

Bachelor of Science in Nursing Student Orientation Handbook 2018-2019

Vice-presidency for Academic Affairs

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**ATENAS
COLLEGE**

"EDUCANDO PARA EL FUTURO"

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Message from the Associate Vice President of Academic Affairs

Please receive the most cordial welcome to Atenas College Vice Presidency for Academic Affairs. This Vice Presidency is led by the Vice President, Widalys González Ortiz, and three Associate Vice Presidents. As an Associate Vice president, it is my responsibility to supervise and provide support to all the academic programs that make up the Degree Division:

- Science in Diagnostic Imaging Technology
 - Associate Degree in Science in Radiologic Imaging Technology
 - Associate Degree in Diagnostic Echocardiographic Technology
 - Associate Degree in Diagnostic Sonographic Technology
 - Associate Degree in Peripheral vascular Sonographic Technology
 - Bachelor Degree in Science in Radiological Image with major in Computerized Tomography, Magnetic Resonance, and Mammography
 - Bachelor Degree in Science in Radiological Image with major in Computerized Tomography, Magnetic Resonance, and Mammography
 - Bachelor Degree in Science in Radiological Image with major in Computerized Tomography, Magnetic Resonance, and Cardiovascular/Peripheral vascular System
- Nursing Science Program
 - Associate Degree in Nursing Science
 - Bachelor Degree in Nursing Science
- Office Systems Program
 - Associate Degree in Technology in Health Information Management
 - Associate Degree in Office Systems Administration with Coding and Medical Billing
- Associate Degree in Science of Respiratory Care
- Associate Degree in Physical Therapist Assistant

The Vice Presidency for Academic Affairs is team responsible for the planning, development, and assessment of academic programs. The main idea of the model utilized for the curricular design and development of academic programs aims at focusing the design on the learning outcomes and the graduate profile. The institution's educational approach is founded on

the four pillars of education: learn to know, learn to do, learn to live together, and learn to be. The academic programs are aimed at offering a competencies-based education, which is supported likewise in the constructivism that references the active role of the student as ultimately responsible for its learning.

For Atenas College Vice Presidency for Academic Affairs, the primary commitment are the students and the faculty. We are committed to prepare “Competent leaders that will transform lives”.

Cordially,

Dr. Cenia K. Romano Ramírez

Message from the Program Director

Dear Student:

The Science in Nursing Program has a goal of offering an environment that favors achieving excellence and quality education, as well as preparing professionals with the greatest dedication and endeavor to develop future competent professionals within the world of work of Nursing Science.

For many years, this branch of the health field has been an essential part in management and direct care to the patient. It is with great satisfaction that I express that the progress of Atenas College Nursing Program is due to the commitment of a highly qualified faculty, the administration, and its academic-administrative staff.

Day after day, our faculty provides their knowledge and puts into practice a variety of educational tools, succeeding in promoting in our student dedication, effort, and commitment for the career they have decided to pursue. We have the first simulated hospital in Puerto Rico, which enables our student to develop competencies of leadership, teamwork, use of technology, application of critical thinking to make decisions in offering patient-centered care, and to foster in them the importance of an evidence-based practice.

More than being a complete program, we are a great family with the commitment to educate and prepare competent professionals who can contribute the best of themselves to society.

Receive our warmest welcome!

Mariceli Morales Santiago BSN, MSN, CNS, MD.

Nursing Program Director

Nursing Faculty Directory

Table 1. Nursing Faculty Directory

Name and Title	Email
Mariceli Morales Santiago, MD, MSN, BSN Nursing Program Director	Mmorales1@atenascollege.edu
Naomi E. Tirado, MSN Nursing Program Administrator	Profdg11@atenascollege.edu
Prof. Yamaris Domínguez, MSN	Ydominguez@atenascollege.edu
Prof. Jetza Rivera, MSN	Prof.j.rivera@atenascollege.edu
Prof. Pedro Rivera, MSN, MBA	Profdg10@atenascollege.edu
Prof. Claribelle Bonilla, MSN	Cbonilla@atenascollege.edu
Prof. Cynthia Cortés, MSN	Prof.c.cortes@atenascollege.edu
Prof. Lisandra Reyes, MSN	Lreyes@atenascollege.edu

Non-Discrimination Policy

All students admitted to the nursing program must adhere and comply with the institutional Non-Discrimination Policy, as follows:

“Atenas College guarantees equal opportunity in all its educational programs, services and benefits. The institution does not discriminate based on race, color, religion, gender, ethnic origin, disability, age, marital status, physical appearance, political affiliation or any other classification protected by the provisions of Title IX of the Education Amendments of 1972, Americans with Disabilities Act (ADA), and any other applicable state or federal law or regulation”.

ADA Information

Atenas College complies with the dispositions of the American with Disabilities Act of 1990, Section 504 of the Amended Federal Rehabilitation Act of 1973, Section 508 of the Rehabilitation Act of 2000, and the ADAAA of 2009, to ensure equal access to education, facilities, services, and activities. Confidentiality is guaranteed.

Accreditations

Atenas College meets all applicable federal and state laws and regulations. All programs are authorized by the Puerto Rico Council of Education (CEPR), accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), and certified by the US Department of Education.

“The Bachelor Degree in Nursing Science at Atenas College is pursuing initial accreditation by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791. Applying for accreditation does not guarantee that accreditation will be granted.”

Institutional Statements

Mission

We are a higher education institution that offers academic options in various modalities, that integrates arts, science, information technologies, and communication. We promote a culture of service focused on the student of the Puerto Rican and worldwide community, fostering a humanistic and comprehensive formation that increases the competencies of the individual.

Vision

To be a vanguard, pertinent, enterprising, and proactive institution of higher education, nationally and internationally recognized; establishing collaboration alliances that will make it socially and fiscally sustainable.

Values

Culture of Peace	Promotes good relations, tolerance, solidarity, and attention towards others.
Culture of Individual, Social, and Environmental Responsibility	Responds to its commitment with integrity; places care and attention in what is done or decided.
Culture of Cooperation and Collaboration	Works as a team, integrating efforts to achieve the desired outcome.
Culture of Quality and Innovation	Procures to be better each day in its own academic, administrative, and service work.

Vice-presidency for Academic Affairs

The Vice-presidency for Academic Affairs has the purpose of promoting, supervising, and coordinating all academic aspects of the units, upholding the highest standards of excellence in teaching and service. Responsible for the planning, development, and assessment of academic programs, this team is comprised of the Vice-president for Academic Affairs, two Associate Vice-presidents for Academic Affairs, the Director of the Learning Resource Center, the Director of Educational Technology and Distance Education, the Director of the Simulation and Clinical Learning Center, the Registrar, and the Program Directors and Coordinators.

Vision Statement of the Vice-presidency for Academic Affairs.

The vision statement of the Vice-presidency for Academic Affairs is to be the engine that drives the institution to a competitive level, graduating competent students who are committed to the community to which they serve. To use technology to provide excellence service and promote agility in academic processes. To be at the forefront of higher education in Puerto Rico through the integration of novel strategies and modalities that respond to the needs of the student of the 21st Century.

Mission Statement of the Vice-presidency for Academic Affairs.

In line with Atenas College mission statement, the Vice-presidency for Academic Affairs, provides academic services and maintains a diverse academic offering that integrates general, core, and professional competencies. Through the implementation of our educational model and the development of curricular and extracurricular activities, we promote a humanistic formation that increases the competencies of our students.

Nursing Program Statements

Vision Statement

To be the best Nursing Science program that prepares highly competent leaders to provide care centered in the patient, family, and the community at a local, national or international level, fostering a culture of quality and safety.

Mission Statement

We are a program that provides a student-centered safe learning environment, considering cultural and spiritual diversity through the offering of arts, science, information and communication technologies, fostering lifelong learning and preparing the student to be responsible in its social and professional surroundings.

Program Values

The Bachelor of Science in Nursing has seen that throughout its academic curriculum the student can develop the following values:

- Honesty
- Professional ethics
- Confidentiality
- Professional conduct
- Courtesy
- Safety
- Responsibility within the academic institution and the clinical practice sites
- Competencies and abilities

Program philosophy

The direction of the Nursing Program, in harmony with Atenas College philosophy and that of its Degree Division, postulates encouraging the student toward an inquisitive attitude with regards to the nature of the human being, maintaining its balance and the responsibility with themselves, to society in general, and all the more, their particular community.

We believe that the **human being** is in constant self-motivation and dynamism interacting with its internal and external environment. Variations to this environment affect their behavior and

adaptability in their growth and development process. It manifests basic needs, which should be satisfied to a sufficient degree to maintain their balance and wellbeing.

The **human being** is influenced by past and present experiences, by heredity, and the environment; is constantly changing responses to stimuli in order to maintain an optimal level in the health-illness continuum.

We believe that **health** is a state of physical, social, mental, and spiritual wellbeing. Men seek to reach such wellbeing, thus achieving its balance.

The nursing student will face the principles and concepts of natural science, human behavior, and social science applied to nursing throughout their studies. They will also face the development of ethical, moral, and intellectual values and their applicability in the exercise of the nursing profession.

Nursing is a humane service based on scientific theories that promote health through the nursing process. Through this process, it helps clients that cannot take care of themselves; and assist the individual, family, and community.

The **nursing process** is a systematic scientific method used by the nursing professional to achieve the client's goals and identify their state of health, current and potential problems, their needs, to develop plans that satisfy these needs and carry out nursing interventions.

A **Professional Nurse** is a person who holds a Bachelor of Science in Nursing. They derive their knowledge from natural, social, and humanist sciences and nursing science, to achieve the goals of promoting health, prevent diseases, and help in rehabilitation, and to die in peace and with dignity.

A **Technical Nurse** is a nurse who holds a Bachelor of Science in Nursing. They base their knowledge in natural science and from human conduct. They use the nursing process to identify current and potential health disorders of clients and plan their care. They can provide services by contract to agencies or people under the direction of a nursing professional.

We believe that through the **teaching-learning process** a human resource in the health field is developed, prepared to carry out quality performance in providing nursing care.

