



## **NURSING PROGRAMS POLICIES AND PROCEDURES**

### ***Institutional Rules and Regulations***

NUC University's goal is for our students to complete their program of study within an academic environment of excellence and to receive quality services. These services require an atmosphere of appropriate behavior conducive to an optimal learning environment. To this end, all students must observe the following rules:

1. Students are expected to maintain good conduct at all times within NUC University.
2. Classrooms are considered study areas where students are expected to maintain silence and behave in an orderly manner. Silence and order are also required in the Educational Resource Centers, laboratories and hallways.
3. Regular and punctual attendance to classes and laboratories is an essential part of the academic program.
4. Appropriate attire is required at all times. Students should be aware that some programs require specific uniforms to be worn during internships and/or in laboratories.
5. Students are advised to submit the requested documents within the required timeframe.
6. The administration will expel any student who damages or destroys any property of NUC University.
7. Officially enrolled students at NUC University have the right to use the laboratories corresponding to the courses in which they are registered. However, they must handle the laboratory and computer equipment with care and follow the rules governing its use.
8. Children are not allowed in the classrooms, and NUC University is not responsible for any injuries or accidents that may occur.
9. Money collections and sales of any kind are prohibited without prior authorization.
10. Students are not allowed to smoke on the premises of NUC University.
11. The use of alcohol or illegal drugs at NUC University, or attending classes under the influence of such substances, is grounds for automatic expulsion of the involved students, in accordance with the Institution's policy.

More information about the rules and regulations students must follow is available in the publication titled "Student Handbook", which is a manual for the Institution's students.

### ***Academic Integrity Policy***

NUC University's principles of academic integrity do not tolerate acts of forgery, misrepresentation, intellectual dishonesty, whether intentional or not, or deception. Acts of intellectual dishonesty, which includes, but are not limited to, as cheating, plagiarism, fabricating data or citations, stealing exams, selling or distributing stolen exams, using faculty texts without prior authorization.

Also, taking an exam for another student, using technology to disseminate exam questions and answers, manipulating another student's academic work, misuse of institutional funds or scholarships, facilitating acts of academic dishonesty for other students, academic sabotage, and submitting work completed for previous courses (except for compiling previous coursework for a Directed Research Project, if approved).

The student is responsible for reading and complying with the Academic Integrity Policy available on the Institution's website.

### ***Internal Grievance Policy***

An internal grievance policy has been established to address complaints from students, employees, and other interested parties. The process is as follows:

1. The student must submit their complaint in writing to the Student Affairs Office. In the case of employees or interested parties, they should submit a written complaint to the Human Resources Director.
2. The designated officers will review the complaints within five business days after receiving them.
3. Once the complaint has been investigated, a response must be provided to the complainant within 10 business days after the final decision.

### ***Grievance Procedure***

The following procedure must be followed to file/handle complaints of sexual discrimination in educational programs and activities within this institution.

1. The student or employee must submit their complaint in writing to the Human Resources Office, attention to the Human Resources Institutional Director at NUC University.
2. The designated officers will review the complaints within five business days after receiving them.
3. Once the complaint has been investigated, a response must be provided to the complainant within 10 business days after the final decision.

### ***Non-Discrimination Policy***

In accordance with the requirements of Title IX of the Education Amendments of 1972 and its implementing regulations, NUC University has designated its Director of Human Resources as the Title IX Coordinator. The following non-discrimination policies and complaint procedures are published to address any complaints of sexual discrimination in the educational programs and activities of this institution.

1. NUC University does not discriminate on the basis of sex in admission or employment within its educational programs or activities.
2. The Title IX Coordinator for the Institution is the Human Resources Institutional Director at NUC University. They can be contacted in the Human Resources Office.
3. All inquiries related to Title IX and its implementing regulations may be referred to the Human Resources Institutional Director or to the Office for Civil Rights, U.S. Department of Education, 75 Park Place, 14th Floor, New York, NY 10007-2146, phone (212) 637-6466.

Any complaints of discrimination based on age, race, color, national origin, social status, physical or mental disability, or political or religious beliefs will also be governed by the complaint procedures mentioned below and as described in the Student Handbook.

### ***FERPA: Family Educational Rights and Privacy Act***

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, aims to protect the privacy of students' academic records at the postsecondary level, as well as those of parents and guardians of students under 18. The Act applies to all institutions receiving federal funds and provides the right to review academic records, request amendments to these records, and limit the disclosure of information contained within them. Students enrolled in a postsecondary institution, regardless of their age or dependency status, are protected by FERPA. The scope of the Act includes records, documents, and information directly related to the student. This also includes transcripts and any other documents obtained from institutions where the student was previously enrolled. Students have the right to review records that are directly related to them and maintained by an educational institution or an authorized entity managing the Institution's records. Any person or entity wishing to obtain information from the records must present a current, signed written consent from the student before accessing the requested information. Additionally, photo identification must be provided.

