



**The University of the West Indies
FACULTY OF MEDICAL SCIENCES**

THE UWI SCHOOL OF NURSING, ST. AUGUSTINE



PRE - REGISTRATION BSc NURSING

Hand book

ACADEMIC YEAR 2015-2016

DISCLAIMER

The UWI School of Nursing, St. Augustine (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 may be identified subsequent to the finalization of the booklet.

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THE MISSION, VISION & VALUES OF THE UWI SCHOOL OF NURSING, ST. AUGUSTINE

MISSION

The mission of the UWI School of Nursing (UWISON), St. Augustine 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, St. Augustine 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, St. Augustine (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 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 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 constructed by its members, society is also strongly influenced by the environment; geo-socio political 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 continuum**. 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. These professions require specialized education in theory and practice, nurses/midwives are concerned with human beings in all phases of **wellness and illness** throughout the **life cycle**. 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**. Both professions encompass functional, clinical and research elements. **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. Professional service must be sensitive, therapeutic and supports **interpersonal relationships** as important as clinical interventions which allow the concerns of clients to be regarded as priority.

In upholding professional standards, nursing/midwifery use a proactive approach in meeting the needs of the individual, family and community.

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. The BScN is recognized as the entry level requirement for clinical practice and this is consistent with the recommendations of the Regional Nursing Body (RNB) and CARICOM. It provides a broad, sound foundation for graduate education, and it fosters a commitment to learning as a lifelong endeavour.

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, academic 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 the scientific and empirical bases for advancement of the nursing/midwifery professions to inform **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, ST. AUGUSTINE CURRICULUM MODEL



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**.

- Provide a state of the art centre for scholarship, research and clinical specialization.
- Prepare motivated nurses for leadership within the health care and related sectors of the region as well as global economy.
- Provide appropriate, stimulating, practical experiences in teaching, administration/management, clinical nursing and research to develop high- powered practitioners.
- Deepen, strengthen, and broaden knowledge and skills in clinical and functional nursing.
- Facilitate the development of effective critical thinkers who are geared to apply evidence-based practice in their areas of specialty.
- Provide stimulating opportunities to develop creative, transferable skills in clinical specialization, teaching, administration/management and research.
- 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.
- 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.
- Expose graduate students to a variety of teaching and learning experiences/environments through multi-disciplinary educational and clinical interactions.

- 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.
- 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 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) Candidates **will not** be allowed to make changes to their courses by either de-registration or registration after week four of the Semester in which they are currently registered.

- (e) 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 whether it is similar in part or whole to that offered at required; 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.
- (d) All applications for exemption must be made to the Faculty Board through the Director of the School. The Director 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 Director of the 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 Director of the 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 consistent with UWI's established grading policy as follows:

Grade		Range & Equivalent %	
A+	-	90-100	4.3
A	-	80-89	4.0
A-	-	75-79	3.7
B+	-	70-74	3.3
B	-	65-69	3.0
B-	-	60-64	2.7
C+	-	55-59	2.3
C	-	50-54	2.0
F1	-	45-49	1.7
F2	-	40-44	1.3
F3	-	0-39	0.0

EXAMINATIONS

- a. Registration for a course constitutes registration for the examinations associated with 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 60% 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 Director of UWISoN and the course lecturer. The Director 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) A student failing a course(s) may be allowed to re-sit the examinations in the failed course(s) and may request permission to transfer/ carry forward coursework marks obtained in the respective course(s), when the examination is repeated within one academic year. The resit examinations will usually be held during the month of August.

A Semester grade point average (GPA) based on grades earned on all approved courses for which the student is registered in a semester, will be used as the basis for the determination of his/her academic standing.

A student whose GPA for a given semester is less than 2.00 shall be deemed to be performing unsatisfactorily and shall be placed on Warning.

A student on warning shall be counselled by the Dean or a designated School/Department advisor.

