The University of the West Indies
Faculty of Medical Sciences

THE UWI SCHOOL OF NURSING,
MONA

Students' Handbook
ACADEMIC YEAR 2017–2018
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.
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.
The graduate of UWISON combines Critical Thinking, Interpersonal Relationships and Nursing Process to engage in Evidence-based Nursing Practice for persons, families, communities and organizations throughout the Life Cycle and across the Wellness-Illness Continuum in the context of Caring.
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.
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. Students must register for summer courses on or by the deadline as outlined by the campus registrar.

(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 may make late course adjustments to their record by using the Automated Student Request Module (ASRM) with penalty. (see Undergraduate Guidelines for Late Course Adjustments on SAS)

(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.

**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 utilized for this degree is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range &amp; Equivalent %</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90–100</td>
</tr>
<tr>
<td>A</td>
<td>80–89</td>
</tr>
<tr>
<td>A-</td>
<td>75–79</td>
</tr>
<tr>
<td>B+</td>
<td>70–74</td>
</tr>
<tr>
<td>B</td>
<td>65–69</td>
</tr>
<tr>
<td>B-</td>
<td>60–64</td>
</tr>
<tr>
<td>C+</td>
<td>55–59</td>
</tr>
<tr>
<td>C</td>
<td>50–54</td>
</tr>
<tr>
<td>F1</td>
<td>40–49</td>
</tr>
<tr>
<td>F2</td>
<td>30–39</td>
</tr>
<tr>
<td>F3</td>
<td>0–29</td>
</tr>
</tbody>
</table>

For additional details of the University Grade Point Average Regulations go to: http://www.mona.edu/gradingpolicySCALE.htm/
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

**ACADEMIC INTEGRITY**

Academic integrity is a fundamental component of success and growth in the classroom. It prepares a student for personal and professional challenges as well as providing a blueprint for future fulfillment and success. It involves being honest, fair and maintaining academic standards set by professional bodies and departments within the wider University. The UWI School of Nursing, Mona, will not tolerate acts of dishonesty which includes, but is not limited to: cheating, unauthorized collaboration among students, falsification of records and plagiarism.

**PLAGIARISM**

Plagiarism is a form of cheating. According to the UWI regulations, plagiarism is “… the unauthorized and/or unacknowledged use of anotherperson’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)*
THE REGULATORY BODY: THE NURSING COUNCIL OF JAMAICA

Description of the Nursing Council of Jamaica including the Indexing Information/Process

The Nursing Council of Jamaica is a statutory body set up by the Government of Jamaica to regulate and control the professions of nursing and midwifery in Jamaica. The Council was established in 1952 and operates under the Nurses and Midwives Act of 1964 and the Amendment of 2005 that enables the biennial relicensing process.

The Nurses and Midwives Act confers on the Nursing Council of Jamaica the power to control the education and training and the practice of nurses, midwives and assistant nurses in Jamaica. The Council has also the responsibility to register nurses and midwives and enrol assistant nurses.

The primary objective of the Council is to protect the public's health and welfare by ensuring that safe and competent nursing and midwifery care is provided by licensed nurses and midwives. The Council achieves its mission by setting standards for nursing and midwifery education practice and ensures that licenses are issued only to nurses and midwives who keep their knowledge and skills current and relevant, and uphold the ethics of the profession.

All nurses and or midwives who are desirous of working in Jamaica, need to apply for and be registered with the Nursing Council of Jamaica. The Council has a system of reciprocal registration with CARICOM countries whose nurses are qualified by passing the Regional Examination for Nurse Registration.
Minimum Educational Requirements for Entry to Nursing & Midwifery Schools

Examinations and Grades
1. CXC/CSEC General Proficiency – Grades I, II, III
2. GCE O’Level – Grades A, B or C
3. CAPE – Grades 1–4

General Nursing & Midwifery – Five (5) subjects’ minimum

Three (3) compulsory subjects, i.e.
1. English Language or Communications Studies (CAPE)
2. Science: Biology or Human and Social Biology or Biology (CAPE)
3. Mathematics or Pure Mathematics (CAPE) or Applied Mathematics (CAPE) and two (2) other subjects from the approved subjects list.