### ***Disability Accommodations in Academic Programs***

The policy for students with disabilities in the Nursing Program at NUC University complies with the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act (ADAAA). The aim of the program is to include students with functional diversity. Students with functional

diversity who apply to the program must meet the essential functions of the program. Students with disabilities have the legal right to belong to and access all services offered.

With the aim of providing equal opportunities to students with functional diversity in the nursing program, they may request:

- › Reasonable accommodations in their classes or services
- › Library services
- › Technological assistance
- › Counseling and psychological services
- › Extended Admissions Committee

See the policy for students with functional diversity in the NUC Student Handbook.

### ***Competency exams***

Undergraduate students may request and take competency exams for any course in their program of study, subject to academic evaluation, availability, and depending on the regulations and/or accreditation standards of the academic programs. Not all courses in the program will be available for competency exams. Only students who believe they have the necessary knowledge of the course material and are interested in taking a competency exam should apply for it. The exam will be authorized for students once they are officially enrolled in the institution and active during the term in which they are requesting the exam. Competency exams will only be offered to students who have not previously been enrolled in the course. If the student passes the exam with a score of 70% or higher, they will receive the credit value assigned to that course. No grade will be assigned for competency exams. The competency exam can be taken up to a maximum of two times, meaning the student can only retake the exam once. Each attempt requires a new application and payment. The student may take up to two competency exams per term, and a total of four exams throughout their academic career at NUC University, provided it does not exceed the allowed credit transfer amount as stated in the credit transfer policy. If the student does not pass the exam on the two attempts, they will need to enroll in the course. Apply for the competency exam (Week 7 for 16-week students and Week 4 for 8-week students).

### ***Withdrawals***

For the purpose of measuring the student's satisfactory academic progress, withdrawals will be considered as failed courses. This will not affect the student's GPA, but it will impact the number of credits the student must have successfully completed when evaluating their academic record to measure the timeframe of their academic progress.

### ***Rescheduled exams (make-up test)***

Any student who misses a scheduled exam must contact the instructor to arrange for a rescheduling exam (make-up exam). The student must contact the instructor within five (5) days of returning to class.

### ***Pregnancy***

If a pregnancy occurs, it is the student's responsibility to:

- › Inform the course instructor and the department chair about the pregnancy.
- › Provide a statement from the doctor regarding:
  - a. Recommendation regarding staying in the Nursing Program and disclosing any physical limitations.
  - b. Expected date of delivery
  - c. Comply with the institutional policies of the healthcare agencies where the student receives clinical experience.

### ***Readmission***

Any student who interrupts their studies at the institution and is later re-admitted will return under the academic progress status as when they left. However, readmitted students must follow the current academic program, rules and regulations effective at the time of readmission.

### ***Transfer students***

All transfer credits (TC) from other institutions that are equivalent to the program of study will be included within the maximum timeframe. Transfer credits (TC) will count as attempted and earned credits, but will not be included in the calculation of the Grade Point Average (GPA).

If there are no applicable courses to transfer to the new academic program, the student will start the curriculum with a new maximum timeframe and cumulative GPA.

### ***Course Validation***

A student who has taken college courses at a higher education institution may request the validation of those courses under the following requirements:

1. Transferability of credits cannot be guaranteed unless documentation is provided showing that the course competencies are equivalent to those of courses at NUC University.
2. If a degree has not been conferred, academic credits expire ten (10) years after the student last attended.

3. Courses to be validated must be at the postsecondary level, and the course competencies must be equivalent to those of courses at NUC University.
4. All courses to be transferred must have been completed with a minimum grade of “C”.
5. The student must submit an official transcript and the course validation request.
6. Once the transcript is received, the student is admitted to the program and their file is completed. The courses requested for validation are reviewed considering the course descriptions, the number of credits, and the equivalency with courses at NUC University. Only courses with an equal or greater number of credits will be considered for transfer..
7. The maximum amount of transfer credits may not exceed 50 (fifty) percent of the credits of the program.

### ***Examination Policy***

The course exams will be developed based on the Examination Plan Matrix and SLO Procedure:

1. The exam will be printed using the Evaluation Committee Approval Form, which includes the number and percentage of items by skill level.
2. The faculty member will review the exam data regarding the reliability and validity of the test items as part of the exam construction and review, along with the Exam Review Summary Form for each item.
3. Faculty members are required to include a copy of the test design and the Exam Review Summary Form with each exam.