- d. Candidates will be asked to withdraw from the programme on the following conditions:

If he/she has failed a nursing course on the third attempt or repeat the year;

Is he/she has received a failing GPA **of less than 2.0 during two consecutive semesters.**

For additional details of the University Undergraduate Examinations Regulations contact the school office or go to https://sta.uwi.edu/examinations/documents/Exam_and_GPA_regulations.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 Antiplagiarism Policy at

http://salises.sta.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.sta.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)

PROGRAMME SUMMARY

The four-year BSc Nursing programme consisting of 130 credits is offered by the UWI School of Nursing, St. Augustine, over four academic years. The four-year programme commenced in August 2013. 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 Register for Nurses of the Nursing Council of Trinidad & Tobago 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. As such, students' are exposed to the curriculum using the wellness to illness continuum. 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 will be exposed to clinical skills, nursing theory and varying nursing roles respectively. 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), St. Augustine, 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 implement the BScN programme in 4 years as a Generic BScN programme.

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:
satisfy the University requirements for normal matriculation. Candidates will be required 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:
 - i. English Language,
 - ii. Mathematics,

- iii. one subject from Biology, Human & Social Biology, Integrated Science
- iv. 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 Trinidad & Tobago requires that candidates obtain passes at grade “I” to “III” or “C” and above in at least 3 of the CSEC / GCE O’ level subject categories identified. Be at least 17 years at the time of admission to the programme;

2. 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, St. Augustine);
 - b) provide transcripts of secondary or tertiary level education (sent directly by the institution to the Office of Admissions, UWI, St. Augustine);
3. Applicants may also be required to submit to a personal interview.

B. OUTLINE OF THE BScN DEGREE PROGRAMME

4.
 - (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 130 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 thirty (130)** credits from Levels I, II, III and IV, as follows: -

Level	Credits
Level 1	35
Level 2	34
Level 3	30
Level 4	31
Total	130

- (d) All nursing courses are compulsory. All courses are calculated in the degree GPA.
- (e) All students must complete the three foundation courses listed in the programme plan comprising nine credits. The three foundation courses NURS 1004 Communication in Nursing (Writing), NURS 1005 Communications in Nursing (Interpersonal) and FOUN 1101 Caribbean Civilization.
- (f) Students must pass NURS by the end of year 3; as it is a prerequisite for Nursing Research Methodology (NURS

3030) offered in the first semester of the third year of the programme.

C. REGISTRATION

5.

- a) Candidates pursuing the programme of study for the Bachelor of Science degree in Nursing must register as **full-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

6.

- 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. PROGRESS THROUGH THE PROGRAMME

7. A.

- (i) Candidates admitted to the programme must register for all courses as well as the necessary foundation courses, as outlined in the Curriculum.

- (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 75% of both theoretical and clinical courses, to be allowed to proceed to the examination.
- (iv) The pass mark for each nursing course is 40% - 60% (depending on the course). Candidates will be allowed a maximum of three (3) attempts at any nursing course.
- (v) 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.

B.

Progression of students from one level to the next is based on success in the theory and clinical practice. Students enrolled in the BScN programme as of 2013 are required to obtain 50% in order to pass those courses.

(i) **Progression from Level I to II**

In order to satisfy the minimum requirement for entry to Level II, a candidate must attain pass in Level I courses equivalent to a minimum of thirty (30) credits. It is mandatory to be successful in Human Anatomy and Physiology I and II for progression.

(ii) **Progression from Level II to III**

Promotion to Level III will be granted if passes have been attained in all Level II courses other than foundation courses.

(iii) Progression from Level III to IV

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

F. 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.

G. 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) 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.

H. 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.

I. FAILED COURSES

12.

- 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.

J. MODIFIED PENALTY PRINCIPLE

13.

- 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 examination 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 a candidate has 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.

K. AWARD OF DEGREE

14.

- 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 3.60 and above
 - 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 a degree GPA of 2.00–2.49.

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 75% attendance per course. Absenteeism in excess of 25% 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, St. Augustine and the Nursing Council of Trinidad & Tobago.
- e. The Nursing Council of Trinidad & Tobago 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 St. Augustine. 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 Trinidad & Tobago.

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 (half an hour after the scheduled start of the session) will be noted as late (L) and/or Absent (A) in the course register.
- c. Students who arrive 30 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 75% 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.

