|  |  |  |
| --- | --- | --- |
|  |  |  |
| College of Natural and Applied  Sciences, Allied Health and Nursing |
| **Department of Nursing** |
|  |
| |  | | --- | | Nursing Students’ Handbook  Academic Year 2018-2019 | |  |

**2018-2019**

**Table of Contents**

Preamble…………………………………………………………………………………………….4

We are guided by: Vision statement, mission statement, value statement………………………….5

Overview of the Bachelor of Science Degree in Nursing Programme …..........................................9

Programme Objectives ......................................................................................................................9

Programme Design .......................................................................................................................9-10

Matriculation Requirements........................................................................................................10-11

Admission ........................................................................................................................................11

Financial Requirements for the Nursing Programme ......................................................................12

Health Requirements .......................................................................................................................12

Other Requirements.....................................................................................................................13-14

Student Nurses Association..............................................................................................................14

Implementing an Addendum to a Bulletin Policy............................................................................14

**Classes**

Curriculum structure...................................................................................................................17-19

Progression .................................................................................................................................19-20

Failure…………………..............................................................................................................20-21

Course Withdrawal ..........................................................................................................................21

Classroom Attendance .....................................................................................................................21

Class Cancellation Policy.................................................................................................................21

Guidelines for Cellular Phone Use...................................................................................................22

Capping Ceremony and Dedication Service ....................................................................................22

The Dedication Service ...................................................................................................................22

**Clinical Practice**

Clinical Practice………………..……………………………………………………………….………………………………………24

General Information.........................................................................................................................24

Skills Lab Attendance.................................................................................................................24-25

Nursing Resource Laboratory ....................................................................................................25-26

Dress Code ..............................................................................................................….....................26

Clinical Attendance ................................................................................................. ………......26-27

Clinical Attire..............................................................................................................................27-28

Uniform Description ........................................................................................................................28

Guidelines for Clinical Practice..................................................................................................28-29

Requirement of Clinical Component ..........................................................................................29-30

Patient/Client Privacy.......................................................................................................................30

Charting/Documentation Policy .................................................................................................30-31

Criteria Denoting Unsafe Clinical Practice .....................................................................................31

Physical Jeopardy........................................................................................................................32-33

Emotional Jeopardy .........................................................................................................................34

Cardiopulmonary Resuscitation (CPR) Requirement......................................................................34

Clinical Skills Book .........................................................................................................................34

Signature of Documents for Clinical Activities .........................................................................34-35

Clinical Evaluation ..........................................................................................................................35

**Becoming a Senior**

Guidelines for Nursing Council Practical Examination .............................................................37-38

Language & Content Exam………….…………………………………………………………38-39

The Nursing Council of Jamaica Examination………………………………………………….....40

Pinning Ceremony ...........................................................................................................................41

Graduation Requirements.................................................................................................................41

**General Requirements, Policies & Regulations**

Student Rights and Responsibilities.................................................................................................43

Student Absenteeism: Additional Information ................................................................................43

Death in Immediate Family…………………………………………………………………….….44

Policy on Substance Abuse……………………………………………………………….........44-45

Pregnancy Policy ........................................................................................................................45-46 Wearing of Student Uniforms When Working as an Employee Policy ..........................................46

Suspension/Dismissal Policy ...........................................................................................................46

Disruptive Behaviour Policy ......................................................................................................46-47 Disciplinary/Grievance Procedure .............................................................................................47-48

Nursing Council of Jamaica Disciplinary Guidelines and Action Disciplinary Procedure........48-52

Policy on Re-Entry to The Nursing Programme..............................................................................52

Procedure for Re-Entry.............................................................................................................,......52

Sexual Harassment Policy ..........................................................................................................52-53

Formal Student Complaints Policy...................................................................................................53

Procedure: ........................................................................................................................................53

Appeals Policy and Procedure .........................................................................................................53

Policy on Students’ Health and Wellness...................................................................................53-54

Risk Management/Infection Control ..........................................................................................55-56

**Appendices**

International Council of Nurses Pledge ..........................................................................................59

The Florence Nightingale Pledge ....................................................................................................59

The Profession of Nursing / Standard of Care..………………………………................................59

Nursing Domains ........................................................................................................................60-62

Community Expectations for Northern Caribbean University.........................................................63

Acknowledgement for signing .........................................................................................................64

Confidentiality and Privacy of Client Information Agreement .......................................................65

Technical Standards for Nursing: Functional Abilities ..............................................................66-68

Declaration of required Functional Ability………………………………………………......…....69

Curriculum matrix …………………………………….………...………….…............70-72

# Preamble

Welcome to the Caribbean’s premier School of Nursing. The Nursing Students’ Handbook is formulated to provide guidance and to ensure a meaningful university experience. This document is complementary to the University Bulletin, the Nursing Council of Jamaica’s procedures and policies, the Ministry of Health’s policies and current nursing practice standards. Annual review of the document is done to guarantee currency in keeping with nursing education, professional and practice landscapes. As you read and apply the contents of this document, the provision of wholistic quality nursing care will become a reality.

*The Director’s Pulse*

**We are guided by:**

**VISION STATEMENT**

The Department of Nursing embraces the vision of Northern Caribbean University and sees itself to be the centre of excellence in academia, research and Christian service for the Caribbean region, with international recognition.

**MISSION STATEMENT**

The mission of the Northern Caribbean University Department of Nursing is to provide quality Christ-centered nursing education through a systematically designed curriculum, for effective and efficient professional nursing practice nationally and globally.

**AIM**

The programme aims to educate students and prepare graduates who meet world class standards as competent practitioners whose service will demonstrate Christian philosophy to provide wholistic care to diverse peoples, nations and cultures. This care is offered throughout the lifespan at the primary, secondary and tertiary levels.

**VALUE STATEMENT**

The core values of the Northern Caribbean University Department of Nursing are: Christ-centredness, excellence, mutual respect, student–centredness, critical thinking, lifelong learning, professionalism, leadership development, loyalty and commitment to the nursing profession, and the University, through consistent quality service and evidence-based practice.

## DEPARTMENT OF NURSING HISTORY

The Northern Caribbean University Department of Nursing (formerly West Indies College Department of Nursing) emerged out of a need for nurses trained with Christ-centred education, who would combine faith and learning in their practice. These nurses would share the Seventh-day Adventist message and introduce clients to the Great Physician. With the vision of Elder Hiram S. Walters, Chairman of WIC and President of the then West Indies Union of SDA, the department enrolled its first batch of students for the baccalaureate programme in nursing in 1970. The batch was comprised of ten students, but only six progressed: Beverly Tai, Beverly McPherson, Judith Clayton, Leonarda Dowdie, Shirline McLean and Sonia Kennedy.

At the onset, the school was viewed as an experimental scheme by the Nursing Council of Jamaica, breaking ground in Jamaica and the Caribbean as the first non-hospital-based training school for nurses and the first to offer a Bachelor degree in Nursing. At that time, the second, third and fourth year of the programme were the only years approved by the Nursing Council. Students were taught the first year on the Mandeville Campus then the next three years on the Kingston Campus at the Andrews Memorial Hospital grounds, after which they would be admitted to the NCJ register.

When the RN/BSc programme started, Andrews Memorial Hospital was considered the ‘parent hospital’ and afforded students the opportunity to gain clinical practice. It became increasingly necessary however to seek additional clinical sites. This initially posed a serious challenge. But with the effort and kindness of Mrs. Enid Lawrence, Director of Nursing Education and Mrs. Norma Woodham, Tutor, both of the University Hospital School of Nursing, student nurses were able to enter the public sector health facilities for exposure and experience which was necessary for them to be qualified as registered nurses.

Following graduation of the first batch in 1974, the school was re-evaluated by the Nursing Council of Jamaica. Recommendations were made and promptly addressed by the school to the satisfaction of the Council. Since then there has been a dramatic growth in enrolment over the years, moving from six students in 1970 with a present enrolment of approximately 413 students in 2018. The Department has also had the directorship of individuals who have worked assiduously to develop what is now Northern Caribbean University Department of Nursing. Directors include Mrs. Rebecca Gucilatar-Jakobsen, Mrs. Klingbil Dr. Bernice Buchanan, Mrs. Arlene Kim, Ms. Karen Radke, Ms. Joan Haye, Mrs. Rosie Henry Morgan, Ms. Sonia Donaldson, Ms. Nerissa Barnes, Mrs. Leonarda McKenzie, Mrs Heather Fletcher and Dr. Joy Lyttle. Dr. Heather Fletcher is the current Director. We thank God who has guided our beginning, who has seen us to the present and who has already charted the path for the future.

#### DIRECTORATE

**DIRECTOR OF NURSING**

**Heather Fletcher PhD, CNS, RN, Associate Professor**

E-mail: hfletcher@ncu.edu.jm

Telephone: (876) 963-7108

**ASSISTANT DIRECTORS (Kingston Campus)**

**Ronie Royal MPH, RN, RM, Assistant Professor**

E-mail: ronie.royal@ncu.edu.jm

Telephone: (876) 963-7064

**Rose Henry Morgan, MS, MScN (Ed), RN, Associate Professor (**Mandeville Campus

E-mail: rose.henry-morgan@ncu.edu.jm

Telephone: (876) 963-3123

**FACULTY**

Advella Meikle, MSN, MPH, RN, RM - Instructor

Carrol Stewartson, MPH, RN, CERN - Instructor

Horace Williams, MScN (Ed.), RN, Cert. Mental Health - Instructor

Jaunell Miller, MSN., RN, Instructor

Joy Braham, MPH, RN – Assistant Professor

Natanya Bent Burton, MScN (Ed), RN - Instructor

Opal Davidson, DHSc, MSc, RN (Cert) - Instructor

Dian Parkes, MPH, RN, Instructor

Sophia Kendley, MScN (Ed.), RN, RM, Assistant Professor

Violet Wright, MPH, RN, RM, CCRN, CERN, Dip. H.Ed. - Assistant Professor

Kamar Thompson Davis, MSN, RN. Assistant Professor

**AMERICAN HEART ASSOCIATION (AHA) INSTRUCTORS**

Quisha Stewart

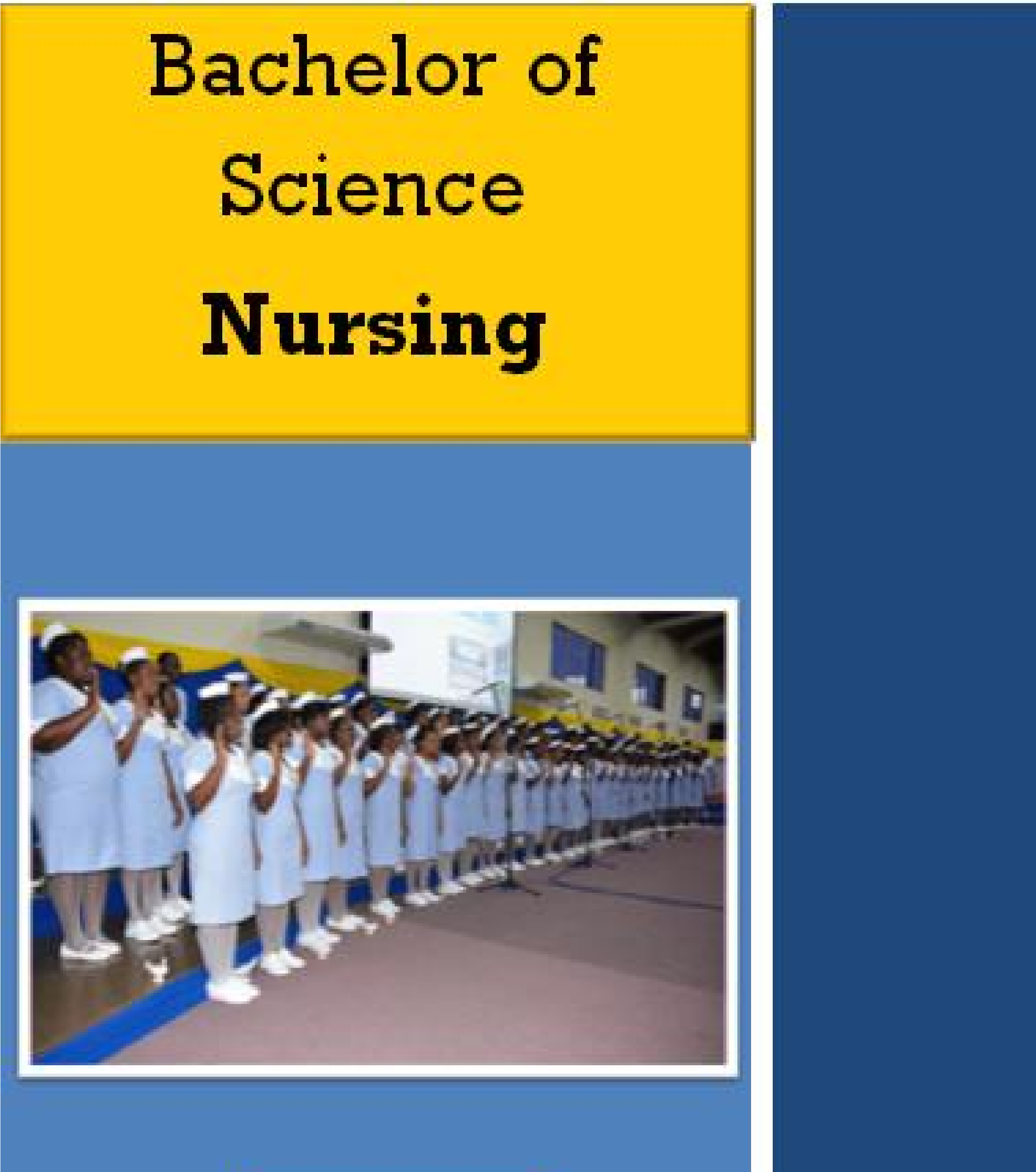
Wayne Henry

**STAFF**

Yvonne Taffe, Secretary

Erica Fearon, Administrative Assistant

Adrianne Dennis McClear, Records, & American Heart Association Clerk,



**OVERVIEW OF THE BACHELOR OF SCIENCE DEGREE IN NURSING PROGRAMME**

Northern Caribbean University, a trendsetter in nursing education is the oldest institution in the Caribbean granting a Bachelor of Science degree in Nursing. Over the years, the Department of Nursing has maintained an outstanding average pass rate of 85% in the licensure exam Regional Examination for Nurse Registration (RENR) set by the Nursing Council of Jamaica (NCJ). During the last five (5) years, the Department of Nursing has experienced an exponential growth of over 200% in enrolment comprising local and international students.

**PROGRAMME OBJECTIVES**

The Northern Caribbean University Department of Nursing prepares students who will:

* Integrate the principles of Christian and professional ethics with appropriate nursing interventions in the delivery of quality health care.
* Make sound clinical judgments based on nursing science using critical thinking and ethical decision making.
* Embark on an interdisciplinary approach in assessing, planning, implementing and evaluating specific client objectives and care outcomes.
* Apply knowledge in a rapidly changing global environment based on current health related trends.
* Identify clinical problems and apply research findings in order to promote evidence-based practice in maintaining and restoring health
* Synthesize knowledge from the humanities and sciences in providing care that is wholistic and socially relevant.
* Demonstrate accountability for professional growth, through the provision of appropriate nursing care, and lifelong learning.
* Demonstrate marketable skills that will enable them to practise in a variety of settings.
* Perform the roles of beginning professional nurse, competent leader and responsible citizen committed to the total well-being of the individual, the family and the community.
* Use the Bachelor of Science degree in Nursing in preparation for graduate studies.

**PROGRAMME DESIGN**

The Baccalaureate degree in Nursing is designed for four academic years of fulltime study, including summers. It is comprised of 138 credit hours. Passes in all courses must meet the requirements of Northern Caribbean University.

|  |  |
| --- | --- |
| a) Professional Core requirements | 85 Credits |
| b) Cognate requirements | 26 Credits |
| c) General Education requirements | 27 Credits |

The programme is approved by the Nursing Council of Jamaica and uses the National Curriculum for the Generalist Nurse guidelines of the Ministry of Health in conjunction with the University’s liberal arts infusion. The curriculum is in keeping with the Ministry of Health standards, Sustainable Development Goals and Vision 2030 and focuses on the total care of individuals across the life span, families and communities, along the wellness – illness continuum.

Proficiency is achieved through theoretical instruction and clinical practice. Courses are designed to emphasize the professional roles, legal responsibilities and evidence-based practice(s) for nurses. Students participate in assessing health needs, evaluating health status, planning and implementing appropriate nursing interventions.

