in all activities, like discussion forums, teamwork, among others.
- Professors will schedule work, activities in the calendar, as well as methods, dates, and time for submitting assignments according to platform working hours. Remember to synchronize your geographical time zone with that of the platform.
- If an event beyond your control prevents you from turning in assignments on time, contact your professor immediately. Approving an extension period to turn in pending assignments is entirely at the discretion of the professor.

Methods to submit assignments or participate in activities of online courses:

- Discussion forums should be answered in the corresponding box and not via email to professors or third parties.
- Read the requirements and rubrics of each discussion forum carefully before posting any reply or comment.
- Participation in forums must be actively and critically thought out, comply with evaluation criteria, cite and present scientific evidence in support of contributions.
- Once the forum is closed, there will be no opportunity to submit any additional input.
- It is entirely at the discretion of the professor to accept assignments after the established date.
- Assignments must be turned in using .doc format **(Word) if it is a document, or .ppt if it is a PowerPoint presentation. PDF documents are not allowed.**
- Assignments will be submitted in the corresponding folders for each work. These folders will be created and programmed in the study units. No assignments will be accepted by other means aside from those established in the platform.
- Professors reserve the right to impose penalties and to accept or deny assignments, among other academic decisions.

Communication with your professor:

- It is important to know that the professor will answer any questions, message or emails in a 24 – 48-hour period. After this time, if the student does not receive a response, he or she should contact the Services Manager to the student (939-545-1187 or 939-545 3744)
- The professor will create a discussion forum for general questions. This is a way to communicate with your professor and classmates in order to share and answer general questions about the content of the course.
- If a real-time (synchronous) meeting is necessary, the chat tool will be used by prior agreement with the professor.

Privacy and confidentiality in the virtual classroom:

- A valuable academic feature of Sagrado is students can enrich themselves with the knowledge and information discussed in class and written assignments. However, it is imperative that you do not share compromising, confidential, privileged, or personal information. You must be cautious about how you engage with other students in your group.

Tests, quizzes, and Proctortrack:

1. Proctored exams given in online nursing courses are exams offered in a controlled environment and in a web platform and is supervised (Proctortrack).
 - a. The proctor is an accredited institution dedicated to ensuring and validating the identity of the test taker (student) when taking a proctored exam.
 - b. The proctor guarantees integrity in the test administration process and certifies that online students take the exams without incurring in violations of any related norms established by the Nursing Program or Sagrado.
2. Dates for all exams and quizzes of the course are scheduled and programmed in the platform.
3. Regulations for taking exams using Proctortrack:
 - a. Onboarding Exam

- Before taking exams or quizzes for each course, students must take a practice test known as Onboarding. This test is in the introductory unit of the course, in the first week of classes.
 - Students are responsible for taking the Onboarding exam on or before the first 24-48 hours of the start of the course.
 - If the Onboarding exam is not taken, Proctortrack will not allow access to exams or quizzes. Automatically receiving an unfavorable zero-grade (0) evaluation in the test.
 - Students can take the Onboarding exam as many times as necessary until approved by Proctortrack. There is no attempt limit.
 - This exam will not be included in the course's final grade.
- b. When taking proctored exams, it is prohibited to:
- have other people (including adults or children) in the room where the student is taking the exam.
 - give access to the test to third parties not enrolled in the course.
 - grant access to relatives, friends, classmates or spouses to take the exam in the student's place.
 - open or to keep open other internet pages or computer programs.
 - turn off or not activate computer's camera and microphone. Both camera and microphone must be activated prior to accessing the test and must remain on for the entire examination period.
 - to skip the identification process of the room surroundings before starting an exam.
 - to not provide ID for authentication.
 - wear sunglasses, hats, or headphones.
 - use books, papers, notebooks or take notes, among others.
 - have electronic devices (tablets, cellphones, laptops, smartwatches, recorders, scientific calculators, other computers, etc) on the table or near the exam area.
 - take photos or scans with the cell phone.
 - answer calls or talk to other people during the exam.
 - block visibility leave camera frame or abandon the room.

- make attempts to copy and paste information from digital sources.
- take screenshots.
- print out test questions or take photos
- use multiple screens.
- leave the exam page and navigate to other web pages.

Assessment Technologies Institute (ATI)

During COVID-19 Pandemic Sagrado acquired Assessment Technologies Institute (ATI). This tool integrates learning strategies and provides to students simulated clinic scenarios, similar to reality in interaction of client-student. These clinical scenarios provide to the student the opportunity to develop critical thinking and clinical judgment skills using the interactive clinical scenarios, like real life. The different modules that offer ATI platform, are curricular articulated with the clinical course and skills laboratories of the Nursing Program.

Part of the objectives of the ATI platform are:

- Demonstrate and establish the order and correct way to perform different nursing basic skills and procedures.
- Exposing the nursing student to clinical experiences similar to real life, wich help them to develop cognitive skills of clinical judgment and decision making.
- Develop assertive communication and behavioral skills that students can apply in simulated or real clinical settings.
- Integrate knowledge and skills of collaborative work to promote interprofessional teamwork.

The professor is responsible to guide the student in the educational process through the use of ATI.

