



The University of the West Indies

FACULTY OF MEDICAL SCIENCES

THE UWI SCHOOL OF NURSING

MONA



Students' Handbook

ACADEMIC YEAR 2012-2013



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DISCLAIMER

The UWI School of Nursing, Mona (UWISON) Handbook is provided for the convenience of students. A concerted effort has been made to eliminate all errors. However, students must check the UWISON website at the start of the semester and during the course of the academic year for updates as well as corrections of any errors or omissions that have been highlighted subsequent to the finalization of the booklet.

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THE MISSION, VISION & VALUES OF THE UWI SCHOOL OF NURSING, MONA

MISSION

The mission of the UWI School of Nursing (UWISON), Mona is to lead the Caribbean region in delivering undergraduate and postgraduate evidence-based nursing education which reflects international standards; engaging students and nurses/midwives in scientific and scholarly inquiry and **critical thinking**; facilitating the transfer of knowledge and skills that foster **caring** throughout the **life cycle** and the **wellness-illness continuum**; and promoting excellence in **evidence-based practice** in nursing/midwifery.

VISION

The vision is that the UWI School of Nursing, Mona will be recognized regionally and internationally for providing excellence in nursing education through innovative programmes that are responsive to global health challenges and for generating high quality interdisciplinary and international research.

VALUES

The core values of the UWI School of Nursing, Mona (UWISON) are excellence; integrity; caring; mutual respect; loyalty and commitment to the standards of UWI, UWISON, and the nursing/midwifery professions; professionalism; and consistent quality in service and evidence-based practice.

PHILOSOPHY OF UWISON

We believe that:

A Human Being is a complex individual with physical, psychological, emotional and spiritual dimensions who behaves as a unified whole. As a rational being, the individual constantly strives toward achieving his maximum potential. The uniqueness and complexity of the individual have their most eloquent and visible expression in the quintessential interplay of body, mind and spirit, which makes a person human. The body acts, the mind learns and engages in **critical thinking**, and the spirit shares and provides **caring** that transcends one's ordinary physical environment. The resulting dynamism is a state of **wellness-illness** or balance, which, for each person throughout the **life cycle**, is continually being achieved.

Society provides the milieu in which individuals, families, communities and nations live and actualize their beliefs, customs, values and ways of knowing. Though normally constructed by its members, society is also strongly influenced by the environment; geo-sociopolitical factors; culture; religions; economic activity; and resources. These social realities have a pervasive and enduring influence on **wellness-illness** and the health perceptions and practices of the individual.

Health, a relative state along the **wellness-illness** continuum, includes the physical, psychological, spiritual and socio-cultural domains. It is achieved when the individual, family and community successfully adapt and respond to internal and external forces in the environment. Harmony of body, mind, and spirit enables human beings to attain and maintain optimal **wellness**; to nurture their lives in enriching, creative, and constructive ways; to respect all living beings as well as the environment; to share thoughts and feelings; to engage in meaningful **interpersonal relationships**; and to respond appropriately and effectively to the challenges of life including illness and the experience of dying.

Health Care is a basic human right. It focuses on all persons throughout the life cycle and in all phases of **wellness-illness**. It is comprehensive and continuous, involving health promotion and maintenance, the prevention of disease, restorative care and rehabilitation. Health care must be available, accessible, acceptable and affordable to the community in meeting its identified health needs. It must encourage active participation of the individual, family and community and mobilize all available resources.

The **Nursing/Midwifery professions** are essential to society and an integral part of the health care system of any country. Requiring specialized education in theory and practice, nurses/midwives are concerned with human beings in all phases of **wellness and illness** throughout the **life cycle**. Professionalism and ethical conduct are intertwined in nursing/midwifery, both of which are continually being informed and improved by scholarly enquiry, **critical thinking, evidenced-based practice**, and research. In this most sensitive and personal of human services, therapeutic **interpersonal relationships** are as important as clinical interventions and the concerns of clients must be given priority.

Nursing / Midwifery are both art and science, incorporating theory and practice and providing care and **caring**. These professions use the **nursing process** as a vehicle for the delivery of **evidence-based nursing practice**. In upholding professional standards, nursing/ midwifery use a proactive approach in meeting the needs of the individual, family and community. Both professions encompass functional, clinical and research elements.

Education is a dynamic lifelong process, requiring active involvement of the learner. It embraces and builds on the individual's life experiences. Education involves the acquisition of knowledge, the use of **critical thinking**, and the development of skills and attitudes to help the individual function as a productive member of society and the profession. It prepares individuals to critically reflect on life situations, assimilate new information, and apply it to new and familiar situations.

Nursing Education is multidisciplinary in nature. It takes place within an educational institution and leads to a degree in higher learning. Nursing education equips a person to combine **caring, critical thinking**, the **nursing**

process and **interpersonal relationships** to deliver **evidence-based nursing practice** to individuals, families, and communities in a variety of settings throughout the **life cycle** and in all phases of **wellness-illness**.

Undergraduate Nursing Education, the entry point into the profession of nursing, is obtained in a multidisciplinary educational setting. It provides a broad, sound foundation for graduate education, and it fosters a commitment to learning as a lifelong endeavor.

Graduate Nursing Education builds on the foundation laid through undergraduate nursing education. It prepares the nurse/midwife for greater responsibility in leadership and in the functional and clinical dimensions of nursing/midwifery. It enables the experienced nurse/midwife to concentrate on a selected area of **evidence-based practice** and to develop expertise through educational programmes. It affords the learner theoretical depth and breadth and an equally strong clinical or functional exposure, supported by **evidence-based practice**. The clinical and functional choices encompass nursing/midwifery care at specialized or advanced practice levels in primary, secondary or extended care facilities, educational institutions, and at the work place. All graduate students are involved in research activity, writing, and publication in collaboration with academic staff. Graduate education is conducted in an environment which stimulates **critical thinking**, fosters scholarly discourse, and facilitates the learner's oral and written expression in the analysis of nursing, health and other complex issues.

The Learner is an adult who brings unique capabilities and ambitions to University education. The nursing /midwifery learner acquires education and applies the learning to **evidence-based nursing practice** which is necessary to be safe, competent, confident, thinking, caring practitioners; to be eligible for registration and licensure with the appropriate statutory body; and to be clinically and functionally prepared.

The learner is an informed, responsible and self-directed individual who has the responsibility to participate actively in the learning experience; to use effectively the multidisciplinary, social and cultural resources of the University; to achieve educational, professional and personal goals; and to make substantive contributions to society.

Learning is the acquisition and integration of knowledge, skills and attitudes which are manifested by cognitive and behavioural changes. Human beings have their own peculiar learning processes based on cognitions, **critical thinking**, experience and reflection. Learning is a dynamic and cyclical process, enhanced by feedback. It is a responsibility shared by both learner and teacher.

The Teacher facilitates, counsels, guides and assists the learner in realizing the learning objectives and draws on the learner's experiential resources. It is the teachers' responsibility to use effective **interpersonal relationships**, to be adequately equipped and attitudinally prepared to counsel and mentor students, to creatively structure and guide the theoretical and clinical learning activities in a way that promotes learner engagement, to challenge students to **think critically** and perform at their best, to set standards of excellence, to engage in research-based education and **evidence-based nursing practice**, and to role model professional behaviour.

Research provides a means for advancement of the nursing/midwifery professions. It is pivotal in nursing/midwifery education and **evidence-based practice**. Research requires exploration of ideas, enquiry, rigor, **critical thinking**, analysis, and synthesis to develop theory and add to the body of nursing/midwifery knowledge.

CONCEPTUAL FRAMEWORK



THE UNIVERSITY OF THE WEST INDIES THE SCHOOL OF NURSING, MONA CURRICULUM MODEL



The graduate of UWISON combines **Critical Thinking**, **Interpersonal Relationships** and **Nursing Process** to engage in **Evidence-based Nursing/ Midwifery Practice** for persons, families, communities and organizations throughout the **Life Cycle** and across the **Wellness-Illness Continuum** in the context of **Caring**.