Nursing Program Organizational Chart

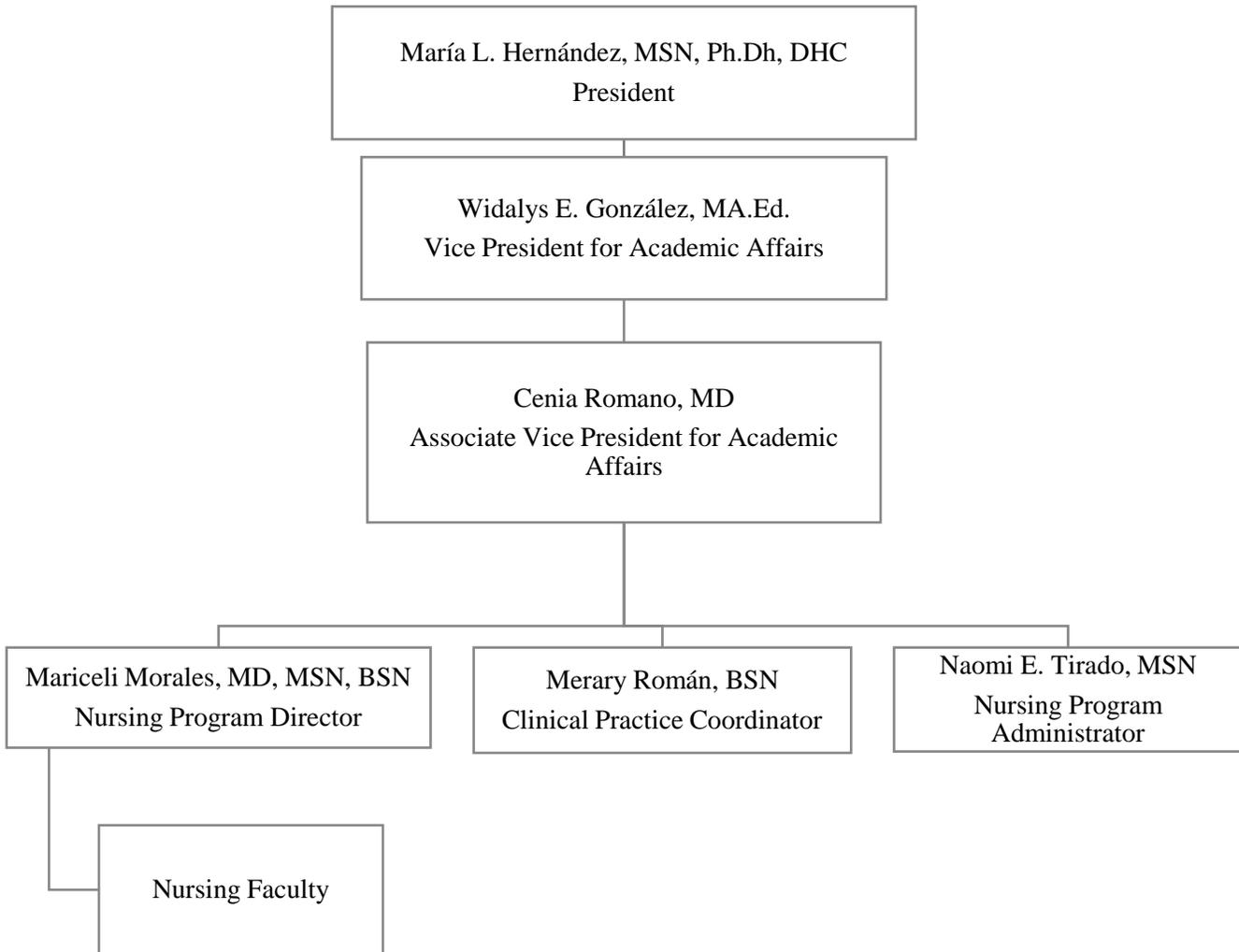


Figure 1. Nursing Program Organizational Chart

BSN Program Goals

The BSN program goals are as follows:

1. **Program Effectiveness:** Provide a current and updated curriculum, which complies with high quality standards that contribute to reaching the BSN program competencies and student learning outcomes.

Expected results:

- a. Maintain at least 70% retention rate of students admitted to the program.
 - b. At least 70% of those students admitted to the program will graduate within the established timeframe.
 - c. At least 70% of program graduates will be employed or pursuing graduate studies within the first 12 months after graduation.
 - d. At least 80% of program graduates will pass the RN Puerto Rico Board Examination at first attempt.
 - e. At least 70% of the students will be satisfied with the course content, organization, and teaching methods.
 - f. At least 70% of senior students will be satisfied with their program of studies.
 - g. Maintain 70% satisfaction of graduates with their academic preparation.
 - h. Maintain 70% satisfaction of employers with the academic preparation of graduates.
2. **Faculty:** Promote professional excellence in the Nursing Program faculty, developing innovative teaching strategies and techniques that demonstrate their interest in collaborating in the training of competent nursing professionals committed to the community they serve.

Expected results:

- a. All faculty members (100%) apply simulation and other technological strategies as part of their teaching-learning methods.
- b. All faculty members (100%) demonstrate ongoing professional development aimed at promoting a competent student community.
- c. All faculty members (100%) demonstrate engagement in service activities.

- d. All faculty members (100%) exhibit scholarship in teaching and cultivate proficiency in their areas of specialty.
 - e. All faculty members are evaluated by students with a score of at least 80%.
 - f. All faculty members are evaluated by administrative visits to the classroom with a score of at least 80%.
3. **Human and physical resources:** Maintain the human, financial, and physical resources necessary to achieve the purposes of the program.

Expected results:

- a. Obtain at least 70% on student evaluation of physical and technological resources.
 - b. Obtain at least 80% on faculty evaluation of physical and technological resources.
 - c. Obtain at least 80% on Advisory Board evaluation of physical and technological resources.
 - d. Demonstrate compliance with institutional policy for faculty/student rate of 1:25 in theory courses.
 - e. Demonstrate compliance with institutional policy for faculty/student rate of 1:15 in laboratory practice.
 - f. Demonstrate compliance with institutional policy for faculty/student rate of 1:10 in clinical practice.
4. **Students:** Develop highly qualified nursing professionals with the knowledge, skills, and attitudes necessary for providing competent, sensitive, effective, safe, and quality nursing care to the client and the community.

Student Learning Outcomes (SLO)

- SLO#1 - Apply ethical-legal and moral principles to promote a holistic care and foster a culture of quality and safety improvement through the utilization of standards, policies and regulations and best practices to perform the nursing professional role.
- SLO#2 - Promote preventive health and health promotion centered on the client, family, and community and considering cultural diversity in a variety of health care settings.

- SLO#3 - Utilize informatics and technology in client care to promote safety when performing the professional role.
- SLO#4 - Apply critical thinking in the decision-making process when providing nursing care to a diverse population, including complex high-risk situations and critical care.
- SLO#5 - Demonstrate evidence-based nursing practice skills in the provision of care to the client, family, community, and diverse populations.
- SLO#6 - Utilize teamwork strategies and effective communication in the provision of holistic care to the client, family, community, and diverse populations.
- SLO#7 - Demonstrate effective leadership in the coordination and direction of excellent quality health care services.
- SLO#8 - Apply the knowledge acquired in the general education, social science, and humanities courses to foster the development of the nursing professional role.

General Education Competencies

General education competencies are aligned with the institutional mission, vision, and goals. The competencies established by the institution as graduation profile are the following:

Table 2. General education competencies and skills

General Education Competencies and Skills
1. Oral and Written Communication
2. Information Skills
3. Technological Competency
4. Scientific and Quantitative Reasoning
5. Ethical and Aesthetical Values

Clinical Practice

Clinical Practice Goals

1. Expose students to a real clinical environment providing the opportunity to apply the knowledge acquired in the theoretical phase and facilitate their integration into the work field.
2. Practice basic skills required to provide patient care in the different stages of growth and development in various health scenarios.
3. Prepare professionals aimed to provide patient/client-centered healthcare in real common and complex situations.
4. Direct students to develop a culture of safety and quality in providing healthcare to patients in the different stages of growth and development.
5. Provide a practical experience that enables students to develop communication and teamwork competencies as part of an interdisciplinary health team.
6. Expose students to manage information technology applied to health services.
7. Expose students to an evidenced-base clinical practice, promoting their interest in research in the exercise of their profession.
8. Provide a clinical experience that enables the application of critical thinking and clinical judgment in making decisions and solving problems in a real patient/client care environment.

Evaluation Criteria

To achieve the goals, objectives, and competencies of the clinical practice, we have developed a series of compulsory classroom activities that will be evaluated during the clinical rotation. The process includes diagnostic evaluations, and formative and summative evaluations. Each of these evaluations has the purpose of making viable the student's reflection upon their learning, determining student's achievements, and value the professional competency. Evaluation of the clinical practice will be made considering the following criteria:

Table 3. Evaluation criteria of the clinical practice

METHOD OF EVALUATION	CRITERIA	WEIGHT
Skills Evaluation and Clinical Scenarios	<p>All students will be evaluation according to the skills required by the course. Skills evaluation will take place on the 6th week and the 12th week of the academic ter. (See courses syllabus).</p> <p>The student will participate in various clinical scenarios according to the level of learning, which will enable the development of the skills and competencies of the course. Clinical scenarios will be evaluated by means of rubrics.</p>	30%
Reflective Journal	<p>Each student will work on the elaboration of a reflective journal or practice journal. Each journal has a value of 32 points and will be evaluated using the rubric for evaluation of reflective journals. At the end of the course, the student should have written a total of seven (7) reflective journals (see course syllabus).</p>	10%
Skills Map	<p>The student will make a conceptual map for each skill corresponding to their course. Each conceptual map has a value of 40 points and will be evaluated with the rubric to evaluate conceptual maps. By the end of the course the student should have made the following maps:</p> <ul style="list-style-type: none"> • Standard precautions • Vital signs • Bed bath • Integrity of skin • Documentation • Venipuncture • Canalization • Nasogastric tube feeding • Taking urine sample • Administration of enema 	10%
Skills Profile	<p>The student must be able to perform all the skills offered in the course.</p>	10%
Clinical Area	<p>The student must meet the clinical area hours required. Students will be evaluated by means of the rubric to evaluate performance in the clinical area.</p>	20%

METHOD OF EVALUATION	CRITERIA	WEIGHT
Objective Structured Clinical Evaluation	All students will be evaluated by means of an OSCE at the end of the course. the student should master all skills covered in the course. If the student does not master a skill, will have the opportunity to practice and review the skills and be re-evaluated.	20%
TOTAL		100%

Clinical practice requirements¹

- Health certificate issued no less than one month prior to the date of practice
- Certificate of Negative Criminal Record issued no less than one month prior to the date of practice
- Hepatitis B vaccine (3 doses; necessary for all clinical practice). May present laboratory results that certify immunization.
- Atenas College student identification card
- Influenza vaccine
- 2 doses of Varicella or serological test
- Resume
- 4 2 x 2 photos
- Certification of medical insurance coverage
- Current CPR Certification (cardiopulmonary resuscitation)
- Original and certification copy
- Evidence of compliance with Law 300 - Puerto Rico Law for the Verification of Criminal Record of Care Service Providers for Children and Elderly.
- Additional requirements may be requested by the clinical practice site; these requirements may include a drug test. The process will take place in accordance with the clinical practice/practice site.

¹ The student must consult the Clinical Practice Coordinator on the requirements for practice courses prior to enrollment.

Management of clinical database²

Students are required to maintain their personal information up-to-date in the Nursing Program Clinical Database. Both Atenas College and clinical practice sites require this information. It is the student's responsibility to maintain current documents. Failure to have the required information on file will result in student's inability to complete clinical rotation.

The student must meet all requirements before enrollment in the practice phase of the program. Students enrolled in a practice course without meeting the requirements will be dismissed from the course and can only enroll after all requirements are met.

Curricular Conceptual Model

The curricular conceptual model of the Nursing Science Program is founded on the following educational theories: P. Jeffries/National League for Nursing Simulation theory (2015); D. Kolb's Experiential Learning theory (1970); and D. Schön's Reflective Practitioner theory (1987). These theories hold the four pillars that sustain the needs of the client: 1) safe and efficient care environment; 2) health promotion and maintenance; 3) psychosocial integrity; and 4) physiological integrity. The conceptual model is based learning through competencies, which are developed through the curriculum. These competencies include general education competencies and professional competencies.