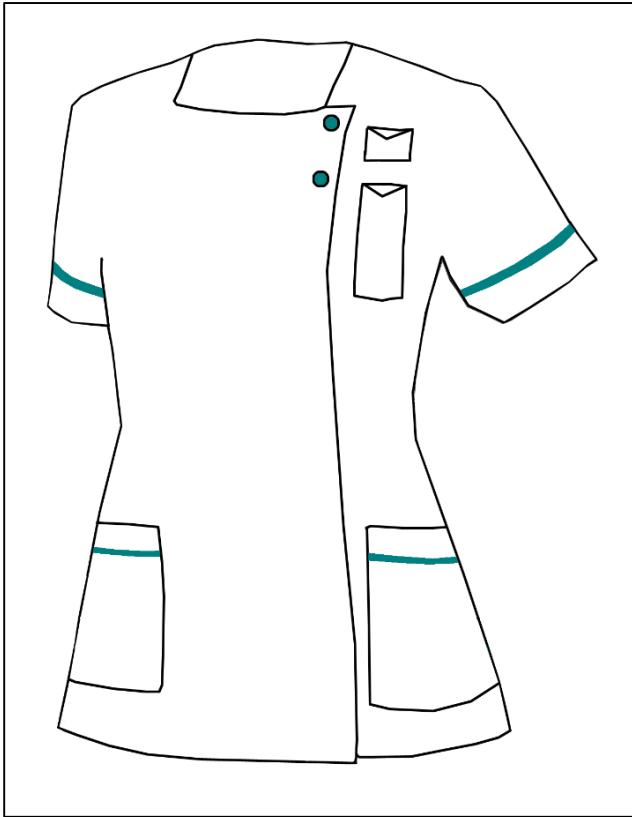
4. DRESS CODE

UNIFORM SPECIFICATIONS

Female Uniform

Blouse

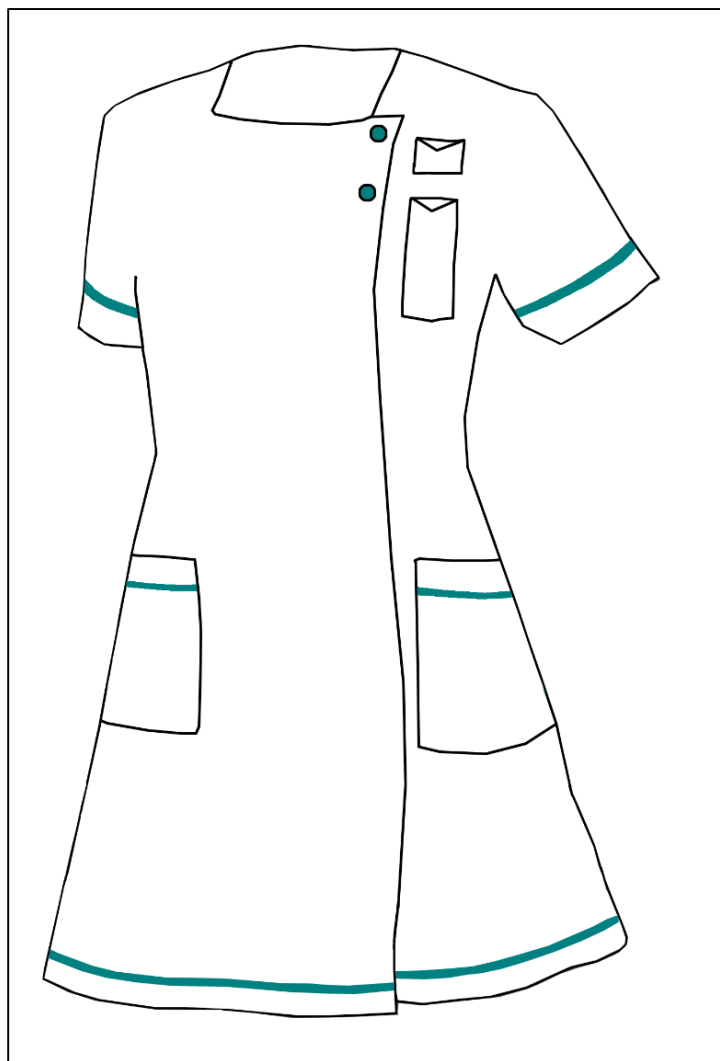
- White
- Neckline- Square, 1” below sternal notch, 1” away from neck at the sides
- Length 2” below buttocks (full coverage)
- Sleeve - Short sleeve 1” above elbow with ½” teal binding 1” from hem of sleeve
- Teal binding on pockets ¾” down from top
- Buttons - ¾”
 - Two exposed buttons matching binding, other buttons hidden
- Watch and pen pockets on upper left side (as seen in diagram)