In order to provide the necessary diversity of clinical experience, the programme is completed on two campuses: Northern Caribbean University campus in Mandeville, and the Kingston Campus at 63 Half Way Tree Road. From these two sites the department affiliates with hospitals, clinics, other health care facilities and government & non-government agencies.

Eligible senior year students sit the Regional Examination for Nurse Registration (RENR), which qualifies them to practice in any of the English-speaking Caribbean islands. Reciprocity exists for state registration and licensure in the United States, United Kingdom and other parts of the world. The award of the Bachelor of Science degree in Nursing requires the successful completion of the curriculum.

**MATRICULATION REQUIREMENTS**

**Students desirous of entering the programme must:**

* meet the University’s requirements.
* be at least 17 years of age.
* satisfy the Nursing Council of Jamaica’s minimum requirements for entry into the Basic Nursing Education Programme:(Revised October 2012 by the Nursing Council of Jamaica)
* pass the Nursing Entrance Test administered by the Department of Nursing
* pass a scheduled interview conducted by the Faculty at the Department of Nursing

**Compulsory subjects for matriculation:**

1. English Language A (CSEC General Proficiency, Grades I-III; GCE O’ Level, Grades A, B or C) or Communications Studies (CAPE – Grades 1- 4)
2. Science - Biology or Human and Social Biology (CSEC General Proficiency, Grades I-III; GCE O’ Level, Grades A, B or C) or Biology (CAPE Grades 1-4)
3. Mathematics (CSEC General Proficiency, Grades I-III; GCE O’ Level, Grades A, B or C) or Pure Mathematics or Applied Mathematics (CAPE – Grades 1-4)
4. Two other subjects from the following list:

#### CSEC or CAPE

Agricultural Science (double/ single)

Caribbean History

Chemistry

Economics

English Literature or Literatures in English

Food and Nutrition

Modern Languages e.g. French or Spanish

Information Technology (general/technical) or Computer Science or Computer Studies Integrated Science

Physics

Principles of Accounts

Principles of Business or Management of Business

Religious Education

Social Studies or Caribbean studies or Sociology

Spanish or Modern Languages

#### GCE

Accounts

Business Studies

Chemistry

English Literature

Food and Nutrition

French

Geography

History

Information Technology

Physics

Psychology

Religious Education / Bible Knowledge

Spanish

**NOTE**:

* A subject passed at different levels or from different examination boards will be counted as ONE subject for matriculation purposes e.g. French passed at CSEC or GCE as well as CAPE, would be recognized as one subject.
* The Nursing Council will accept only two (2) grade threes in CSEC or two (2) Cs in GCE or a combination of both. Since June 1998, CSEC GRADE III is accepted as a passing grade.
* The Nursing Council does not accept the following subjects: Visual Arts, Clothing & Textile, Office Procedures/Office Administration, Electrical Installation, Physical Education, Shorthand, Typewriting and Music.
* Applicants who attended high school in a country in which CXC/GCE examinations were not offered, will be required to possess equivalent admission requirements. The documents from those schools or examination authorities must be submitted to the University Council of Jamaica (UCJ) by the applicant for verification prior to applying to the University. The UCJ is the agency designated by the Nursing Council of Jamaica to determine equivalency. Passes at the CXC or GCE O’ level cannot be used as substitutes for university courses.

**ADMISSION**

Admission to the nursing programme is dependent not only on meeting the matriculation requirements but the applicant must pass an entrance test and an interview administered by the Department of Nursing. A number of additional factors determine the acceptance of students. For example health status, compatible with one’s ability to cope with the nursing program, availability of classroom and clinical spaces, faculty and preceptors, and the applicants’ place on the waiting list. If there are disproportionate numbers of students, only those with the highest GPAs, the most favourable character references and full matriculation requirements will be admitted.

**FINANCIAL REQUIREMENTS FOR THE NURSING PROGRAMME**

In addition to paying your University fees for tuition, etc. students are expected to have additional funds to make payment for the following: Cost varies; hence no standard fees are included.

1. Indexing as a student nurse with the Nursing Council of Jamaica
2. Certification in Cardio-Pulmonary Resuscitation (biennially)
3. Immunization (if necessary)
4. Uniforms (dresses and aprons for the ladies, black or dark-blue navy pants and shirts and laboratory coats for men) and name pins.
5. Caps during the second year (sophomore) in the programme
6. In the final semester of the fourth year, there are fees for the Nursing Council’s practical examination and for the written Regional Examination for Nurse Registration which qualifies you to earn your license and practice as a Registered Nurse.
7. Transportation costs to and from the clinical sites, beginning with the second semester of the freshman year until the end of the fourth year.
8. Make-up Clinical session.
9. Incidentals/miscellaneous items
10. Personal equipment – thermometer, Sphygmomanometer (Blood Pressure) machine
11. Accommodation costs for all four years of the programme.

**HEALTH REQUIREMENTS**

Newly enrolled students are required to have a medical form completed by a medical practitioner. This medical is renewable every two (2) years as per university’s policy.

Immunization information is required by affiliation agencies. Before beginning clinical rotations, students may be expected to meet additional health requirements. The Hepatitis B vaccination series is a requirement unless contraindicated for medical reasons and should be initiated prior to the student entering the clinical areas.

UHWI – New immunization schedule since 2018 includes:

|  |  |
| --- | --- |
| **Vaccine** | **Minimum acceptable evidence of immunity** |
| BCG | If no record, must have a Mantoux test. |
| Diphtheria, Pertussis, Tetanus (DPT/DT) | Five (5) doses of Diphtheria, Pertussis, Tetanus (DPT/DT/DTaP/Tdap) vaccine with the most recent booster within the last 10 years. |
| Polio | Three (3) - Five (5) doses of Polio vaccine |
| Measles, Mumps, Rubella | Two (2) doses Measles, Mumps and Rubella (MMR) vaccine. |
| Hepatitis B | Three (3) doses Hepatitis B vaccine and proof of positive immunity. |
| Varicella/ chicken pox | 2 Varicella vaccinations |
| Influenza | Annual influenza vaccine (including H1N1) |
| Mantoux | For persons from regions with high prevalence of TB or history of exposure to TB. |

Summary of Schedule for Healthcare student (HCS) Vaccination

|  |  |  |
| --- | --- | --- |
| **NAME OF VACCINE** | **SCHEDULE** | **ROUTE OF ADMINISTRATION** |
| DT booster | Every 10 years following primary course and initial boosters | intramuscularly (IM) |
| MMR | For HCS born in 1957 or later without serologic evidence of immunity or prior vaccination, give 2 doses of MMR, 4 weeks apart. Unvaccinated HCS born before 1957 generally considered immune but can consider giving 2 doses of MMR in those without laboratory evidence or immunity to measles or mumps, 1 dose to those without laboratory evidence or immunity to rubella. | subcutaneously  (SC) |
| Varicella (chickenpox) | HCS without serologic proof of immunity, prior vaccination or diagnosis or verification of a history of chickenpox or herpes zoster by a healthcare provider, give 2 doses of Varicella vaccine 4 weeks apart | subcutaneously  (SC) |
| Hepatitis B | If previously unvaccinated give 3 dose series at 0, 1 month and 6 months. | Intramuscularly  (IM) |
| Influenza | 1 dose annually of inactivated injectable vaccine (flu season October to June) | intramuscularly  (IM) |

During the third (3rd) year, prior to the commencement of the clinical rotation, a Mantoux test is required by the National Chest Hospital to determine the student immunity against or exposure to Tuberculosis (TB). The reading of the test is done within 48-72 hours. A Chest X-ray might be required based on the result.

Significant changes in your health status, including pregnancy should be reported to the Department as soon as possible to optimally plan for your health.

**OTHER REQUIREMENTS**

1. Students are required to maintain current Cardio-Pulmonary Resuscitation (CPR) certification at their own expense as scheduled by the Department of Nursing. The training attracts a cost.
2. Students are to be in possession of the following by the Spring semester of the Freshman Year:

* 1. Two (2) pairs of Nurses Shoes, not ordinary white shoes
  2. A Nurse’s Watch with a second hand (not a wrist watch)
  3. Nurse’s scissors (bandage scissors)
  4. Black ink pens
  5. Red ink pens
  6. Sphygmomanometer and Stethoscope
  7. Non-mercury thermometer
  8. Ruler
  9. Appropriately coloured Cardigan/Sweater, (navy blue or white) with uniform. (Sweaters are NOT to be worn when caring for patients).

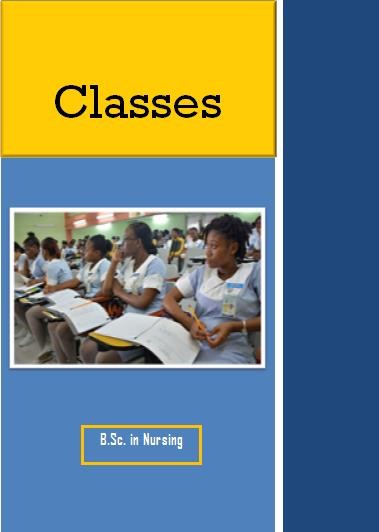
1. Scrubs

**STUDENT NURSES ASSOCIATION**

Students are urged to seek membership in Northern Caribbean University Nursing Students Association (NCUNA). Members participate in recreational activities and in projects which promote health in the community and support a positive image of nursing. Students are also encouraged to seek membership in the National Student Nurses Association which is a junior group of the Nurses’ Association of Jamaica.

**IMPLEMENTING AN ADDENDUM TO A BULLETIN POLICY**

Northern Caribbean University Department of Nursing reserves the right to have a previous years ***Bulletin*** restructured in keeping with the overall University’s *Bulletin* review biennially or at any other time. As such, the Department of Nursing reserves the right to implement such a *Bulletin* as an addendum as decided upon by the University and the Department of Nursing. Students would therefore follow the schedule of course work/activities as stipulated and guided by that new *Bulletin*. This means that the *Bulletin* under which the student entered the university will in fact become null and void.



Current Curriculum structure

*Theory: 1 Credit = 15 Hours; Lab: 1 Credit = 45 Hours; Clinical Practicum: 1 Credit = 80 Hours*

| **Course** | | | **Course** | **Credit** | **Hours** | |
| --- | --- | --- | --- | --- | --- | --- |
| **YEAR 1: SEMESTER 1 Clinical** | | | | | | |
| EDUC100 | Freshman Seminar | | | 1 | 15 |  |
| ENGL119 | Freshman Composition 1 | | | 3 | 45 |  |
| BIOL165 | Anatomy & Physiology 1 | | | 4 (3T, 1L) | 90 |  |
| BCHM125 | Biochemistry for Nurses | | | 3 (2T, 1L) | 75 |  |
| PSYC176 | Psychology for Health Professionals | | | 3 | 45 |  |
|  | **TOTAL** | | | **14** | **270** |  |
| **YEAR 1: SEMESTER 2** | | | | | |  |
| BIOL166 | Anatomy & Physiology II | | | 4 (3T, 1L) | 90 |  |
| ENGL120 | Freshman Composition II | | | 3 | 45 |  |
| BIOL176 | Microbiology for Nurses | | | 3 (2T 1L) | 75 |  |
| NRSG105 | Introduction to the Profession of Nursing & Ethics | | | 3 | 45 | Wellness Rotation -15 hrs |
| MATH121 | College Algebra | | | 3 | 45 |  |
|  | **TOTAL** | | | **16** | **300** |  |
| **YEAR 1: SUMMER 1 & 2** | | | | | |  |
| SOCI120 | Introduction to Sociology | | | 3 | 45 |  |
| RELB113 | God and Human Life | | | 3 | 45 |  |
| EDUC 151 | Fundamentals of Christian Education | | | 3 | 45 |  |
| CPRT112/120 | Computer Requirement | | | 3 | 45 |  |
|  | **TOTAL** | | | **12** | **180** |  |
|  | **YEAR 1 TOTAL** | | | **42** | **750** |  |
|  |  | | |  |  | |
| **YEAR 2 SEMESTER 1** | | | | | | |
| NRSG230 | Pathophysiology | | | 3 | 45 | Incorporated in all clinical |
| NRSG210 | Foundations of Nursing | | | 4 (3T, 1L) | 90 |  |
| NRSG222 | Foundations of Nursing Clinical | | | 2 | 160 |  |
| NRSG214 | Health Assessment | | | 3 (2T, 1L) | 75 | Incorporated in FON/ Lab -45 |
| NRSG224 | Principles of Health Promotion | | | 2 | 30 |  |
|  | **TOTAL** | | | **14** | **400** |  |
| **YEAR 2 SEMESTER 2** | | | | | |  |
| NRSG232 | Pharmacology | | | 3 (2 T 1L) | 75 | Incorporated in all clinical |
| NRSG241 | Adult Nursing 1 | | | 4 (3T, 1L) | 90 |  |
| NRSG244 | Adult Nursing Clinical 1 | | | 2 | 160 |  |
| DIET223 | Nutrition & Diet Therapy | | | 3 | 45 |  |
| NRSG217 | Principles of Wholistic Health | | | 2 | 30 |  |
|  | **TOTAL** | | | **14** | **400** |  |
| **YEAR 2 SUMMER 1 & 2** | | | | | | |
|  |  | | |  |  |  |
|  | **YEAR 2 TOTAL** | | | **28** | **800** |  |
| **YEAR 3 SEMESTER 1** | | | | | | |
| NRSG345 | Adult Nursing II (19-64 yrs.) | | | 4 (3T, 1L) | 90 |  |
| NRSG348 | Adult Nursing Clinical II | | | 2 | 160 |  |
| +NRSG343 | Parent Neonate Nursing | | | 4 (3T, 1L) | 90 |  |
| NRSG346 | Parent Neonate Nursing Clinical | | | 2 | 160 |  |
| COMM251 | Oral Communication | | | 3 | 45 | Module 1 |
|  | **TOTAL** | | | **15** | **545** |  |
| **YEAR 3 SEMESTER 2** | | | | | | |
| NRSG353 | Psychiatric Mental Health Nursing | | | 4 (3T, 1L) | 90 |  |
| NRSG351 | Psychiatric Mental Health Nursing Clinical | | | 2 | 160 |  |
| NRSG358 | Nursing the Child & Adolescent (1 month – 18 years) | | | 4 (3T, 1L) | 90 |  |
| NRSG361 | Nursing the Child & Adolescent Clinical | | | 3 | 240 |  |
|  | **TOTAL** | | | **13** | **580** |  |
| **YEAR 3 SUMMERS 1 & 2** | | | | | | |
| NRSG366 | Community Health Nursing | | | 3 | 60 |  |
| NRSG390 | Community Health Nursing Clinical | | | 2 | 160 |  |
| RELB305 | Life & Teachings of Christ | | | 3 | 45 |  |
| MATH 305 | Probability & Statistics | | | 3 | 45 |  |
|  | **TOTAL** | | | **11** | **310** |  |
|  | **YEAR 3 TOTAL** | | | **41** | **1,465** |  |
|  |  | | |  |  | |
| **YEAR 4 SEMESTER 1** | | | | | | |
| NRSG446 | Nursing Research | | | 3 | 45 |  |
| NRSG430 | Gerontological Nursing | | | 2 | 45 |  |
| NRSG432 | Gerontological Nursing Clinical | | | 2 | 160 |  |
| NRSG455 | Adult Nursing III | | | 2 (1T, 1L) | 60 |  |
| NRSG457 | Adult Nursing Clinical III | | | 2 | 160 |  |
|  | Spiritual Development Option | | | 2 | 30 |  |
|  | **TOTAL** | | | **13** | **500** |  |
| **YEAR 4 SEMESTER 2** | | | | | | |
| NRSG420 | Nursing Leadership & Management | | | 4 (3T, 1L) | 90 |  |
| NRSG473 | Nursing Leadership & Management Clinical | | | 2 | 160 |  |
| NRSG421 | Specialized Nursing | | | 4 (3T, 1L) | 90 |  |
| NRSG427 | Specialized Nursing Clinical | | | 3 | 240 |  |
| NRSG488 | Nursing Review | | | 1 | 15 |  |
|  | **TOTAL** | | | **14** | **595** |  |
| **YEAR 4 SUMMER 1** | | | | | | |
| NRSG494 | Senior Nursing Practicum | | | 1 | 15 | Module 5 / 240 hrs clinical |
|  | **TOTAL** | | | **1** | **15** |  |
|  | **YEAR 4 TOTAL** | | | **27** | **1,305** |  |
| **PROGRAMME TOTAL = 138 Credits; 4,320 Hours** | | | | | | |
| **PROGRAMME THEORY HOURS TOTAL** | | | | **1,290** |  | |
| **PROGRAMME: NURSING LAB. HOURS TOTAL** | | | | **450** |  | |
| **CLINICAL HOURS TOTAL** | | | | **1,920** |  | |
| **PROGRAMME CLINICAL & LAB HOURS TOTAL** | | | | **2,370** |  | |
|  | |  | |  |  | |

**COURSE SELECTION**

1. Students are required to follow the recommended sequence of courses, unless otherwise advised by their academic advisor in writing. Failing any course, whether a pre-requisite for a cognate or a core nursing course will prevent progression to the next semester/ year.