² Students must consult the Program Clinical Practice Coordinator for clinical practice requirements prior to enrolling.



Figure 2. BSN Program Curricular Conceptual Model

Curricular Plan

The program's student learning outcomes (SLO) have been developed based on the program philosophy, the professional standards of the nursing practice, and QSEN³ guidelines and recommendations. Tools to measure and evaluate learning are determined and established to ascertain if students are reaching the proposed learning outcomes and competencies. Then, an assessment plan is developed which enables collecting student learning evidence, data, tools, time for implementation, and determine its effectiveness. A curricular matrix is used, which enables describing the relation between the learning outcomes and the assessment and evaluation methods and experiences, educational activities, and the necessary resources.

The student can reach their programs beginning from the fundamental concepts of the nursing practice and the complex application of nursing, which includes the following: *Patient-centered Care, Leadership, Teamwork, Evidence-based Practice, Quality and Safety Improvement, Use of Informatics and Technology, and Critical Thinking and Decision Making*. These competencies will help nursing students to develop into professionals that will integrate ethical, legal, and professional values into their practice.

Program Description

The Bachelor of Science in Nursing is designed to prepare generalist nurses with the skills for leadership, interdisciplinary teamwork, use of technology, information skills, principles of quality management, and the development of a culture of quality and safety centered in the patient/client. Includes principles of research, evidence-based practice, as well as communication and the application of clinical judgment for decision-making. Graduates from this program will be able to perform in public or private institutions that require healthcare services. Upon completion of their degree, students will be prepared to take the licensure examination offered by the Puerto Rico Examining Board of Nurses.

³ Quality and Safety Education for Nurses. www.qsen.org

Curriculum**General Education, Science and Mathematics.**

Table 4. General Education, Science and Mathematics Courses

CODING	COURSE	HRS	CR
BIO1101	Human Anatomy and Physiology I	75	4
BIO1102	Human Anatomy and Physiology II	75	4
BIO1200	General Microbiology	75	4
CIS1100	Introduction to Social Sciences	45	3
COM1100	Introduction to Informatics	45	2
ESP1101	Basic Spanish I	45	3
ESP1102	Basic Spanish II	45	3
ESP1200	Document Writing	45	3
EST3100	Principles of Statistics	45	3
HUM3100	History of Puerto Rico	45	3
HUM3200	Ethics and Moral in Contemporary Times	45	3
ING1101	Basic English I	45	3
ING1102	Basic English II	45	3
ING1200	Conversational English	45	3
MAT1100	Basic mathematics	45	3
PRE1100	Preparation for student life	15	1
PSI100	General Psychology	45	3
QUI2100	General Chemistry	75	4
TOTAL		900	55

Major Courses.

Table 5. Major Courses

CODING	COURSE	HRS	CR
ENF1100	Fundamental Concepts of Nursing Practice	135	5
ENF1200	Principles of Pharmacology and Medical Dosage	60	3
ENF1300	Nursing Process in Clients with Behavioral Alterations	45	3
ENF1310	Clinical Practice: Nursing Process in Clients with Behavioral Alterations	45	1
ENF2100	Nursing Process in Maternal and Child Care	135	5
ENF2201	Nursing Process in Adult and Elderly Clients with Medical Surgical Conditions I	135	5
ENF2202	Nursing Process in Adult and Elderly Clients with Medical Surgical Conditions II	135	5
ENF2300	Nursing Process in Pediatric and Adolescent Care	135	5
ENF3100	History and Physical Assessment	75	4
ENF3200	Nursing Process in High-Risk and Critical Care Client	150	6
ENF3300	Principles of Research and Evidence-based Practice	45	3
ENF4100	Nursing Process in the Community and High-Risk Family	150	6
ENF4200	Principles of Nursing Administration and Supervision	60	4
ENF4300	Professional Transition Seminar	15	1
MCS3100	Quality Improvement and Risk Management in Healthcare	45	3
MTS3100	Information Management and Technology Application	60	3
	Elective Course ⁴	45	3
	TOTAL	1470	65

⁴ To be taken in the last academic term.

Elective Courses⁵.

Coding	Course	Hours	Credits
ENF4500	Nursing Process Neonatal and Pediatric in High-Risk and Critical Care	45	3
ENF4600	Nursing Trends	45	3
ENF4700	Management of Client with Arrhythmia	45	3
ENF4800	Nursing Process in Hemodialysis	45	3
TCS4100	Transcultural Health	45	3

Program breakdown.

Length 42 months	General, Science, and Mathematics Courses	Major Courses	Total
Credits	55	65	120
Hours	900	1,470	2,370
Credential	Bachelor of Science in Nursing (BSN)		

Course Descriptions

Table 6. Course Descriptions

BIO1101 Human Anatomy and Physiology I 4 credits

This is a course on human anatomic structure and its relation to body functions. It studies all major body systems with emphasis in its structural characteristic and function. The student will relate to anatomical and physiology terminology. Discussion of functioning of cell and tissue, and of the integumentary, skeletal, muscular, nervous, and endocrine systems. This course meets 3 hours of theory and 2 hours of laboratory per week, for an academic term.

⁵ The student must select one elective course.

BIO1102 Human Anatomy and Physiology II 4 credits
Pre-requisite: BIO1101

This course is a continuation of BIO1101. Study of terms and their relation to the characteristics and functioning of the different parts of the human body. Discussion of the characteristics of the human structures organized by systems and the physiological processes that take place in the organism. Systems to be studied include lymphatic, cardiovascular, respiratory, digestive, urinary, and reproductive. This course meets 3 hours of theory and 2 hours of laboratory per week, for an academic term.

BIO1200 General Microbiology 4 credits

This course comprises of the study of microbiology basic concepts. It emphasizes on microorganisms related to the clinical processes, asepsis principles, and disease prevention and control. Discussion of general concepts of epidemiology; the importance of knowledge on transmissible diseases, its processes, and prevention measures. In addition, culture techniques and characterization of microorganism recovered from clinical microbiological analysis are highlighted. This course meets 3 hours for theory and 2 hours for laboratory per week, for an academic term.

CIS3100 Introduction to Social Sciences 3 credits

This course provides critical analysis of the current principles and ethical issues from the point of view of past and present ethical systems, most relevant to the western civilization. This course includes a project on quality of life or community action. This course meets three (3) hours per week, for an academic term.

COM1100 Introduction to Computers 2 credits

This course takes the student into the world of computers, getting to know the hardware and its operating parts. In addition, it emphasizes in the use of office applications used in healthcare scenarios and general document writing. Study of the fundamental aspects of health information systems and safety of electronic information. At the end of this course, the student acquires the necessary skills to use a computer with extensive knowledge in basic commercial document writing, and creating forms to collect clinical information of the patients. This course meets 1 hours of theory and 2 hours of laboratory per week, for an academic term.

HUM3100 History of Puerto Rico 3 credits

In this course, students will study, analyze, and interpret the history of Puerto Rico from the pre-Columbian era until the 20th Century. They will discuss the most meaningful stages in the historical process and develop an appreciation for the cultural legacies of our ancestors: Native Indians, Spanish and Africans. The course meets for three (3) hours of theory per week for an academic term.

HUM3200 Ethics and Moral in Contemporary Times 3 credits

This course provides a critical analysis of current ethical principles and issues from the perspective of past and present ethical systems of most importance to western civilization. It includes a project regarding quality of life or community action. This course meets for three (3) hours of theory per week for an academic term.

ING1101 Basic English I 3 credits

This course provides students the opportunity to use grammatical structures in an accurate, significant, and appropriate way. The learner integrates the four arts of language: writing, reading, listening, and speech. In this course, the student acquires mastery of the sentence level and the ability to communicate appropriately at different levels. Also, improves the development of the language and oral communication. This course meets 3 hours of theory per week, for an academic term.

**ING1102 Basic English II
Pre-requisite: ING1101 3 credits**

This course provides students the opportunity to use grammatical structures in an accurate, significant, and appropriate way. The learner integrates the four arts of language: writing, reading, listening, and speech. Students are required to progress sentence composition to speech level and develop their ability for effective communication. This course meets 3 hours of theory per week, for an academic term.

ENG3100 Conversational English 3 credits

This course has been designed to help students communicate more effectively and confidently in spoken English. There will be several activities involving reading, speaking, and listening to help them engage in an on-going interactive process. The course includes a variety of

environment, and the theory-practice integration. This course meets 3 hours of theory and 2 hours of supervised laboratory per week, for an academic term.

ENF1100 **Fundamental Concepts of the Nursing Practice** **4 credits**

This course enables the development of competencies aimed to satisfy the basic needs of the patient, in a safe, legal, and ethical way, using the nursing process. Discussion of basic concepts and theories, emphasizing in the professional execution as member of the health team. Introduction of the concepts of assessment and history, communication, professional terminology, use of computer technology, teaching/learning, critical thinking, diversity, cultures, spirituality, history of nursing, and the program's philosophy. Practice of basic nursing skills considering the best practices, in individuals with common health alterations. This course meets 3 hours of theory and 6 hours of clinical practice per week, for an academic term.

ENF1200 **Principles of Pharmacology and Medical Dosage** **3 credits**
Pre-Requisites: MAT1100

This course takes into consideration the philosophical integrity to promote health and wellbeing, decreasing potential risks and managing health alterations to provide care regarding dosage, drug administration, and parenteral therapy. It presents the concepts and skills regarding pharmacology, dosage, and drug administration in a safe, legal, and ethical way, using the nursing process and the best evidence-based practice. It integrates the concepts of health information management and technology during calculation and administration of drugs. This course meets 2 hours of theory and 2 hours of laboratory per week, for an academic term.

ENF1300 **Nursing Process in Clients with Behavioral Alterations** **3 credits**
Pre-Requisites: ENF1100, ENF1200

This course studies the nursing process, guides, theories, and protocols, focused on clients with behavioral alterations. Discussion of the basic nursing concepts regarding care to client with behavioral alterations to include patient assessment and history, aspects on therapeutic communication and safety, considering diversity, culture, and spirituality. Integration of concepts on standards, policies, regulations, and the best practices in mental health care, and the principles of

prevention and detection for the wellbeing of the patient and the community. This course meets 3 hours of theory per week, for an academic term.

ENF1310 Clinical Practice: Nursing Process in Clients 1 credit
with Behavioral Alterations

Pre-requisite: ENF1100, ENF1200, ENF1300

In this course, students apply the nursing process, guides, theories, and protocols, focused on clients with behavioral alterations. Practice of basic nursing skills regarding care of client with behavioral alterations to include patient assessment and history, aspects on therapeutic communication and safety, considering diversity, culture, and spirituality. Integration of concepts on standards, policies, regulations, and the best practices in mental health care, and the principles of prevention and detection for the wellbeing of the patient and the community. This course meets 3 hours of clinical practice per week, for an academic term.