PROGRAMME SUMMARY

The four-year BSc Nursing programme consisting of 139 credits is offered by the UWI School of Nursing, Mona, over four academic years and three summers (summers commencing in the second 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 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.
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, community health, mental health care, leadership, management and health promotion. Clinical teaching and learning are 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.
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. Mathematics
c. Biology or Human & Social Biology

**NB: The Nursing Council of Jamaica requires that candidates have passes at CXC/CSEC General Proficiency – Grades I, II, III, GCE O’Level – Grades A, B or C or CAPE – Grades 1-4.**
No applicant will be accepted for indexing with more than two (2) subjects at CXC General Grade III (after 1998) or GCE O’Level Grade C or a combination of both.

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

2. Should read: Applicants may also be required to submit to a personal interview, and provide two (2) letters of recommendation and two (2) passport sized photographs.

3. Students are required to be indexed after they have received an acceptance offer from the school. This will be carried out at the UWISON at a date and time to be determined. Students should take the original and copies of their TRN card, CXC/GCE Cape certificates, Two photographs (1 signed by a JP), Original birth certificate and copy.

B. OUTLINE OF THE BScN DEGREE PROGRAMME

3(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 139 credits in courses covering both theory and practice and will be offered on a full-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.

(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 thirty-nine (139) credits from Levels I, II, III and IV, as follows: -

<table>
<thead>
<tr>
<th>Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>39</td>
</tr>
<tr>
<td>Level 2</td>
<td>35</td>
</tr>
<tr>
<td>Level 3</td>
<td>34</td>
</tr>
<tr>
<td>Level 4</td>
<td>31</td>
</tr>
<tr>
<td>Total</td>
<td>139</td>
</tr>
</tbody>
</table>
(d) All nursing courses are compulsory. Currently courses from levels 2-4 are calculated in the degree GPA.

(e) All students must complete the three foundation courses listed in the programme plan. Students who do not have the prerequisites (i.e. ELPT 1; CSEC/GCE grade ‘1’ or ‘A’ respectively or CAPE Communication Studies grades 1 and 2) should register for the yearlong foundation course Critical Reading and Writing in the Disciplines. The course code for this yearlong course is FOUN1019. Students who have the prerequisites should register for FOUN 1014 in the first year of the programme (as per programme plan).

(f) The general elective must be completed by the second semester of year three. N.B. if Sign Language is chosen as an elective, LING1819 Beginner’s Caribbean Sign Language MUST be completed in Year one Semester two in order to sit LING2821 Sign Language for Medicine and Dentistry in Year two Semester one.

C. REGISTRATION

4. (a) Candidates pursuing the programme of study for the Bachelor of Science degree in Nursing may register as full-time. (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

5. (a) The full-time programme will require a minimum of four academic years and three summers.

(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 (except for year 1 semester 2 which currently carries 21 credits).

(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. PROGRESS THROUGH THE PROGRAMME

6. (i) Candidates admitted to the programme are encouraged to register for all courses as well as the necessary foundation courses at the beginning of the school year, as outlined in the Curriculum. N.B. Registration for the summer semester will be done prior to the beginning of the semester.

(ii) Candidates must meet all pre-requisites and co-requisites requirements to access courses for which these are stated.

(iii) Candidates must attend at least 85% of both theoretical and clinical courses, to be allowed to proceed to the examination. The pass mark for each nursing course is 50%. Candidates will be allowed a maximum of three (3) attempts at any nursing course.

(iv) Candidates who achieve a GPA of less than 2.00 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.

7. Progression of students from one level to the next is based on success in the theory and clinical practice.

(i) Progression from Level I to II

In order to satisfy the minimum requirement for entry to Level II, a candidate must attain passes in ALL Level I courses including all foundation and supportive courses.

(ii) Progression from Level II to III

Promotion to Level III will be granted ONLY if passes have been attained in all Level II courses. N.B. NURS 2117 Health Assessment and NURS2118 The Nursing Process are prerequisites for Year Two Semester Two.
(iii) **Progression from Level III to IV**

Promotion to Level IV will be granted if passes have been attained in all Level III courses.

Candidates will **ONLY** be eligible for NURS4017 Clinical Internship and NURS4018 Senior Nursing Review if they are successful in **ALL COURSES** (including foundation and support courses).

8. Candidates will be asked to withdraw from the Faculty if:
   i. his/her GPA remains below 2.00 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**

9. (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**

10. (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) Candidates are required to ensure that all registers, clinical interac-
tion record(s), progress reports, and any other relevant clinical documents are appropriately completed, signed, stamped and submitted to the course leader and or designate by the last day of the rotation.

(c) Candidates who have NOT completed the requisite clinical hours will be given an “In Progress (IP)” grade until the hours are completed and the relevant documents submitted to the course leader or designate.

(d) Candidates with outstanding hours (designated IP) have up to three (3) weeks after the end of the rotation to complete these outstanding hours and submit the validated documents.