1. All students must visit their advisors (at least once in each semester). All students are required to obtain, after each school year a written documentation of progression from the advisors for the next year in the programme.

1. All students must communicate with their academic advisor to verify their course selections prior to activation of registration.

1. Failure to contact or keep appointments with advisors may result in a recommendation to the Academic Administration by the Nursing Department, for the student to discontinue the programme. (*See Academic probation & review in the relevant University’s*

*Bulletin*).

1. Students are not allowed to join classes after the second week of the official start of each semester of the school year and after the first week in the summer. Due to the blocking system (arrangement of the course content to facilitate clinical rotation), for example using the block system for the junior and senior, the block of classroom and laboratory activities is currently seven (7) weeks followed by eight (8) weeks of clinical practicum. During the summer sessions students will do five weeks of classroom and five weeks of clinical. The department reserves the right to adjust the timing of the block system as it deems relevant to meet academic needs.
2. All core theory course grades will be calculated as follows: 60% course work and 40% final exams as per university policy.

**PROGRESSION**

1. Progression from one year to the next is not automatic but is dependent on (although not limited to) having satisfactorily completed pre-requisite courses. All semester and summer courses as outlined in the *Bulletin*, under programme sequence, must be completed within the recommended year. A year includes the Fall, Spring and Summer sessions.

1. Students are required to pass the theory and related clinical courses as pre-requisites to progress to the next level of the programme (i.e., as stated for each semester). Progression is dependent on adhering to professional and personal conduct expected of a professional nurse (See Code of Conduct/Ethics and the Nursing Handbook).

1. All courses, whether in the semester or summers are pre-requisites to the upcoming semester or summer, e.g. Introduction to the Profession of Nursing and Ethics must be passed prior to taking Foundations of Nursing. Also, if the course Health Assessment is failed in the Fall semester, the student cannot progress to the Spring semester nursing courses.

1. Required courses may not be carried over to the second, third or fourth year. Adherence to relevant Bulletin stipulations is expected.
2. Because of the structure of a nursing course – i.e. theory, labs, and practicum it is not possible to have supplemental examinations.

1. A minimum grade of C+ must be achieved in all nursing (core) courses. A minimum of C must be achieved in all required Cognate and General Education courses.

1. Students must maintain a GPA of 2.5 each semester in the core courses. Students whose GPAs fall below 2.5 in their core will be automatically placed on academic probation. Whenever this happens, the student is required to consult with his/her advisor immediately for guidance.

1. Whenever a student’s cumulative GPA falls below 2.0, the student is automatically placed on academic probation and required to follow the Student Success Program.

**FAILURE**

1. Once a student fails a course in the programme sequence in any semester or summer session, the student’s possibility for progression MUST be reviewed by the student’s advisor, Year Group Coordinator and Campus Coordinator. Failure of two or more core nursing courses may result in the student being asked to withdraw from the Nursing programme. The Department of Nursing reserves the right based on its discretion, to decide whether the student will be allowed to continue in the programme. Discretion may be based on the following factors: professional conduct, occurrence of personal challenges, GPA/s of prior semester/s and citizenship record. A student who withdraws may reapply after a period of one year. Should there be a change in the *Bulletin*, students may be required to take new core courses. After a period of five years students will be expected to retake core courses.

1. If a student fails a cognate course on the second attempt, the student may have a third attempt, but to take a course for the third time, the student is required to petition online to the Petition’s Committee seeking permission to do so. Students are not allowed to commence any such class with a view to repeating a course until written permission has been received from the Petitions’ Committee. (See Missed Examination Policy)

1. Students are to submit petitions online by following the instructions below

* Log on to Aeorion SMS
* Click on ***Academics***
* Click on ***View More***
* Click on ***Petition Requests***
* Follow the instructions

**COURSE WITHDRAWAL**

Students who wish to withdraw from a Nursing course or required co-requisite course must do so online or have an Add/Drop form signed by the course instructor and their advisor/Director and the dean. The student hands the Add/Drop form to University Records.

**REMINDERS**:

* + Progression is dependent on students successfully completing the theoretical and clinical components in the relevant period).
  + The second semester of the fourth (final/senior) year does not allow for any repeating of courses., After completion of these activities, the curriculum ends, and then students will begin the Nursing Council Practical Examination. This examination cannot be taken until ALL curriculum requirements – theory, labs and clinical hours are completed successfully i.e. passing all the relevant examinations. Only successful students will take the Nursing Council Practical Exam and the RENR.
  + The Nursing Council *Discontinuation* and *Recontinuation Form* must be complete when there is interpretation in your progression.

**EXIT POLICY is being formulated to relate to students who need to leave the program for reasons such as poor academics, disciplinary or other relevant issues.**

**CLASSROOM ATTENDANCE**

The student is expected to be prepared academically, mentally and physically for all lectures. Being prepared assists the student in developing safe practice.

* + - Punctuality and regular attendance are indispensable to success in class work in the programmes. Regular attendance is expected.

* + - Daily attendance is monitored. Attendance policies are addressed in specific course syllabi and Bulletin.

* + - The Director and/or Coordinators must be notified of any unforeseeable extended absences.

* + - Make-up of classroom assignments is at the discretion of the instructor. It is the responsibility of the student to initiate the make-up process. This make-up (if granted) must be completed before sitting the related final examination.

**CLASS CANCELLATION POLICY**

Cancellation of a class will be posted on the classroom and/or lab door and sent to students’ email. Class cancellation due to inclement weather will announced via Corporate Communication, Marketing and Public Relations (CCMPR) or on local radio stations by 6:00 a.m. for day classes and by 2:00 p.m. for evening classes.

**GUIDELINES FOR CELLULAR PHONE USE**

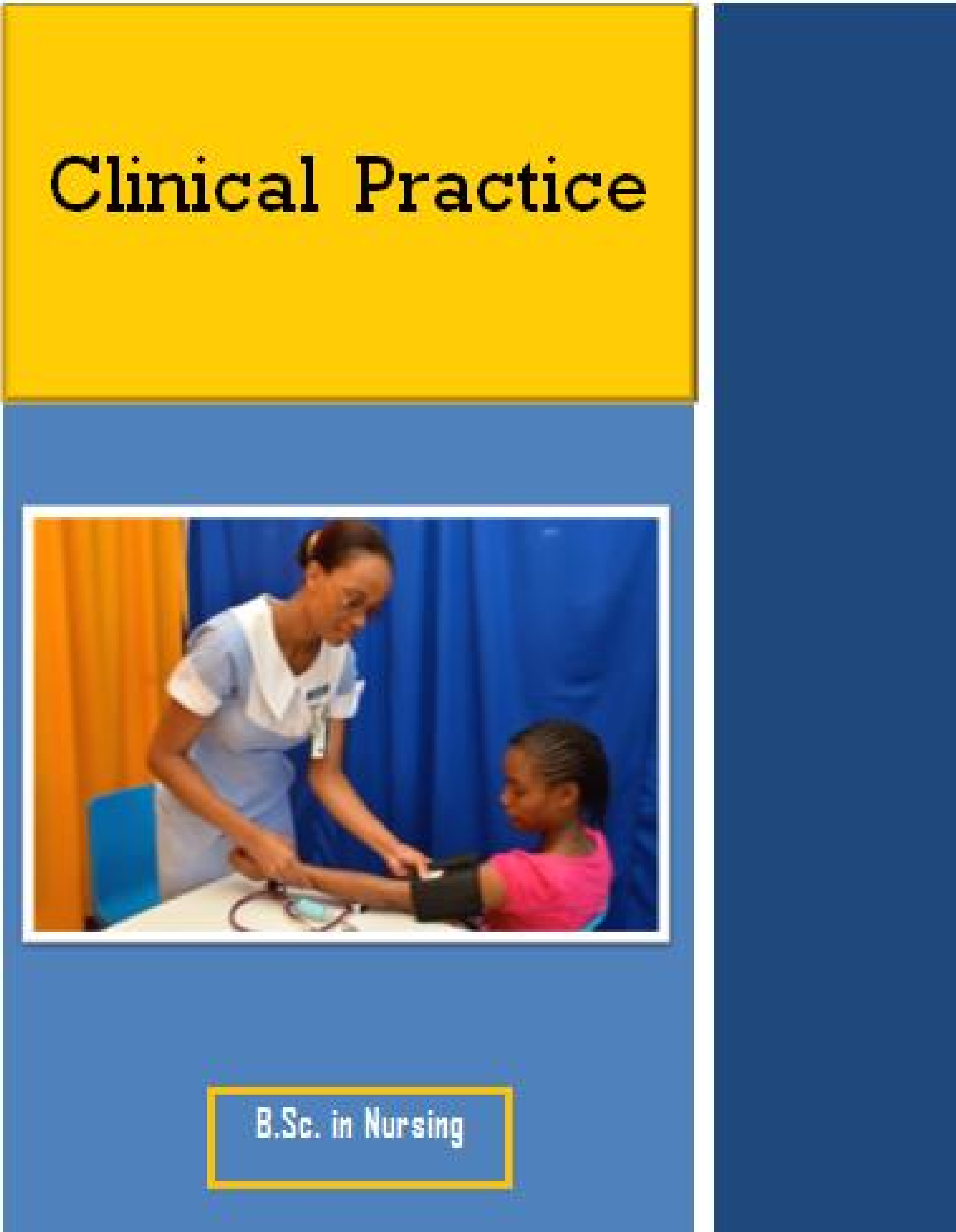
The nursing faculty recognizes that communication with family and friends is important. However, the use of cell phones in class is very distracting to other students and to your instructor. Please switch all cellular phones to the ‘vibrate’ or ‘silent’ mode during classroom, laboratory and clinical sessions. If you are already experiencing a family emergency and must keep a cell phone, prior to the class, obtain permission from your instructor, clinical preceptor or charge nurse to access calls outside the class, lab or patient care area and ensure that the phone is placed on the vibration mode setting. On no other occasion must the student leave an assigned area to answer phone calls. Disciplinary sanctions may be applied to students who are in breach of this policy. We appreciate your cooperation in assisting us in providing an environment conductive to learning and delivery of patient care

**CAPPING CEREMONY AND DEDICATION SERVICE**

The Capping Ceremony is held in the sophomore year prior to students assuming their first clinical assignment. This historic ceremony is important in the life of student nurses because it signifies the official commencement of their nursing career. The Florence Nightingale Pledge is used in this ceremony (See Appendix).

The relevant preparation, support and advisement for this landmark event in the life of the Department of Nursing and the student nurses are provided by the Director of Nursing and faculty. The ceremony is held on the last Wednesday in the month of October.

The Dedication Service for the senior students (graduands) is held at the Pinning and Dedication Ceremony scheduled in August on the Sabbath of the university graduation exercise to mark the end of the academic journey and their transition as professional nurses.



**CLINICAL PRACTICE**

This is the involvement of nursing student in clinic, hospital or community settings to provide care to clients. This allows the application of theoretical knowledge into professional nursing practice.

**GENERAL INFORMATION**

1. All students must receive didactic and psychomotor training prior to the start of clinical.

1. All students, except Freshmen, and Sophomores in the first semester are required to pass the Dosage and Solution test as scheduled by the department. The Dosage and Solution test is given every semester at least once and a grade of 80-100% must be obtained before entry to the clinical area for practice in the administration of medication.

1. Students are assigned to various specialties in selected clinical facilities to ensure that the related experience is contiguous with the theory. Selection of the preceptor and the clinical site (s) are done by the Department of Nursing. The Department of Nursing is unable to accommodate individual request of students based on proximity to where they are domiciled or related personal requests. In special circumstances the Director of Nursing and or the Assistant Director will address cases warranting special merit.

1. Students are responsible for arranging transportation to and from all clinical assignments.

1. Because professional nursing care is provided to clients 24 hours a day there may be evening and/night clinical assignments required during some courses at the discretion of the faculty.

1. Students are required to keep their immunization schedule current, in adherence to the Department of Nursing’s student health and risk management policies and clinical site stipulations.

1. Students should try to overcome minor indispositions that are not contagious, and that do not result in decreased safety of the student's performance in the clinical setting. However, students should not attend clinical if they have a communicable illness. For example, students who have flu or other contagious illnesses are not expected to attend clinical. The student must contact the class /clinical instructor to communicate the illness prior to the clinical day. The student is required to see a medical doctor for treatment, and for determination of the length of absence. A medical certificate must be submitted to the class/ Clinical Coordinator on return from the doctor.

1. All other clinical courses will be calculated as stipulated in the *Clinical Teaching Guide* or based on the revised clinical course outline – Total 100%.
2. Make-up Lab – Students who are/were absent from clinical should speak with the Year Group Coordinator for arrangement of make-up labs. Since the lab must be supervised, students may be required to pay to offset cost to preceptor(s).

**SKILLS LAB ATTENDANCE**

Like all other aspects of the nursing programme, the number of laboratory hours is mandated by the Regional Nursing Body. In order to write the licensure exam. - Regional Examination for Nurse Registration (RENR) the Director of Nursing must advise the Nursing Council in writing that you have completed the hours stipulated in your educational programme.

* Lab assignments must be completed prior to the assigned lab session and students must be prepared to practice the required skill. Practice skills must be recorded in the *Skills Lab Book.* This book must be turned in for ongoing assessment and finally in last semester of 4th year.
* Students are required to attend lab on time being dressed in full uniform and have in their possession the “tools for the job” as well as being prepared~~,~~ based on stipulated lab objectives given by instructors. The laboratory instructor may dismiss the unprepared student from the sessions, where such lack of preparation can result are issues of safety.

* Students are advised to obtain and use non-mercury thermometers

* Attendance at skills laboratory sessions is mandatory. An attendance audit is taken at the beginning of each class and records maintained. Persons who arrive ten minutes after the session begins will be marked absent, and the session deducted from the required hours needed for you to graduate. If due to extenuating circumstances you are unable to attend or you will be late, you must notify your instructor or the Director or the Assistant Director (s) of Nursing before the occurrence. The instructor reserves the right to or not to accept your excuse.
* *Tour of Duty Form* – All forms must be turned in to the office after tallying and signing of the form. This should be done within two (2) weeks after the clinical rotation

**NURSING RESOURCE LABORATORY**

The Nursing Resource Laboratory sessions are designed to provide a safe, nurturing and accessible environment that would facilitate the department of the technical skills necessary for the delivery of efficient safe patient care.

##### Rules

1. Full uniform must be worn at all laboratory sessions, and the required equipment for practice must be taken to laboratory sessions, i.e. scissors, stethoscope, pens, watch, etc.
2. Laboratory sessions are to be used to fulfil objectives.
3. No non-nursing student should be allowed in the lab without permission from the faculty or staff.
4. All equipment belonging to the lab that are used must be returned to their proper place.
5. Report all accidents immediately.
6. Dispose of garbage in designated area.
7. All sharps/ used needles must be placed in sharp containers.
8. Equipment or any other learning aids should not be removed from the lab without permission from faculty or staff.
9. Food or beverages should not be taken into the laboratory during practice sessions.
10. Noise level should always be kept at minimum.
11. Punctuality MUST be observed.
12. For practice purposes care the mannequins required as if a client.
13. All laboratory hours have to be accounted for and so are not optional. Please sign in Lab register and have the Inventory of Skills form, signed at the end of lab by instructor/preceptor.
14. The *Skills Book* must be used to account for procedures observed, assisted with and done.
15. Always leave the laboratory clean and tidy at all times.

.

##### Dress Code

1. No sandals or nurse’s shoes with open back should be worn in the laboratory.
2. Long hair should be pinned up and off the neck.
3. Nails should be kept short. Nail polish and artificial nails are not allowed.

**CLINICAL ATTENDANCE**

The student is expected to be prepared academically, mentally and physically for all clinical exercises. The instructor may dismiss the unprepared student from clinical. Being prepared assists the student developing safe practice.