ENF2100 Nursing Process in Maternal-Child Care 5 credits
Pre-Requisites: ENF1100, ENF1200

This course is focused on the role of the nursing professional to provide nursing care to the mother and the newborn, incorporating the best practices, prevention, and early detection of health problems. Includes health assessment and history, antepartum, intrapartum, and postpartum management, and management of complications during pregnancy and in the newborn. Aspects regarding ethics, nutrition, pharmacology, the use of technology, communication, information management, and application of the nursing process, are integrated throughout this course. This course meets 3 hours of theory and 6 hours of clinical practice per week, for an academic term.

ENF2201 Nursing Process in Adults and Elders with 5 credits
Medical-Surgical Conditions I

Pre-Requisites: ENF1100, ENF1200

This course emphasizes in the promotion of physical, emotional, mental, and social wellness through patient centered care based on the best evidence and comfort-based practices, decreasing the potential for risk and managing health alterations considering culture, diversity, and spirituality. Application of rehabilitation concepts for the client with chronic health problems, care at the end of life, emergency management, preparation for disasters, and nursing trauma. Application of the nursing process in patients with electrolyte and acid base imbalance, problems of the respiratory

tract, cardiovascular and hematologic system, and the endocrine system. This course meets 3 hours of theory and 6 hours of clinical practice per week, for an academic term.

ENF2202 Nursing Process in Adults and Elders with 5 credits
Medical–Surgical Conditions II
Pre-Requisites: ENF2201

This course emphasizes on the role of the nursing professional in the promotion of physical wellness through care and comfort, decreasing the potential of risk and management of alteration to health. Application of the nursing process in patients with acute and chronic conditions. Use of the best practice for nursing intervention with clients that require care focused on the renal and urinary system, the reproductive system, the immunologic system, the integumentary system, and sensory, neurological, and musculoskeletal systems. This course meets 3 hours of theory and 6 hours of clinical practice per week, for an academic term.

ENF2300 Nursing Process in Pediatric and Adolescent 5 credits
Care
Pre-Requisites: ENF1100, ENF1200

This course is designed to develop competencies regarding the application of the nursing process in care and management of the child, adolescent, and their family. Application of the theories of growth and development, and psychosocial aspects focused on providing legal-ethical client centered care, considering culture and diversity in childhood and adolescence. Introduction of client assessment and history. Practice of basic nursing skills regarding care to the pediatric and adolescent client to include safety, prevention and control of infections, communication, health information management, and technology aspects. This course meets 3 hours of theory and 6 hours of clinical practice for an academic term.

ENF3100 Physical Assessment and History 4 credits

This course provides practical training for conducting the history and physical examination. It provides students with the criteria and key points to execute the procedure and scientific skills involved in the physical assessment in children, adult, and elderly. It provides an overview of the tools necessary of a physical examination, inspection techniques, palpation, percussion, and auscultation; and the types of sense: resonance, tympanic, plain and matte, and how to carry out a cerebrospinal physical examination.

ENF3200 Nursing Process in High-Risk and Critical 6 credits
Care Client

This course is designed to develop knowledge and skills in the high-risk practice scenario. It emphasizes in the nursing process in critical care and trauma scenarios using critical thinking and applying the nursing theories in patient care. In particular, and in-depth discussion of the nursing intervention in critical health problems that affect the biological social condition of the patient like nutritional disorders, electrolyte alterations, and special situations with the polytrauma and burn patient, and the nursing intervention in critical health problems with alterations to the systems. This course meets 4 hours of theory and 6 hours of supervised clinical laboratory per week, for an academic term.

ENF3300 Principles of Research and Evidence 3 credits
Based Practice
Pre-requisite: EST 1100

In this course, the student applies the scientific method in problem solving. Employment of critical thinking to determine relevance and clarity of problems, purpose, questions, hypothesis, and the variables in published studies. Use of methodology and terminology of the principles of quantitative and qualitative research. Includes the steps and preparation of a nursing research project in harmony with ethical standards, information management, and search of literature review (links, research journals) using evidence-based practice and educational technologies. This course meets 3 hours of theory per week, for an academic term.

ENF4100 Nursing Process in the High-Risk 6 credits
Community and Family

This course initiate student in the development of concepts, skills, and attitudes on self-care of the family, group, and community through the application of the nursing process. Emphasis is given to primary care aimed to promote and maintain self-care activities to various groups in the community. Learning attitudes prepare students to identify health needs, develop strategies to contribute to the solution of problems and determine nursing care systems to help families, groups of people, and community. This course meets 4 hours of theory and 6 hours of supervised clinical laboratory per week, for an academic term.

ENF4200 Administration and Supervisory Principles of Nursing 4 credits

This course is related to the management of nursing care, training, and leadership. It studies basic dilemmas like laws and ethics, delegation, cultural considerations, time and stress management in the administration and supervisory principles aimed to nursing care. It provides concepts based on leadership, the nursing professional, healthcare systems and organizations, and human resource management to foster affective interpersonal relations within the principles of administration in nursing. Application of administration functions such as directing, controlling, delegating, and supervising. Promotion of pro activity to foster affective interpersonal relations and the communication process aimed to the holistic wellness of the human being, within the process of administration and supervision. This course meets 4 hours of theory per week, for an academic term.

ENF4300 Professional Transition Seminar 1 credit
Pre-requisite: last academic term

This course emphasizes in the transition from the student role to the professional role at a bachelor's degree level and their insertion to the working world. Critical discussion topics regarding continued education, the laws that rule the nursing practice, the code of ethics, the profession's image, social and personal responsibility, and professional organizations. Study of aspects regarding the process to obtain license from the Puerto Rico Examining Board of Nursing, professional association through the Puerto Rico Board of Professional Nurses. This course meets 1 hour of theory per week, for an academic term.

MCS3100 Healthcare Quality Improvement and Risk Management 3 credits

This course emphasizes in the principles of quality management and risk management to ensure safety, maximize patient results, and obtain ongoing improvement of the outcomes at the organizational level. The course examines a broader aspect as how the organizational culture impacts and influences productivity, quality, and risks. This course meets 3 hours of theory per week, for an academic term.

MTS3100 Information Management and Application 3 credits
of Technology

This course enables the student to learn to identify their role regarding the application of technology and health information management. Includes skills related to the use and management of the electronic medical record, implementation and management of computerized health systems, and analysis of the implications regarding safety aspects in the integration of technology. This course meets 2 hours of theory and 2 hours of laboratory per week, for an academic term.

ENF4500 Nursing Process in High Risk and Critical 3 credits
Care of the Neonatal and Pediatric Client

This course emphasizes on the critical care nursing process to high-risk patients, during the stages of growth and development of the human being from pregnancy to adolescence. Use of the nursing process as a tool to facilitate the can assess, diagnose, plan, intervene, and evaluate, applying their critical judgment. Integration and execution of the educational role within the family in any primary, secondary, and tertiary care scenario. This course meets 2 hours of theory and 6 hours of supervised clinical laboratory per week, for an academic term.

ENF4600 Nursing Trends 3 credits

In this course, the student analyses the most relevant trends of the nursing professional at a global level. It helps students to develop a broad perspective focused in the evolution of the nursing profession, professional opportunities, legal and ethical relations in nursing, financial aspects regarding health service rendering, interpersonal relations among health professionals, and current issues. This course meets 3 hours of theory per week, for an academic term.

ENF4700 Management of Client with Arrhythmia 3 credits

This course provided theoretical and scientific content for analysis of the anatomy and physiology of the cardiovascular system and the conduction system. Describes management of basic electrocardiography, normal morphologies of the waves, pathological Qs, and the ischemia injury on the different walls of the heart. It provides the scientific principle for nursing management and implantation in patients with cardiac dysrhythmias and the application of identification of arrhythmias at the Mega-station. Students are encouraged to develop strategies that enable them to identify the complications and risk factors that cause cardiac conditions. Students are trained to use

critical judgment, which enables analyzing and comparing irregularities on an electrocardiogram. This course meets 3 hours of theory per week, for an academic term.

ENF4800 Nursing Process in Hemodialysis Patient 3 credits

This course is designed to discuss the techniques and procedures used in patients who receive hemodialysis treatment. It describes and defines the term hemodialysis, and legal aspects to include the law regulating the Hemodialysis Technologist profession in Puerto Rico. It also discusses the advantages and disadvantages of this procedure, the equipment used, and the application of the nursing process before, during, and after the dialysis process. The stages of growth and development are valued to meet the basic needs of the human being, holistically ensuring optimal wellness of the patient. It facilitates the opportunity for the student to intervene with the patient in a systematic and committed way and applying the scientific and critical principles. The course is offered in theory, in conferences, discussion of clinical cases, and presentations using various audiovisual resources. This course meets 3 hours of theory per week, for an academic term.

TCS4100 Cross-cultural Healthcare 3 credits

This course is designed to guide the health professional to broaden their view of the human being. It introduces the concept of man as a complete unit that functions in a comprehensive and unique way, and that uses symbols to communicate with the environment. Emphasis is given to concepts of culture, belief system, health and care, and how these concepts affect the health system. This course meets 3 hours of theory per week for an academic term.

Academic Progression

Atenas College policy ensures that student academic progression is assessed through their academic performance. We also evaluate possible circumstances that may interfere with the academic training and affect the academic progression. The purpose of this policy is to establish the procedures to evaluate the student academic progression.

Procedure

1. For the evaluation of student academic progression, the following will be considered:
 - a. Academic Achievement

- b. Academic activities participation
 - c. Interest in the academic activities
 - d. Interpersonal relationships
 - i. Personal factor (in case students share their information)
 - ii. Health factor (in case students share their information)
2. The student must maintain a grade of C or better to pass each of the technical or concentration courses. Institutional rating system established in the grading policy will be used to calculate the student's grade.
3. The student must participate in academic activities like theories, laboratories, simulated practice, clinics and community services educations, among others.
 - a. The student must participate in academic activities programmed and must present an excuse in case he/she cannot participate in them.
 - b. The student who does not participate in two consecutive academic activities planned unexcused, will be a reason for referral to the Academic Counselor to establish a plan of immediate action.
4. The student must demonstrate interest and commitment in their academic preparation. Students are expected to actively participate in the assigned activities, to be punctual, comply fully with assignments, can report to faculty for academic consulting, as needed, among others.
5. The student must maintain good interpersonal relationship with their classmates, professors, student community, clinical instructors, patients and families.
6. The student must comply with values based on behavior that is expected for a health professional and that meets the standards of ethical conduct established by their profession.
7. In the case of students who are at risk of not passing the course with little or no course participation, are presenting little interest in academic activities and / or poor interpersonal relationships, the course professor or member of the faculty in charge of the Clinical Practice will be in charge of monitoring these issues and will maintain documentation of the plan of action to take. For these purposes, the following document will be filled: Action Plan to Improve Student Progress.

8. The professor will determine whether to make the referral to the Academic Counselor for follow-up. In case the professor determines to refer the student, he/she will fill out a Referral Sheet to Counseling and send a copy to the Counselor and the Program Director/Coordinator.
9. The counseling staff will meet with the student and make a report on their intervention and recommendations.
10. In case of identifying any personal or health situation that can interfere with the student academic progress, the counselor will notify the program Director/Coordinator and will prepare a plan together with the professor or professors of the program, this will be signed by the student, professor and coordinator of the program. This must be referred to the Guidance and Counseling Center to channel the necessary assistance.