AIMS OF UWISON

1. Provide a state of the art centre for scholarship, research and clinical specialization.
2. Prepare motivated nurses for leadership within the health care and related services of the region and global economy.
3. Provide appropriate, stimulating, practical experiences in teaching, administration/management, clinical nursing and research to develop high- powered practitioners.
4. Deepen, strengthen, and broaden knowledge and skills in clinical and functional nursing while facilitating the development of effective critical thinkers who are geared to apply evidence-based practice in their areas of specialty.
5. Provide stimulating opportunities to develop creative, transferable skills in clinical specialization, teaching, administration/management and research.
6. Provide a unique baccalaureate programme to prepare caring nurses for beginning practice in multifaceted health care environments and to facilitate eventual advancement to graduate education.
7. Engage graduate nursing students in critical analysis of national, regional and global nursing and health issues/problems, while exploring solutions within economic, geopolitical and social environments.
8. Expose graduate students to a variety of teaching and learning experiences/environments through multi-disciplinary educational and clinical interactions.
9. Strengthen/foster personal, interpersonal, and professional values and attitudes through continuing education with particular reference to individuals, their families, the community, and the health team.
10. Integrate ethical principles, legal accountability, and accepted responsibility in the delivery of evidence-based nursing care to individuals, families, and community.

GENERAL UNDERGRADUATE REGULATIONS

REGISTRATION

- (a) Candidates must register for courses at the beginning of the academic year. Changes in registration may be effected up to the end of the third week of Semester I for Semester I courses and up to the end of the second week of Semester II for Semester II courses.
- (b) Registration for any course means that a candidate has entered for the associated examinations, and will therefore be deemed to have failed the course if he/she does not attend the examinations without previously having withdrawn from the course, or without having tendered evidence of illness at the time of the examinations, certified by the University Health Officer or any other medical practitioner approved for this purpose by the University. In the latter case, the medical certificate must reach the Campus Registrar no later than seven (7) days after the date of the examination concerned.
- (c) A candidate registered for a course may withdraw from it by submitting a Change of Registration Form to the Campus Registrar through the Dean. In the absence of exceptional circumstances, such notification must reach the Dean by the end of the fourth week of the Semester in which the course is offered.
- (d) A candidate who has recorded a pass in a course will not be permitted to re-register for the same course.

EXEMPTIONS

- (a) Subject to University regulations, exemption from a course may be granted to a candidate who has successfully completed a UWI course within the past five years, and which course(s) is/are comparable to those required by the BScN programme of study.

- (b) Application for exemption may be made by a candidate who has successfully completed a course which forms part or the whole of a similar course in the BScN programme from the UWI or from any other Tertiary Level Institution recognized and approved by the UWI.
- (c) The syllabus of the course shall be examined; in addition to the candidate's grade(s) in the examination(s) for the course(s); the time that has elapsed since its completion and in particular whether it is similar in part or whole to that offered at required.
- (d) All applications for exemption must be made to the Faculty Board through the Head of the School. The Head of School shall make one of the following recommendations to the Faculty Board, indicating the reasons for this recommendation:
 - (i) that the candidate's application be rejected; or
 - (ii) that the candidate be exempted from a part or the whole of the course and be required to take part or the whole of the examination for the course, as the case may be; or
 - (iii) that the candidate be exempted from the course and the examination;
 - (iv) that the candidate be exempted with credit from the course and the examination.

The Faculty Board, having considered the recommendations of the Head of School, shall in turn make its recommendations to Academic Board.
- (e) Exemptions may be given to students who are readmitted, having been asked to withdraw on academic grounds, subject to the University's regulations regarding credits and exemptions.

CHANGE OF STATUS

- (a) **A full-time or part-time candidate may request a change of status (from full-time to part-time or vice versa).**

- (b) The change will take effect at the beginning of the ensuing academic year.
- (c) The candidate must maintain the adjusted change of status.

LEAVE OF ABSENCE

- (a) A candidate who for good reason wishes to be absent from an academic programme for a semester or more must apply for formal leave of absence to the Faculty Board, through the Head of School and the Dean, stating the reason(s) for the application.
- (b) The length of such leave of absence if granted will be subject to the approval of Academic Board, but will not exceed one academic year in the first instance, terminating at the end of the academic year for which the application is approved.
- (c) Leave of absence may be granted for a semester or for an academic year, but will not be granted for more than two (2) consecutive academic years.
- (d) Applications for leave of absence for a semester must be submitted by the end of the third week of the relevant semester.
- (e) Applications for leave of absence for the academic year must be submitted by the end of the third week of Semester 1.

GRADING SCHEME AND PASSMARK

The grading scheme utilized for this degree is as follows:

Grade	Range & Equivalent % <i>(subject to review)</i>
A	– 80–100
B+	– 70–79
B	– 60–69
C	– 50–59
F	– Less than 50%

EXAMINATIONS

- a. Registration for a course constitutes registration for the examinations in that course.
- b. Students will be examined during and/or at the end of each semester and the summer sessions in the course(s) for which they are registered.
- c. A course may be examined by one or more of the following methods:
 - (i) Written examinations – with essay and/or objective type questions
 - (ii) Oral examinations
 - (iii) Practical Clinical examinations
 - (iv) Coursework (which shall include written in-course tests, practical work, essays, projects, studies and other forms of coursework exercises as approved by the Faculty Board or the Campus Committee on Examinations, as the case may be)
 - (v) In-course examinations may constitute up to 50% of the marks for the final grade. They are conducted similarly to end-of-semester examinations and are to be similarly observed
 - (vi) All coursework assignments must be submitted on the stipulated date. Any request to do otherwise must be submitted in writing with appropriate justification, at least 48 hours before the due date, addressed to the Dean, through the Head of School and the course lecturer. The Dean will consider the request and make a determination. Any requests less than 48 hours of the due date of an examination will be considered only in circumstances of accident, illness, hospitalization, death of spouse, child, parents or guardians.
- d. **Candidates will be asked to withdraw from the Faculty if he/she has failed a nursing course on the third attempt.**

For additional details of the University Undergraduate Examinations Regulations go to <http://www.mona.uwi.edu/exams/pdf/University%20Examination%20Regulations%202011–2012.pdf>

Pay special attention to:

- Section II – General Examination Regulations
- Section V – Conduct of Written Examinations. Note that the same regulations apply to the conduct of clinical/practical examinations
- Section VII – Review of Examinations Results

PLAGIARISM

Plagiarism is a form of cheating. According to the UWI regulations, plagiarism is “... *the unauthorized and/or unacknowledged use of another person’s intellectual efforts and creations howsoever recorded, including whether formally published or in manuscript or in typescript or other printed or electronically presented form and includes taking passages, ideas or structures from another work or author without proper and unequivocal attribution of such source(s), using the conventions for attributions or citing used in this University*”.

- (a) Plagiarism also involves the case of material taken from the internet without acknowledgment or giving proper credit – Cyber cheating.
- (b) Students have the responsibility to know and observe the Regulations of the Faculty and the University of the West Indies as it relates to plagiarism, falsification of information and academic dishonesty as contained in the relevant UWI Examinations Regulations for First degrees, Associate degrees, Diplomas and Certificates (78–85 in the case of the 2006–2007 Examination Regulations).
- (c) It is a requirement of all students registered to do the BSc in Nursing to sign and submit with their coursework a Coursework Accountability Statement. (*Students may download a copy of the Statement from the Faculty’s website*).

For further information please visit the UWI Undergraduate Student Anti-Plagiarism Policy at http://salises.mona.uwi.edu/notboard11_12/plagiarism_policy.pdf

THE UWI CODE OF PRINCIPLES AND RESPONSIBILITIES FOR STUDENTS

It is imperative for students to adhere to the guidelines of the UWI Code of Principles and Responsibilities for Students which can be located at <http://sta.uwi.edu/resources/documents/conduct.pdf>

INTER-SEMESTER BREAKS

The inter-semester breaks will be in accordance with the University Academic Diary at www.mona.uwi.edu/staff/academicdiary.pdf.