### ***Policy for requesting review of grades***

At the end of each academic term, students receive a grade from their professor. These grades will be available on the NUC University student portal. If a student believes there has been an error in any grade, it is the student's responsibility to contact the professor.

If there is indeed an error in the grade, the student must request a 'Grade Review' form from the Registrar's Office. This form will be completed by the course professor. The form must be submitted to the Registrar's Office no later than the third week of the academic term. For more information on dates, please refer to the academic calendar.

### ***Academic Progress***

Nursing courses have both prerequisites and corequisites listed in the University catalog under the “Course Description” section. All students are responsible for this information:

1. All nursing prerequisite courses must be completed before enrolling in the next course in the curriculum sequence.
2. To pass a nursing course, the student must achieve a minimum cumulative score of 70 on exams and a minimum of 70% in each of the other required components of the course.

Students who receive a grade lower than 70 in a nursing course must repeat it and obtain an acceptable grade ('C' or higher) to be eligible to progress.

3. Students who have successfully completed a theoretical course but have not passed their nursing co-requisite (clinical labs and skills labs) are allowed and encouraged to audit the theoretical course while completing the co-requisite labs or clinical. All fees apply.
4. Students must meet the graduation requirements according to the University catalog in effect when they entered the Nursing Program.

### ***Tutoring Services:*** Academic Development Center (CDA)

Tutoring services are available either through the tutoring program or through external professionals. For specific details, contact the Nursing Program Director or the CDA Coordinator at each campus.

### ***Counseling, Guidance, and Student Retention***

Students are offered counseling and guidance services to help them achieve their educational goals. These services include vocational and academic guidance, personal counseling, group discussions, referral services, workshops, support services through associations, and guidance and counseling for special groups. The Counseling and Guidance Office organizes various activities to inform students about the negative consequences of alcohol, drugs, and violence, among other topics. It also works closely with the Registrar's Office regarding the evaluation and advising of academic progress. The Counseling and Guidance Office also maintains contact with the faculty to manage any situation that may occur within the institution and may require a referral to the Disciplinary Committee.

All students are free to seek counseling at any time during the program for personal, academic, and/or professional matters. Students may contact a faculty member, program director, or faculty member serving as an Academic Advisor, or, as previously mentioned, the Counseling Department of NUC University.

Additionally, the Institution has a Student Retention SOP in which the Dean, along with other academic and service departments, work together to monitor students who, for any reason, are likely to withdraw from the program. Through this process, the academic departments and others work together to monitor the students and make the appropriate referrals as necessary. The program will follow the institutional procedures for student retention.

### ***Counseling and Guidance***

Bayamón Campus	787-780-5134
Arecibo Campus	787-879-5044
Río Grande Campus	787-809-5100

Ponce Campus	787-840-4474
Caguas Campus	787-653-4733
Mayagüez Campus	787-652-0373
Escorial Campus	787-522-2300

***Program Grading Policy:***

The program will follow the institutional grading system described in the General Catalog. It is very important to understand that even though the program uses the Institutional Grading System, the program has specific regulations that students must follow to succeed in the program and be able to attend clinical practice courses. These regulations include:

1. All program courses must be passed with a grade of C (70%) or higher.
2. The student must pass the safety component of each practical exam in the laboratory courses. If the student fails the safety component of the exam, even if they pass the other components, they must retake the exam according to the regulations described in the testing section of this manual.
3. All required skills must be successfully completed in practical exams to pass a clinical or technical course. Students may retake a practical exam only once. Through practical exams, students must demonstrate that they have completed the necessary skills to pass the course and proceed to clinical practice. Students who do not meet the standards of the practical exams will not pass the laboratory courses. No student may participate in clinical experience without having completed the prerequisites before their affiliation.
4. Students must achieve a grade of 70% or higher in all program courses completed prior to clinical affiliation.
5. If the student fails a concentration course, they may repeat it until they pass. For clinical practice, the student will have one opportunity to repeat the course. It is important to note that repeating a course will be subject to the next availability of the course, which could delay the student's progress within the program. If the student fails the course repetitions, they will not be able to continue in the program.

**Grading System:** The evaluation of the student's academic progress at the institution is based on:

100-90 A = Excelent	4.00 Points
89-80 B = Good	3.00 Points
79-70 C = Satisfactory	2.00 Points
69-60 D = Poor	1.00 Points
59-0 F = Failure	0.00 Points



### ***Graduation Requirements:***

Students are recommended for graduation under the rules and regulations established in the official catalog at the time the student was admitted or readmitted to the Institution, whichever is later. A student may apply for graduation once they have completed 90% of the required courses. The student must have a minimum overall GPA of 2.25 if enrolled in an Associate Nursing Program and a minimum overall GPA of 3.00 if enrolled in a Bachelor's Nursing Program (both cumulative and in their concentration), at the time of completing the total number of credits required for graduation. The student does not require the state certification or licensure exams for graduation. Additionally, the student must have settled any outstanding debt with the Institution in order to graduate.