Student Retention / Withdrawal / Dismissal

Deliberately not attending class does not constitute a legitimate withdrawal from a course. Students who desire to withdraw from a course or program must first request an interview with the Program Director. The Institutional Catalog provides information regarding the procedure for withdrawal and termination; catalog is available at <http://atenacollege.edu/new-docs/catalogo-2017-2020.pdf>.

Atenas College reserves the right to request withdrawal or dismissal, at any time, of any student whose health, conduct, clinical performance, and/or academic performance makes it inadvisable for the student to continue with the program.

A student may be dismissed from the program under the following situations:

- Excessive absences/tardiness and/or failure to notify program faculty prior to class.
- Nursing practice that jeopardizes the patients' right to safe care.
- Inability or unwillingness to change behaviors to meet the objectives.
- Inappropriate behavior, including but not limited to:
 - Disclosing information on professional services rendered or client confidences to the public.
 - Falsifying or altering of medical records or reports.

- Failure to adhere to institutional and nursing program established rules and procedures or its clinical affiliates.
- Deliberate damage, destruction, or theft of property.
- Failure to maintain satisfactory working relationships with clients, supervisors, or colleagues.
- Dishonesty (cheating) on assignments, projects, presentations, oral/written reports and/or examinations.
- Failure to maintain academic requirements including:
 - Inability to meet grade requirements
 - Failure to meet required program/course objectives
 - Failure to complete requirements of the Plan of Action, as agreed upon by the student and faculty.
 - Inability to pass the Objective Structured Clinical Evaluation (OSCE) for Clinical practice.
 - Inappropriate or negative comments or photographs concerning the program on social networking sites (e.g. Facebook, Twitter, Instagram, personal blogs).
 - Substance abuse while in class/clinical practice site.
 - Failure to meet financial obligations for tuition
 - Failure to inform the nursing program of any changes in the status of the criminal history after admission to the program within two (2) academic days following any incident resulting in arrest or pending arrest.

Medical Safety and Health

Liability Insurance

Atenas College provides liability insurance coverage for all students; however, this insurance does not pay for student injuries. The student is responsible for personal medical costs incurred while at clinical sites. Liability insurance may or may not cover all legal cost if a patient is injured by the student.

Health Insurance

Students are required to have health insurance and are responsible for their own individual or family insurance policies. Students enrolled in the nursing program are required to have personal health insurance to begin their clinical practice.

Transmissible Diseases

The initial admission decision does not consider the existence of AIDS, a positive HIV antibody test or any transmissible disease for people applying to attend or be employment at Atenas College. Atenas College does not require further HIV screening or status of applicants. Atenas College reserves the right to exclude any person who poses a health or safety risk to themselves or others; however, employees or students who have AIDS or a positive HIV antibody test, whether they are asymptomatic or not, shall be allowed regular classroom attendance and entry into all facilities and programs in an unrestricted manner as long as they are physically able to attend class.

Atenas College will not disclose medical information to anyone outside the institution without prior specific written consent of the patient. Knowledge shall be restricted to professional staff members on a need-to-know basis only, as determined by institutional legal counsel.

Employees or students who have a diagnosed transmissible disease, whether asymptomatic or not, will not be required to terminate affiliation with the institution and will be allowed participation in college activities as long as they are physically able to attend class; however, Atenas College reserves the right to exclude any person who poses a health or safety risk to themselves or others.

Immunizations

Upon acceptance to the nursing program, the student is to submit required proof of current immunization status. It is recommended for the student to have completed 2/3 of the Hepatitis B series prior to application to the program. A complete Hepatitis B series requires 4-6 months to complete. Students should be aware of the timeline to ensure completion of the series. A student will be dismissed from the program if they do not complete the Hepatitis B series.

Cardiopulmonary Resuscitation (CPR)

All students must have current American Heart Association CPR certification prior to and throughout all clinical experiences. A copy of such will be kept in the student's file. Students will not be allowed to attend clinical training until proof of current CPR Certification is provided.

Reporting of Accident or Injury

The Program Director/Coordinator must be notified immediately if a student is injured while in the classroom setting. The Program Director/Coordinator is responsible for completing all necessary documentation with the assistance of the student and the instructor.

The instructor must be notified immediately if a student is injured while in the clinical setting and shall be given a copy of the facility's incident report and may require that a Health Professions Occurrence Report be completed. The student is responsible for all expenses incurred by the facility rendering medical care. Atenas College and the clinical facility are not responsible for any claims or expenses that result from an action of the student or a patient/client in the clinical setting. Students must carry a personal health insurance policy. The Nursing Program also reserves the right to require a physician's statement authorizing the student to safely resume/continue patient/client care at appropriate level of clinical requirements, after an illness or injury. Each case will be considered on an individual basis.

Standard Precautions

Students may be exposed to environmental hazards and infectious diseases while at the clinical practice facilities. Risk of infectious diseases include, but is not limited to, Tuberculosis, Hepatitis B, and HIV. The student understands and assumes these risks and agrees to abide by the policies and procedures of the clinical practice site concerning exposure to infectious diseases and infection control.

Clinical experiences may include care to individuals who have transmissible diseases. Students are expected to treat all patients with the same respect and dignity as per professional standards of care. Students are also required to follow all guidelines for prevention of blood borne pathogens transmission. Prior to begin their clinical practice, students will be provided with the following:

- Current literature on ways of acquiring and transmitting infectious disease.

- Standard precautions to minimize risk of transmission of infectious disease.
- Supervised practice of standard precautions in the lab setting.
- Close supervision and monitoring of precautions during clinical experiences.
- Education in isolation techniques related to the prevention of specific infectious diseases.

Standard precautions for infection control⁶.

The following standard precautions measures replace the old universal precautions system in the recently finalized patient isolation guidelines by the Centers for Disease Control and Prevention. Key tenets of the new standard infection control precautions are summarized as follows:

- **Hand washing.** Wash hands after touching blood, body fluids, secretions, excretions, and contaminated items, whether or not gloves are worn. Wash hands immediately after gloves are removed, between patient contacts, and when otherwise indicated to avoid transfer of microorganisms to other patients or environments. It may be necessary to wash hands between tasks and procedures on the same patient to prevent cross-contamination of different body sites. Use a plain, non-antimicrobial soap for routine hand washing. Use an antimicrobial agent or a waterless antiseptic agent for specific circumstances such as outbreaks.
- **Gloves.** Wear clean, nonsterile gloves when touching blood, body fluids, secretions, excretions, and contaminated items. Put on clean gloves just before touching mucous membranes and non-intact skin. Change gloves between tasks and procedures on the same patient after contact with material that may contain a high concentration of microorganisms. Remove gloves promptly after use, before touching non-contaminated items and environmental surfaces, and before going to another patient; wash hands immediately to avoid transfer of microorganisms to other patients or environments.
- **Masks, eye protection, and face shields.** Wear a mask and eye protection or a face shield to protect mucous membranes of the eyes, nose, and mouth during procedures

⁶ Source: Center for Disease Control. www.cdc.gov

and patient care activities that are likely to generate splashes or sprays of blood, body fluids, secretions, and excretions.

- **Gowns.** Wear a clean, nonsterile gown to protect skin and to prevent soiling of clothing during procedures and patient care activities that are likely to generate splashes or sprays of blood, body fluids, secretions, or excretions. Select a gown appropriate for the activity and amount of fluid likely to be encountered. Remove a soiled gown as promptly as possible and wash hands to avoid transfer of microorganisms to other patients or environments.
- **Patient care equipment.** Handle used patient care equipment soiled with blood, body fluids, secretions, and excretions in a manner that prevents skin and mucous membrane exposures, contamination of clothing, and transfer of microorganisms to other patients and environments. Ensure that reusable equipment is not used for the care of another patient until it has been cleaned and reprocessed appropriately. Make sure single-use items are discarded properly.
- **Environmental controls.** Ensure the hospital has adequate procedures for the routine care, cleaning, and disinfection of environmental surfaces, beds, bed rails, bedside equipment, and other frequently touched surfaces, and ensure that these procedures are being followed.
- **Linen.** Handle, transport, and process used linen soiled with blood, body fluids, secretions, and excretions in a manner that prevents skin and mucous membrane exposures and contamination of clothing and that avoids transfer of microorganisms to other patients and environments.
- **Occupational health and blood borne pathogens.** Take care to prevent injuries when using needles, scalpels, and other sharp instruments or devices; when handling sharp instruments after procedures; when cleaning used instruments; and when disposing of used needles. Never recap used needles, otherwise manipulate them using both hands, or use any other technique that involves directing the point of a needle toward any part of the body. Instead, use either a one-handed "scoop" technique or a mechanical device designed for holding the needle sheath. Do not remove used needles from disposable syringes by hand, and do not bend, break, or otherwise manipulate used needles by hand. Place used disposable syringes and

needles, scalpel blades, and other sharp items in appropriate puncture-resistant containers, which are located as close as practical to the area in which the items were used, and place reusable syringes and needles in a puncture-resistant container for transport to the reprocessing area. Use mouthpieces, resuscitation bags, or other ventilation devices as an alternative to mouth-to-mouth resuscitation methods in areas where the need for resuscitation is predictable.

- **Patient placement.** Place a patient who contaminates the environment or who does not (or cannot be expected to) assist in maintaining appropriate hygiene or environmental control in a private room. If a private room is unavailable, consult with infection control professionals regarding patient placement.

Smoking and Use and Abuse of Drugs and Alcohol

Smoking (e.g., cigarettes, pipes, cigars, electronic cigarettes, vapor devices) is strictly prohibited inside college buildings and on college grounds, including parking areas and structures, sidewalks, walkways, and college owned buildings, nor during field trips or clinical training.

Atenas College policy on Drug Use and Abuse is part of the institution's commitment to create a healthy environment for all members of our institutional community. In addition, tobacco users are expected to adhere to the policy and likewise be respectful to ex-tobacco users and non-tobacco users.

Sexual Harassment

In accordance to the Law No. 3 of 1998 - To prohibit Sexual Harassment in Educational Institutions, Atenas College does not tolerate any form of harassment, intimidation, or bullying in the college setting and takes appropriate corrective, disciplinary, and remedial action in response to such determined incidents.

Sexual harassment or discrimination in the academic environment is an illegal and discriminatory practice, alien to the best institutional interests. It is not permitted regardless of hierarchy or position of the people involved. Under no circumstances would a person be allowed to incur in conducts that directly or indirectly configure a work, administrative, or academic environment in which sexual harassment or discrimination aspects are present in any of their modalities.

In the application of this policy, the following should be kept in mind:

- Sexual harassment can be set between people of the same or opposed sex.
- No student is obligated to allow, accept, submit to, or tolerate unwanted acts or insinuations of sexual content.
- As established by law, sexual harassment consists of any type of unwanted sexual approach, request of sexual favors, any verbal or physical conduct of sexual nature, and when one or more of the following circumstances occur:
 - When such unwanted conduct or approach has the effect or purpose to intimidate or threaten the student.
 - When the submission or rejection of such conduct by the person harassed, becomes basis to make decisions on the student academic evaluation.
 - When such conduct has the effect or purpose to irrationally interfere with the academic performance of that person or when it creates a hostile or offensive study environment.