(See also The School's Timetable)

- SECTION A -



**THE BACHELOR OF
SCIENCE IN NURSING**

BACHELOR OF SCIENCE IN NURSING (BScN), 2011–2016

PROGRAMME SUMMARY

The four-year BSc Nursing programme consisting of 120 credits is offered by the UWI School of Nursing, Mona, over four academic years and one summer in the final year. This replaces the three (3) calendar year programme. The four-year programme commenced in August 2011. Specific part-time and accelerated pathways will be developed at a later date.

The purpose of the programme is to provide the educational and experiential foundation for entry level professional nursing practice and to provide a base on which to build a career through graduate-level study in specialist areas such as midwifery, nurse practitioner, clinical specialists and nurse administrator and educator. The aim of the curriculum is to prepare professional nurses who possess leadership skills and have the necessary competencies to meet the demands in a growing and changing health care system.

The programme will prepare graduates who will:

- be eligible to apply for entry to the General Registry for Nurses of the Nursing Council of Jamaica or any other nursing legislative body in the CARICOM region;
- display professional responsibility and accountability for safe nursing care to individuals, families and communities along the wellness-illness continuum and at any stage of the life cycle;
- apply evidence-based nursing care to clients/patients and their families at any stage of the life cycle, in primary, secondary, tertiary or extended care facilities with respect for individuals rights.

The curriculum content is designed to enable students to develop critical thinking, and interpersonal relationship skills as well as receive education and training in biological, behavioural, social and nursing sciences. In year 1,

students are introduced to social and medical sciences that impact nursing practices.

In years two to four, the curriculum focuses on nursing science and the emphasis moves from the classroom to various healthcare settings. Students become exposed to clinical skills, nursing theory and varying nursing roles. Courses include adult and paediatric care, medical and surgical nursing, primary care nursing, mental health care, leadership, management and health promotion. Clinical teaching and learning is carried out in a range of settings including hospitals, clinics, community and social care agencies. In the final semester, students will undertake a clinical internship to assist in consolidation of clinical competencies and the transition from student to “real life” practice as a Registered nurse.

PROGRAMME PLANNING

The development of this programme is in keeping with the mission of the UWI School of Nursing (UWISON), Mona, to deliver undergraduate evidence-based nursing education which reflects international standards and engages students in scientific and scholarly inquiry. It is also in keeping with the UWISON’s strategic plan 2010–13, to complete a review of the BScN programme, and conversion from 3 years to 4 years.

Additionally, development of this programme has ensured adherence to local, regional and international standards, responsiveness to contemporary developments in healthcare and alignment with standards of quality required to produce a distinctive UWI graduate.

The programme is in line with UWI’s mission to prepare graduates who are career-ready, exceptionally well-grounded in their discipline, articulate and possess superior problem solving and critical thinking skills.

GENERAL REGULATIONS FOR THE BACHELOR OF SCIENCE IN NURSING

(BScN DEGREE)

A. ENTRY QUALIFICATIONS

1. In order to be eligible for entry to the programme of study for the Bachelor of Science degree in Nursing, applicants must:
 - i. satisfy the University requirements for normal matriculation. Candidates will be required to hold two (2), 2 unit CAPE subjects. One subject from Mathematics, Physics, Chemistry or Biology, and one subject from any of the other subject areas, as specified by the Nursing Council of Jamaica. **AND**
 - ii. have obtained passes in the Caribbean Examination Council (CSEC) Examination or the General Certificate Examination (GCE) Ordinary Level or approved equivalent, in at least FIVE (5) subjects, including
 - a. English Language,
 - b. one subject from Mathematics, Physics or Statistics
 - c. one subject from Biology, Human & Social Biology, Integrated Science
 - d. and two subjects from Agricultural Science, Geography, Caribbean History, A Modern Language, Social Studies, Religious Education, Food & Nutrition, Home Economic Management, Principle of Accounts, Principles of Business, English Literature, Business Studies, Information Technology, or Chemistry;

NB: The Nursing Council of Jamaica requires that candidates obtain passes at grade "II" or "B" and above in at least 3 of the CSEC / GCE O' level subject categories identified. The Nursing Council also requires that candidates obtain passes at no lower than grade IV or D in CAPE / GCE A' level subjects (see appendix A.)

iii. be at least 17 years at the time of admission to the programme;

OR

2. Persons of the age of 21 years and over, who do not otherwise satisfy the requirements set out above for admission into the programme, may nonetheless qualify for entry based on their overall experience, and professional and academic attainments. Such persons will be required to submit curriculum vitae with full details of their experience and continuing education activities along with their applications, and to take tests and/or be interviewed as may be required by Faculty Board.
3. Applicants are required to:
 - (a) provide two (2) letters of recommendation – academic/employment and character – (sent directly by the referees to the Office of Admissions, UWI, Mona);
 - (b) provide transcripts of secondary or tertiary level education (sent directly by the institution to the Office of Admissions, UWI, Mona);
4. Applicants may also be required to submit to a personal interview.

B. OUTLINE OF THE BScN DEGREE PROGRAMME

5.
 - (a) The Bachelor of Science degree in Nursing is awarded on the basis of a programme of study comprising a total of not less than 120 credits in courses covering both theory and practice and will be offered on a full-time and on a part-time basis. The programme consists of courses covering both theory and clinical practice.
 - (b) Each course normally extends over not more than one (1) semester, but in some cases may extend over two (2) semesters. The weighting of a course is expressed in terms of credits.
 - (c) In order to be eligible for the award of the degree, candidates must have obtained passes in courses equivalent to a minimum of **one hundred and twenty (120) credits** from Levels I, II, III and IV, as follows: -

Level	Credits
Level 1	24
Level 2	29
Level 3	28
Level 4	30
Foundation Courses	6
General Elective	3
Total	120

- (d) All nursing courses are compulsory. All courses are calculated in the degree GPA except for foundation courses.
- (e) All students must complete the two foundation courses listed in the programme plan. Students must pass the English Language Proficiency Test (ELPT) in order to register for English for Academic Purposes (FOUN 1001) or equivalent, except for those applicants exempted from this requirement under the UWI regulations for English language. Students are advised to register for FOUN 1001 in semester 2 of the first year of the programme (as per programme plan).
- (f) Students must pass FOUN 1001 by the end of year 3; as it is a pre-requisite for Nursing Research Methodology (NURS 4034) offered in the first semester of the final year of the programme. Students are also required to complete one general non-nursing elective for 3 credits. This general elective must be completed by year 4, semester I.
- (g) The grading scheme utilized for Nursing Courses for this degree will be adjusted in accordance with the GPA Regulations of the Faculty of Medical Sciences.

C. REGISTRATION

6. (a) Candidates pursuing the programme of study for the Bachelor of Science degree in Nursing may register as **full-time** or **part-time** students. (*See general undergraduate regulations p.3*)
- (b) A candidate is considered to be **fully** registered when he/she has paid all fees.

D. FULL-TIME PROGRAMME

7. (a) The **full-time** programme will require a minimum of four academic years and one summer semester and a maximum of eight academic years.
- (b) A **full-time** candidate is generally required to register for no less than twelve (12) credits and no more than eighteen (18) credits in a semester.
- (c) A **full-time** candidate requiring 21 credits to complete the BScN degree and who has had at least a Grade B in more than half of completed courses may request permission from the Head of School to take 21 credits in a single semester. Successful completion of courses on the first attempt will be considered in the granting of this request.

E. THE PART-TIME PROGRAMME

8. (a) The part-time programme will require a minimum of 18 semesters and a maximum of 30 semesters.
- (b) A part-time candidate will pursue no less than three (3) and no more than nine (9) credits in Semesters 1 and 2 of any year.
- (c) A part-time candidate may pursue all the credits offered during Summer School, providing that pre-requisites have been successfully completed and the candidate is not repeating any other course or courses during that summer.