The graduation application must be submitted along with a receipt from the Bursar Office for \$50.00. This application will be effective until the next scheduled graduation ceremony, which takes place in July each year. The Registrar will review all graduation applications to determine if the student has met all the requirements.

The Registrar will review all graduation applications to determine if the student has met all the requirements. A graduation certification is available upon request. Students graduating with two different degrees will receive two diplomas and must pay a graduation fee for each concentration.

### ***Course Policies and Procedures***

#### ***Explanation of the Course Numbering System***

The prefix of the courses listed in the program summary of each curriculum represents the type of course. Courses are designated with a 4-digit numerical code.

General education courses have a numbering of 1000 or 2000, with some exceptions. Higher numbers within each category indicate more advanced courses. This course numbering system helps identify prerequisites or advanced courses depending on whether the assigned number is high or low. Courses designated with a first digit of 1 or 2 are basic courses, while those designated with a first digit of 3 or 4 are more advanced courses. Courses with numbers in the five thousand or six thousand range are graduate program courses.

#### ***Class Attendance***

Students are expected to attend all courses in which they are officially enrolled. Missed work due to absences is the student's responsibility. Such work, whether for a grade or not, may be made up through consultation with the course instructor.

### Student Phone Policy

The nursing program is governed by the university's phone policy. Specific arrangements related to clinical practice are listed in the course plan. Faculty can be reached via their office phone number included in the course plan.

### Punctuality Policy

Arriving in the classroom or clinical practice area more than 15 minutes after the course has started is considered tardiness. Three tardies are counted as one absence. It is the student's responsibility to notify the instructor if they will be late, in order to receive the necessary instructions. Arriving late to clinical practice is not allowed unless prior authorization has been obtained from the course instructor.

### Class Attendance Policy and Online Programs Division

NUC University recognizes that students have a variety of personal and professional responsibilities in addition to their academic responsibilities, and as a result, choose to complete their degrees through distance education. The Online Division of NUC University provides the flexibility and academic diversity to meet the needs of different student learning styles. Learning is a combination of individual study and interaction with other students within a structured learning environment. Therefore, the Online Division of NUC University expects students to meet their academic obligations with a high level of responsibility and punctuality, while also expecting faculty to maintain flexibility to accommodate students' needs.

To remain in compliance with federal and state regulations, NUC University is required to maintain accurate attendance records for all classes. In this regard, online courses are not different from in-person courses; however, attendance is monitored differently. "Attendance" in online courses will be defined as active participation in the course. Online courses will have a minimum of weekly activities to monitor student participation. Students are primarily responsible for attending their classes and are expected to complete the required activities for the week by the specified deadline. Students are advised to review the course syllabus for details on activities that constitute active participation. Failure to meet attendance expectations may result in administrative withdrawal. (See Institutional Catalog).

### Class Schedule

The institution's academic programs are offered during daily sessions. Students are advised that some courses are offered in evening and/or Saturday sessions, and therefore, will need to adjust their schedules accordingly. Weekend sessions may be offered depending on enrollment and may vary by campus. Classes are offered daily from 7:00 am to 4:00 pm, evenings from 5:00 to 10:30

pm, and Saturdays from 8:00 am until noon. There is a six-minute break between classes during daytime sessions.

### Leave of Absence (LOA)

The student must notify the Registrar's Office in writing of the reasons for requesting a leave of absence. The leave of absence (LOA) request must be submitted prior to the start of the leave. The student's request will be evaluated, and if approved, the student will be notified in writing. It is the student's responsibility to enroll in the term immediately following the end date of their leave.

### Repeating a Course

A student may repeat a course if they wish to improve their grade. Only the highest grade will be used in the calculation of the overall GPA. All courses are considered attempted credits for the purpose of determining successful course completion percentages. Repeating failed courses may be counted in the student's enrollment status for Title IV funding purposes. However, repeating a previously passed course may only be counted for the student's enrollment status for Title IV funding once, and the repetition of the course cannot be due to the student failing prior assignments.

### Incompletes (I)

The removal of an incomplete is the student's sole responsibility. Any student who, due to mitigating or special circumstances, is unable to take a final exam will receive an incomplete and a provisional grade in the class, subject to the professor's request and approval of the incomplete. The grade may be removed by taking the final exam no later than 45 days after the start of classes in the following term.

### Pass-Fail Grades

Pass-Fail grades do not affect the student's overall GPA for purposes of satisfactory academic progress, but they do count as attempted credits for calculating the maximum time frame.