Any student who believes to have been a victim of sexual harassment must contact the Nursing Program Director. All claims will be investigated immediately. As a rule, information, documents, or any other evidence provided by the parties or witnesses during the proceedings will not be disclosed.

Dress code

Dress code for clinical experience consists of the uniform established by the program faculty with the designated logos of the institution and the nursing program. A model of the uniformed is displayed at the nursing program office located at Annex B.

During laboratories or at clinical sites, the use of acrylic nails, body piercing, or visible tattoos is not allowed. Females must wear their hair up, while in males, long hair is not allowed at the practice site.

Student Dress Code and Conduct for Clinical Practice Experiences

In order to ensure a quality experience, it is of utmost importance for students to follow all clinical practice rules. Students who do not meet the established requirements will be

referred to the Program Director for corresponding guidance and action. Following are the rules for clinical practice:

- Students must wear the uniform established by the institution with the program's and institution's logo and closed white professional shoes (no sneakers). The uniform must be in optimum conditions.
- Make-up must be conservative.
- Hair must be clean and pulled up.
- Jewelry must be minimum, e.g. one ring, watch with seconds hand, and small earrings. Men are not allowed to wear earrings.
- Nails must be at a maximum length of 1/8 (no more than 8 mm long).
- The Puerto Rico Department of Health prohibits acrylic nails to all personnel providing direct healthcare to patients.
- Women who wear skirts must wear pantyhose.
- Visible body piercings are prohibited.
- Hair color must be conservative, abstaining for extravagant colors.
- Visible tattoos must remain covered at all times.
- Cellular phones in the practice area are prohibited.
- Smoking is prohibited as well as any other act out of the regulations already established by the institution while at practice or while wearing the institution assigned uniform.
- Family visits during practice hours are prohibited. Emergency phone calls must be channeled through the Clinical Instructor.
- Once the daily tasks are assigned, the student may not abandon the area without consent of the clinical instructor or supervisor in charge.
- Students are authorized to perform **only and exclusively** the tasks assigned by the clinical instructor or supervisor.
- Student must notify their clinical instructor or supervisor when taking their food recess.
- Entry and exit hours established by the clinical practice must be met, considering a maximum lateness of 8 minutes.

- The clinical instructor or supervisor establishes the lunch hour no later than the 5th hour of practice.
- Students are responsible for their transportation, food money, and any materials needed.
- Eating at the practice area without previous authorization of the clinical instructor is prohibited.
- Chewing gum within practice hours is prohibited.
- Student must fully comply with HIPAA. It is prohibited to discuss confidential patient information in hallways, elevators, food lounges, or any other place.
- Meetings or gatherings in the hallways of the clinical practice area are not allowed.
- Students shall commit to the rules established at the clinical practice site and follow all policies and procedures, as long as these meet with the legal and ethical principles that govern the nursing profession.

Student Social Media

Professionalism is an essential part of the nursing profession. All nursing students are required to maintain professionalism in their behavior in social media. While Atenas College will not prevent students from social media, students are required to abide by all program policies when engaged in social media.

Definition of social media

- Social networking sites that promote sharing of news and information. (i.e., Facebook)
- Video and photo sharing sites. (i.e., YouTube, Instagram)
- Microblogging sites (i.e., Twitter)
- Business networks (i.e., LinkedIn)
- Forums and discussion boards

Electronic devices

Use of electronic devices in the classroom is allowed for educational and academic purposes only. Cellular phones and electronic devices must remain in silent mode during class meetings.

Policy on Management and Solution of Student Claims

It is Atenas College's policy to provide students with an academic environment, which promotes integrity and attention to students' needs. This policy aims at establishing proper process to address student claims and complaints. This policy is applicable within the institution or at any other placed considered an extension to the classroom (practice sites), or where official acts or sponsored activities by the institution are taking place.

Atenas College guarantees equal opportunity in all its educational programs, services and benefits. The institution does not discriminate based on race, color, religion, gender, ethnic origin, disability, age, marital status, physical appearance, political affiliation or any other classification protected by the provisions of Title IX of the Education Amendments of 1972, Americans with Disabilities Act (ADA), and any other applicable state or federal law or regulation.

Procedure

1. Any student who believes their rights have been are being violated or that any institutional policies or rules have been breached, including, but not limited to academic or administrative affairs or services, may file a claim in writing at the Center for Guidance and Counseling within ten (10) working days from the day of the alleged facts.
 - a. The student must complete a *Claim or Complaint Form*. This form may be accompanied by evidence of the alleged facts. The claim must include a narrative of the facts to sustain the allegations.
 - b. Once the claim is filed, counseling staff will evaluate its nature and submit a copy of the claim and all related documentation to the Vice-presidency for Student Affairs. The first instance meeting may include administrative staff, faculty members, security staff, or other professional whose presence is deemed important during the process due to the nature of their functions, expertise, or the nature of the claim.
 - It is important to mention that conciliation and mediation methods will always be available to resolve claims and complaints by informal means, to clarify or resolve controversies right away.

- c. The counselor may convene all parties individually or as a group to establish a dialogue and reach a conciliatory solution. On such solution, a written report will be submitted to the Vice-presidency for Student Affairs and other corresponding vice-presidencies.
- d. If the claim is not resolved by means of informal procedure, the counseling office will submit the claim to the Vice-presidency for Student Affairs. The Vice-president will convene the Evaluating committee within ten (10) working days.
- e. Once the claim or complaint is received, and according to its seriousness, the Vice-president for Student Affairs may take immediate actions to protect the safety and integrity of any member of the institutional or general community and the property. Depending on the nature of the claim (student regulations, academic affairs, services, security, among others), it could be referred to the corresponding vice-presidency, the human resource office, or the president's office and an emergency meeting can be requested to make decisions.
- f. During the process of investigation and analysis, the student must state his/her situation and if deemed necessary, present evidence that sustains the allegations, including witnesses and documents. The committee may convene any employee or staff of the institution to obtain additional information about the claim.
- g. The evaluating Committee will have ten (1) working days to evaluate the claim and make the corresponding recommendations and interventions among which the following could be considered, but not limited to:
 - Meet with the parties involved, wither individually or as a group, to try once again to solve the dispute as para of an administrative process.
 - Refer the issue to the Human Resource Office to proceed as per the Employee Handbook or any other action deemed pertinent (if the claim involves academic or administrative staff).

- Recommendations from the committee will be submitted to the Vice-presidency for Student Affairs and to the other corresponding vice-presidencies or the human resource office to partially or fully adopt the claim for decision-making.
- h. Notification of the decision will be mailed to the claimant with notice of receipt within ten (10) working days, after completing the administrative process.
- i. If the student does not agree with the decision made, he/she can request a meeting with the Vice-president for Student Affairs.
 - A term of ten (10) working days after the date of determination will be granted for this process. The appeal must detail the reasons for the disagreement.
- j. If after meeting with the Vice-president for Student Affairs, the student does not agree with the result of the meeting, may request a appeal in writing to the President within six (6) working days.
- k. The President or representative shall have a term of ten (10) working days to answer the request.
 - The president’s determination will be notified in writing to the claimant via certified mail.
 - The President’s decision will be final.
- l. Final report on the decision will be included in the student academic record, in the custody of the Registrar.

Attendance

Our academic programs do not require registering attendance. However, not attending scheduled classes and/or clinical practice is considered unfavorable to the clinical and academic performance of students.

In the event that an entity or agency that sponsors any of our students requires registering attendance, attendance will be registered only for those specific students using their given form. Nevertheless, it is the student’s sole responsibility to complete course requirements, attend

scheduled activities and comply with the assigned tasks, inside and outside of the classroom, including exams, quizzes, orientations, laboratories, and practice, among others.

Clinical Attendance

Students are responsible of meeting the minimum hours of practice required by the program. Those students who cannot meet this requirement will be asked to withdraw from the program due to the inability to meet all the requirements.

If the student misses a practice session, he/she is responsible of coordinating the days/hours to make up the time lost. The student must collaborate with the clinical practice coordinator to determine the make up time.

In the event of illness or injury that prevents the student from performing in the clinical environment, the faculty reserves the right to request a medical certificate authorizing the student to continue the clinical practice to the appropriate level of competency. All medical restrictions will be evaluated by the faculty and the clinical practice site.

Procedure for making up Exams/Practice/Presentation

- Notify your absence to the professor/instructor before the class begins; failure to do so may result in a score of zero points.
- The student must make arrangements with the professor/instructor within 24 hours after missing the exam/practice/presentation in order to make it up.
- The student will have 5 academic days after the absence to make up the exam/practice/presentation.

Procedure for Clinical Absence

- Students are responsible of informing the instructor and/or clinical practice coordinator if they will be late or absent before the clinical experience starts. Students are also responsible of requesting the telephone number of their clinical supervisors and program staff.
- The student is responsible of programming the hours to make up the time lost
 - The student must collaborate with the instructor to determine the make up schedule.
 - The student must notify make up schedule the clinical practice coordinator.

Grading

The following percentage scale will be used to assign student grades in all reports. The specific composition of a course grade will be detailed in the corresponding syllabus.

Table 7. Grading percentage scale

A	B	C	D	R
90% - 100%	80% - 89%	70% - 79%	60% - 69%	< 60%

All major courses must be approved with 70% or higher (C) in its theory component, and 70% or higher (C) in its laboratory or clinical practice component. In order to approve the entire course, both components (theory and laboratory/clinical practice) must meet at least, the minimum percentage required.

Example:

Course component		Result
Theory	Laboratory or simulated practice	
70%	65%	Not approved
65%	90%	Not approved
> 70%	>70%	Approved

In all courses in which the student is enrolled during an academic term, a letter is assigned to acknowledge their academic index and academic performance. This system helps determine the minimum degree of overall achievement for graduation purposes and for the special honor award for outstanding students.

Grades can be interpreted as follows:

Table 8. Grading system

Letter	Equivalence	Value	Scale
A	Quality of work: excellent	4	4.00-3.50
B	Quality of work: above average; good	3	3.49-2.50
C	Quality of work: average	2	2.49-1.50
D	Quality of work: poor; deficient	1	1.49-0.80
R	Repeat	0	0.79-0.00

Table 9. Alternate grading system

Letter	Equivalence
AP	Approved
NP	Not approved
NR	Never reported
RE	Guest student
I	Incomplete (A, B, C, D, R) The student has not completed the course requirements
WA	Administrative withdrawal
WV	Voluntary withdrawal
T	Transfer
EC	Competency exam or Portfolio

Examinations and make-up exams

Examinations are an integral component of the learning assessment process. All nursing courses require a minimum score of 70% on written and practical examinations to pass. The following procedure will be utilized when administering exams:

1. Late students will not be allowed to enter once the exam has been handed.
2. Use of cell phones or other electronic devices in the classroom during the exam is not allowed. Earplugs or headphones are not allowed.
3. Students will be asked to leave their personal items and material out of the exam area.
4. Students may carry several pencils/pens/highlighters to the exam area.
5. Talking is not allowed once the instructor hands the exam.
6. On computerized exams, seats will be assigned randomly.