F. PROGRESS THROUGH THE PROGRAMME

9.
 - (a) Candidates admitted to the programme must register for all courses as well as the necessary foundation courses, as outlined in the Curriculum.
 - (b) Candidates **must** meet all pre-requisites and co-requisites requirements to access courses for which these are stated.
 - (c) Candidates must attend at least 85% of both theoretical and clinical courses, to be allowed to proceed to the examination.
 - (d) In order to be awarded a passing grade in any clinical **nursing** course, candidates must obtain at least 50% in **both components** of the course (**clinical and written**). Candidates must meet the clinical requirements for each semester fully in order to be awarded a passing grade in clinical nursing courses.
 - (e) The pass mark for each nursing course is 50% Candidates will be allowed a maximum of three (3) attempts at any nursing course.
 - (f) Candidates who achieve a GPA of less than 1.00 within any one semester will be placed on academic warning in-keeping with the UWI GPA regulations. This warning will be removed if the students' GPA improves in the successive semester.
10. Candidates will be asked to withdraw from the Faculty if:
 - i. his/her GPA remains below 1.00 for two consecutive semesters
 - ii. he/she has failed a nursing course on the third attempt
 - iii. he/she has failed all courses taken in Semester I, Year 1.

G. INTER AND INTRA FACULTY TRANSFER

11.
 - (a) Any candidate registered in the University who has successfully completed at least one semester's academic work on the first attempt, and has attained a GPA of 3.0 or above may request a transfer to the BScN programme. Such a candidate must meet the matriculation requirement to study for the BScN degree in Nursing.

- (b) Any credits relevant to the BScN would be recognized in these circumstances. This includes any University foundation courses the candidate has successfully completed.
- (c) If the candidate has no credits relevant to the BScN, then all BScN credits will have to be completed.

H. CLINICALS

- 12.
 - (a) Candidates pursuing the clinical aspects of the programme in designated institutions, are required to be suitably attired, have appropriate material/ equipment for their clinical activities, are to be punctual and remain for the specified time. In so far as it may be necessary to use the institution's or client's/patient's property in their clinical learning process, candidates are expected to exercise due care. Failure to comply with this regulation will result in candidate being debarred from the clinical practice area.
 - (b) The nursing/administrative staff of the designated clinical area may make suggestions regarding alterations to the schedule and objectives of students in collaboration with the lecturer in charge of the clinical activity.
 - (c) Emergency requests are to be directed to the University lecturer/preceptor in charge of the clinical/field activity. The employees of the designated place are not authorized to alter the time to be spent by the candidates or the objectives to be pursued
 - (d) Candidates' assignment to clinical settings will be for learning purposes.
 - (e) Candidates will not assume employee responsibility.

I. CONDITIONS FOR SUPPLEMENTAL EXAMINATIONS

- 13. If, in the final year of the programme a candidate achieves the prescribed standard in all but one course for the entire programme and his/her failure in this course is within five (5) points of the prescribed pass mark; such a candidate may be allowed a supplemental examination. Supplemental examinations are only offered once for a course. The

supplemental examination will take the form decided on by the School and will be a written and/or oral and/or clinical.

- (a) The candidate will be notified of the date, time, place and nature of the examination.
- (b) A candidate who fails to attend a supplemental examination, other than for some justifiable reasons such as sudden illness or death of a loved one will be deemed to have failed the examination. Evidence of the extenuating circumstances must be presented in writing to the Head of School within seven (7) working days following the date of the examination.
- (c) If a candidate attains the prescribed standard on the supplemental examination, that candidate will then be deemed to have satisfied the examiners and will receive the credits for the course.
- (d) If a candidate does not attain the prescribed standard on the supplemental examination, that candidate will be required to repeat the course(s) and examination(s) at the next available opportunity.

J. FAILED COURSES

- 14. (a) A candidate who fails a course or courses for the second time must undertake for himself / herself to do special remedial work in addition to repeating the course(s) and examination(s).
- (b) Where a candidate has failed only one course and has therefore been permitted to trail, this will reduce the number of courses that would normally be taken in the ensuing semester except when this failed course is a pre-requisite for another in the ensuing semester.

K. MODIFIED PENALTY PRINCIPLE

- 15. (a) With regard to the determination of the class of degree a candidate is to receive, attention is drawn to the modified penalty principle which stipulates that where a candidate has failed a Level II, III or IV examination and subsequently resit that examination, or takes a substitute examination, a penalty will be applied to the examina-

tion result, thereby reducing the grade to a pass. Candidate will receive a maximum of 50%.

- (b) A course designated at registration as not for credit (NFC) will not count for the purpose of assessing honours.
- (c) The course(s) in which they have failed will also be listed.
- (d) Candidates who have failed six (6) credits in Levels II, III or IV courses will not be eligible for the award of honours.

L. AWARD OF DEGREE

16. (a) The BScN degree will be awarded only to persons who have satisfactorily completed the programme prescribed in these regulations and have satisfied the examiners in each instance as set out in the Scheme of Examination. A list arranged alphabetically will be published in the categories named.
- (b) In order to satisfy the examiners a candidate must achieve the prescribed standard in each course comprising the programme.
- (c) The candidate will be awarded as follows:
- i. With First Class Honours – Attainment of a degree GPA of at least 3.60
 - ii. With Second Class Honours Upper Division – Attainment of a degree GPA of 3.00–3.59
 - iii. With Second Class Honours Lower Division – Attainment of a degree GPA of 2.00–2.99
 - iv. Pass – Attainment of an degree GPA of 1.00–1.99.

PROFESSIONAL REQUIREMENTS

1. GENERAL CONDUCT

- a. Attendance is absolutely essential for ALL aspects of the BScN programme. These include classroom activities, nursing arts and science laboratories, clinical teaching/learning activities and special assignments wherever and whenever these are organized, and special educational/clinical activities at departmental or faculty level, such as research conferences, which are designed to enhance the programme.
- b. Students are required to maintain at least 85% attendance per course. Absenteeism in excess of 15% in any course may result in students being barred from final examinations and from the Regional Examination for Nurse Registration (RENr).
- c. Students with repeated incidences of absence/lateness will receive advisement and counselling to facilitate improvement in attendance pattern. Students who having been counselled, continue to be habitually late/absent will be required to undergo disciplinary proceedings.
- d. Students are required at all times to conduct themselves professionally and observe the regulations prescribed by the University, the UWI School of Nursing, Mona and the Nursing Council of Jamaica.
- e. The Nursing Council of Jamaica stipulates that the maximum number of days that a student may be allowed sick leave without being required to recover clinical/theory hours, is 14. Further if those 14 days were awarded en bloc within a specified clinical rotation, the student may be advised to recover those hours.
- f. Candidates may choose to spend their internship in fourth year at another UWI campus country or at an approved tertiary level institution pursuing course(s) that would have been offered in that semester at Mona. This is at the candidates' expense and must be arranged in accordance with the procedure laid down in the course outline.

- g. Candidates are required at all times to conduct themselves appropriately and observe the regulations prescribed by the University and the Nursing Council of Jamaica.

2. SPECIFIC GUIDELINES FOR ATTENDING CLASSROOM SESSIONS

- a. Students are required to be seated at the time of commencement of each class.
- b. Students who arrive after the designated time for commencement of a class will be noted as late (L) and/or Absent (A) in the course register.
- c. Students who arrive 10 minutes or more after the designated time for the commencement of a class will be recorded as "L" in the course register. The time of arrival will have an effect on the requirement of at least 85% attendance for each course.
- d. Where lateness is anticipated, the student must telephone the course leader prior to the scheduled start time of class.
- e. In the event of absence due to illness, a medical certificate must be submitted to verify illness at the nearest opportunity.