1. Students are required to attend a predetermined number of clinical days for each nursing course. Any absences may be detrimental to the demonstration of satisfactory performance by the student. (Clinical attendance MUST be 100%).
2. While on clinical practicum, students are assigned preceptors paid by the University for the stipulated clinical period. Students who miss any clinical days for any reason (sick, death of relative, religious,) MUST make arrangements with the Year Group Coordinator (not Preceptors) to have that experience made up in their own time. Failure to do so is considered unprofessional. If unable to attend a scheduled clinical rotation, the student must contact the clinical coordinator prior to the start time. Failure to do so will result in a written warning notice. Repeat of this offence may result in probation.

1. **Payment** to preceptors for missed clinical days (mentioned in the above paragraph) is the responsibility of the students and must be made to the Finance Department through the Department of Nursing prior to the make-up days.
2. Tardiness is unacceptable. If a student arrives late, he/she may be sent home, and may be required to reschedule the clinical hours.

1. If clinical is cancelled, students will not be required to make up clinical hours unless the hours missed jeopardize the learning needs of the students. Should this occur, the Northern Caribbean University instructor/facilitator and Director of Nursing will identify how best the student will make up the missed clinical hours.

1. Each semester clinical days missed will be rescheduled at the end of the period to allow students to complete their experience. A special Clinical-Make-Up form is available and is to be completed for each day of clinical missed.

1. No clinical make-up will be permitted during a stipulated clinical rotation without permission from the Department. A make-up day should not exceed 8 hours within a 24-hour period unless otherwise permitted. Please note, make-up days will not allowed on weekends and public holidays.

**CLINICAL ATTIRE**

As a student you represent Northern Caribbean University Department of Nursing and the nursing profession. Because of this, your appearance is important and the following guidelines for attire must be applied to clinical field rotations:

1. Name pins/IDs are to be worn when in uniform and at other designated times. They should be visibly displayed while on duty. They are worn on the upper left side of the uniform – No other pins are allowed except those related to the profession or school life e.g. Nursing club or USM.

1. Uniforms are prepared by contracted dressmakers based on the recommended style from the Department of Nursing. Students are responsible for paying for their uniforms prior to manufacturing. Payments are made to the cashier and the presented at main office for ordering. Female uniforms are to be two inches below the knee and loose around the hip.

1. A watch with a second hand (nurse’s watch) is to be pinned onto the left side of your uniform blouse or shirt. Sphygmomanometer, stethoscope, penlight, black and red ink pens, 6” ruler, small notebook and all materials used for documentation should be brought to all clinical rotations.

1. Uniforms should not be worn during off-duty periods unless there is consent from the Director of Nursing or the designee. Students who works part-time should remove uniform and attire in street clothes.

1. Students are expected to wear their hair in neat, well-groomed styles with the length NOT touching the collar. Hair should not hang in the face. Hair which is long enough to move in front, droop over sterile fields or shed micro-organisms, while giving patient care, must be completely pulled back and pinned up. Brightly coloured hair is not allowed. Based on the principles of hygiene hair must show evidence of being groomed and clean. Men with moustaches or beards are expected to have hair neatly trimmed at all times. Fingernails should be worn short, well-groomed and unpolished. Artificial nails are NOT allowed in the classroom, clinical area, or in the laboratory.

1. Some clinical requirements may necessitate modifications in uniform policy. The faculty for each nursing specialty will advise students of these modifications prior to that experience (e.g. wearing scrubs in the Operating Room). The recommended scrub colours will be conveyed to you.

1. Student must maintain good hygiene and be free of any offensive odour. Perfumes and colognes are not to be worn while on duty – these fragrances can be upsetting to clients and may cause allergic reactions.

1. Nursing faculty is responsible to ensure that students adhere to the stipulated dress code and reserves the right to determine appropriateness of dress. In order to enforce aforementioned guidelines, a student may be sent home from the clinical area, lab or classroom session if the student is dressed unprofessionally.

1. Students should also adherence to the guidelines of dress and deportment as stated in the NCU Student Guidelines

**NOTE***: With the exception of the students in the Fall Freshman Year, uniforms are worn ONCE assigned to classroom sessions and clinical activities/area, along with name pins and IDs which must also be visibly displayed.*

**UNIFORM DESCRIPTION**

##### Female

* Blue pin stripped dress two inches below the knee, not tight-fitting
* Clear white nurses’ shoes; no sneakers no fancy dress shoes. Where there are shoelaces, they must also be kept white and must be washed.
* Clear white stockings – clean, without holes and unreeled. **No socks.**
* Clean white caps with appropriate identification based on the student’s level.
* White aprons, the same length as the uniform as specified by the Department of Nursing.
* Jewellery - see NCU policy
* Appropriately coloured cardigan/sweater (**preferably navy blue or white**) when wearing your uniform.

##### Male

* Blue pin stripped, short sleeved shirt jackets, kept buttoned up.
* Navy blue pants
* White short sleeved lab coat that extends beyond the length of the uniform shirt
* Black laced or loafer shoes with black or navy blue socks
* Hair neat, low cut
* Jewellery - see NCU policy

Note that violations of the dress code may result in the student being sent home immediately from classes or the practicum site. The students will lose those hours and will have to make up in their own time and at their own expense for preceptor supervision (according to the clinical absence policy).

**GUIDELINES FOR CLINICAL PRACTICE**

1. Clinical practice is gained in primary, secondary and tertiary health care facilities. Students are rotated on four different shifts: 7:00am-3:00 pm, 12:00 noon-8:00 pm, 7:00 pm – 7:00 am and 8am – 4:00pm based on the facility.

1. Students are expected to arrive for clinical experiences fifteen minutes prior to the time rostered and sign in appropriate book. **Under no circumstance should another student sign for another.**

1. Uniforms must be worn according to dress code policy.

1. Students are expected to purchase the following: stethoscope, scissors, name pins, penlight prior to the first day in the clinical area.

1. Students are expected follow individual agency policies and procedures. This information is available at the agency.
2. Immunization schedule as per clinical sites must be adhere to according to policy guidelines.
3. Students must use the clinical objectives to achieve required learning outcomes.

Students must:

* be at their assigned site/lab at designate times.
* sign the attendance register.
* report to nursing personnel at the beginning of shift.
* be present at all orientation sessions.
* be supervised by a registered nurse in the preparation and administration of every drug.
* comply with all clinical guidelines as set out by the school and the agency.
* not accept gifts from patients or patients’ relatives for nursing care.
* not witness consent forms, wills or other legal documents.
* not take verbal orders or telephone orders from physicians.
* not sign off on blood products or administer chemotherapeutic agents.
* not administer IV push medications nor work with central lines, unless directly supervised by a preceptor, instructor or clinical supervisor.
* not check, administer or document narcotics. However, he/ she may observe registered nurses carrying out those functions.

**REQUIREMENTS OF THE CLINICAL COMPONENT**

Unless otherwise stated in the course outline, students must adhere to the following guidelines for successful completion of clinical components.

1. The student could be required to select the clients the day before the clinical experience and prepare a plan of care unless otherwise instructed by the clinical instructor.

1. Each student must be prepared with daily care plan and/or paperwork on the morning of each clinical day or as directed by instructor.

1. Students who are unprepared for the clinical day (no daily care plan, inappropriately dressed, etc.) may be sent home for the day at the clinical instructor’s discretion. An unexcused absence will be recorded for the day and a student counselling form completed.

Students who are sent home may be required to make up the missed day based on the instructor/preceptors’ discretion.

1. Students should follow the guidelines listed below for visits to the clinical area for the client section:

* White Lab coat for males and white aprons for females, appropriate attire is required. Wear student nurses’ name tag. (See Dress Code).
* When arriving on the unit identify yourself to the nurse manager or charge nurse and state your business.
* Use common courtesy when requesting and using charts and computer printouts. Do not remove them from the unit.
* Review the charts/computer printouts for data to select a client. The nurse manager or charge nurse may be able to help you with this selection. Some hints include:

1. Select a diagnosis that meets clinical criteria for the course.
2. Assess the nursing care required by the client
   1. Select a client with that required skills that you have completed or skills that you will be learning this semester.
   2. Verify your selection with a nurse that is familiar with the client.
   3. Write your client selection on the clinical assignments form as directed by your clinical instructor.
   4. Do not record patient’s name on any student data forms. Only patient’s initials may be used.

vii. Do not remove any hospital computer printouts or forms from the premises.

1. Client selection is subjected to review and change by the clinical faculty and/or

the charge nurse.

1. Students may not go to the clinical site to select clients after 11:00 p.m. or before 5:00 a.m. or at the change of shift.

G. Students must have completed, by check-off, basic skills for client care and

medication administration as stated in the course syllabus prior to

going to clinical.

**PATIENT/CLIENT PRIVACY**

* 1. Confidentiality is the protection of the client’s privacy through careful use of client’s information-through both written and oral communication. The client’s right to privacy is protected by the law.

* 1. The client’s record is a legal document. The information therein is confidential and cannot be disclosed to persons who are not caring for the patient. All entries must be accurate and legible.

* 1. Information communicated to students by clients may not be repeated except to staff nurse, nursing faculty, or senior clinical nurse-in charge who has responsibility for the client’s care.

* 1. Patient’s information should not be discussed in public places and shared facilities such as lounge and dining rooms.

**CHARTING/DOCUMENTATION POLICY**

This is any written or electronically produced information that describes the care discussed, planned, recommended and/or provided to the patient of family.

* 1. Hospital policies regarding charting/documentation override the Northern Caribbean University Policy. Policies will be noted on the agency protocol sheet.

* 1. Students, while giving nursing care, must chart under the supervision of their clinical instructor or senior member of the Clinical Nursing staff.
     1. Sophomore (Introductory) students must have charting approved by the clinical instructor or staff nurse prior to charting in the patient’s chart.

* + 1. Documentation made in a patient’s chart needs to be co-signed by the Registered Nurse.

* + 1. The Admission Nursing Assessment must be completed by an RN. The student will be allowed to do the assessment with the RN or independently after it is completed. The nursing instructor is available to work with the student and complete an admission assessment on a client after an RN has completed the assessment.

* + 1. Students, in their capacity as student nurses, must not be the signed witnesses on any legal documents or permits, as it pertains to patients and their care (e.g. Wills and DDA Drugs).
    2. Use his/her legal signature at the end of all nursing entries followed by Std./Nurse.

However, this must be discussed with the registered nurse who has legal

responsibility for the patients’ care, and who must co – sign with the student e.g.

Jascinth Williams 4th Yr. Std. Nurse, NCU/ Daisy Bell RN

* + 1. Write professionally using relevant terminology, context, syntax and standard abbreviations.

**CRITERIA DENOTING UNSAFE CLINICAL PRACTICE**

Students in the Nursing Programme are assigned responsibilities for client care at various clinical sites. Each clinical course specifies the criteria for successful completion of the course. There may, however, be situations where the student places a patient in actual or potential physical or emotional jeopardy. In the case of a student who performs in an unsafe manner, the student may be

* + 1. verbally counselled
    2. dismissed from clinical with an unexcused absence
    3. immediately removed from the course with a failing grade
    4. immediately removed from the nursing programme

In ALL instances of unsafe clinical practice, verbal and written counselling will be initiated by the instructor. The Incident Report forms and recommendations will be maintained in the student’s records throughout their enrolment in the programme.

Students who have failed a course due to documented incidents of negative consequences of unsafe practice for the students may be appealed under the guidelines of the student’s *Bulletin*.

Students are legally responsible for their own acts, commission and omission. Instructors are responsible for their students in the clinical setting. It is therefore necessary for the student and the faculty to conscientiously evaluate unsafe behaviours.

The student will be held responsible for treating clients safely at all times and preventing situations of physical or emotional jeopardy.

**PHYSICAL JEOPARDY**

Physical jeopardy is defined as any action or inaction on the part of the student which threatens the client’s physical well-being. The following are examples of situations that would place the client in physical jeopardy. NOTE\*\* this is not a complete list and other situations may place a patient in physical jeopardy.

**UNSAFE PRACTICES**

|  |  |
| --- | --- |
| **CATEGORY OF UNSAFE PRACTICE** | **EXAMPLES** |
| 1. Violates or threatens the client’s physical safety. | 1. Failure to use side rails, restraints and/or call bells when appropriate. 2. Comes unprepared to clinical. 3. Fails to report or chart abnormal vital signs and/or tests (e.g. lab data, x-rays). 4. Fails to give rationale for client care interventions. 5. Fails to report any deviations from normal in assigned client’s diagnosis/observations. 6. Failure to identify the appropriate nursing diagnosis as based on client assessment. 7. Failure to report malfunctioning of equipment. 8. Failure to consult with staff member or instructor for assistance in new procedures or use of new equipment. 9. Improper use of equipment (e.g.   wheelchair, stretcher, monitors) |
| 2. Violates or threatens the microbiological safety of the client. | 1. Unrecognized violations of aseptic technique. 2. Comes to clinical sick (e.g. Temperature of 100 or higher, diarrhoea, vomiting, rash). 3. Failure to maintain both medical and surgical principles of asepsis at all times. 4. Lack of adherence to the immunization recommended schedule. |
| 3. Violates or threatens the chemical safety of the client. | 1. Failure to calculate appropriate dosage of medication. 2. Violates the 10 Rights in administering medication. 3. Fails to monitor IV infusions. 4. Failure to state correct drug information:   1. Classification of drug |
|  | 1. Indication for use in assigned client 2. Side effects 3. Appropriateness of dose 4. Client care implications 5. Client response to drugs |
| **CATEGORY OF UNSAFE PRACTICE** | **EXAMPLES** |
| 4. Violates or threatens the thermal safety of the client. | 1. Improper use of heat (hot packs, heating lamps, etc.) resulting in hyperthermia, burns or potential tissue injury. 2. Fails to observe safety precautions during oxygen therapy. 3. Failure to report malfunctions of equipment which could place client in jeopardy of electrical shock. 4. Improper use of electrical equipment. 5. Failure to report abnormal temperature of client. 6. Improper use of cold (ice packs, K-pads, etc.) resulting in hypothermia or potential tissue injury. 7. Failure to maintain adequate body warmth resulting in hypothermia (e.g. dry sheets with diaphoresis or with new born) |
| 5. Inadequately and/or inaccurately utilizes the nursing process. | 1. Fails to observe and /or report critical data. 2. Makes repeated faulty judgements and decisions in nursing situations. 3. Fails to obtain assistance from staff or instructor when appropriate. |
| 6. Assumes inappropriate independence in action or decisions. | 1. Performs skills or competencies not yet evaluated. 2. Fails to seek help in an emergency situation. 3. Continually seeks assistance or validation in areas previously mastered. |
| 7. Fails to recognize own limitations, incompetence, and/or legal responsibilities. | 1. Refuses to admit errors noted by staff or instructor. 2. Cannot identify own legal responsibility in specific situation. 3. Fails to seek assistance when appropriate. |
| 8. Fails to accept moral and legal responsibility for his/her own actions, thereby violating professional integrity. | 1. Covers own/others errors. 2. Fails to report errors in client care. 3. Shares confidential information inappropriately. |

**EMOTIONAL JEOPARDY**

|  |  |
| --- | --- |
| CATEGORY OF UNSAFE PRACTICE | EXAMPLES |
| 1. Violates or threatens the psychological safety of the client. | 1. Repeatedly use non-therapeutic techniques in interactions. 2. Attacks or derogates individual’s beliefs or values. 3. Failure to explain procedures they will implement, correctly to the client. 4. Failure to include the client and the family in discussions when in the client’s room, as permitted by the client. 5. Failure to communicate at the appropriate level for the client. 6. Failure to obtain/provide translation for the client as appropriate. |

**CARDIOPULMONARY RESUSCITATION (CPR) REQUIREMENT**

All students must have professional-level Cardiopulmonary Resuscitation (CPR) certification (Health Provider CPR through the American Heart Association, or CPR/Automatic External Defibrillator (AED) for the Professional Rescuer before they will be allowed to participate in clinical experiences. The professional level includes: one and two-person CPR, adult, child and infant CPR; adult, child and infant choking and use of the AED.

Re-certification is required prior to expiration. The American Heart Association certificate is valid for a two-year period. However, failure to re-certify prior to the expiration date requires that the student complete the entire certification course. A re-certification course will only be accepted if completed prior to the expiration date.

It is possible for individuals certified through the American Heart Association to be recertified through Northern Caribbean University Department of Nursing.