### Program Changes

Any change involving a change in curriculum, whether within the same program the student is enrolled in or not, will be considered a program change. Students interested in changing programs must first visit the Counseling Office for an interview. During the interview, both the student and the counselor will evaluate the student's academic goals and proceed to complete the Program Change Form with the Registrar's Office. The program change will be approved by the Director of the Department to whom the student is referred. The program change will be provided to the Registrar's Office to update the student's record. More than one (1) program change is not allowed. With respect to determining satisfactory academic progress for students who change programs, seek

an additional degree, or switch to a different curriculum, either voluntarily or through the re-admission process, attempted credits and grades earned in the new program and credits approved in the previous program that are required in the new program will be counted in academic progress.

### Uniform Policy

**Formal Uniform:** This is the required uniform for all activities conducted outside of NUC University, including clinical practice and/or community fairs.

- › Women's Uniform: Pale green
- › Men's Uniform: White pants and pale green shirt
- › NUC University Badge: Placed on the left arm
- › Nursing Shoes: White
- › Identification with the following information:
  - Last Name, First Name SN ADN NUC (Associate Degree) or
  - Last Name, First Name SN BSN NUC (Bachelor's Degree)



Women Uniform



Men Uniform



### Classroom Rules

These rules apply to all classrooms at NUC University:

1. Attendance is mandatory.
2. After three (3) consecutive absences from class, the student will be referred to the Director of Nursing and Student Affairs.
3. Students who miss classes are responsible for the material discussed and/or assigned tasks.
4. Punctuality is essential.
5. Leaving the classroom for ten (10) minutes or more once the session has started counts as an absence.
6. Students are prohibited from having guests in the classroom.

7. The use of cell phones in the classroom is prohibited.
8. Smoking or consuming food is prohibited.
9. Nursing Uniform is required for nursing courses.
10. Body piercings are not allowed. Tattoos must not be visible.
11. Artificial and acrylic nails are prohibited.
12. Respect for the rights of other students in the classroom is required.
13. Assignments and homework must be submitted according to the deadlines set by the instructor. Assignments handed to third parties, left in mailboxes, or left in Department Offices will not be accepted.
14. Tests or exams must be taken on the date and time specified according to the course schedule. Make-ups may be provided at the instructor's discretion.
15. Students must demonstrate the highest levels of academic and professional integrity. Acts of academic dishonesty are strictly prohibited.

### Skills Laboratory Rules

The following rules apply to the Nursing Department laboratories. The Nursing Laboratory at NUC University aims to recreate real health situations where students apply the knowledge and skills acquired to develop competencies during their training. Therefore, students must adhere to the following:

1. Wear the institution's photo ID at all times.
2. Students must be dressed in the scrub or clinical practice uniform as required.
3. Be accompanied by the instructor or laboratory technician at all times.
4. Stay within the assigned area.
5. Keep the laboratory door closed during skill sessions.
6. Use a low voice.
7. Show respect, camaraderie, and professionalism.
8. No horseplay or jokes are allowed.
9. Eating, chewing gum, or smoking is prohibited in the laboratory.
10. Listening to music in the laboratory is not permitted.
11. Cell phones, even in vibration mode, are not allowed.
12. No children or individuals not involved in the nursing program are allowed in the laboratory.
13. No acrylic nails; long hair must be tied back, and attire should comply with clinical practice standards.
14. Wash hands before starting tasks, as required by the procedure, and after finishing practice.
15. Do not sit or lie on beds, nursing stations, or the laboratory floor.
16. Do not place feet on the classroom desks.
17. Do not obstruct the floor with bags and purses.
18. Use the required personal protective equipment for the procedure.
19. Wear gloves when handling anatomical models.
20. Use only the assigned anatomical models.

21. Do not mutilate anatomical models.
22. No photos or videos are allowed during procedures.
23. Avoid damaging facilities, equipment, and materials used.
24. Dispose of disposable materials in the designated trash can.
25. Dispose of needles and sharp objects in designated containers.
26. Do not handle electronic equipment during the manipulation of virtual models.
27. Return used equipment to its designated area after practice.
28. Immediately report any equipment malfunctions to the instructor.
29. Expressions of affection between couples must be discreet and moderate.
30. No sexual or gender-related insinuations are allowed, regardless of the hierarchy or position of the individuals involved.
31. Do not disconnect or move simulators or equipment without prior authorization from the responsible staff.
32. When leaving the laboratory, ensure that you take all your belongings and leave everything organized.
33. Know the location of emergency exits and fire extinguishers.

Failure to comply with any of the aforementioned rules will result in the individual being referred to the Director of the Nursing Program for appropriate action.

### Clinical Course Rules

The following rules apply to courses with clinical practice outside of NUC University.