Female Uniform

Dress

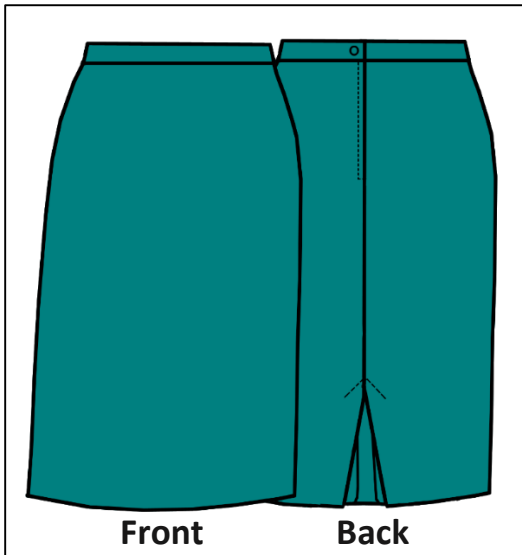
- Same as for blouse, with -:
- Length 2" below knee
- $\frac{1}{2}$ " Binding 2" up from hem



Female Uniform

Skirt

- Teal
- Waist band straight skirt with centre back zip and inverted pleat at bottom (no slit)
- Hidden left side pocket
- Length 2" below knee
- Button - $\frac{3}{4}$ "



Trousers

- Teal
- Waist band, front zipper, straight cut covering ankles but not touching floor.
- Two inner side pockets
- Button - $\frac{3}{4}$ "

Shoes

- Comfortable black non-skid whole shoe (fully covered)
- 1½ to 2" heel or below

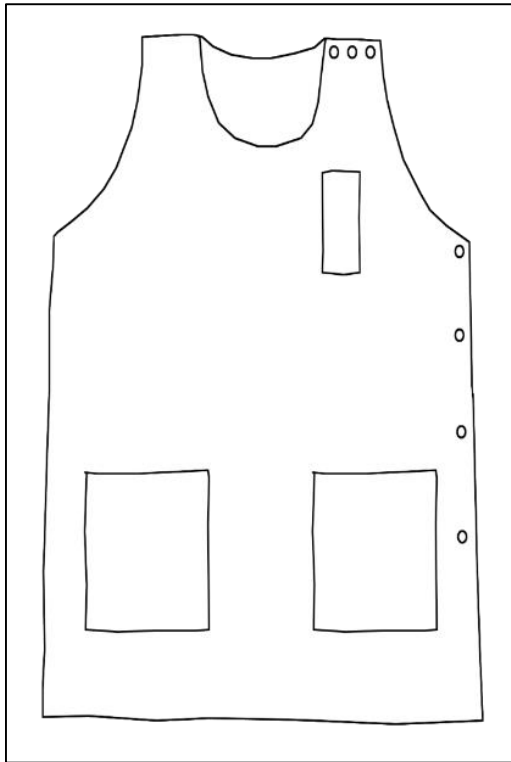
Stockings

- Flesh coloured (to match colour of skin)

Female Uniform

Pinafore

- White polyester cotton
- Knee Length
- Plain thigh pockets
- Buttons - $\frac{3}{4}$ "



Cap

- White nurses cap secured by hair clips
- Islamic students are allowed to wear a white hijab in the clinical area