**CLINICAL SKILLS BOOK**

Each student is provided with a clinical assessment skills book. Students should take their skills book with them to the clinical areas. Skills should be marked off only when students have mastered the specific skills. Each area of completion must be signed by the clinical preceptor and or NCUSON faculty member who witnessed the procedure/skill completed.

**SIGNATURE OF DOCUMENTS FOR CLINICAL ACTIVITIES**

All clinical documents (e.g. Tour of Duty Sheets, Absence Make-up Sheets) that are used by the student during clinical rotation or Span of Duty must be signed by the clinical preceptor, the institution’s Nurse-in-Charge or the Northern Caribbean University Department of Nursing faculty member who supervised the clinical experience.

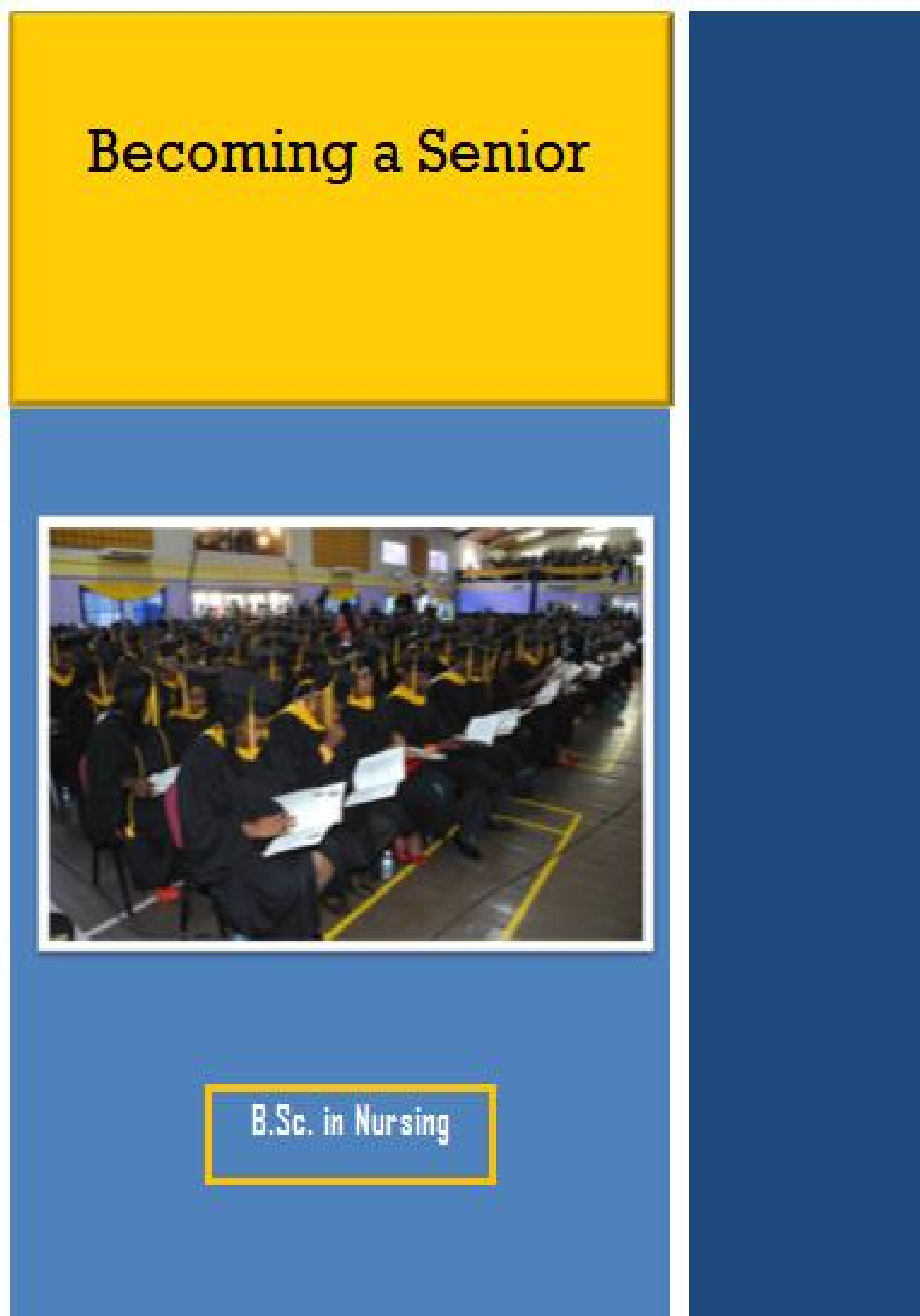
Students are mandated to complete required clinical paperwork (e.g. Tour of Duty) after each clinical experience and have it [paperwork] signed by the preceptor and or faculty member. Students are encouraged to make copies of all clinical forms before turning them in. A book is available for you to sign at the main office indicating that document has been turned in.

Clinical paperwork is due within **seven (7) calendar days** after the rotation is completed. Where a student is unable to submit the clinical paperwork he/she should communicate with the department. Lack of filed copy of clinical paperwork may affect the student’s final grade. Clinical documentation forms a part of the student’s transcript record.

If students are found to have fraudulently produced clinical documents with forged signatures or have signed their own clinical documents, severe sanctions, (which may include dismissal from the nursing programme) will be imposed.

**CLINICAL EVALUATION**

Core courses have their related clinical courses. Student performance is constantly assessed and documented during each clinical course. Skills are documented “satisfactory” when they have been mastered. Clinical preceptors will provide guidance through clinical teaching and supervision and complete the progress report for each student encountered. At the end of each year, a clinical examination may be done and the student must obtain at least 65% to obtain a pass grade depending on the clinical course being taken. After the initial examination the student has two additional chances to re-sit this examination. Passing at each level is a pre- requisite for progression to the next. Passing the clinical examinations is a requirement to sit the Regional Examination for Nurse Registration (RENR).



### GUIDELINES FOR NURSING COUNCIL PRACTICAL EXAMINATION (CLINICAL ASSESSMENT I, II & III)-RENR GUIDELINES

#### NURSING COUNCIL OF JAMAICA through Northern Caribbean University

1. Objective to assess the final year nursing student’s competence in using the nursing process to provide quality patient care to a cohort of patients in a specific clinical setting.

1. Pre-requisites
   1. Nursing Council’s Clinical Assessment Form
   2. Instructions for use of the rating scale

1. Guidelines
   1. Each student will be assessed over a continuous period
   2. Each student will be assessed during the delivery of patient care at critical times such as administration of medication
   3. The Span of Assessment should be no less than four (4) hours but no longer than six (6) hours.
   4. The student does not select his/her patient(s) for the assessment and does not know which day or ward he/she will be assigned.
   5. The clinical exam must have students assigned three patients which will constitute the assignment for the clinical practical exams.
   6. Assessors will select the patient(s) in collaboration with the clinical nursing staff, with level of difficulty commensurate with the senior year level of nursing practice.
   7. Patients who are selected should have problems/needs which allow the student to demonstrate the ability to give nursing care at the levels of the beginning graduate nurse.
   8. The assessor has the right to select OR ask for the re-allocation of new patient(s) if in his/her opinions the patient(s) problems/needs are inadequate to effectively assess the student.
   9. The student must demonstrate effective use of the five (5) phases of the nursing process inclusive of developing a nursing care plan that must be given to the assessor at a pre-determined time during the practical examination.
   10. Before the end of the assessment a nursing care plan for each patient must be presented by the student, because the plan of care is your guide for managing the patient(s) during the span of duty. It is your formative and summative evaluation tool for this period that you had responsibility for the patient(s) management.
   11. The “Handing Over” report on the patient(s) should be given to a member of the ward staff. If a member of the ward staff is not available at the end of the assessment, the report may be given to the examiner. Throughout this process you are required to use the nursing care plan.
   12. In order to pass the assessment, the student must have performed satisfactorily in all areas marked with asterisks.
   13. The assessor will discontinue the assessment immediately if the student has performed unsatisfactorily in any of the critical areas identified on the form with an asterisk. If the assessment has to be terminated, the student will be told immediately.
   14. On completion of the practical exam an oral discussion will be held. Students are also evaluated on their level of clinical/theoretical knowledge. The student should sign the form at the end of the assessment.
   15. Successful completion of the practical exam is a requirement for recommendation by the Department of Nursing to the Nursing Council of Jamaica as an eligible candidate for writing the Regional Examination for Nurse Registration (RENR).
   16. Failure in any critical area will require the student to repeat the assessment after a two

(2) week clinical rotation.

1. A student who fails the practical exam has two chances of repeating the span. If the student fails on the THIRD attempt, the Nursing Council will not accept the student to write the RENR.
2. Once the student fails the first attempt the second attempt is not scheduled until two clear weeks after to allow for remediation. If the second attempt is failed a three period must be given for remedial work. If after the third attempt the student fails, this student will not write the RENR.
3. If the student is unsuccessful on the second attempt, he/she must be seen by the Head of the Department/Campus coordinator or designee immediately. The student has the right to request a change of assessor.

**Please note that the information from the Nursing Council on the RENR Clinical Examination is subject to change based their revised policies.**

**Language & Content Examination**

**Placement** – Done in conjunction with the course NSRG494/ NRSG404: Nursing Practicum

**Pre-requisite** - The student must pass the NRSG488: Nursing Review course administered by the Department of Nursing at a minimum of 65% before becoming eligible to take the Language & Content Examination done in collaboration with the Nursing Council of Jamaica and a panel of external assessors.

**Purpose** – To evaluate the student’s in-depth nursing knowledge and skills while assessing disposition and professional conduct.

**Objectives**: At the end of this Language & Content Examination, the student should demonstrate

**Knowledge & Understanding**

1. integrate the principles of Christian and professional ethics with appropriate nursing interventions in the delivery of quality health care
2. use an interdisciplinary approach in assessing, planning, implementing and evaluating specific client objectives and care outcomes
3. synthesize knowledge from the humanities and sciences in providing care that is wholistic and socially relevant
4. demonstrate knowledge of core nursing concepts such as nursing process, asepsis, medication administration and dressing.

**Practice**

1. plan client care based on assessment as per assignment using best practice
2. analyse client and environment to make sound clinical judgments based on nursing science using critical thinking and ethical decision making
3. identify clinical problems and apply research findings in order to promote evidence-based practice in maintaining and restoring health
4. practise the International Code of Ethics and other established professional standards of nursing practice
5. perform the roles of a beginning professional nurse and responsible citizen committed to the total well-being of the individual, the family and the community,

**Dispositions**

1. accept responsibility for professional practise based on decision making skills
2. model the ideals of Christ-centred, professional behaviour that is the desired hallmark of the NCU senior nursing student
3. develop respect for the differing opinions of clients and members of the health team and take corrections graciously
4. motivated to maintain excellence and proficiency in nursing practice

**Outcome** – The student is assigned a Pass or Fail grade after attaining 75% and above and passing all the NCJ critical/asterisks points in the practical examination.

**Regional Examination for Nurse Registration (RENR)**

1. Senior nursing students write the Regional Examination for Nurse Registration (RENR) in October after completing the nursing programme. Eligibility to sit the RENR is dependent on students’ (senior) successful completion of all required courses and obtaining all theoretical and clinical hours, as well as maintaining professional behaviour throughout the educational programme. They must also pass the Department’s Comprehensive Written Examination in the Nursing Review course achieving a grade of at least 65% and the Nursing Council’s (NCJ) Practical Examination prior to sitting the (RENR). The student must pass the comprehensive written to take the practical exams.

**On no account will students be recommended to write the RENR if they have not passed the Nursing Council’s Clinical Examination (Practical). Each student is eligible for (3) sittings of the clinical examination; that is, a first sitting and two (2) additional sittings thereafter. If the student fails the first attempt, they will be required to attend remedial activities arranged by the department. Students will be allowed to re-sit the clinical examination two weeks after the first attempt. Should the student fail on the second attempt, remediation will be required again. Re-sitting the clinical examination will be allowed three weeks after the second attempt. If all three (3) attempts were not successful, the student will have to withdraw from the nursing programme,** (**Nursing Council of Jamaica, 2013**).

1. Students who fail the Nursing Council Clinical Examination after the first attempt are responsible for the payment of external clinical preceptors who will oversee the clinical examination.

1. Should there be any disciplinary or other issues related to a student sitting the RENR theory or NCJ clinical examinations, in which the NCJ has to be consulted, the Department being aware of these recommendations may choose to act outside of such recommendations and determine when the student will be eligible to re-sit the examination. Both academic competence and professional behaviour form a significant part of the student’s eligibility.

1. Regarding the Nursing Council Clinical examination, please note that the same rules that govern the conduct of written examinations are applicable. Following the assignments of patients and the related instructions by the examiners, students are not allowed have notes, note- books, text books, electronic devices during the period of the examination. The only document that is allowed in the student’s possession is the Patient’s Medical Record. They are not to be assisted by other students, or the staff of the facility in any phase (assessment, preparation, implementation, or evaluation) of the assignments. Only in extenuating circumstances where the student CANNOT possibly manage alone, must assistance be sought with the permission of the examiners. (If there is a cardio/respiratory arrest then the institutions protocol for that emergency must immediately be implemented.) Any breach of these policies will result in immediate termination of the examination and a failing grade will be issued. Permission to re-take the examination will be dependent upon the discretion of the nursing faculty.

**NOTE: Please note that the University’s obligation to a nursing student ends on the last day of the semester following the August graduation.**

**PINNING CEREMONY**

A pre-graduating Pinning Ceremony is usually held in August. The Department of Nursing will provide the following support for the Nursing Pinning Ceremony.

* Reserve Venue
* Provide advisement in planning for and an outline for the programme that will include: o Introduction o Speakers o Faculty Awards to students o Presentation of Pins

o International Pledge for Nurses (ICN)

o Closing

* Sends invitations and plans programme
* Approved the graduation uniform

It will be the responsibility of the nursing class to:

* Form a Pinning Committee
* Purchase their pins from the bookstore / department
* Secure students to assist with the ceremony
* Suggest speakers and arrange for any other programme activities. These must be approved by the nursing class advisor or programme coordinator
* Manufacture nursing uniform and purchase blue for sleeves
* Purchase gift (in consultation with class sponsor) for guest speaker

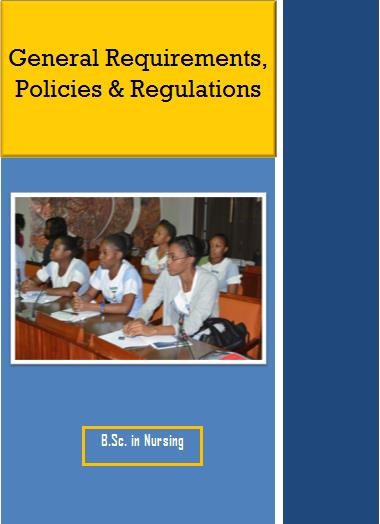
**GRADUATION REQUIREMENTS**

Graduation takes place on the second weekend of August each year. The responsibility for meeting graduation requirements rests primarily with students.

Students who wish to qualify for graduation must complete the required sequence of courses. A minimum grade of “C+” must be achieved in all nursing (core) courses and a passing grade in all clinical areas. A minimum of C must be achieved in all required Cognate courses and General Education requirements. It is the responsibility of the student to ensure that all graduation requirements are met. If the student has a concern, he/she must work closely with his/her advisor and with the Director of the Nursing Programme.

Application for Graduation: Students for graduation must apply online for Graduation with the Office of University Records. For detailed information regarding graduation, student will check graduation site.

Minimum Grade Point Average: A final cumulative grade point average of 2.5 or above must be achieved for graduation eligibility.



**STUDENT RIGHTS AND RESPONSIBILITIES**

As a student at Northern Caribbean University, you have the right to:

* be treated as an adult
* be treated with respect
* know the instructor’s expectation for you in the class
* know the grading scale
* obtain a course outline
* know all class policies (attendance, etc.)
* know the instructor’s office hours
* know all safety procedures

As a student at Northern Caribbean University, your responsibilities include:

* to read the course outline and check the Learning Management Site regularly for updates
* to attend class on a regular basis according to the requirements set forth in the instruction as above
* to be on time for class
* to be prepared for class
* to wear appropriate clothing to class and clinical setting
* to use appropriate language in class and clinical setting
* to take responsibility for you own learning
* to adhere to the academic honesty policies
* to respect all points of view of others’ and rights and feelings

If a student fails to fulfil his/her classroom responsibilities, such behaviour may reflect negatively on his/her grade in the class, and/or disciplinary action may be taken.