The student must notify in advance if unable to attend a scheduled exam; failure to do so will result in a “0” score. The opportunity to make up exams will depend on the nature of the student’s absence. The student must present justifiable evidence, such as medical certificate.

The type of make up exam to be administered will be at the discretion of the professor and may consist of an oral, essay, or multiple choice or any combination of formats. The student must try to make up the exam as soon as possible. If the exam is not taken within a week of the scheduled date, the professor may award a “0” score.

Academic Integrity

As a higher education institution that offers academic options in various modalities and promotes a culture of service centered on the Puerto Rican and global student, Atenas College has the goal to conduct healthy teaching and administrative measures in its educational work. Atenas College establishes compliance with those rules, standards and laws issued by the various governmental and accrediting agencies, and others that rule it.

Purpose

In support to Atenas College fundamental values, this policy establishes the academic integrity standards and helps meet institutional teaching and learning commitments. This is achieved while maintaining academic integrity, authenticity, ethical and scholar values. In the

tasks performed by the student in Atenas College. This policy establishes the procedures to internally resolve academic dishonesty actions.

Definition of terms

- a. Academic integrity.** Is the commitment to not participate or tolerate falsifying or false or deceit actions. Such dishonesty actions violate the fundamental ethical values of the institutional community. In the case of students, lack of honesty, fraud, plagiarism, and any other inadequate behavior related to academic work, constitute major sanctioned infractions established in the Student Rules, Policies and Regulations. Major infractions can result in suspension from the institution for definite time or permanent separation from the institution, among others. The standards for academic integrity, authenticity, ethical values and scholarship in tasks performed by Atenas College students are established in this policy. The policy indicates penalties in the event of a fault related to plagiarism or that violates copyrights. The professor is responsible of promoting creativity and production of original works and not accept works that reflect a violation to this policy.
- b. Intellectual property.** A work or invention that is the result of creativity, such as a manuscript or a design, to which there are rights and for which a patent, copyright, or trademark, etc., can be requested. The Student Rules, Policies and Regulations states falsification of documents, plagiarism, and fraud as serious faults. The faculty must promote compliance with these articles. The Vice Presidency for Student Affairs offers support for due process in the event of fault by a student.
- c. Copyrights.** Is a group of rules and principles that affirm the moral and patrimonial rights conceded by law to authors for the simple fact of creating a literary, artistic, musical, scientific, or didactic work, whether published or unpublished. This policy establishes that the whole student community will be orientated on the copyrights act. The professor is responsible of ensuring students do not violate copyrights.
- d. Cheating on exams, and fraud.** The Student Rules, Policies and Regulations establishes the Student Rights and Duties to demonstrate high integrity and

honesty principles. Likewise, it establishes that cheating on exams, manipulation and falsification of documents, as well as fraud, are contradictory to Atenas College institutional rules.

- e. **Plagiarism.** It refers to using the work, ideas, or words of another person as one's own, without explicitly accrediting its origin. The information of others is their property, regardless of whether is free of charge or not, or the way we have accessed it (internet, journal, book). Our words belong to us and cannot be used without permission. Therefore, plagiarism is an infraction of copyrights on any type of work that is produced through its copy, without the authorization of the person who created it or owns it, or possesses the rights for such work, and its presentation as an original work.
- f. **Sanction or consequence.** Is a disciplinary action against a student, which can be determined by the Discipline Committee for an action of academic dishonesty. Disciplinary consequences include, but are not limited to:
- Not accepting the work submitted.
 - Score of "0" on the work submitted.
 - Lower grade in a course.
 - Failure of the course.
 - Written warning.
 - Suspension from the institution for a definite time.
 - Administrative suspension or separation from the institution.

The above does not represent an exhaustive list and Atenas College reserves the right to issue case-based consequences.

Atenas College students are expected to be the authors of their work and acknowledge authorship of others by means of proper citation or reference using the APA style. Using other people's ideas, including other students, without properly citing, constitute plagiarism and dishonesty, which is not an acceptable conduct in the institution. This conduct extends to everything related to copyrights, intellectual property, and registered trademarks.

It is forbidden to submit previously submitted works as part of the course assignments. Working collaboratively in assignments may be required by the professor, in which case, collaboration of all parties must be evidenced in writing.

Disciplinary consequences for not complying with this policy are determined on an individual basis and are specified in the Student Rules, Policies and Regulations, Article 4.

Procedure

Academic resources

- The Learning Resource Center offers assistance to comply with the Policy on Student Academic Integrity.
- The Manual of the American Psychological Association (APA) is the tool required to assist students in the citation of the resources utilized. To avoid instances that may be considered as plagiarism, the student must consult said manual to use the proper format.
- If the student has doubts about the material to use in his/her work, he/she should consult the Learning Resource Center staff.

Director Reporting allegations of academic dishonesty

- Any individual inside or outside the institution may report academic dishonesty.
- The allegation must be reported verbally or in writing to the faculty member or official responsible for the supervision of the course of activity during which the academic dishonesty arises.
- The faculty member must refer the case to the director or coordinator of the program to which the student belongs, who will evaluate the situation and, if necessary, refer the case to the Discipline Committee.

Resolution of allegations of academic dishonesty

Whenever possible, the allegation of academic dishonesty will be resolved by the program director or coordinator.

1. The program director or coordinator, along with the student accused of the alleged academic dishonesty, will review the corresponding materials. The student will have the opportunity to refute or explain the allegation.
2. If the program director or coordinator determines that the academic dishonesty is correct, the student has the opportunity to demonstrate their academic integrity, if it is his/her first offense.

3. The program director or coordinator may opt to provide the student with an activity or assignment to evidence he/she has acquired the knowledge and masters the competencies and skills associated with academic integrity.
4. The activities performed with the student will become part of their academic record, including their first offense.
5. Although the first offense is usually conducive to a teaching-learning activity to address the deficiencies, a sanction can be included according to the course or activity in which it took place.

Penalties or consequences of academic dishonesty

- If the Discipline Committee chooses to issue a sanction, it should be notified in writing to the student along with an explanation. Copy of the communication should be included in the student's academic record.
- Multiple academic dishonesty offenses may result in more severe penalties. However, there are no requirements of progressive consequences, for which a serious event may result in various severe penalties.
- The student has the right to appeal the penalties issued.

Appeal of penalties

1. If the student does not agree with the determination issued by the Discipline Committee, he/she may request an audience with the Vice President for Student Affairs.
 - A term of ten (10) working days after the issue date of the determination will be granted for this process. The appeal must state the reasons for not agreeing with the determination.
2. If after meeting with the Vice President for Student Affairs the student does not agree with the determination resulted from this meeting, he/she can request an appeal in writing addressed to the President of the institution within a period of six (6) working days.
3. The President or designee must answer the appeal no later than ten (10) working days.

- The determination made by the President or designee will be notified to the student via certified mail with acknowledgement of receipt.
 - The President's decision will be final.
4. The final determination report will be included in the student's academic record in the custody of the Registrar.

Copyrights

- The faculty, administrative staff, and students must comply with the federal and state regulation of moral and copyrights (Act 55-2012) (<https://copyright.gov/title17/>).
- No one can use Atenas College information and technology resources to share files or publish copyrighted material as their own.
- In addition to the penalties imposed by Atenas College, civil and criminal violations may be incurred under the Digital Millennium Copyright Act, conducive to lawsuits for non-authorized distribution of copyrighted materials.

Academic Advising Sessions

Atenas College Nursing faculty provides confidential student advising sessions. Students will receive at least one advising session per academic term with their assigned advisor; frequency of advising sessions may increase as necessary. Information revealed during these sessions will be documented and filed as appropriate.

It is the responsibility of each student to seek advisement by the Nursing Faculty and ensure all requirements for graduation have been met.

Advising Students in Danger of Failing

All faculty members will advise students at risk of failure by mid-term; if deemed necessary, a Recovery Plan will be established. The instructor will maintain documentation of student grades and exam averages throughout each academic year. By

The faculty will meet with the student and discuss options and refer them to the Center for Guidance and Counseling, if needed. The student and faculty will sign the plan and hand it to the program coordinator/director. The Program Coordinator/Director will review the plan and

place the original in the student file, a copy to the student, and a copy to the faculty. Advisement will continue as needed.

Individualized Tutoring

Individualized tutoring services can be directly requested to the professor or at the Center for Guidance and Counseling. Once the Request for Individualized Tutoring is completed, the Associate Vice President for Academic Affairs must authorize and coordinate the service.

Student Evaluation of Courses/Faculty

Students are asked to provide confidential feedback about the teaching-learning environment at the end of each academic term. Course evaluations are analyzed to identify weaknesses and areas to improve. Faculty evaluation performed by students provide information on faculty performance.

Course evaluation by students

- Student Evaluation of Course Questionnaires are administered at the end of each academic term.
 - Course evaluations are made available to the Nursing Program Director.

Faculty evaluation by students

- Faculty Evaluation by Student Questionnaires are administered at the end of each academic term.
 - The faculty must not be present at the time of its administration.
 - Evaluation forms will be handed and collected by the assigned staff and handed to the Nursing Program Director for analysis.
 - The Nursing Program Director shall summarize and identify the strengths and weaknesses in the professional performance of the faculty, considering all the information collected during the process, and shall discuss the results with the faculty evaluated.

Student Records and Papers

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Atenas College Nursing Program protects confidentiality of student records. All student information and records are confidential, and no information shall be given to anyone other than the student or academic institution faculty/administration, without written consent from the student.

Faculty will not give out grades over the phone or e-mail. Students may meet with the professor/instructor to obtain their grades. In addition to providing security for student files, private faculty offices provide confidentiality for phone calls and student conferences.

School officials, who act in student's educational interest within the limitations of their need-to-know status, have access to student records.

Academic Regulations

Students enrolled in the program are responsible of compliance with academic regulations as indicated in the Institutional Catalog, and the Atenas College Student Handbook, both in our facilities as well as clinical sites affiliated for practical experience, meeting the rules and policies of each of them. Clinical affiliates are considered an integral part of the program for students in clinical stage.

Violation to Student Regulations will entail sanctions according to the violated articles.

Facilities

Classes will be held at Atenas College Julio E. Hernández building (academic building) and its Annexes. Lab equipment will be kept at the Simulation and Clinical Learning Center. The Nursing Program Office is located in Atenas College Annex B.

Instructional Methods

Atenas College Associate of Science in Nursing Program will use various instructional methods to facilitate learning and to help the student to succeed academically and professionally.

- **Instructional Classroom Methods.** Class material will be delivered by means of lectures, audiovisual material, electronic presentations, demonstrations, laboratory practice, practice of specific collaboration technics, and our educational platform, eCursos, among others.

- **Didactic Assignments.** The student must complete all assigned readings according to the course syllabus or assigned by the professor, before class.
- **Laboratory.** Learning in the laboratory is designed to be a hands-on approach and will enhance the skill level of the student. All students must be prepared for laboratory sessions at all times.
- Learning assessment will consist of partial exams, mid-term and final departmental exams, outside work, daily activities, practical exams, and Objective Structured Clinical Evaluations (OSCE), among others.