1. Attendance: Attendance at clinical practice is essential for achieving course objectives.
2. Notification of Absence: If a student cannot attend clinical activities due to illness or emergency, they must notify the professor of the reasons for their absence as soon as possible.
3. Absences and Consequences: Upon a second absence (whether with or without prior notice, justified by illness, work issues, personal matters, or hospitalization), the student will be immediately referred to the Director of the Nursing Program and to Counseling and Advising. After two absences, 5% will be deducted from the final grade, putting the student at risk of a failing grade. A third absence will result in failure of the clinical course. In cases of hospitalization or diagnosed chronic illness, the student will be interviewed by the Department Director to evaluate potential course failure or withdrawal. Punctuality is expected; students are not allowed to arrive more than ten minutes late. Arriving later than the established time will be considered an absence.
4. Leaving Clinical Practice: During clinical practice hours, students cannot leave the practice area without prior notification and authorization from the professor. Violations of this rule will result in immediate referral to the Director of the Nursing Program, Counseling and Advising Office, and Department Director. Such violations will be considered an absence.

5. Required Documentation: Students must complete all required documents from Cooperating Institutions before starting orientation. Failure to do so will require course withdrawal.
6. Clinical Orientation and Final Evaluation: Students must attend General Clinical Orientation and the final evaluation of institutional or practice center objectives before starting and ending clinical activities. Absence from these sessions will result in course failure.
7. Arrival and Departure: Students must wait for their professor in a predetermined location before moving to the assigned area. No student may enter the practice institution or center without the professor's authorization and accompaniment. Students must leave the practice area as soon as their clinical practice is finished.
8. Restricted Areas: Students are not allowed to visit patients or enter clinical areas not assigned by the professor, or to be present as students outside practice hours, according to institutional rules.
9. Educational Activities: Any educational activities outside regular practice hours, arranged with the institution, must be requested in writing by the professor and the Nursing Program, and authorized by the institution or clinical practice center. No student can enter the institution without proper authorization.
10. Professional Presentation: Students must maintain a professional, clean, and neat appearance, wearing the complete NUC University uniform.
11. Compliance with Regulations: Students must comply with Administrative Order #163 from the Secretary of Health regarding acrylic nails and clothing. Only watches with second hands and wedding rings are permitted.
12. Confidentiality: Students must maintain patient confidentiality and privacy as per HIPAA regulations. No information about patients or institution employees can be shared by phone or in person.
13. Cell Phones: The use of cell phones or personal calls is prohibited while in the clinical area.
14. Smoking: Smoking is not allowed in assigned practice areas or on the institution's or practice center's premises, in accordance with Law #40.
15. Gifts: Students cannot accept gifts, money, or food from patients or their families according to institutional rules.
16. Non-Therapeutic Relationships: Students must not establish non-therapeutic communication or relationships with patients, families, institution employees, or health team members.
17. Safe Conduct: Students are responsible for demonstrating safe conduct at all times during clinical practice.
18. Violation Consequences: The faculty reserves the right to remove a student from clinical practice for violating any general clinical course rules, especially those related to patient rights and unsafe conduct. The student will be interviewed by the professor and immediately referred to the Director of Nursing, Counseling and Advising Office, and Department Director.
19. Absence Due to Violations: Removal from the clinical area for rule violations will be considered an absence for that day.

### Standard Clinical Experiences

To comply with the terms established by the agencies used for student's clinical experiences, students from the Nursing Program Department must submit the following original documents:

1. Student ID Card
2. Criminal Background Check Certificate (Good Conduct)
  - › Validity: six months
3. Law 300 Certificate – PR Police (Law of Criminal History Verification of Child and Elder Care Providers in Puerto Rico)
  - › Validity: one year
4. Birth Certificate (new format)
5. Infection Control Certificate (OSHA)
  - › Validity: 1 year
  - › Issued by an agency approved by the Department of Health
6. Confidentiality Certificate (HIPAA Law)
  - › Validity: 1 year
  - › Issued by an agency approved by the Department of Health
7. Respiratory Particles Certificate (Mask Fit)
  - › Validity: 1 year
  - › Issued by an agency approved by the Department of Health
8. Cardiopulmonary Resuscitation (CPR) Course from the American Heart Association
  - › Renewal: every 2 years
  - › Certificate awarded by the American Heart Association
9. Health Certificate
  - › Validity: one year
10. Influenza Vaccine or Exemption Letter from the doctor indicating that the hospital will not be responsible for any illness acquired at the hospital facilities (Validity: 1 year)
11. Hepatitis B Vaccine (3 doses)
12. 1st initial dose, 2nd dose 30 days after the initial dose, and 3rd dose 6 months after the first dose
13. Antibody Laboratory Test, if more than 10 years have passed since receiving the Hepatitis B vaccine
14. Varicella Vaccine (2 doses)
15. Antibody Laboratory Test (Varicella)
  - › If you have had the disease, you must perform a “Varicella Zoster” antibody test
15. COVID-19 Vaccine (1st, 2nd, and booster doses)
  - › Moderna/Pfizer/BioNTech/Janssen (1 dose and booster dose)