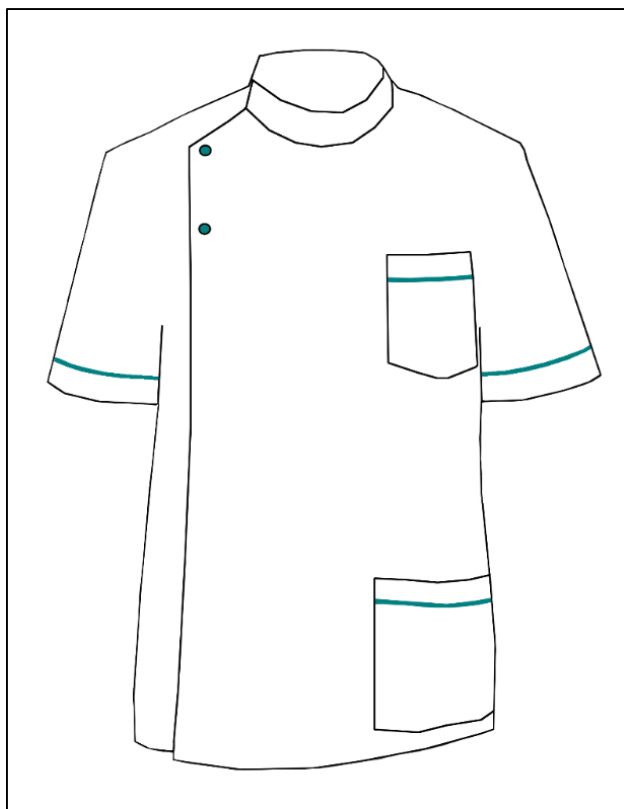
Jewellery

- Earrings - small knob stoppers one in each ear
- Rings - Flat wedding band with no crowns and large stone

Male Uniform

Tunic

- White
- Mandarin neckline, side closure on the right
- Sleeve - Short Sleeve 1" above elbow with ½" teal binding 1" from hem of sleeve
- Buttons - ¾"
 - Two exposed buttons matching binding, other buttons hidden
- Left breast and lower pockets, with teal bindings ¾" down from top
- Length - covering buttocks (to facilitate stretching and bending)



Male Uniform

Trousers

- Teal
- Waist band, front zipper, straight cut covering ankles but not touching floor.
- Two inner side pockets, with two back pockets
- Buttons - $\frac{3}{4}$ "

Shoes

- Comfortable black, non-skid whole shoe
- Black socks

Lab Coat

- Short sleeve
- Knee length

Jewellery

- Earrings - No earrings in clinical area
- Rings - Flat wedding band with no crowns and large stone

Classroom wear (Guide for Male & Female)

- UWISoN or UWI polo jerseys hip length or longer.
- Black or dark coloured slacks or skirt not above the knee.
- Dark blue or black straight cut jeans that are not overly form hugging (too tight fitting), no low rise, no cut up styles.
- Foot gear - no slippers, no flip flops, no sandals. Whole shoes only.
- No large earrings, however small knob stoppers one in each ear is allowed.

5. Make-up: Should be discreet when worn. Tattoos must not be visible.

- (i) **Finger Nails:** Should be kept rounded, short and clean. No nail polish is allowed whilst in uniform.
- (ii) **Hair:** Should be neatly combed. 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. Jewellery

Female Students

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

- i. Earrings- small knob stoppers one in each ear. **NO MORE THAN ONE** in each lobe.
- ii. A flat wedding bands with no crowns 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 and nose rings.

B. 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.

C. 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.

D. Dress Code – Mufti

- i. UWISoN or UWI polo jerseys hip length or longer
- ii. Black or dark coloured slacks or skirt not above the knee
- iii. Dark blue or black straight cut jeans that are not overly form hugging, no low rise no cut up styles
- iv. Foot gear- no slippers, flip flops, no sandals. Whole shoes
- v. No large earrings
- vi. 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.
- vii. 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

i. .

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.
- 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.

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 material / equipment for their clinical activities, are to be punctual and remain for the specified time.
- g. In so far 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.

Theory: 1 Credit = 12 Hours; Lab 1 Credit = 36 Hours; Clinical Practicum: 1 Credit = 48 Hours Course Code

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	Course	Credit	Hours
YEAR 1: SEMESTER 1			
FOUN 1101/FD11A	Caribbean Civilisation	3	36
PSYC 1000	Introduction to Psychology: Developmental, Social, Abnormal	3	36
NURS 1109	Human Anatomy & Physiology 1	3 (2T, 1L)	60
NURS 1110	Biochemistry	3 (2T, 1L)	60
NURS 1111	Microbiology	3 (2T, 1L)	60
NURS 1112	Patient & Health Care Worker Safety	3 (2T, 1L)	60
ELPT		English Language Proficiency Test (ELPT) (can be written prior to entry into the programme. If failed, students must	
pass UC010 as Pre-requisite for FOUN 1101/FD11A		0	
TOTAL		18	312