3. GUIDELINES FOR USE OF CELLULAR PHONES

All cellular phones must be TURNED OFF prior to entering the classroom, clinical learning centre and clinical areas. If students leave the classroom arbitrarily to answer cellular phones, this will be considered a breach of the standards of professional conduct.

In the event of emergencies, students must inform the lecturer, nursing skills facilitator, nurse in charge and/or preceptor as appropriate prior to turning cellular phones on or accepting calls.

4. HEALTH & ILLNESS *(See also UWI Undergraduate Student Handbook)*

- a. All students are expected to be in good physical and emotional health. Students are required to attend the UWI Health Centre in the event of illness and other personal challenges that can impact their health.

- b. Health and Personal Insurance (*See UWI Handbook*).
- c. Services at Health Centre.
 - 1. Students are urged to acquire and read the Health Centre Handbook for details on all its available services (including emergencies).
- d. In the event of visits to a private physician resulting in absence from teaching-learning activities, students are required to request that the physician communicate the same in writing to the Director of the Health Centre who will then verify students' absence for health reasons, while maintaining student confidentiality.

NB: All nursing students must be immunized against Diphtheria, Tetanus, Poliomyelitis and Hepatitis. Mantoux will also be done and vaccination given if necessary.

5. GUIDELINES FOR ATTENDING CLINICAL PRACTICE & LABORATORY EXPERIENCE

- a. Students must be attired in full uniform prior to entering the Clinical Learning Centre and clinical settings.
- b. General guidelines for lateness/absenteeism from the Clinical Learning Centre sessions are the same as those for classroom sessions (*see guideline #1*).
- c. It is compulsory that students be **present and on time** for **ALL** Clinical Learning experiences; at the Clinical Learning Centre or within the clinical areas.
- d. Students must communicate with the School within 24 hours if and when occasions of absence/lateness arise.
- e. Students must complete all nursing skills relevant to their respective years in order to proceed to clinical courses at the next level.
- f. Students pursuing the clinical aspects of the programme in designated institutions are required to be suitably attired, have appropriate material / equipment for their clinical activities, are to be punctual and remain for the specified time.

- g. Insofar as it may be necessary to use the institution's or client's/patient's property in their clinical learning process, students are expected to exercise due care. Students are not to remove any patient records from the clinical area to which the patient is admitted.
- h. Students may not ask the designated institution for time to pursue courses other than the clinical objectives they are assigned to pursue. In the case of emergency, requests are to be directed to the Nurse in Charge, and the course lecturer/preceptor in charge of the clinical/field activity.
- i. In circumstances of actual or impending disaster students will follow the directions given by the authorized person or group.
- j. Students are required to be polite to all employees and particularly to the clients and patients with whom they interact. In addition to the relevant University/Faculty/Departmental regulations, students must observe those of the designated place to which they are assigned including legal requirements.
- k. Students' assignment to the clinical areas will be for learning purposes. Students will not assume employee responsibility while on clinical placements.

6. SPECIAL AWARDS

- a. **Stripes:** A stripe is awarded to the student who has satisfied the criteria for progression to the next level (*see above*).
- b. **Special Awards**
 - i. The Faculty of Medical Sciences (FMS) Dean's List: Students who maintain a GPA of 3.6 and above for the academic year having passed all courses on the 1st attempt are eligible for this award.
 - ii. The FMS Honour Roll: Students who meet the criteria for the FMS Dean's list and attain the highest GPA for their class are eligible for induction to the FMS Honour Roll.

FOUR-YEAR PROGRAMME PLAN

YEAR 1 SEMESTER I	CR	YEAR 1 SEMESTER II	CR
FOUN 1101 Caribbean Civilization	3	FOUN 1001 English for Academic Purposes	3
PSYC 1000 Introduction to Psychology: Developmental Social, Abnormal	3	SOCI 1002 Sociology for the Caribbean	3
NURS 1110 Human Anatomy & Physiology	0/3	NURS 1110 Human Anatomy & Physiology	3/3
NURS 1111 Microbiology	3	SOCI 1005 Introductory Statistics for the Behavioural Sciences	3
NURS 1117 Biochemistry & Nutrition	3	NURS 1022 Pharmacology & Therapeutics in Nursing	3
ELPT (Can be written prior to entry into programme) / UC010 (If failed ELPT) Pre-requisite for FOUN 1001	0	NB: NURS 1110 & NURS 1022 are pre-requisites for level 2 courses	
Total Credits	15	Total Credits	15
		First Year Caribbean Travel Experience	
YEAR 2 SEMESTER I		YEAR 2 SEMESTER II	
NURS 2016 Fundamental Nursing Skills Laboratory	0/2	NURS 2016 Fundamental Nursing Skills Laboratory	2/2
NURS 2118 The Nursing Process & Health Assessment	3	NURS 2125 Nursing Care of Children and Adolescents	3
NURS 2124 Human Pathophysiology	3	NURS 2126 Nursing Care of Adults	3
NURS 2015 Introduction to Professional Nursing	3	NURS 2002 Clinical Practicum II	6
NURS 2001 Clinical Practicum I	4		
NB: NURS 2001 & NURS 2124 are pre-requisites to semester II courses		NB: NURS 2016, NURS 2002 & NURS 2125 are pre-requisites to level 3 courses	
Total Credits	15	Total Credits	14

FOUR-YEAR PROGRAMME PLAN

YEAR 3 SEMESTER I	CR	YEAR 3 SEMESTER II	CR
NURS 3020 Primary Health Care Nursing	3	NURS 3027 Nursing Care of Older Adults	3
NURS 3023 Health Promotion	3	NURS 3033 Nursing Care of Patients in Specialized Care Settings	3
NURS 3000 Parent Child Nursing	3	NURS 3136 Mental Health Nursing	3
NURS 3010 Clinical Practicum III	5	NURS 3110 Clinical Practicum IV	5
NB: NURS 3010 is pre-requisite to NURS 3110		NB: All level III Courses are pre-requisite to year 4 courses	
Total Credits	14	Total Credits	14
YEAR 4 SEMESTER I	CR	YEAR 4 SEMESTER II	CR
NURS 4037 Introduction to Health Informatics	3	NURS 4134 Nursing Research Project	0/3
NURS 4034 Nursing Research Methodology Pre-requisite for NURS 4134	3	NURS 4032 Transition to Professional Nursing Practice with Practicum	7
Free / General Elective	3		
NURS 4039 Senior Clinical Nursing Elective	6	NB: All preceding courses are pre-requisites for NURS 4033 – Clinical Internship	
Total Credits	15	Total Credits	7
		YEAR 4 SEMESTER III	CR
		NURS 4134 Nursing Research Project	3
		NURS 4033 Clinical Internship	8
		Total Credits	11
		TOTAL PROGRAMME CREDITS	120

GUIDELINES BASED ON THE NURSING COUNCIL OF JAMAICA REGULATIONS

GENERAL CONDUCT

Every student nurse is required to maintain the highest standard of conduct both professionally and socially.

This should be displayed at all times in the manner of dress, speech and in the courtesy extended to clients/patients, family and other citizens, the health team, and to professional colleagues.

Senior students must be good examples for junior students and provide guidance in order that the good name of the nursing profession is maintained.

CLINICAL PRACTICE

1. **Incidents:** Incidents involving students, hospital personnel, patients or visitors, should be reported immediately by the student to the Department of Nursing on the day of the occurrence. Incident reports are required.
2. **Legal Documents and Wills:** Students are not allowed to witness documents of any kind for patients. Requests of this type must be referred to the Nursing Administration Office.
3. **Accident to Patients, Visitors or Students:** A report of the accident must be written on the appropriate form and submitted through Clinical Instructor/Nurse in-Charge, to the Nursing Administration Office. The person should be examined immediately by the designated hospital doctor.
4. **NB:** Any mishap in which visitors are involved must be reported to the appropriate authorities before the visitor/s leave the hospital.