Students regulation using the ATI platform:

- The student must create an account in the platform only with institutional email.
- Under no circumstances the student can't create other accounts.
- The student will only access to the simulation when the professor of the course provides the access and password.
- The student will be able to access to the modules related to their current or past courses.

- The access and password provided by your professor can not be shared with third parties.

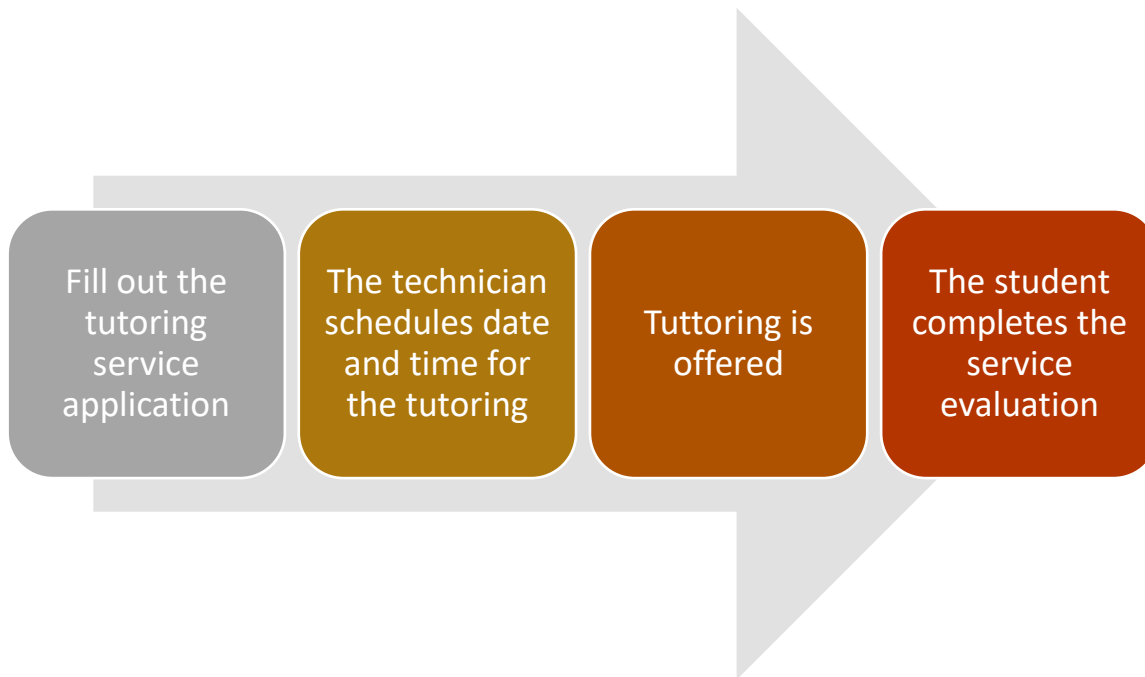
Tutoring Support Services

The tutoring service offered in Nursing Skills and Simulations Laboratory is intended reinforce the students' knowledge and skills, according to their level of preparation. This service is offered individually in person o remotely. The student will have the opportunity to request the tutoring support service electronically through the NURSING page, located within the Sagrado Portal (mi.sagrado.edu). Likewise, the course professor can refer the student to receive this service.

Modalities to offer tutoring support:

1. **Presential:** This service is offered in the facilities of the Nursing skills Lab, through prior appointment coordination.
2. **Remote:** Services offered using a diversity of platforms (Web, videoconference through ZOOM or similar institutional educative platforms and ATI). Synchronously, that is, remotely.

Flowchart for the application process:



Regulations in the process of receiving support from face-to-face or remote tutorials:

1. Once the tutoring support service has been requested or being referred by the professor, the technicians will be communicating with the student to coordinate the day and time of tutoring. The tutoring service cannot conflict with the student's class schedule.
2. You must comply with institutional protocols y regulations of the Skills and Simulation Laboratory.
3. The student must attend with the complete laboratory uniform, following the established regulations and registry or being connected five (5) minutes before the scheduled time to receive the tutoring service.
4. If you are not being able to attend tutoring service, you must notify at least 24 hours in advance to reschedule the appointment.
5. The use of cell phones will not be allowed during the tutoring process.
6. The duration time of the tutoring service varies from 30 minutes to an hour per tutoring in which a maximum of two (2) skills will be offered per appointment.
7. The student is responsible for studying the literature related to the skill will be practiced in tutoring.
8. The professor is responsible to explain, demonstrate and evaluate the student's skills and procedures.
9. Tutoring does not substitute the explanation and demonstration in the classroom. If the student is absent from his class, he cannot substitute this learning with tutoring. The absent student is responsible to study the procedure and clarify doubts with the course professor.
10. The Professor is responsible to provide the student an explanation and demonstration of the skill or procedure before referring the student to the tutoring service.
11. The tutoring service does not involve an evaluation of the skill for grading. Technicians are not allowed to evaluate or grading students, this is a responsibility of the professor.

12. Once the tutoring is finished, the student must complete the electronic Satisfaction Survey, located on the NURSING page of the portal.