YEAR 1: SEMESTER II			
FOUN 1001/FD10A	English for Academic Purposes	3	36
SOCI 1002/SY14G	Sociology for the Caribbean	3	36
NURS 1113	Health Informatics	3 (2T, 1L)	60
NURS 1114	Human Anatomy & Physiology II	3 (2T, 1L)	60
NURS 1115	Nutrition	2	24
NURS 1116	Epidemiology	3	36
TOTAL		17	252
YEAR 1 TOTAL		35	564
YEAR 2: SEMESTER 1			
NURS 2010	Introduction to Professional Nursing	3	36
NURS 2011	Health Promotion	3 (2T, 1L)	60
NURS 2012	Human Pathophysiology	3	36

NURS 2013	The Nursing Process & Health Assessment	3 (2T, 1L)	60
NURS 2014	Community Health Nursing	3	36
NURS 2015	Community Health Nursing Clinical Practicum	3	144
TOTAL		18	372
YEAR 2: SEMESTER II			
NURS 2016	Diet Therapy	2	24
NURS 2017	First Aid & Basic Life Support	2 (1T, 1L)	48
NURS 2018	Pharmacology & Therapeutics in Nursing	3 (2T, 1L)	60
NURS 2019	Concepts Applied to Nursing	3 (2T, 1L)	60
NURS 2020	Concepts Applied to Nursing Clinical Practicum	3	144

SOCI 1005/SY16C	Introductory Statistics for the Behavioural Sciences	3	36
TOTAL		16	372
YEAR 2 TOTAL		34	744
Course Code	Course	Credit	Hours
YEAR 3: SEMESTER 1			
NURS 3010	Research Methodology	3	36
NURS 3011	Mental Health Nursing	3 (2T, 1L)	60
NURS 3012	Mental Health Nursing Clinical Practicum	3	144
NURS 3013	Nursing Care of Adults	4 (3T, 1L)	72
NURS 3014	Nursing Care of Adults Clinical Practicum	4	192
TOTAL		17	504

YEAR 3: SEMESTER II			
NURS 3015	Nursing Care of Older Adults	3 (2T, 1L)	60
NURS 3016	Nursing Care of Older Adults Clinical Practicum	3	144
NURS 3017	Parent Child Nursing	3 (2T, 1L)	60
NURS 3018	Parent Child Nursing Clinical Practicum	4	192
TOTAL		13	456
YEAR 3 TOTAL		30	960
YEAR 4: SEMESTER I			
NURS 4010	Nursing Care of Children & Adolescents	3 (2T, 1L)	60
NURS 4011	Nursing Care of Children & Adolescents	4	192

	Clinical Practicum		
NURS 4012	Nursing Care of Patients in Specialized Care Settings	3 (2T, 1L)	60
NURS 4013	Nursing Care of Patients in Specialized Care Settings Clin. Practicum	4	192
TOTAL		14	504
YEAR 4: SEMESTER II			
NURS 4014	Research Project	3	36
NURS 4015	Leadership & Management in Nursing	3 (2T, 1L)	60
NURS 4016	Leadership & Management in Nursing Practicum	4	192
Free/General Elective		3	36

TOTAL		13	324
YEAR 4: SEMESTER III			
NURS 4017	Clinical Internship	4	192
NURS 4018	Senior Nursing Review	0	192
TOTAL		4	384
YEAR 4 TOTAL		31	1,212
PROGRAMME TOTAL = 130 Credits			
TOTAL PROGRAMME THEORY HOURS			996
TOTAL PROGRAMME: LAB. HOURS			648
TOTAL CLINICAL HOURS			1920
TOTAL PROGRAMME HOURS			3,564

GUIDELINES BASED ON THE NURSING COUNCIL OF TRINIDAD & TOBAGO 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 Trinidad & Tobago; under the Nurses and Midwives Act, 1964.