DISCIPLINARY PROCEDURES

The following is an exact replication of the disciplinary procedures for Schools of Nursing/Midwifery, of the Nursing Council of Jamaica; under the Nurses and Midwives Act, 1964.

A. PREAMBLE

Students gain admission to Schools of Nursing and Midwifery by satisfying the minimum requirements prescribed by the Nursing Council.

The Schools of Nursing and Midwifery must recognize Nursing Council's prescribed minimum requirements in selecting students to enter their programmes and shall not select a student with no less than the minimum requirements; they are, however, free to set their regulations and accept students with more than the Council's minimum requirements.

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 Nursing Council while a student.

A student who is not indexed with the Nursing Council is not a candidate for the Nursing Council's prescribed programme of study of examination.

An indexed student comes within the ambit of the Nursing Council for:

- Education – theory & practice
- Discipline
- Eligibility to write the Nursing Council's Examination on recommendation from the School
- Writing the examination
- Entering the register or roll of the Council as legally permitted RGN, RMN, RM or EAN after passing the Council's qualifying examination.

B. DISCIPLINE

Discipline is an essential feature of professional life. It begins with the entry to a programme of study.

During the education progress, students must develop and demonstrate appropriate conduct related to ethical and legal standards of the profession.

The students are required to:

- Conform to the disciplines of their School as set out in the School's regulation. Each student shall be given a copy of the School's regulations 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 Nursing, Registered Midwives and Enrolled Assistant Nurses (1997)**.

This is the Nursing Council's Code and must be incorporated into the education of the students.

1. Some Misconduct for which Disciplinary Action may be taken

- 1.1 Profession misconduct – any act of omission or commission that could bring the School, Nursing Council or the profession into disrepute
- 1.2 Dishonesty
- 1.3 Destruction of property
- 1.4 Disregard for given instruction(s) by tutorial staff or clinical supervisor(s)
- 1.5 Repeated absenteeism and/or lack of punctuality.
- 1.6 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 warrant suspension/dismissal**
 - 3.1 Dishonesty including but not limited to stealing, lying, misrepresentation, non-disclosure of material information or cheating
 - 3.2 Falsification of records
 - 3.3 Fighting
 - 3.4 Issuing a threat
 - 3.5 Using indecent and/or abusive language
 - 3.6 Oral or physical abuse of patients
 - 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-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 on 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 actions which contravenes the Code of Ethics for Nurses
 - 3.19 Any other action which violates the School's regulations
- 4. Steps in Disciplinary Process for Misconduct**
 - 4.1 Request written statement of alleged misconduct from the complainant
 - 4.2 Request written statement from the student in answer to allegation of misconduct

- 4.3 Request written statement from witnesses
- 4.4 Interviewing, counselling and guidance by tutor/coordinator – documented
- 4.5 Interviewing, counselling and guidance by Senior Tutor – warning letter to student – copy on file
- 4.6 Interviewing and counselling by Senior Tutor and Director to be documented on file
- 4.7 The matter shall be referred to the School’s Disciplinary Committee, with copy on file, and the Nursing council advised of actions if:
 - a. In the discretion of the School’s administration the alleged misconduct is such as warrants the immediate consideration of the Disciplinary Committee
 - b. The student fails to provide a written statement within the time specified without reasonable explanation
 - c. 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 the complainant have the right to representation.

5. Action by Disciplinary Committee

- 5.1 The Disciplinary Committee may:
 - 5.1.1. Refer back to the Director with instruction
 - 5.1.2. Dismiss the case
 - 5.1.3. Issue own warning letter to the student with instructions
 - 5.1.4. Take such other action as it deems necessary not prejudicial to the student
 - 5.1.5. Refer to law enforcement if indicated
- 5.2 Hearing is warning if action to be taken is prejudicial to the student, e.g. suspension or dismissal.

- 5.3 The Disciplinary Committee must issue a report of its decision to the Council.
- 5.4 The Disciplinary Committee must advise the student of the decision.
- 5.5 Where a hearing is to be held the letter must:
 - 5.5.1 specify the charge(s)
 - 5.5.2 advise of the right to representation, legal or otherwise
 - 5.5.3 state date, place and time if available or known

NB: Decision by the Committee is by a simple majority

6. Instant Suspension

- 6.1 In the event the misconduct is considered harmful to person(s) or property, the Director /deputy shall:
 - 6.1.1. immediately suspend the student for a period not exceeding fourteen (14) days in the first instance pending investigation
 - 6.1.2. immediately or as soon as is reasonably practicable advise the Disciplinary Committee and Nursing Council and provide a written report.

7. Appeal Procedure

- 7.1.1. In the event of a hearing
- 7.1.2. A student may appeal the decision of the Disciplinary Committee
- 7.1.3. Within seven (7) days 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
- 7.1.4. The student shall appeal to the Nursing Council within the fourteen (14) days of the receipt of the decisions.

8. Composition of Disciplinary Committee

The Disciplinary Committee shall be composed of:

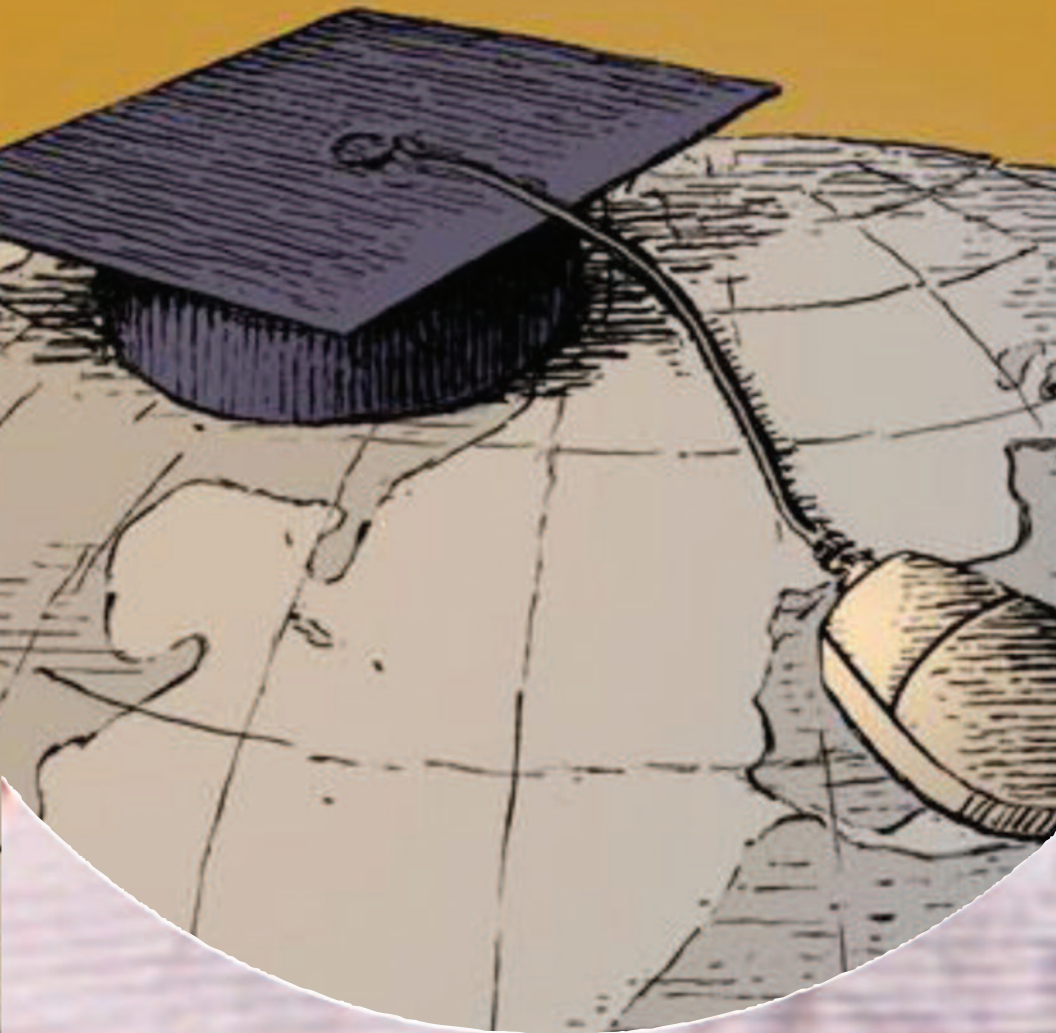
- 8.1. Attorney-at-law
- 8.1. Director of the School/deputy (non-voting member)
- 8.1. Another member of the public, e.g. teacher/chaplain
- 8.1. Student Council member
- 8.1. Director of Nursing Service or designate
- 8.1. Representative from clinical area
- 8.1. Programme Coordinator
- 8.1. Tutor (not complainant)
- 8.1. 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.