ADDITIONAL NORMS FOR DISTANCE EDUCATION STUDENTS IN SKILLS AND CLINICAL LABORATORY PRACTICE COURSES

Welcome and Orientation to Clinical Course

1. Attendance to **Welcome and Orientation activity** at the beginning of each clinical rotation in Puerto Rico is **mandatory**.
2. Visitors, family members or minors are not allowed in the Self-Tutorial and Skills Laboratory facilities, clinical practice centers, classrooms, or hallways during exam periods or in any co-curricular activities.

Schedule for Skills, Simulations, and Clinical Courses Laboratories

1. **Before traveling to Puerto Rico to begin clinical practice, students must check the Web Portal to make sure they are officially enrolled in the correct clinical course.** Without the certainty of being enrolled and having to do the rotation, students must not travel to the island or incur financial expenses without these guarantees. Traveling to the island with the expectation of doing a rotation, without being previously enrolled and authorized, does not require the Nursing Program to make exceptions with the student.
2. Skills laboratories (tutorials) and clinical courses are offered in 8 hours a day practices (7:00 a.m. - 3:00 p.m., 3:00 p.m. - 11:00 p.m.), during a six (6) days per week period, from Monday to Friday, until the scheduled clinical rotation hours are completed. Sundays are for resting.
3. Students must complete a total of 30 hours per skill laboratory and a total of 120 hours of practice and simulations per clinical rotation, except in course ENL 440 which is only 90 hours of practice.
4. Schedules are established considering the course competencies that the student must meet and the availability of spaces in practice centers.
5. Students are responsible for making the necessary adjustments to attune their overall schedule (employment, family, and others) with their study and clinical

practice time. The program is not required to make adjustments or exceptions in clinical schedules and spaces due to personal or family situations of the student.

6. Student attendance and participation in all academic activities of skill laboratories (tutorials) is **mandatory**. Students who are late or absent from their practice hours in the skills laboratory courses will NOT be able to pass the course and will not move on to take the equivalent clinical course for the laboratory they failed to complete the required 30 hours.
7. Once the clinical course begins, students are responsible for completing the scheduled time according to the hours of clinical practice required by each course. **Under no circumstances will students be authorized to leave the clinical course without complying with the regulatory time/**

Appendices

- **Application for Academic Advising**
- **Complaints, Concerns, and Suggestions Form**
- **Plagiarism and Its Consequences**

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PROGRAMA DE ENFERMERÍA

Application for Academic Advising

TO WHOM IT MAY CONCERN:

Name: _____ Student number: _____

I certify that today _____ / _____ / _____ I went to the Nursing
(month) (day) (year)

Program office with the purpose of receiving:

- Academic advice
- Orientation on next semester courses
- Orientation on changes to my class schedule
- Help with course enrollment issues
- Other issues: _____

Suggested courses to enroll: _____

I understand and agree that if **I do NOT pass the nursing courses in which I am enrolled and attending in this academic period, I will have to withdraw and cancel the reservation of courses recommended by my academic advisor, if they are curriculum prerequisites. In the same way, in case of obtaining a grade of *Incomplete* in any nursing course I will NOT be able to continue enrolled in the courses recommended herein.**

Additional agreement: _____

Signatures:

Student: _____ Date: _____

Academic Advisor _____ Date: _____

Approved by the Faculty of the Nursing Program on August 22, 2014
Rev. August 2017

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Universidad del Sagrado Corazón

PROGRAMA DE ENFERMERÍA

Complaints, Concerns, and Suggestions Form

Name: _____ Date: _____/_____/_____
(month) (day) (year)

Complaint or concern: _____

Suggestions: _____

Applicant Signature



(Please do not write, for use of the Nursing Program only)

Action taken: _____

Result: _____

Notification to the applicant: _____

Signature of officer handling complaint: _____

Date: _____/_____/_____
(month) (day) (year)

Plagiarism and Its Consequences

Plagiarism is a crime that consists of copying all or part of a published source, either in print (paper) or digital (internet), buying papers already written or having someone else write or correct a work for us. Students who engage in the above are stealing intellectual material (using another person's intellectual skill as if it were their own); this crime is classified as *plagiarism*. *Plagiarism* is a very serious infraction against academic honesty and can lead to suspension or expulsion from Universidad del Sagrado Corazón.

Plagiarism also consists of taking someone else's work or ideas and passing them off as one's own. You commit *plagiarism* when using the words of another person without citing them, using quotation marks (“ ”) or other explicit clarification. The plagiarized material can be a phrase, a sentence, a paragraph, a page or an entire work. *Plagiarism* is claiming as one's own the use of written ideas (published or unpublished) of another person, whether it is word-for-word or paraphrased. Both direct citations and paraphrases of written material must be attributed to the original source by notes or a mention in the same text, whether it is a particular word, a phrase or one or several paragraphs. Generally, professors can recognize *plagiarism* by comparing the student's amateur writing with the more elaborated text of the plagiarized writer.

I have read and understood the explanation of what *plagiarism* is, which the professor distributed during the first days of classes.

Student name: _____

(in print)

Signature: _____ Date: _____

Course: _____