Use of Equipment

Students will only use equipment that is pertinent to the course subject matter during class time, under supervision and after instructions for use are given by the Nursing faculty. Lab time will be available for students to practice with the equipment only after educated by faculty. Students will not be allowed to use equipment that does not correspond to the course subject matter.

Student services

The Vice Presidency for Student Affairs serves the purpose of providing services for students to develop their physical, emotional, social, and spiritual capabilities (comprehensive life), through prevention, education, and early intervention to be able to live in a full and balanced way.

In line with the institution's mission and commitment towards society and students with disabilities, this unit is committed to provide the services necessary to the population of students with special needs to meet our purpose of developing their skills and maximum potential, and their full integration to the community.

Services of the Vice Presidency for Student Affairs are aimed at:

- Achieving a faster adjustment to academic life.
- Establishing personal goals as students obtain the necessary safety and support to reach them.
- Identifying skills and limitations for their own benefit and others'.

- Seeking alternatives for particular situations that affect achieving student community goals.
- Working with conflicts that affect the emotional, psychological, or social stability of the student community.
- Coordinating services for students with special needs.

Center for Guidance and Counseling

The services provided by the Vice-presidency for Student Affairs include those provided by the Center for Guidance and Counseling, whose staff is responsible for coordinating the services necessary for students with special needs to enable them to reach their comprehensive development and academic goals. The counselor coordinates, if needed, with the Associate Vice Presidents for Academic Affairs, Program Directors/Coordinators, faculty and other staff, services that promote equal opportunities and reasonable accommodations necessary for the performance of students in our institution.

Services offered

- Reasonable accommodations
- Technological assistance
- Access permits
- Orientation on reasonable accommodation service for the student community
- Workshops on topics of general interest
- Referrals to external agencies
- Individual counseling
- Tutoring coordination
- Coordination for the parking facilities
- Furniture for the left-handed and/or people with disabilities and obesity
- Academic and occupational guidance
- Processing of claims or appeals
- Reconsideration of alleged faults to Section 504, ADA, Act 63 of 2011
- Other services non-onerous to the institution

Financial Aid.

Students enrolled on the institution are eligible, if qualified, for various financial aid programs from the federal and state government through their various agencies, and institutional funds.

Among the financial aid available are:

- Federal Pell Grant
- Federal Supplementary Educational Opportunity Grant
- Federal Work-Study Program
- Under-graduate Supplementary Educational Aid Program
- Merit Students Aid Program
- Institutional Grant Program
- Institutional Financial Aid Program
- Institutional Work-Study Program

Details on available financial aid, as well, as how to preserve your privileges and stay active in the institution are available on the Consumer Handbook, which is, publish separately.

Candidates or active students who desire to be evaluated and be able to receive financial aid must complete the Free Application for Federal Student Aid (FAFSA) yearly and submit it to the Financial Aid Office will all documents required, which will become part of their financial aid record.

Learning Resource Center and Technology.

The Learning Resource Center, Manuel de Jesús García González, (LRC), is an essential part of the student services. It is located on the third floor of the Julio E. Hernández building. Services are offered from Monday to Thursday, 7:30am to 9:30pm, and Fridays, 7:30am to 7:30pm. The LRC holds collections for Reference, Circulation, Reserve, Puerto Rican Collection, Newspapers, and Audiovisual. Main services for the college community are consultation on reference, reserve material loans, use of electronic resources, databases and internet, audiovisual equipment loans, group-study rooms, use of computers. Other information services can be accessed through the Virtual Library available at

<https://atenacollege.follettdestiny.com> or at the institutional webpage www.atenacollege.edu.

Through the Virtual Library, students may consult our online catalog, bibliographic databases, electronic journals, directories, laws, and search engines related to the health allied

science disciplines. Users can also stay informed on activities, exhibitions, information tables, or links to various articles and institutions through our Facebook page: \Biblioteca Atenas or \Atenas College Biblioteca.

The Learning Resource Center has a plan for action to meet the dispositions of Act 63 of 2011, which was created to establish inclusive technological assistance library services in all libraries; it provides technological assistance equipment for people with visual impairment, recorders, and furniture for people with disabilities.

Audiovisual Resources.

The primary function of audiovisual resources is to enrich the curricular offerings of the institution by using audiovisual materials and equipment and strengthen educational objectives with a wide database where students can access encyclopedias, books, journal, newspapers, research, and other electronic resources.

Computer Laboratories.

The computer laboratories provide services to our student community for curricular enrichment. These complement the institutional curriculum by providing access, information, informative material on professional journals, through the internet, and have the necessary equipment for courses on word and/or data processing and programs on specialized contents, for self-study or out-of-class studies.

Parking Access and Special Permits.

Atenas College provides guarded and segregated parking space for motor vehicles. This is a courtesy service; therefore, the institution is not responsible for damages to the vehicle or stolen property while parked. The student must make sure their vehicle is properly locked before leaving the parking lot.

Parking spaces have been assigned for people with disabilities who have a valid removable permit provided by the state. People with disabilities or temporary conditions with medical certification must request the temporary access permit through the Center for Guidance and Counseling. People who park their vehicles on spaces designated for people with disabilities without authorization will be fined; security personnel may remove or immobilize the vehicle.

Physical Facilities.

People with disabilities will be provided with a map with the location of the access facilities in the institution. These facilities include bathrooms, drinking water fountains, ramps, elevator, parking, and others.

Elevator.

The staff from the Vice-presidency for Student Affairs must inform students with disabilities of the use of the intercom, which enables communication with the security guard for elevator access. An intercom have been placed next to the elevator on each floor of the academic building. Inappropriate use of the elevator will be referred to the Vice President for Student Affairs.

Other Services.

Any other service may be requested through the Center for Guidance and Counseling. The service requested must be evaluated and channeled accordingly.

Confidentiality

As established by the American with Disabilities Act (ADA) and the Family Rights and Education Privacy Act (FERPA), all student documents are confidential.

Graduation

In order to concede the Bachelor of Science in Nursing, the student must meet the following requirements:

- Complete their program of studies within the maximum time established.
- Meet all financial commitments with the institution, including payment of the graduation fee. (Fee includes academic evaluation, diploma, certification of graduation, and initial credits transcript.)
- Have approved at least 60% of program credits at the institution.
- Complete the total credits or hours required by the program of studies.
- Have approved all program components.
- Obtain a graduation general point average of 2.00 or higher.
- Have approved all major courses with a grade of C or higher.
- Meet all particular requirements established by their program of studies.

- Undergo an academic evaluation and be recommended by the Registrar to obtain the degree.

Students must submit an Application for Graduation at the Office of the Registrar during the academic term prior to the established date for graduation.

Licensure

The nursing profession is regulated by the Puerto Rico Examining Board of Nurses, authorized by Law No. 254 of December 31, 2015, which requires license to practice the profession. It is important to seek orientation from the program faculty on the requirements and details to apply for the board examination after completing the program of studies.

The Puerto Rico Examining Board of Nursing is responsible of administering the licensure exam.

Contact: P.O. Box 70184
Rio Piedras, PR 00936
(787) 274-7676
<http://www.salud.gov.pr/>

Academic Calendar ⁷

Table 10. Academic Calendar of the Degree Division – January – May.

Events	2017 D & N	2018 D & N	2019 D & N	2020 D & N
Classes begin	January 9	January 8	January 7	January 7
Dr. Martin Luther King: Administrative Offices Closed	January 16	January 15	January 21	January 14
Late registration	January 9 -23	January 8-22	January 7-19	January 7- 20
Period for changes to class schedule	January 9-23	January 8-22	January 7-19	January 7- 20
Presidents' and PR Leading Men's Day: Administrative Offices Closed	February 20	February 19	February 18	February 15
Last day for removal of incompletes	February 21	February 20	February 18	February 17
Holiday: Abolition of Slavery	March 22	March 22	March 22	March 22
Enrollment process for the next academic term	March 27 – April 7	April 2-13	April 1-12	March 24 – April 3
Holiday: Holy Thursday and Friday	April 13-14	March 29-30	April 18-19	April 8
Last day to request total or partial withdrawal	April 12	April 13	April 13	April 8
Last day of class	April 12	April 13	April 13	April 9-10
Final exams	April 24 - 28	April 23 – 27	April 22 – 27	April 21 – 24
Academic Recess (students)	May 1 -5	April 30 – May 4	April 29 – April 4	April 27 – May 1
Graduation	To be announced	To be announced	To be announced	To be announced

⁷ Calendar subject to change.

Table 11. Academic Calendar of the Degree Division – may-August

Events	2017 D & N	2018 D & N	2019 D & N	2020 D & N
Beginning of class	May 8	May 7	May 6	May 4
Memorial Day: Administrative Offices Closed	May 29	May 28	May 27	May 25
Late registration	May 8-19	May 7-18	May 6-18	May 4-15
Period for changes to the class schedules	May 8-19	May 7-18	May 6-18	May 4-15
Last day for removal of incompletes	June 19	June 18	June 17	June 12
Holiday: Independence Day	July 4	July 4	July 4	July 4
Enrollment period for the next academic term	July 31 – August 11	July 30 – August 10	July 29 – August 9	July 27 – August 7
Constitution of Commonwealth of PR: Administrative Offices Closed	July 25	July 25	July 25	July 25
Last day to request total or partial withdrawal	August 11	August 10	August 9	August 7
Last day of class	August 11	August 10	August 9	August 7
Final exams	August 21 - 25	August 20 -25	August 19 - 23	August 17 - 21
Academic recess (students)	August 28-29	August 27-28	August 26-27	August 24 - 25
Graduation	To be announced	To be announced	To be announced	To be announced

Table 12. Academic Calendar of the Degree Division – August – December

Events	2016 D & N	2017 D & N	2018 D & N	2019 D & N
Beginning of class	August 29	August 30	August 29	August 28
Holiday: Labor Day	September 5	September 4	September 3	September 2
Late registration	August 29 - September 9	August 30 September 13	August 29 – September 12	August 28 – September 11
Period for changes to class schedule	August 29 – September 9	August 30 – September 13	August 29 – September 12	August 28de - September 11
Last day for removal of incompletes	October 10	October 11	October 10	October 8
Columbus Day: Administrative Offices Closed	October 10	October 9	October 8	October 14
Enrollment process for the next academic term	October 24 – November 4	November 6 - 17	November 6-15	November 11-22
Holiday: General Elections Day	November 8	N/A	N/A	N/A
Veteran’s Day: Administrative Offices Closed	November 11	November 11	November 11	November 11
Holiday: Thanksgiving	November 24-25	November 23- 24	November 22-23	November 28-29
Last day to request total or partial withdrawal	December 2	December 1	November 30	November 29
Last day of class	December 2	December 1	November 30	November 29
Final exams	December 12 - 16	December 11- 15	December 10-14	December 9-14
Academic recess (students)	December 19 = January 6	December 18 - January 5	December 17 – January 7	December 16 – January 7
Graduation	To be announced	To be announced	To be announced	To be announced