9. Quorum MUST include the following:

- 9.1. Chairman/Attorney-at-law
- 9.2. Chaplain/member of the public
- 9.3. Director of Nursing Service or designate
- 9.4. Student Council representative
- 9.5. Programme coordinator/tutor
- 9.6. Person skilled in grievance procedure/conflict resolution
- 9.7. The Director/deputy

– SECTION B –



THE BACHELOR OF SCIENCE IN NURSING

BScN (post RN) DEGREE

BACHELOR OF SCIENCE IN NURSING

BScN (post RN) DEGREE

ABOUT THE BScN (post RN) ON-LINE DEGREE

The **UWI School of Nursing, Mona** offers a BScN (post RN) On-line programme for registered nurses who hold a certificate/diploma in nursing. The programme aims to build on existing knowledge and skills of nurses and to equip them with specific competencies which form the basis for continuing growth and specialization.

PROGRAMME OBJECTIVES

On successful completion of the BScN (post RN) degree the undergraduate will be able to:

1. Integrate evidence-based practice into patient care delivery and use effectively the nursing process in caring for individuals, families and communities at different levels of complexity in primary, secondary, tertiary and extended care facilities.
2. Demonstrate safe and proficient skills in accordance with the legal frame-work of evidence-based practice in the care of individuals, families, and communities throughout the life cycle.
3. Demonstrate therapeutic interpersonal relationships in providing teaching and counseling about treatment modalities in assisting individuals, families and communities in maintaining wellness, changing unhealthy behavior, and making informed decisions.
4. Demonstrate enhanced communication skills and interpersonal relationships by conveying oral information and written reports accurately, objectively, and concisely in accordance with relevant policy.
5. Practice social, moral and ethical principles in the delivery of evidence-

based nursing practice and caring in and outside the healthcare organizations.

6. Contribute more confidently to the health status individuals and communities by promoting wellness, preventing illness and delivering evidence-based nursing practice and caring according to societal and regional needs and the professional code of ethics.
7. Apply theories to practice in a manner that demonstrates professionalism in interpersonal relationships and assertive communication skills with peers, colleagues and the public in general.
8. Collaborate with multidisciplinary health members in team building and in coordinating health care by valuing and respecting each member's contribution in providing care.
9. Accept responsibility for growth and development throughout the professional and personal life cycle by remaining current in new advances, developments, and research findings.
10. Synthesize scientific knowledge with sound clinical judgment while applying critical thinking in caring for individuals, families, and communications throughout the life in a variety of health settings.
11. Assume beginning leadership roles in influencing policies and standards at the patient delivery level and in contributing to the professional association development.
12. Apply contemporary theory in managing change, problem solving and leadership skills in strengthening nursing practice and the delivery of nursing care.

QUALIFICATIONS FOR ADMISSION

1. In order to be eligible for entry to the BScN (post RN) degree each applicant must:
 - a. i. Be a Registered Nurse (certificate or diploma) who holds current, valid and active Registration in the jurisdiction of practice; **AND**

- ii. Satisfy the University requirements for normal matriculation (see Matriculation and Regulations); **AND**
 - iii. Have obtained passes in the Caribbean Examination Council (CXC) Examination or the General Certificate of Education (GCE) Ordinary Level or approved equivalent, in the last THREE (3) subjects, including English Language and Mathematics, Human & Social Biology and Passes at the GCE Advanced Level or Caribbean Advanced Proficiency Examination (CAPE), Levels I and II, in at least TWO (2) of the following subjects: Chemistry, Physics, Mathematics or Biology, Geography, History, Literature, Social Studies, a Foreign Language; **OR**
- b.
 - i. Be a Registered Nurse (certificate or diploma) who holds current, valid and active Registration in the jurisdiction of practice; **AND**
 - ii. Satisfy the University's requirements for Lower Level Matriculation (see Matriculation Regulations); **OR**
 - iii. Have successfully completed 1st semester/year courses in any tertiary level institution recognized for credits by the University of the West Indies. **OR**
2. Persons of the age 21 years old and over, who do not otherwise satisfy the matriculation requirements set out above for admission into the programme, may nonetheless qualify for entry based on their overall experience, professional and academic attainments. Such persons will be required to submit full details of their career along with their application, and to take tests and/ or be interviewed as may be required by the Faculty Board.
3. Applicants are required to:
- a. Submit completed application on the prescribed form by the due date. Forms are available on any Campus or Centre of the University
- There is a non refundable Application fee.**
- b. Submit a valid, current and active Nurse Registration with the legally established registering body in the jurisdiction of practice. If the jurisdiction of practice differs from the jurisdiction where the origi-

nal Nurse Registration was received, the original Registration is also required;

- c. request Faculty/School/Department of Nursing to forward transcript(s) of nursing programme with the official seal and/or signature, to UWISON.
- d. provide three(3) letters of recommendation (sent directly by the referees to the Office of Admissions, UWI, Mona;
- e. take and pass the University's English Language Proficiency Test.

NB: The School may request Transcripts of these courses. [This relates to (a) to (e)]

4. Applicants may also be required to
 - a. Submit to a personal interview in a designated place.

GENERAL RULES

1. Candidates in the BScN (post RN) programme are mature professional nurses who have a license to practice Nursing and are under the purview of the Nursing Council. Candidates are therefore expected to demonstrate effective interpersonal relationships, professional attitudes and standards especially in the nursing care of clients/patients and their families in their academic work.
2. Attendance is absolutely essential for ALL aspects of the BScN (post RN) programme that is, classroom activities, nursing arts and science laboratories, clinical teaching/learning activities and special assignments, wherever and whenever these are organized, special educational/clinical activities at school or faculty level which are designed to enhance the programme for example research conferences.
3. Campus country or at an approved tertiary level institution pursuing course(s) that would have been offered in that semester at Mona. This is at the candidates' expense and must be arranged well in advance, recommended by the Head of the School to the Dean and be approved by the Faculty and Academic Boards and with the full knowledge and

agreement of the respective Deans at Mona and the other campus/institutions. The activity would normally occur in the final year.

4.
 - a. Candidates are required at all times to conduct themselves appropriately and observe the regulations prescribed by the University.
 - b. Candidates pursuing the clinical aspects of the programme in the designated institutions are required to be suitably attired, have appropriate material/equipment for their clinical activities, are to be punctual and remain for the specified time. In so far as it may be necessary to use the institution's or client's/patient's property in their clinical learning process, candidates are expected to exercise due care.
 - c. Candidates may not ask the designated institution for time to pursue courses other than the clinical objectives they are assigned to pursue.
 - d. In case of emergency, requests are to be directed to the University Lecturer/Preceptor in charge of the clinical/field activity. The employees of the designated place are not authorized to alter the time to be spent by the candidates or the objectives to be pursued.
 - e. In circumstances of actual or impending disaster, candidates will follow the directions given by the person or authorized group to do so.
 - f. Candidates are required to be polite to all employees and particularly to the clients and patients with whom they interact. In addition to the relevant University/Faculty/Departmental regulations, candidates must observe those of the designated place to which they are assigned including legal requirements.
 - g. Candidates' assignment will be for learning purposes.
 - h. Candidates will not assume employee responsibility.