**STUDENT ABSENTEEISM:**

#### A. Illness of a Child

When it is impossible to make other arrangements for the care of an ill child, points will not be subtracted from the student’s grade if ALL of the following conditions are met:

1. Prior to the absence, the student must notify the clinical instructor.

1. The student must notify the clinical site at least two (2) hours before he/she is due to report on duty.

1. The student must present a physician’s note from the child’s doctor to the clinical instructor or the course responsible faculty member on the first day that the student returns to either clinical or theory, whichever comes first.

1. The physician’s note must be on the physician’s letterhead stationery or specific prescription pad and must include the date of treatment. The note must also state the reason for the child’s treatment to be due to the illness and not well-child care.

##### C. Death in the Immediate Family

Immediate family includes the student’s spouse, brothers, sisters, grandparents and children or anyone of like relationship by marriage. Up to three (3) consecutive days of bereavement leave will be granted to the student if the following conditions are met:

1. In the event of an absence due to death in the family, the student must submit, in writing, a statement of the relationship to the deceased and provide at least one of the following document:

* 1. Death Certificate) copy of)
  2. Obituary with student listed as survivor
  3. Note from the deceased’s physician on physicians’ letterhead stating date of death.

1. Prior to the absence, the student must notify the clinical instructor/ faculty.

The student must present the documentation to the clinical instructor or the course responsible faculty member either prior to the absence or on the first day that the student returns to either clinical or theory, whichever comes first.

**POLICY ON SUBSTANCE ABUSE**

**Revised Date: August 2018 (This policy supersedes all previous versions)**

It is the policy of the Department of Nursing to provide an environment, which is free from the use, sale, possession, or distribution of illegal drugs or the improper or abusive use of alcohol and other legal drugs. Additionally, this policy requires that everyone performs his/her duties without the presence or effects of illegal drugs, alcohol, tobacco or inappropriate legal drugs in their systems. The manufacture, use, possession, sale, purchase, or transfer of illegal drugs by anyone is prohibited. Arriving on campus or other school related locations while under the influence of an illegal drug, is also prohibited.

The Department of Nursing prohibits the abuse of any drugs or prescribed medication. Such medication is prohibited to the extent that performance, fitness for classroom or clinical study, and safety are adversely affected.

Any student found to be using, selling, in possession of, or distributing any illegal drug while on school-related duties, either on or off NCU premises, will be subject to disciplinary action. Any illegal substance confiscated will be turned over to the appropriate law enforcement agency for additional investigation and appropriate action. Being arrested or charged with illegal possession, use, or distribution, can subject a student to disciplinary action resulting in possible dismissal from the Nursing Programme.

Students should notify their instructor/preceptor when taking prescribed medication(s), which could adversely affect his/her performance. If a student is taking a prescribed drug, which might hinder the safe and efficient performance of his/her job duties, the student must obtain a release to return to school and the clinical setting from the prescribing health care professional.

Specifically, the prescribing professional must assure that the student is able to perform in a clinical setting. If a release cannot be obtained, the student may be suspended from clinical. Students are advised to check with a health care provider when taking any over-the-counter medication to determine if the medication may cause or give the appearance of causing side effects, which might hinder the safe and efficient performance of their duties. It is the students’ responsibility to exercise conscientious judgment when considering whether they can properly function in their role as nursing students.

The Department of Nursing is committed to health promotion and maintenance of a healthy lifestyle.

**PREGNANCY POLICY**

Each nursing student who aspires to become a Registered Nurse must adhere to the regulations of the Nursing Council of Jamaica, the International Council of Nurses (ICN) Code of Ethics and the rules and regulations of the Northern Caribbean University Department of Nursing. To become a professional nurse, a nursing student must complete all aspects of the programme including theory, clinical rotation and laboratory practice. A nursing student who becomes pregnant cannot be exempted from any aspect of the designed programme.

Northern Caribbean University Department of Nursing, within the context of the Maternity Leave Act 1979, has adopted a policy designed to protect the health and safety of nursing students who are expectant and new mothers and the unborn child. Also, to support the student and her unborn child and to ensure

Nursing students who become pregnant and are assigned to the clinical area are at risk from hazardous substances that may affect their baby. Substances which may be encountered in placement settings are infective agents (bacteria, viruses, etc.), toxic substances (such as gases and medicines and exposure to lead). This is particularly important during the early stages of the baby’s development and when the mother is breast feeding. Normal nursing activities, such as moving, and handling clients and prolonged standing can be physically hazardous to the mother during pregnancy and the puerperium

The following relate to nursing students who are pregnant or become pregnant while enrolled in the nursing programme:

1. A student, who is registered for a nursing course, must engage in clinical practice and therefore must notify the Director of Nursing in writing during the first trimester. This should be accompanied by a letter from her attending physician stating her fitness to continue. A meeting will be arranged to meet with the student to chart the way forward, based on the peculiar situation.

1. The letter should indicate: the expected date of delivery, the date that maternity leave is expected to commence, and the date of expected return to the programme. These details are also important for your student loan payments to be maintained and for academic advisement.

1. A nursing student who becomes pregnant may not be exempted from any part of the programme - theory, clinical/lab or field work because of pregnancy. No special arrangement may be made to prevent a pregnant student from acquiring the required assignments in relation to the comprehensiveness of specialized areas. These requirements to successfully complete the programme and to be eligible for writing the Regional Examination for Nurse Registration (RENR) remain unchanged, (See policy of Missed Clinical Practice and Laboratory Experience).

1. As soon as a student’s pregnancy is confirmed, the student is to engage the services of an

Obstetrician. If a student’s pregnancy, or any related illness, results in a high level of absenteeism or tardiness this will affect the student’s chance of continuing the programme during the pregnancy. If this happens, discussion will be held with you on the issue, because the nursing programme is time bound and does not have built–in mechanisms to absorb these possibilities.

1. Before re-entry into the programme following maternity leave, you must provide the

Director of the Northern Caribbean University Department of Nursing with a letter from your Obstetrician stating that you are fit to return to your programme of studies and undertake normal clinical placement assignments.

1. Students returning from maternity leave will normally join a later year group of students at an appropriate point in the programme. This will be arranged and the policy/procedure for re-entry to the nursing programme will be applied.

**WEARING OF STUDENT UNIFORMS WHEN WORKING AS AN EMPLOYEE POLICY**

Students who accept employment on the NCU campus, in a hospital, nursing home, home care facility or who work outside of clinical activities scheduled by the Department of Nursing, MUST NOT wear the nursing student uniform to work at any place of employment.

Any student found dressed in the uniform of the Department of Nursing during any such periods including holidays will be in breach of this policy and will face disciplinary action as determined by the Department (guided by the Nursing Council Disciplinary Policy).

**SUSPENSION/DISMISSAL POLICY**

A student may be suspended or dismissed from the University on a basis consistent with the policy of Northern Caribbean University policy on disciplinary offences.

Therefore, the faculty of the Department of Nursing reserves the right to recommend to the Citizenship committee of the University at any time the withdrawal of a student whose personal conduct, health, or scholastic standing (see Progression Policy) makes it inadvisable for him/her to remain in the nursing programme.

**DISRUPTIVE BEHAVIOUR POLICY**

The faculty of the Department of Nursing strives to maintain a positive learning environment and educational opportunities for all students. Consequently, patterns of behaviour which obstruct or disrupt the learning environment of the classroom or other educational facilities will be addressed.

1. An instructor is entitled to maintain order in his/her class and has an obligation to other students to do so. Toward this end, an instructor is authorized and expected to inform the student that his/her behaviours is disrupting a class and to instruct the student to desist from that behaviour. If the student persists, the instructor is authorized to direct the student to leave the class. If the student fails to comply with the directive to leave the class, the instructor may call the Office of Safety and Health /Loss Prevention and Risk Management to assist the student’s removal.

1. If a student persists in a pattern of recurrent disruptive behaviour, then the student may be subjected to administrative action up to and may include involuntary withdrawal from the course, following administrative review by the Dean of the College of Natural & Applied Sciences, Allied Health and Nursing’s Office, and, or University’s disciplinary Committee.

1. The Office of Student Services will be notified of any serious pattern or instance of disruptive behaviour.

**DISCIPLINARY/GRIEVANCE PROCEDURE**

The Department of Nursing will be guided by the Policies and Procedures set forth in the University Student Handbook Grievance Procedure, the University Bulletin and the disciplinary procedures for Schools of Nursing/Midwifery, of the Nursing Council of Jamaica under the Nurses and Midwives Act, 1964. Where there is any contradiction among the abovementioned publications for the purpose of determining what disciplinary/grievance procedure should be followed, the Disciplinary Procedure under the Nurses and Midwives Act must supersede the other documents mentioned. These requirements - Nursing Council of

Jamaica Nurses and Midwives Act, 1964; Disciplinary Procedures for Schools of Nursing/Midwifery - shall be followed with regard to all categories of grievances including cases involving danger to self or others and immediate separation from the programme may be invoked. See Bulletin for full grievance procedure or contact the Vice President of Student Services and Records.

Due process procedures shall be followed according to the University Policy and Procedure except in cases involving danger to self or others.

The appeal process shall begin with the course instructor-coordinator, with progression to the Director of Nursing and or Dean of the College Natural & Applied Sciences, Allied Health and Nursing. A determination must be made by the Dean of the College or his representative as to whether the matter will end with the Northern Caribbean University Department of Nursing. If, by the discretion of the Dean, it is determined that the matter should go further, the matter will be referred to the Office of the President at Northern Caribbean University.

#### Disciplinary Process

Criteria requiring receipt of Warning Notice:

1. Chronic tardiness and/or excessive absences
2. Unsatisfactory performance as evidenced by
   * Failure to relate theory to practice
   * Failure to meet clinical objectives as identified
   * Failure to make accurate observations and to accurately report or record
   * Failure to exercise reasonable judgement regarding the care and safety of patients
   * Failure to perform treatments and procedures with safety and skilled practice
   * Lack of cooperation, initiative, courtesy and patience
   * Lack of self-discipline and maturity
   * Failure to contact instructor if absent

1. Unacceptable moral or ethical conduct

* Dishonesty or cheating (including plagiarism)
* Striking or in any way harming a patient
* Failure to maintain confidentiality regarding patient-related information
* Engaging in any malicious gossip pertaining to patients, peers, superiors or

institutions

* Disrespectful to persons in authority

1. The student shall be counselled as to how the objectives may be met and shall be reviewed and a plan with expected outcomes shall be outlined by the instructor. Consequences of non-improvement shall be stated.
2. The student shall respond within seven (7) days via a written Warning Notice Reply.
3. A written resolution of issue shall be completed when the instructor observed that the student has achieved the outcomes outlined by the instructor.
4. The Warning Notice and Warning Notice Reply shall be reviewed by the Director of the Nursing Programme.
5. All forms shall be signed by the student and the instructor
6. A copy of the above Warning Notices must be:
   1. Placed on the Student’s file
   2. Sent to the Director of the Nursing Programme and
   3. Sent to the Dean of the College of Allied Health by the Nursing Faculty member completing the Notice.
   4. Sent to Student Services Department.

The Due Process Procedure shall be applied to any situation involving suspension or the dismissal programme.

Whenever a student acts in such a manner as to give university officials reasonable cause to be concerned, the student presents a danger to himself, to others, or to the university property or if a student’s activities affects any legitimate college interest, that student shall be liable to disciplinary action and possible suspension or dismissal from the university. If the instructor believes that the student’s presence in any classroom/lab session may result in immediate risk to self or others, the student may be removed from the session. Determination of the student’s ability to perform will be made before allowing the student to return.

**NURSING COUNCIL OF JAMAICA DISCIPLINARY GUIDELINES AND ACTION DISCIPLINARY PROCEDURE**

#### Preamble

Within thirty (30) days after commencement of training, the student must be indexed with the Nursing Council. This is a legal requirement. An index number is assigned which is to be used in all correspondence with the Council while a student.

A student not indexed with the Nursing Council is not a candidate for the Nursing Council/s prescribed programme of study or examinations.

The school reserves the right to take disciplinary action whenever the student: -

Acts contrary to policies set out by the institution or violates the Code of Ethics for Nurses.

#### B. Discipline

Discipline is an essential feature of professional life. It begins with the entry to a programme of study. During the education process students must develop and demonstrate appropriate conduct related to ethical and legal standards of the profession. The students are required to conform to the discipline of their school as set out in the school’s regulation. Each student shall be given a copy of the school’s regulation upon admission.

##### C. Process in Disciplinary Action

The school reserves the right to take disciplinary action whenever the student acts contrary to the school’s regulations or policies set out by the Nursing Council or violates the **Code of Professional Conduct for Registered Nurses, Registered Midwives, and Enrolled Assistant Nurses (1997).**

1. **Some Misconduct for which Disciplinary Actions May be Taken are:**

* 1. Professional misconduct—any act of omission or commission that could bring the school, Nursing Council or the profession in disrepute.
  2. Dishonesty
  3. Destruction of property
  4. Disregard for given instruction(s) by tutorial staff or clinical supervisor(s).
  5. Repeated absenteeism and or repeated lack of punctuality.
  6. Any other behaviour deemed to be unsatisfactory or dangerous to the reputation of the school, Nursing Council, the profession, the patient and family or the public in general.

##### 2. Sanctions to be Applied for Misconduct

2.1 Oral warning

2.2 Letter of reprimand

2.3 Restitution

2.4 Suspension

2.5 Dismissal

##### 3. Examples of Misconduct Which Warrants Suspension/Dismissal

3.1 Dishonesty including but not limited to stealing, lying, and misrepresentation, non-disclosure of material information, cheating

3.2 Falsification of records

3.3 Fighting

3.4 Issuing of threat

3.5 Using indecent and/or abusive language

3.6 Oral or physical abuse of patient

3.7 Withholding nursing care or prescribed treatment without reasonable explanation

3.8 Disregard for authority

3.9 Absenteeism and lack of punctuality for more than three (3) days, within a one

(1) month period without reasonable and acceptable explanation

3.10 Absence without communication for three (3 or more days

3.11 Sleeping on assignment

3.12 Truancy—failing to report for assignment

3.13 Illegal use of drugs

3.14 Drunkenness

3.15 Possession of lethal weapons

3.16 Having been convicted of a crime by the courts

3.17 Any other action which contravenes the law of the land

3.18 Any other action which violates the Code of Ethics for Nurses

3.19 Any other action which violates the school’s regulations.

1. **Steps in Disciplinary Process for Misconduct** R**equest**:
   1. Written statement of alleged misconduct from complainant
   2. Written statement from the student in answer to allegation
   3. Written statement from witnesses
   4. Interviewing, counselling and guidance by Tutor/Coordinator –documented
   5. Interviewing, counselling and guidance by Senior Tutors—warning letter to student—copy file.
   6. Interviewing, counselling by Senior Tutor and Director to be documented
   7. The matter shall be referred to the School’s Disciplinary Committee, with copy on file and the Nursing Council advised of such action if:

* + 1. In the discretion of the school’s administration the alleged misconduct is such as warrants the immediate consideration of the Disciplinary Committee.
    2. The student fails to provide a written statement within the time specified without reasonable explanation
    3. Steps 4.4, 4.5 and 4.6 have been exhausted without satisfactory results. NB: ***Once the matter has been referred to the Disciplinary Committee the student and complainant have the right to representation.***

##### 1. Action by Disciplinary Committee

1.1 The disciplinary Committee may:

1.2 Refer back to the Director with instruction

1.3 Dismiss the case

1.4 Issue own warning letter to the student with instructions

1.5 Take such other action as is deems necessary—not prejudicial to the student

1.6 Refer to law enforcement if indicated

1.7 Hearing is warranted if action to be taken is prejudicial to the student, e.g., suspension or dismissal

1.8 The Disciplinary Committee must advise the student of the decision

1.9 Where a hearing is to be held, the letter must:

* specify charge(s)
* advise of the right to representation, legal or otherwise
* state date, place and time if available or known

##### 2. Instant Suspension

2.1 In the event the misconduct is considered harmful to person(s) or property, the Director /Deputy shall …. pending investigation

2.2 Immediately suspend the student for a period not exceeding fourteen (14) days in the first instance pending investigation

2.3 Immediately or as soon as is reasonably practicable, advise the Disciplinary Committee and Nursing Council and provide a written report.