16. 2 Recent 2 X 2 Photos
17. Medical Plan (Copy)
18. Nose and Throat Culture (Course NURS 2551P, 2631P)
19. Crisis Prevention and Intervention Techniques (CPI) Certificate (Psychiatry) or Aggressive Patient Management (TIP)
20. Drug Test

*\*Requirements may vary depending on the agency*

### Equipment and Materials for Clinical Experience

The following materials are recommended for clinical experiences:

1. Sphygmomanometer
2. Stethoscope
3. Black or blue ink pen
4. Small notebook
5. Analog wristwatch instead of a watch with a second hand

### Privacy and Confidentiality Policy

The privacy and confidentiality of students, patients, and faculty are very important aspects to maintain in our program. The Associate Degree, Bachelor's, and Master's in Nursing at NUC University comply with FERPA regulations, and our staff is informed and trained on these policies.

- a. Student records will be stored in the office of the Clinical Liaison in a locked file for reference in any situation as needed, ensuring that the use of the information is protected and maintained under the strict confidentiality of the Director and the Program Faculty. Information will only be provided to third parties with the student's authorization. The Director and the Program Faculty will keep exams, clinical evaluation forms, and other student-related documents under strict confidentiality.
- b. Students must sign an authorization form to send their information, including personal or medical information, to their clinical affiliations.
- c. Student counseling with members of the program faculty occurs in private rooms or offices.
- d. Our institution is aware of the importance of students following HIPAA regulations in each clinical setting. The student must sign the Patient Confidentiality HIPAA Agreement, which states that the student will maintain patient confidentiality during and after participating in clinical affiliations. Patient information will be kept within the clinical setting.

### Program Grievance Procedure

1. The program grievance process is outlined in the Student Handbook. Potential complainants may include: students, alumni, employers, clinical education centers, clinical educators, patients, and the general public.
2. All complaints about the program should be directed to the Dean of Academic Affairs, who will then refer the complaints to the Program Director. There will be an exception if the complaint is related to the Program Director; in that case, the complaint will be directed to the Dean of Academic Affairs. The Program Director will follow the procedure described in Article VII of the Student Regulations Handbook.
3. Complaints about grades will follow the procedure outlined in Article VII of the Student Regulations Handbook.
4. Complaints related to the academic quality of the Institution will follow the procedure outlined in Article VII of the Student Regulations Handbook.
5. Complaints related to the curriculum content will be discussed at the next department meeting. An action plan will be developed, and where applicable, the faculty will implement a corrective plan. Feedback to the complainant will be provided via phone, letter, or email.
6. Complaints about clinical education will be directed to the ACCE for investigation. After the investigation, the ACCE will provide an official report to the Department Director. Resolutions to the grievance or changes will be implemented as necessary. Feedback to the complainant will be provided via phone, letter, or email.
7. The Program Director will refer complaints of sexual harassment and discrimination to the Human Resources Director. The Human Resources Department will follow institutional protocols.
8. The Dean of Academic Affairs will address complaints related to the Program Director and will keep the grievance records in their office.
9. A record of complaints and resolutions will be maintained in the office of the Program Director.
10. Any other grievance not directly related to the program will be handled through the Institution's Internal Grievance Policy or as described in Article VII of the Student Regulations Handbook.

### Infection Control Policy

Students must be aware that they are responsible for their own health and personal safety. The following procedures are described to assist students in situations requiring infection control:

1. Universal precautions will be used at all times. The CDC (Centers for Disease Control and Prevention) defines these standards as follows:
  - a. Hand hygiene
  - b. Use of personal protective equipment

- c. Safe practices for handling sharp objects
  - d. Safe handling of potentially contaminated equipment or surfaces in the patient environment
  - e. Respiratory hygiene/cough etiquette (For more information, visit [www.cdc.gov](http://www.cdc.gov))
2. The Institution will provide materials such as gloves, masks, and gowns for use during the handling of bodily fluids.
  3. Gloves, gowns, goggles, and masks should be used when:
    - a. Contact with bodily fluids is anticipated
    - b. Aerosolization and splashes of blood and bodily fluids are expected
    - c. Airborne transmission of diseases is known or suspected
  4. Hands should be washed before and after any contact with the patient or infected materials.
  5. Contaminated materials should be placed in a plastic bag, securely tied, and disposed of in the appropriate container.
  6. Needles and sharp objects should be disposed of in the appropriate container.
  7. Equipment must be cleaned with water, soap, and the appropriate disinfectant solution according to the specific procedure for the equipment.