PROGRAMME STRENGTHS (PART-TIME PATHWAY)

The BScN (post RN) on-line programme allows:

- flexibility and choice
- access courses 24 hours
- convenience
- flexible payment scheme
- easy access to course material

OUTLINE OF THE BSCN (POST RN) DEGREE PROGRAMME

The BScN (post RN) programme may be delivered full-time or part time. The programme consists of a minimum of fifty-nine (59) compulsory credits. Students may register a 3 or 4 credit general elective depending on availability. The full-time programme is completed over a 2 year period while the part-time is completed over a 3 year period.

A student who registers for 24 credits or more shall be deemed to be a full-time student. Part-time students may be permitted to register for a maximum of 23 credits in each academic year.

The Bachelor of Science degree in Nursing is awarded on the basis of a programme of study comprising a total of not less than 59 credits in courses covering theory and or practical. Each course normally extends over not more than one (1) semester, but in some cases may extend over two (2) semesters. The weighting of a course is expressed in terms of credits.

All nursing courses are compulsory. All courses are calculated in the degree GPA except for foundation courses.

All students must complete the three foundation courses listed in the programme plan. Students must pass the English Language Proficiency Test (ELPT) in order to register for English for Academic Purposes (FOUN 1001) or equivalent, except for those applicants exempted from this requirement under the UWI regulations for English language.

The grading scheme utilized for Nursing Courses for this degree will be adjusted in accordance with the GPA Regulations of the Faculty of Medical Sciences.

THE ENGLISH LANGUAGE PROFICIENCY TEST

The English Language Proficiency Test (ELPT) is used to assess whether persons applying to pursue undergraduate degree programmes at the UWI, Mona Campus possess a satisfactory level of writing and reading proficiency in English for university academic purposes.

This test is a pre-requisite to FOUN 1101: English for Academic Purposes which is one of the compulsory foundation courses for the BSc programme.

For information on test registration procedures, test format and exemption from this test, kindly contact the English Language Test Unit in the Department of Language, Linguistics and Philosophy or visit their website at <http://www.mona.uwi.edu/dllp/language/elptu/>.

FINANCIAL INFORMATION

A student is deemed to have registered for a course when his/her financial obligations to the University have been fulfilled. Tuition may be paid using one of the methods outlined below:

1. Local students may pay at UWI Mona Cashier, any NCB Branch and Paymaster Island-wide or using a credit card at the UWI Bursary Online Student System (BOSS) at the following link <http://apps.mona.uwi.edu/bursary/account/login.php>
2. Students outside of Jamaica may pay on-line using a credit card at the UWI Bursary Online Student System (BOSS) at the following link <http://apps.mona.uwi.edu/bursary/account/login.php> **or**
3. Wire the funds as using the information below:
 - a. US Account # 406 866 459
 - b. Bank Name: National Commercial Bank
 - c. Sort Code – JNCBJMKXAXXX
 - d. Students should include their:
 - i. Name
 - ii. ID Number
 - iii. Reason for payment

- e. Fax to the confirmation receipt to Billings and Collections, UWI Bursary Attention Billings and Collections Manager. Fax number 876-977-4352 **or**
- 4. Send a managers cheque/bank draft payable to The University of the West Indies, Mona to The Manager, Billings and Collections, Bursary, UWI Mona.

All queries regarding fee payment should be addressed by Student Administrative Services

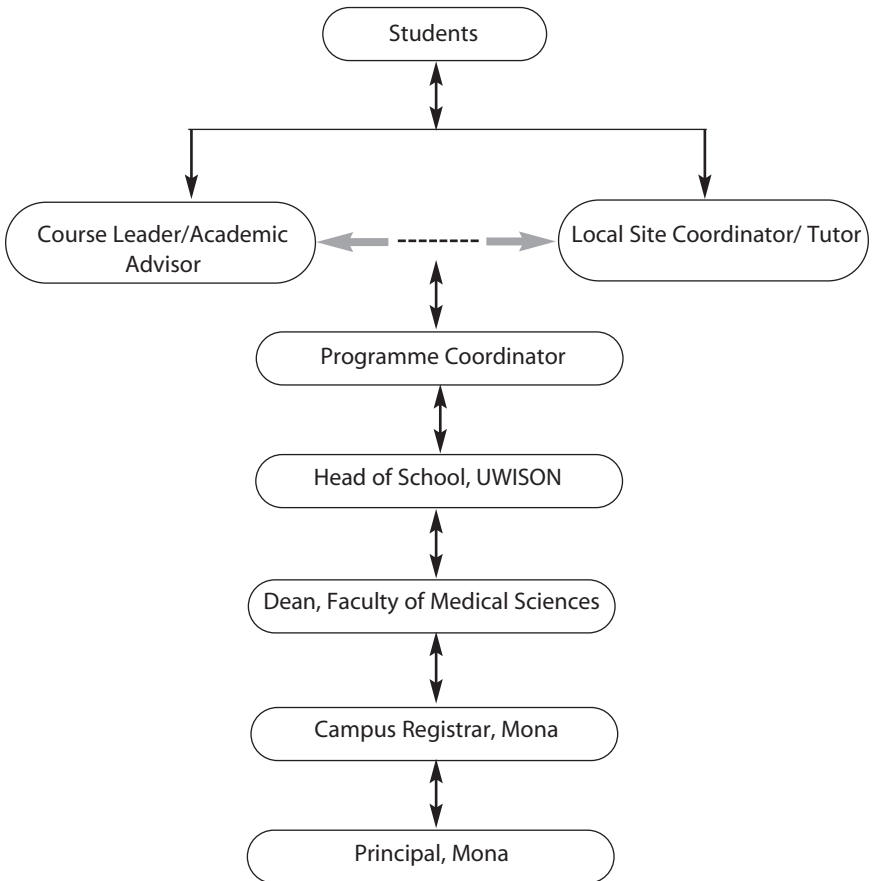
PROGRAMME PLAN

SEMESTER I	SEMESTER II	SUMMER
YEAR 1		
NURS 3040 Nursing Process and Health Assessment <i>[4 credits]</i>	NURS 3041 Caring in Nursing and Health Care Delivery <i>[3 credits]</i>	NURS 1113 Epidemiology <i>[3 credits]</i>
NURS 3301 Anatomy <i>[3 credits]</i>	NURS 3042 Nursing Theories & Practice Application <i>[3 credits]</i>	NURS 2027 Nursing Care of Patients 65 Years & Older <i>[4 credits] Free Elective</i>
YEAR 2		
NURS 3002 Human Physiology and Pathophysiology <i>[3 credits]</i>	NURS 3002 Human Physiology and Pathophysiology (cont'd) <i>[3 credits]</i>	SOCI 1005 Introductory Statistics for the Behavioural Sciences <i>[3 credits]</i>
FOUN 1001 English for Academic purposes <i>[3 credits]</i>	FOUN 1101 Caribbean Civilization <i>[3 credits]</i>	FOUN 1301 Law, Governance, Economy and Society in the Caribbean <i>[3 credits]</i>
YEAR 3		
NURS 3034 Introduction to Nursing Research <i>[4 credits]</i>	NURS 3304 Nutrition <i>[3 credits]</i>	NURS 3044 Leadership in Nursing Practice <i>[3 credits]</i>
SOCI 1002 Introduction to Sociology <i>[3 credits]</i>	NURS 1012 Basic Biochemistry <i>[3 credits]</i>	NURS 3035 Senior Clinical Practicum <i>[6 credits]</i>

LINES OF COMMUNICATION

There may be times when either a student or their Tutor/Co-ordinator may need additional support in order to resolve an issue during the course of study. In order to help you find the best person to advise and support you, we have designed this communication pathway flow chart.

The communication pathway outlined below, identifies the stage at which people should be contacted. (See diagram below)



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