1. **Appeal Procedures**

In the event of a hearing:

* 1. A student may appeal the decision of the Disciplinary Committee
  2. Within seven (7) day of the student being notified of the decision of the Disciplinary Committee, the student shall notify the Director of the school of his/her intention to appeal to the Nursing Council
  3. The student shall appeal to the Nursing Council within fourteen (14) days of the receipt of the decision

##### 4. Composition of Disciplinary Committee

The Disciplinary Committee must be comprised of:

4.1 An Attorney-at-law

4.2 Director of the school/deputy (non-voting member)

4.3 Another member of public (e.g. teacher/chaplain)

4.4 Student Council member

4.5 Director of Nursing Service or designate

4.6 Representative from the clinical area

4.7 Programme’s Coordinator

4.8 Tutor (not complainant)

4.9 Person skilled in grievance procedure or conflict resolution

NB: ***Where complainant is a member of the Disciplinary Committee that person shall not sit on the committee and shall be substituted by a person from the category from which the complainant*** ***was appointed.***

##### *5.* Quorum must include the following

1. Chairman/Attorney-at-Law
2. Chaplain/member of the public
3. Director of Nursing Service or designate
4. Student Council Representative
5. Programme Coordinator/tutor
6. Person skilled in grievance procedure/conflict resolution
7. Director/deputy is to be in attendance

##### 6. School’s Regulation

The disciplinary document shall be incorporated into the school’s regulations.

**POLICY ON RE-ENTRY TO THE NURSING PROGRAMME**

Any student who has had to discontinue from the Nursing Education Programme (Basic) for one (1) calendar year or more, (two semesters &summer sessions) regardless of the reason, should follow the Procedure for Re-Entry to the Nursing Programme. Generally, advisement, completion of a dosage test, review of the Nursing Handbook, and clinical arrangements for students to gain re-orientation to the clinical area will be completed before registration and re-entry to the Nursing Programme.

Any student requesting official leave of a non- emergency nature is expected to write an official letter, requesting leave of absence, giving rationale for the request, to the Director of Nursing or designee, one month in advance of expected departure. The director will set an interview date with this student. Students on Leave of Absence should remember to contact their academic advisor and the Director of Nursing three months before they are due to register for the semester in which they will return. If the student does not return from leave at the designated time, his/her space in the nursing programme may be relinquished.

Any student who has had to discontinue from the Nursing Programme for one (1) calendar year or more, for whatever reason, is required to submit a letter to the Director of the Department of Nursing and re-apply to the University. Based upon the recommendation from the Director of Nursing, the student will be advised whether or not to proceed with registration for with registration for the upcoming semester.

**PROCEDURE FOR RE-ENTRY**

The student is required to:

* submit an application three (3) months prior to the semester that the student is scheduled to return.
* attend an interview with the Director of Nursing, Programme/Campus Coordinators and other assigned personnel.
* participate in a clinical skills assessment with a medication/calculation test and evaluation
* sign forms related to policies in the handbook and updated documents for re-entry to clinical settings.
* be assigned to the clinical area for at least two weeks to a month prior to the semester of re-admission

**SEXUAL HARASSMENT POLICY**

It is the policy of Northern Caribbean University that no employee, staff member or student should be subject to sexual harassment while on university premises or in connection with or related to his/her education or employment at Northern Caribbean University. Sexual harassment has absolutely no place in an academic environment and will not be tolerated by the university.

Any employee, staff member or student engaging in such prohibited activity shall be subjected to disciplinary action including termination from the institution, as determined by policies as stated in the Student Guide.

This policy applies to actions of sexual harassment of any member of one sex against a member of the opposite sex or same sex, at all levels of the university community.

**FORMAL STUDENT COMPLAINTS POLICY**

This policy defines complaints and establishes a procedure regarding the role of the student, school and university in the review and resolution of the complaint. The Department of Nursing adheres to all University policies.

A formal complaint is defined as any signed, written claim brought by a student alleging discriminatory, improper or arbitrary treatment.

Procedure:

1. Formal complaints must be put in writing and appropriate Incident Form(s) completed.
2. Formal complaints involving an issue of Academic Integrity will have the appropriate sanction/disciplinary action applied to the offender as stipulated by the NCU and Nursing Council of Jamaica.
3. Documentation of complaints and their disposition will be recorded and shall be maintained as confidential and retained in the student’s file. Documentation should include:

* + The date the complaint was first formally submitted
  + The nature of the complaint
  + The steps taken to resolve the complaint
  + The University’s final decision regarding the complaint
  + Any other external actions initiated by the student to resolve the complaint
  + Any follow up or remedial actions taken to prevent or avert any future offence.

**APPEALS POLICY AND PROCEDURE**

Due process procedures shall be followed according to the University Policy and Procedure except in cases involving danger to self or others.

The appeal process shall begin with the course instructor-coordinator, with progression to the Director of Nursing and or Dean of the College Natural & Applied Sciences, Allied Health and Nursing. A determination must be made by the Dean of the College, or his representative as to whether the matter will end with the Northern Caribbean University Department of Nursing. If, by the discretion of the Dean, it is determined that the matter should go further, the matter will be referred to the Office of the President at Northern Caribbean University.

**POLICY ON STUDENTS’ HEALTH AND WELLNESS**

##### *Immunizations*

Nursing students commonly are at risk for exposure to and possible transmission vaccine preventable communicable diseases because of their contact with patients or infective material from patients. Maintenance odd immunity to vaccine-preventable diseases is therefore an essential requirement of all students.

Nursing students will **not** be permitted to enter a clinical site unless documentation of compliance with all requirements, including annual tuberculosis screening, has been confirmed by the Department of Nursing.

Nursing students must comply with requirements for the following: Measles, Mumps, Rubella, Hepatitis B, Tetanus-diphtheria-pertussis and Tuberculosis, Screening (PPD skin testing, or system review for those not being tested.

##### *Tuberculosis Requirement*

Tuberculosis screening must be completed annually through the student’s programme of study.

##### *Blood-borne Pathogens (BBP)*

Students exposed to blood-or secretion-borne (BBP) should take immediate first aid including scrubbing wounds and skin with soap and water for 20 minutes and/or flushing mucous membranes with water for 20 minutes.

Risk assessment and laboratory testing may be available to students at the clinical sites Employee’s Health Office. Need for medications for prophylaxis of BBP may require further assessment. If there is no employee health office at the clinical site, or for exposure after clinical hours, on weekends, or on holidays, students are to seek care at the nearest emergency room.

The agency may also request that its incident report form be completed. Notify your clinical instructor of the incident by calling ASAP. Please do so after you have contacted the clinical site’s supervisor or nearest emergency room for immediate triage.

Health services delivered in an employee’s health clinical or emergency room provide the first response to an accidental injury/exposure involving BBP, but cannot substitute for primary and specialty medical care from an individual’s regular health care provider for ongoing health needs.

##### If a Student is Injured or Becomes Ill

If a student needs health care and/or is at risk to others, the faculty member must determine appropriate action based on the individual’s circumstances and make the proper referrals. Health care must be sought at the nearest walk-in-facility, or private physician.

If a student is too ill to be in class and request permission to go home, the faculty member should not assume the responsibility of sending that student home, but should advise and/or assist him/her to seek medical attention. A student who remains ill for three (3) days or more must present a medical certificate or Sick-Leave from his/her physician to the department within 8-12 hours.

##### Illness/Injury in the Clinical Area

Students who are injured or become ill in the clinical area should get someone to notify the clinical instructor immediately. In the case of a clinical site-related injury, the student should follow the procedure prescribed by the institution or agency.

Students that are at all clinical agencies must complete the relevant Incident Report form for the agency with the help of the clinical instructor or nursing supervisor and submit it immediately to the charge-nurse. Please do so after you have contacted the clinical site employee’s health office or the emergency room for immediate triage. If the student is treated in a hospital emergency room, neither the University nor the agency will accept financial responsibility. The student must pay for any care according to the policy of that agency.

Students who become ill at the clinical site should, along with their clinical instructor determine if their illness is communicable and a risk for their patients or determine if the illness will impair the student’s ability to safely carry out his/her responsibilities. Where there is a charge for health care services the treatment of any illness would be done at the student’s expense.

If the student is hospitalized, his/her next of kin and the Director of Nursing must be informed immediately by the instructor if the student is unable to do so. As soon as one can be obtained, a sick leave certificate from the student’s physician identifying the period of absence from duty must be submitted to the Department of Nursing.

If there is no communication in relation to the student’s absence from school, the period will be considered unauthorized absence and will be treated as such. Student failing to complete the assigned hours will receive a grade F for the course.

##### Risk Management/Infection Control

**Objectives:**

* To provide a safe environment; protect faculty and students
* To minimize financial effects of accidental loss
* To identify potential for risk exposure

##### Hand washing

Hand washing is one of the most effective infection control measures. It is necessary in every setting. For the health care worker its importance cannot be over emphasized in preventing the transmission of infection among health care personnel as well as client.

##### Purposes

* To prevent the spread of micro-organisms and hospital acquired infections.
* To reduce hospital, stay due to complications resulting from the spread of infection
* To reduce cost for the facility and patients due to nosocomial infections

**The student nurse should:**

1. Wash hands on entering the hospital unit
2. Before and after giving care
3. After contact with anybody substances such as blood, sputum, or wound drainage
4. Before and after invasive procedure
5. After handling soiled linen
6. Observe hand washing techniques for specific high-risk areas.

When in doubt communicate with your instructor or the charge nurse on your unit.

##### Needle Sticks

Healthcare professionals face one of the most potentially hazardous procedures in that of using and disposing of needles. Injuries from needle sticks present the risk for Human Immunodeficiency Virus (HIV), Hepatitis B and other pathogens. Standards have been set by the Ministry of Health (Jamaica) and the WHO to protect from such injuries.

##### Procedure

* Bleed the area 3 to 5 minutes (by squeezing same in a waste receptacle or sink)
* Wash the site immediately with soap and running water
* Disinfect the area for 3 to 5 minutes with 10% iodized polyvidone (Povidone Iodine) diluted with 3 volumes of water or with a 0.5% chlorine bleach solution. (1:10 dilution of a 5% chlorine bleach solution or 1:6 dilution of a 3% chlorine bleach solution)
* Take the blood sample for baseline HIV, Hepatitis B vaccination then Hepatitis B immune globulin and vaccination should be considered (see below).
* If client on whom needle was used is HIV positive, AZT therapy for the injured person should be considered.
* Report incident in writing to the Director of Nursing and record name, age, date of birth and address of patient on whom the needle was used and report this too the Medical Officer (Health).
* Ensure that the worker is fully counselled regarding the potential implications of the needle stick
* Report blood test for HIV, Hepatitis B surface antigen and Hepatitis C antibody at 3 and 6 months’ intervals after initial test

**Note:** The rate of HIV seroconversion in post-inoculation injuries has not been established. Its use should therefore be considered on an individual basis. AZT should be started within 1-2 hours of exposure, but not later than 24 – 36 post exposure. If used, the dose 1 is 200 mg PO TID × 6.

##### An incident report should then be filed at the institution and a formal written report be sent to the Director of nursing services/Chair of the Nursing department for filing and follow-up of treatment and counselling



##### International Council of Nurses Pledge

In the full knowledge of the obligations I am undertaking, I promise to care for the sick with all

the skill and understanding I possess, without regard to race, creed, colour, and politics

or social status, sparing no effort to conserve life, to alleviate suffering and to promote health.

I will respect at all times the dignity and religious beliefs of the patients under my care, holding in confidence all personal information entrusted to me, and refrain from any

action which might endanger life or health. I will endeavour to keep my professional knowledge and skill at the highest level and to give support and cooperation to all members of the health team. I will do my utmost to honour the international code of ethics applied to uphold the integrity of the professional nurse.

##### The Florence Nightingale Pledge

I solemnly pledge myself before God and in the presence of this assembly;

To pass my life in purity and to practice my profession faithfully,

I will abstain from whatever is deleterious and mischievous and will not take or knowingly administer any harmful drug.

I will do all in my power to maintain and elevate the standard of my profession and will hold in confidence all personal matters committed to my keeping and family affairs coming to my knowledge in the practice of my calling.

With loyalty will I endeavour to aid the physician in his work, and devote myself to the welfare of those committed to my care.

## THE PROFESSION OF NURSING

Northern Caribbean University (NCU) student nurses are expected to abide by best practice standards of care set forth in the Jamaican Nurses Association Code for Nurses and the Jamaica Nurses Association Standards of Nursing Practice.

## *Standards of Care*

**Standard I: Assessment**

The nurse collects patient health data.

**Standard II: Diagnosis**

The nurse analyzes the assessment data in determining diagnosis.

**Standard IV: Outcome Identification**

The nurse identifies expected outcomes individualized to the patient.

**Standard V: Implementation**

The nurse implements the interventions identified in the plan of care.

#### Standard VI: Evaluation

The nurse evaluates the patient’s progress toward attainment of outcomes.

## *Standards of Professional Performance*

#### Standard I: Quality of Care

The nurse systematically evaluates the quality and effectiveness of nursing practice. **Standard II: Performance Appraisal**

The nurse evaluates one’s own nursing practice in relation to professional practice standards and relevant statues and regulations.

**Standard III: Education**

The nurse acquires and maintains current knowledge in nursing practice.

#### Standard IV: Collegiality

The nurse interacts with and contributes to the professional development of peers and other health care providers as colleagues. **Standard V: Ethics**

The nurse’s decisions and actions on behalf of patients are determined in an ethical manner.

#### Standard VI: Collaboration

The nurse collaborates with the patients, family and other care providers in providing patient care.

**Standard VII: Research**

The nurse uses research findings in practice.

#### Standard VIII: Resource Utilization

The nurse considers factors related to safety, effectiveness, and cost in planning and delivering patient care.

**NURSING DOMAINS** (The Nursing Council of Jamaica, 2013)

**DOMAIN 1: NURSING PRACTICE**

**Descriptor**

Refers to the holistic approach and treatment of people as human beings of value and worth and the demonstration of caring behaviours and attitudes by the nurse. It also includes the nurse’s ability to undertake nursing care within the framework of informed consent. Nursing care should be based on the best available evidence and on an appropriate repertoire of skills indicative of safe and effective practice. In addition, the nurse is required to demonstrate current knowledge of health care trends, and a sense of accountability for practice in accordance with health and nursing legislation. In so doing, the nurse should be sensitive to, and demonstrate respect for patient rights.

**DOMAIN 2: PROFESSIONAL CONDUCT**

**Descriptor**

Relates to the manner in which the nurse demonstrates professionalism which is in keeping with the Code of Ethics of the International Council of Nurses (ICN) and the Regional Nursing Body and with national nursing legislation and regulations.

These guidelines direct the professional and inter-professional relationships that are established during the scope and functions of nursing practice. It also emphasizes the attitude of the nurse to patient care and the need for each nurse to display a professional manner even in challenging situations.

**DOMAIN 3: HEALTH PROMOTION and MAINTENANCE of WELLNESS**

#### Descriptor

Health promotion, disease, and injury prevention across the lifespan are essential elements of entry level nursing practice at the individual and population levels. Health promotion includes assisting individuals, families, communities, and populations to prepare for and minimize health consequences and maintain wellness. Population-focused nursing involves identifying determinants of health, prioritizing primary prevention when possible, and using available resources to assure the best overall improvement in the health of the population.

Health promotion interventions prevent the escalation of diseases and assists with the understanding of the link between health promotion strategies and health outcomes. Collaboration with other healthcare professionals and populations is necessary to promote healthy behaviours that improve population health.

**DOMAIN 4: NURSING LEADERSHIP AND MANAGEMENT**

**Descriptor**

Relates to use of leadership skills to adequately carry out management functions in the health care environment. The health care environment includes patient care units in a variety of settings at institutional or community level.

Nursing leadership and management also involves the application of the principles of decision making, problem solving and conflict resolution to facilitate a work environment that is supportive to healthy patient outcomes.

Integral to evaluation in nursing management are continuous quality improvement systems along with revision and development of practice policies to enhance patient care.

**DOMAIN 5: COMMUNICATION**

**Descriptor**

Refers to the processes whereby meanings are assigned and conveyed to others to create shared awareness and understanding of phenomena. It includes the ability to recognize and eliminate barriers, and to utilize appropriate methods of effective communication.

Nursing practice utilizes constant communication between the nurse and the patient, the family, communities and the interdisciplinary team. Communication is inherent in the establishment and continuation of the therapeutic nurse-client relationship to facilitate provision of care.

**DOMAIN 6: CLINICAL DECISION-MAKING**

**Descriptor**

Refers to the mental processes of reaching agreements on the selections of courses of actions, their rationales and outcomes. Clinical decision-making is context specific and changes according to client and practice setting circumstances. These decisions are made with available data independently or in collaboration with the inter-disciplinary team, the patient/client and the family.