#### Exposure and Hazardous Substance Control Procedure

1. Faculty will inform students about hazardous substances used in the laboratory environment.
2. All containers, including small ones, will be clearly labeled.
3. Any student exposed to a needle stick, mucous membrane, or other occupational injury resulting in exposure to hazardous bodily fluids should follow the procedure below:
  - a. Wash the affected area with water and soap. If it is an eye injury, rinse with plenty of water.
  - b. Report it to the instructor/faculty.
  - c. Complete the incident report.
  - d. The student must maintain patient confidentiality after any incident.

#### Program Laboratory Equipment Safety

Laboratory equipment must be used under the supervision or with the authorization of a faculty member. This equipment is inspected and calibrated annually. Repairs are also made as necessary. Operating instructions and calibration reports are available in the office of the Director or ACCE.

#### Classroom and Laboratory Rules

The classroom and laboratory rules are described in the Safety Maintenance Regulations for Classroom and Laboratory Use. All students must sign this orientation form before using the classroom or laboratory. The Classroom and Laboratory Rules and Regulations are as follows:

Each laboratory or class session has contact hours during which the student must comply with the following:

- a. According to institutional regulations, attendance in laboratories is mandatory.
- b. The student must present a written excuse to the course professor before any absence or as soon as they return to class. Regardless of the reason for the absence, it is the student's responsibility to acquire any material missed due to the absence.
- c. The student must maintain respectful behavior at all times.
- d. The uniform is required during laboratory courses.
- e. Cell phones are not allowed. Any electronic equipment that interferes with the class/laboratory is prohibited.
- f. Children are not allowed in the laboratory/classroom.
- g. Eating or drinking is prohibited in laboratories or classes.
- h. No smoking. (Established by Law 40 of August 3, 1993, and amended in March 2006)

### Safety Rules

To promote a safe and effective educational environment, these rules must be observed and followed at all times in the classroom and laboratories:

1. Jewelry should be worn conservatively. A watch, small earrings, and a wedding ring are allowed. Men are not allowed to wear earrings. Any necklace must be covered by the shirt.
2. For safety reasons, nails must be short and free of colored polish. Acrylic nails are not allowed (Administrative Order of the Department of Health, Number 284).
3. Hair must be tied up in a bun, donut, or chignon.
4. Hats or caps are not allowed in the laboratory.
5. Makeup should be subtle.
6. Hands must be washed before and after practicing any procedure in the laboratory.
7. Any spills must be cleaned up immediately.
8. Laboratories are for the exclusive use of program students.
9. Students will have access to the laboratory during scheduled hours. For additional access to practice in the laboratories, a faculty member must be present.
10. The use of laboratory equipment is exclusive to students and faculty.
11. Equipment will be used to practice treatments discussed in class.
12. Students must keep the laboratory clean and organized.
13. Students should not use equipment until the technique has been demonstrated and their questions have been clarified.
14. Students and faculty must wear closed shoes with rubber soles and no laces. Shoes must be completely white. Heels and sandals are not allowed.

15. For safety reasons, students must use equipment properly and safely. This includes checking cables before using equipment.
16. If a student notices any problem with equipment, they must immediately notify the faculty member, and the equipment will be removed from the laboratory immediately. The faculty member will notify the Program Director or Laboratory Technician so that any necessary repairs can be made.
17. To protect the privacy of simulated or real patients:
  - a. Students must use appropriate vocabulary and behavior at all times.
  - b. Safe procedures for dressing and undressing patients will be followed, always considering the importance of maintaining the patient's privacy and dignity.
    - a. The laboratory doors must remain closed at all times.
    - b. All techniques will be practiced as demonstrated in class. If a student has any doubts, they should not practice any technique until a faculty member has clarified them.
18. No outsiders are allowed in the laboratory.
19. The student must inform the faculty member, before the class/laboratory, of any current condition or change in their health status that may affect their participation in the training courses.
20. Once the session is concluded, students may not remain in the laboratory area.
21. Any inappropriate action, comment, or attitude will be evaluated by the faculty member and reported to the Program Director or Faculty.
22. Avoid gatherings in the laboratory area.
23. Any student who does not follow the faculty member's instructions, endangering the faculty member's license or the Institution's reputation, will be subject to sanctions.
24. The student will be responsible for any misuse of equipment resulting in damage or loss.
25. Students are not allowed in the laboratory without a faculty member present.
26. In any incident/accident, the faculty member and students must follow the Institution's protocol.