(e) Candidates with IP are NOT considered to have completed the course.

(f) 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.

(g) Emergency requests are to be directed to the University lecturer/preceptor in charge of the clinical/field activity. The employees of the designated clinical site are not authorized to alter the time to be spent by the candidates, or the objectives to be pursued.

(h) Candidates’ assignment to clinical settings will be for learning purposes only.

(i) Candidates will not assume employee responsibility.

I. CONDITIONS FOR SUPPLEMENTAL EXAMINATIONS

11. 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

12. (a) A candidate who fails a course or courses for the first time, having achieved an overall score of 45–49%, is eligible to sit the final examination only.

(b) A candidate who fails a course or courses for the second time is required to repeat the entire course, which includes attending classes, completing coursework, and final examinations.

N.B. Candidates are encouraged to liaise with course leaders prior to registration for the next sitting in order to be appropriately advised.

(c) Candidates who fail a clinical course are required to repeat clinical experiences based on the following:

i. Clinical courses requiring 189 hours (27 days)
   - 45–49% repeat 5 days
   - 30–44% repeat 10 days (usually has to repeat case study or course work)
   - 1–29% ALL 27 days (all course requirements).

ii. Clinical courses requiring 126 hours (18 days)
• 45–49% repeat 5 days
• 30–44% repeat 10 days (usually has to repeat case study or course work)
• 1–29% ALL 18 days (all course requirements).

K. AWARD OF DEGREE

13. (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 2.50–2.99
   iv. Pass – Attainment of an degree GPA of 2.00–2.49.
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. (See guidelines based on the Nursing Council of Jamaica Regulations; section C).
   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. 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.

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 after fifteen minutes into the start of the session are deemed to be absent. Where lateness is anticipated, the student must communicate in writing (email, texts or WhatsApp) with the course leader at least one hour prior to the scheduled start time of class.

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 the University Health Centre to verify illness at the earliest opportunity.

3. GUIDELINES FOR USE OF ELECTRONICS DEVICES

All cellular phones and other electronic devices must be placed on silent to prevent disruption of teaching/learning activities.

In the event of emergencies, students must inform the lecturer, nursing skills facilitator, nurse in charge and/or preceptor as appropriate. These calls must be taken outside of the teaching learning environment.

4. DRESS CODE

The official uniforms of the UWISON are as follows:

i. The official UWISON Polo shirt

ii. Candy striped uniform dress

iii. White bush jacket and black pants for male students

iv. Mufti (The UWISON Polo Shirt available from specify retailers)

The attire will vary according to the teaching/learning environment.

5. UNIFORM

(i) Uniform dresses should be made according to specifications and worn at three (3) inches below the knee, having considerations for the bending and stretching that nursing entails.

(ii) Aprons must be the same length as the dresses, and are worn on duty in the wards, when accompanying patients to other departments outside of the hospitals, on some educational visits, and in the skills laboratory.
(iii) **Stripes** are to be securely sewn on the **left** sleeve, the first being 2.5 cm (1 inch) above the cuff and succeeding ones being 1.25 cm (½ inch) apart.

(iv) Each female student should have at least 2 pairs of white duty shoes:
   - Heels and toes of shoes to be closed
   - No tennis shoes
   - No clogs with heel strap
   - Heels should not be higher than 2 inches.

(v) Stockings are optional, but when worn must be flesh coloured.

(vi) Red or white cardigan, can be worn with uniform but not whilst attending to patients.

(vii) **Make-up:** Should be discreet when worn. Tattoos must not be visible.

(viii) **Finger Nails:** Should be kept rounded, short and clean. No nail polish is allowed whilst in uniform.

(ix) **Hair:** Should be neatly groomed. It should not rest on the collar. Hair accessories should be black or brown only for holding hair in place. Decorative hair accessories are not allowed e.g. beads, colourful braids, wigs and weaves such as purple, blue, pink, green, red and blonde.

A. **Male: Uniform**
   
   (i) White bush jacket and black pants.
   
   (ii) Black shoes and black socks.
   
   (iii) Tattoos must not be visible.

B. **Jewellery**

**Female Students**

The only jewellery to be worn whilst on duty (or in uniform) are:

i. A pair of small crystal, gold or silver knobs or a pair of sleepers of diameter not wider than 1 cm. **NO MORE THAN ONE** in each lobe.

ii. A wedding band is the only ring to be worn while in uniform or on the ward.

iii. A watch which has capacity for monitoring time in seconds. The watch should not be worn on the wrist whilst working in the clinical area or skills laboratory, but should be securely fastened in or on the pocket of the uniform dress/shirt.
NO OTHER JEWELLERY is to be worn whilst in uniform or on duty. This includes tongue and nose rings.