Critical thinking is integral to decision-making and includes the activities of organizing assessment information, recognizing patterns and compiling evidence to support the conclusions drawn.

**DOMAIN 7: PROFESSIOANL REFLECTION AND VISIONING**

Relates to self-appraisal and professional development as well as reflection on practice, feelings and beliefs and their consequences for nurse/client relationships and interactions. This also reflects the need for planning for life-long learning and understanding the value of evidence-based findings for competent nursing practice. It ensures that the nurse develops his or her professional practice in accordance with the health needs of the population and the changing patterns of disease and illness.

These **domains** give rise to the **competencies** expected of the practitioner in the delivery of nursing care. The competencies are used as standards to assess the extent to which nurses can functioneffectively.

*RENR Blueprint*, April 2013

#### COMMUNITY EXPECTATIONS FOR NORTHERN CARIBBEAN UNIVERSITY

As a Northern Caribbean University Community Member:

***I will practice personal and academic integrity*.**

A commitment to this ideal is inconsistent with cheating in classes, in games, or in sports. It means refraining from plagiarizing or offering another’s work as your own, lying, practicing deceit, or being disloyal in personal and academic relationships.

***I will respect the dignity of all persons*.**

A commitment to this ideal means not taking part in or condoning behaviours which demean dignity of individuals or groups, including hazing, intimidating, taunting, baiting, ridiculing, insulting, harassing and discriminating against others.

***I will respect the rights and property of others.***

A commitment to this ideal is inconsistent with stealing, vandalizing, committing arson, destroying property, or misappropriating funds. It means respect for another’s personal rights as well as refraining from any behaviour which violates a person’s rights to move about freely, express themselves appropriately and to enjoy privacy.

***I will demonstrate concern for others, their feelings and will work to bring about an environment that promotes intellectual development and a sense of community*.**

A commitment to this ideal is a pledge to be compassionate and considerate, to avoid behaviours which are insensitive, or inhospitable, or insightful, or which unjustly or arbitrarily inhibit one’s ability to feel safe as they pursue their goals in Northern Caribbean University community.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date Student Signature**

#### NORTHERN CARIBBEAN UNIVERSITY DEPARTMENT OF NURSING BACCALUAREATE NURSING PROGRAMME STUDENT HANDBOOK

This acknowledges receipt of a copy of the Northern Caribbean University Department of Nursing Handbook for Undergraduate Nursing Students. I am aware that it is my responsibility to read and understand its content as well as any additional supplements which I may receive from time to time while enrolled in the Department of Nursing.

I understand that I am responsible for knowledge of the information it contains, and I agree to abide by its terms and conditions. I also understand that in addition to the specific policies and procedures for the nursing programme, I shall be governed by the overall policies and procedures of Northern Caribbean University, and those of any agency or facility to which I am assigned for clinical experience. I am aware that failure to do so may result in disciplinary action, which might include my dismissal from the NCU Department of Nursing. My signature affixed to this document, which is required of all nursing students, indicates that by God’s grace, I will comply with the policies and statements outlined in this Handbook.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full name (print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**NORTHERN CARIBBEAN UNIVERSITY**

#### DEPARTMENT OF NURSING CONFIDENTIALITY AND PRIVACY OF CLIENT INFORMATION AGREEMENT

**DATE: August 28, 2017 (This policy supersedes any previous versions)**

I understand that in the performance of my duties as a student nurse at Northern Caribbean University, its affiliates, and any other entity with which NCU maintains an agreement for my education and training as a student nurse, I will have access to personal health information belonging to patients. I have been given information concerning policies and procedures with regard to confidentiality of personal health information and have been instructed on maintaining the confidentiality of this personal health information as a basic patient right. I understand that this applies to, (but is not limited to), written, oral, facsimile, and electronic communications.

I agree to abide by these policies, laws, and regulations and understand that to violate them will result in disciplinary action which may include termination of my education and training as a student nurse at Northern Caribbean University, Department of Nursing. I further agree to comply with the following:

1. All documents pertaining to the patient’s personal health information contained in their medical record or related files shall not leave the premises where they are stored.
2. Discussions of the patient’s personal health information shall be limited to my preceptors/faculty/nurses and doctors assigned to the particular patient or others who have direct responsibility for the assigned patient. Only the minimum necessary information will be released, and all discussion will take place on the premises.
3. I will not make copies of the patient’s medical records or any other type of personal health information without following the appropriate hospital policies.
4. I will not use patient identifiers (name, address, etc.) when making notes for assignments or projects for academic purposes.

Policies can be added, amended, or removed **without notice, and will become effective immediately** at the discretion of the Department of Nursing, the University Administration and the Nursing Council of Jamaica.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Printed Name Student’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**TECHNICAL STANDARDS FOR NURSING: FUNCTIONAL ABILITIES**

#### REQUIREMENTS

##### Introduction

The knowledge, skills, abilities and attitudes required to safely and effectively practice nursing are varied and complex. The following are functional abilities that a nurse must possess to practice safely and effectively. To ensure that your decision to pursue a career in nursing is the correct one for you, we ask that you review them. They are the non-academic requirements of the programme, and they comprise physical, emotional, and professional demands required of a nurse. Give keen consideration to whether or not you can perform the following functions, with or without accommodations/assistive devices. If you determine that you are unable to do any of the skills listed and you have a documented disability, you will then need to determine if a reasonable accommodation can be provided.

##### Representative Activities/Attributes

###### Gross Motor Skills

* Move within confined spaces
* Sit and maintain balance
* Stand and maintain balance
* Reach above shoulders (e.g. IV poles)
* Reach below waist (e.g. plug electrical appliance into wall outlets)

###### Fine Motor Skills

* Pickup objects with hands
* Grasp small objects with hands

(e.g. IV tubing, pencil)

* Write with pen or pencil
* Key/type (e.g. use a computer)
* Pinch/pick or otherwise work with fingers (e.g. manipulate a syringe)
* Twist (e.g. turn objects/knobs using hands)
* Squeeze with finger (e.g. eye dropper)

###### Physical Endurance

* Stand (e.g. at client side during surgical or therapeutic procedure)
* Sustain repetitive movement (e.g. CPR)
* Maintain physical tolerance

(e.g. work entire shift)

###### Physical Strength

* Push and pull 25 pounds (e.g. position patients)
* Support 25 pounds of weight (e.g. ambulate patient)
* Lift 25 pounds (e.g. pick up a child, transfer patient)
* Move light objects weighing up to 10 pounds (e.g. IV poles)
* Move heavy objects weighing from 11 to 50 pounds
* Defend self against combative patient  Carry equipment/supplies
* Use upper body strength (e.g. perform CPR, physical restrain a patient)
* Squeeze with hands (e.g.

operate fire extinguisher)

***Mobility***

* Twist and bend
* Stoop/squat
* Move quickly (e.g. respond to an emergency)
* Climb (e.g.

ladders/stools/stairs)

* Walk

###### Hearing

* Hear normal speaking level sounds (e.g. person-to person report)  Hear faint voices
* Hear faint body sounds (e.g. blood pressure sounds, assess placement of tubes)
* Hear in situations when not able to see lips (e.g. when masks are used)
* Hear auditory alarms (e.g. monitors, fire alarms, call

bells)

###### Visual

* See objects up to 20 inches away (e.g. information on a computer screen, skin conditions)
* See objects up to 20 feet away (e.g. patient in a room)
* See objects more than 20 feet away (e.g. patient at end of hall)
* Use depth perception  Use peripheral vision
* Distinguish colour (e.g. colour codes on supplies, charts, bed)
* Distinguish colour intensity (e.g. flushed skin, skin

paleness)

###### Tactile

* Feel vibrations (e.g. palpate pulse)
* Detect temperature (e.g. skin, solutions)
* Feel differences in surface characteristics (e.g. skin turgor, rashes)
* Feel differences in sizes, shapes (e.g. palpate vein, identify body landmarks)
* Detect environmental temperature (e.g. check for

drafts)

###### Smell

* Detect odours from patients (e.g. foul smelling drainage, alcohol breath, etc.)
* Detect smoke
* Detect gases or noxious smells

###### Reading

* Read and understand written documents in Standard English (e.g. policies, protocols)

###### Arithmetic Competence

* Read and understand columns of writing (flow sheet, charts)  Read digital displays
* Read graphic printouts (e.g. EKG)
* Calibrate equipment
* Convert numbers to and/or from Metric System
* Read graphs (e.g. vital sign sheets)
* Tell time
* Measure time (e.g. count duration of contractions, etc.)
* Count rates (e.g. drips/minute, pulse)
* Use measuring tools (e.g.

thermometer)

* Read measurement marks (e.g. measurement tapes, scales, etc.)
* Add, subtract, multiply, and /or divide whole numbers
* Compute fractions (e.g.

medication dosage)

* Use a calculator
* Write number in records

###### Emotional Stability

* Establishtherapeutic boundaries
* Provide client with emotional support. Adapt to changing environment/stress
* Deal with the unexpected (e.g.

patient going bad, crisis)

* Focus attention on task
* Monitor own emotions
* Perform multiple

responsibilities concurrently

* Handle strong emotions (e.g. grief)

##### Analytical Thinking

* Transfer knowledge from one situation to another
* Process information
* Evaluate outcomes
* Problem solve
* Prioritize tasks
* Use long-term memory
* Use short-term memory

**Critical Thinking**

* Identify cause-effect relationships
* Plan/control activities for others
* Synthesize knowledge and skills
* Sequence information
* Anticipate and prepare for untoward circumstances

###### Interpersonal Skills

* Negotiate interpersonal conflict
* Respect differences in patients/peers or colleagues
* Establish rapport with patients/authority
* Establish rapport with co-workers

###### Communication Skills

* Teach (e.g. patient/family about health care)
* Explain procedures
* Give oral reports (e.g. report on patient’s condition to others)
* Interact with others (e.g. health care workers)
* Speak on the telephone
* Influence people
* Direct activities of others
* Convey information through writing (e.g. progress notes)

**Source:**  Adopted with permission from **American Nurses Association (ANA) Scope and Standards of Nursing Practice, 2004)**

#### DECLARATION OF REQUIRED FUNCTIONAL ABILITY

**I, the undersigned, hereby declare that I have reviewed the required functional abilities listed above. I declare that I am able to accomplish these minimal requirements with /without accommodations/assistive devices.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Printed Name Student’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**CURRICULUM MATRIX – For the 2016-2018 Bulletin**

#### SUMMARIZED CURRICULUM CREDITS & HOURS

*Theory: 1 Credit = 15 Hours; Lab: 1 Credit = 45 Hours; Clinical Practicum: 1 Credit = 80 Hours*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course #** |  | **Course** | **Credit** | **Hours** |
|  | **FRESHMAN YEAR** | |  |  |
| EDUC100 | Freshman Seminar | | 1 | 15 |
| ENGL119 | Freshman Composition 1 | | 3 | 45 |
| BIOL 165 | Anatomy & Physiology 1 | | 4 (3T, 1L) | 90 |
| BCHM125 | Biochemistry for Nurses | | 3 (2T, 1L) | 75 |
| PSYC176 | Psychology for Health Professionals | | 3 | 45 |
|  | **FRESHMAN YEAR: SEMESTER 1 TOTAL** | | **14** | **270** |
| BIOL166 | Anatomy & Physiology II | | 4 (3 T, 1 L) | 90 |
| ENGL120 | Freshman Composition II | | 3 | 45 |
| BIOL 176 | Microbiology for Nurses | | 3 (2 T, 1 L) | 75 |
| MATH121 | College Algebra | | 4 | 45 |
| NRSG105 | Introduction to the Profession of Nursing & Ethics | | 3 | 45 |
|  | **FRESHMAN YEAR: SEMESTER 2 TOTAL** | | **17** | **300** |
| SOCI120 | Introduction to Sociology | | 3 | 45 |
| RELB113 | God & Human Life | | 3 | 45 |
| NRSG119 | First Aid & Basic Life Support | | 2 | 30 |
| CPTR 112/120 | Computer Requirement | | 3 | 45 |
|  | **FRESHMAN YEAR: SUMMERS 1 & 2 TOTAL** | | **11** | **165** |
|  | **FRESHMAN YEAR TOTAL** | | **42** | **735** |
|  | **SOPHOMORE YEAR** | |  |  |
| NRSG218 | Wholistic Health Promotions | | 4 | 60 |
|  | Spiritual Development Option (choose 1 of 3 options) | | 2 | 30 |
| NRSG214 | Health Assessment | | 3 (2 T, 1 L) | 75 |
| NRSG210 | Foundations of Nursing | | 4 (3T, 1 L) | 90 |
| NRSG222 | Foundations of Nursing Clinical Practicum | | **2** | **160** |
|  | **SOPHOMORE YEAR: SEMESTER 1 TOTAL** | | **15** | **415** |
| NRSG232 | Pharmacology | | 3(2 T, 1 L) | 75 |
| NRSG241 | Adult Nursing 1 | | 4 (3T, 1L) | 90 |
| NRSG244 | Adult Nursing Clinical 1 | | 2 | 160 |
| NRSG230 | Pathophysiology | | 3 | 45 |
|  | **SOPHOMORE YEAR: SEMESTER 2 TOTAL** | | **12** | **340s** |
| DIET223 | Nutrition & Diet Therapy | | 3 | 45 |
| EDUC151 | Fundamentals of Christian Education | | 3 | 45 |
| MATH224 | Applied Statistics | | 2 | 45 |
|  | **SOPHOMORE YEAR: SUMMERS 1 & 2 TOTAL** | | **8** | **135** |
|  | **SOPHOMORE YEAR: TOTAL** | | **35** | **890** |
|  |  | |  |  |
| **Course # Course** | | | **Credit** | **Hours** |
| **JUNIOR YEAR** | | | |  |
| NRSG343 | Parent Neonate Nursing | | 4 (3 T, 1 (L)) | 90 |
| NRSG346 | **Parent Neonate Nursing Clinical Practicum** | | **2** | **160** |
| NRSG345 | Adult Nursing II | | 4 (3 T, 1 (L)) | 90 |
| NRSG348 | **Adult Nursing Clinical Practicum II** | | **2** | **160** |
|  | **JUNIOR YEAR: SEMESTER 1 TOTAL** | | **12** | **500** |
| NRSG347 | Mental Health Nursing | | 4 (3T, !L) | 90 |
| NRSG362 | Mental Health Nursing Clinical | | 2 | 160 |
| NRSG388 | Nursing the Child (1mth-18yrs) | | 4 (3T, 1L) | 90 |
| NRSG364 | **Nursing the Child Clinical** | | **3** | **240** |
| NRSG366 | **Community Health Nursing** | | **3** | **45** |
|  | **JUNIOR YEAR: SEMESTER 2 TOTAL** | | **16** | **625** |
| NRSG390 | Community Health Nursing Clinical | | 2 | 90 |
| NRSG336 | Epidemiology in Nursing | | **3** | **45** |
| RELB305 | Life and Teachings of Christ | | 3 | 45 |
|  | **JUNIOR YEAR: SUMMERS 1 & 2 TOTAL** | | **8** | **250** |
|  | **JUNIOR YEAR TOTAL** | | **36** | **1,375** |
| **SENIOR YEAR** | | | |  |
| NRSG446 | Nursing Research | | 4 | 60 |
| NRSG465 | Gerontology | | **2** | **30** |
| NRSG467 | Gerontology Clinical | | 2 | 160 |
| NRSG455 | Adult Nursing III | | 2 (1T, 1L) | 60 |
| NRSG457 | Adult Nursing Clinical III | | 2 | 160 |
|  | **SENIOR YEAR SEMESTER 1 TOTAL** | | **12** | **470** |
| NRSG421 | **Specialized Nursing** | | **4 (3T, 1L)** | **90** |
| NRSG427 | **Specialized Nursing Clinical Practicum** | | **3** | **240** |
| NRSG466 | Nursing Leadership and Management | | 4 (3 T, 1 (L)) | 90 |
| NRSG473 | **Nursing Leadership and Management Clinical** | | 2 | **160** |
|  | **SENIOR YEAR: SEMESTER 2 TOTAL** | | **13** | **580** |
| NRSG488 | Nursing Review | | 1 |  |
|  | **SENIOR YEAR: SUMMER 1 TOTAL** | | **1** |  |
|  | Senior Practicum | | **1** |  |
|  | **SENIOR YEAR: TOTAL** | | **26** | **1,105** |

The matrix is subject to change without prior notice.

END OF DOCUMENT