A. P R E A M B L E

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
- 8.2 Director of the School/deputy (non-voting member)
- 8.3 Another member of the public, e.g. teacher/chaplain
- 8.4 Student Council member

- 8.5 Director of Nursing Service or designate
- 8.6 Representative from clinical area
- 8.7 Programme Coordinator
- 8.8 Tutor (not complainant)
- 8.9 Person skilled in grievance procedure or conflict resolution

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

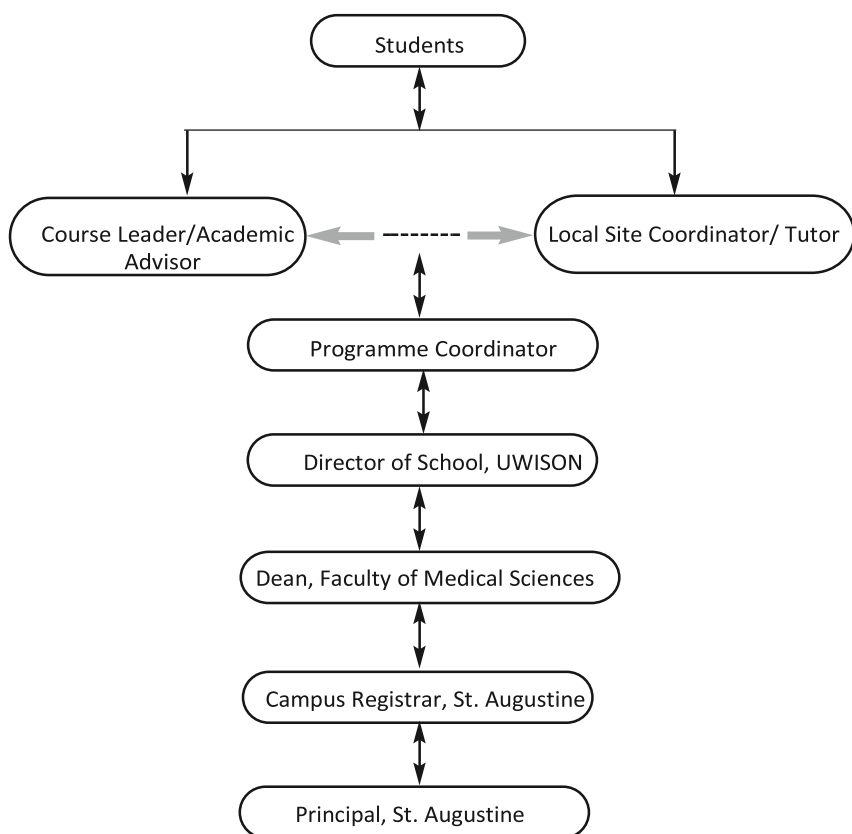
9. Quorum MUST include the following:

- 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

LINES OF COMMUNICATION

There may be times when either a student or their Tutor/Coordinator 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)



STAFF EMAIL ADDRESSES

ACADEMIC STAFF

NAME	DESIGNATION	CONTACT
Dr. Oscar Noel Ocho	Director/Senior Lecturer	Oscar.Ocho@sta.uwi.edu
Dr. Esther Shirley Daniel	Senior Lecturer	Esther.Daniel@sta.uwi.edu
Dr. Philip Onuoha	Lecturer	Philip.Onuoha@sta.uwi.edu
Dr. Ramchandra Hooli	Lecturer	Ramachandra.Hooli@sta.uwi.edu
Mrs. Denise Israel-Richardson	Lecturer	Denise.Israel-Richardson@sta.uwi.edu
Mrs. Parbatee Siewdass	Assistant Lecturer	Parbatee.Siewdass@sta.uwi.edu
Mrs. Kathy Ann Lootawan	Assistant Lecturer	Kathy-Ann.Lootawan@sta.uwi.edu
Mrs. Gloria Ramdeen Mootoo	Assistant Lecturer	Gloria.Ramdeen-Mootoo@sta.uwi.edu
Mr. Rabindranath Singh	Instructor 11	Rabindranath.Singh@sta.uwi.edu
Ms. Hazel O'Garro	Nursing Coordinator	Hazel.O'Garro@sta.uwi.edu
Ms. Kavita Mahadeo	Clinical Instructor	Kavita.Mahadeo@sta.uwi.edu
Ms. Alisha Charles Thomas	Clinical Instructor	Alisha.Charles-Thomas@sta.uwi.edu

ADMINISTRATIVE AND SUPPORT STAFF

Mrs Lu Ann Caesar	Administrative Assistant	Lu-Ann.Caesar@sta.uwi.edu
Mrs Shadiwsh Cadogan Bailey	Secretary	Shadiwsh.Bailey@sta.uwi.edu
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