Male Students

The only jewellery to be worn whilst on duty (or in uniform) are:

i. A wedding band is the only ring to be worn while in uniform or on the ward.

ii. A watch which has capacity for monitoring time in seconds. The watch should not be worn on the wrist whilst working in the clinical area or skills laboratory, but should be securely fastened in or on the pocket of the uniform shirt.

NO OTHER JEWELLERY is to be worn whilst in uniform or on duty. This includes tongue, nose, facial piercing and necklaces.

C. Students should at all times be in possession of a stethoscope, a watch (described above), a pair of blunt ended scissors, red and black pens.

D. Identification

Identification is issued to each student by The University of the West Indies and must be worn face forward at all times. If it is lost, it should be reported immediately and must be replaced. The student is required to pay a fee for replacement of ID cards. Students without ID cards are not normally allowed entry to teaching-learning activities.

E. Dress Code – Mufti

i. Polo shirts with the School’s Crest

ii. Mufti and lab coats – Students will be required to wear short sleeve lab coats over mufti prior to the deadline for acquisition of uniforms (in semester 1, year 1) and at scheduled times during the programme. On any such occasions, mufti must meet the standard previously stipulated.

iii. Mufti and shoes – Flip flop rubber slippers must not be worn to the classroom or the skills laboratory. On occasions such as those stated above, only closed shoes (covered at heels and toes) must be worn. Clogs with heel strap are not allowed.

6. 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.


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.

### 7. 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 materialUWISON/ 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.

8. 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 (ACADEMIC YEAR 2017/2018)

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NURS2124 | Human Pathophysiology | NURS2125 | Introduction to Professional Nursing |
NURS2124 | NURS2015 | Concepts Applied to Nursing | NURS2019 |
LING 2821 | Sign Language for Medicine and Dentistry (FREE ELECTIVE) prerequisite LING 1819 | LING 2821 | |

Total Credits 15

FOUR YEAR PROGRAMME (ACADEMIC YEAR 2017/2018) (cont’d)
### FOUR YEAR PROGRAMME (ACADEMIC YEAR 2017/2018) (cont’d)

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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
SUMMARY OF 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 certificates/diplomas 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
original 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 – JNCBJMXX
   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

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<th>Semester I</th>
<th>Semester II</th>
<th>Summer</th>
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<td><strong>Year 1</strong></td>
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<tr>
<td>NURS 3040</td>
<td>Nursing Process and Health</td>
<td>NURS 3041</td>
<td>NURS 1113</td>
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<td>Caring in Nursing and Health</td>
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<td>Care Delivery [3 credits]</td>
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<td>Anatomy [3 credits]</td>
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<td>Nursing Theories &amp; Practice</td>
<td>Nursing Care of Patients</td>
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<td>Application [3 credits]</td>
<td>65 Years &amp; Older [4 credits]</td>
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<td>NURS 3002</td>
<td>Human Physiology and</td>
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<td>SOCI 1005</td>
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<td>Pathophysiology [3 credits]</td>
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<td>Pathophysiology (cont’d) [3</td>
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<tr>
<td>FOUN 1001</td>
<td>English for Academic purposes</td>
<td>FOUN 1101</td>
<td>FOUN 1301</td>
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<td>[3 credits]</td>
<td>Caribbean Civilization [3</td>
<td>Law, Governance, Economy</td>
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<td>Caribbean [3 credits]</td>
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<td><strong>Year 3</strong></td>
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<tr>
<td>NURS 3034</td>
<td>Introduction to Nursing Research</td>
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<td>[6 credits]</td>
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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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Allison, Yuque
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Brown, Kimarie
Cascoe, Karozan
Chisholm-Ford, Sandra
Emanuel-Frith, Mickelle
Garriques-Lloyd, Sheryl
Garvey-Henry, Jacqueline
Gordon-Singh, Sherryon
Harvey, Stacy
Henry-Ferguson, Verona
Hepburn-Brown Cerese
Hewitt-Thompson, Kadian
Kahwa, Eulalia (Dr.)
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Leslie, Kadene
Lewis, Michelle
Lindo, Jascinth (Dr.)
Lynch, Monique
Mitchell, Sanesha
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Email: nursing@uwimona.edu.jm
Website: www.mona.uwi.edu/nursing