



**STUDENTS' GENERAL REGULATIONS**  
**PUERTO RICO SCHOOL OF**  
**NURSE ANESTHETISTS**

**2015-2019**

# Table of Contents

PURPOSES AND APPLICATION .....	4
STUDENTS' RIGHTS AND RESPONSIBILITIES .....	4
POLICIES AGAINST SEXUAL HARASSMENT, ILLICIT USE OF DRUGS, CONTROLLED SUBSTANCES, AND ALCOHOL ABUSE .....	6
PROFESSIONAL STANDARDS .....	6
CONDUCT STANDARDS FOR ANESTHESIA STUDENTS.....	7
STUDENT COMPLAINT / GRIEVANCE POLICY.....	8
STUDENTS' RIGHTS IN DISCIPLINARY PROCESSES.....	9
READMISSION OF EXPELLED STUDENTS.....	10
PROFESSIONAL CONDUCT GUIDES .....	10
POLICY OF ARREST .....	11
GENERAL RESPONSIBILITIES OF FACULTY TOWARDS STUDENTS .....	11
REQUISITES OF SCHOOL GRADUATION .....	11
STUDENT CLOTHING .....	12
PREGNANCY .....	12
HOLIDAYS, SICKNESS, AND VACATIONS (EXCUSSED ABSCENSE).....	13
EMERGENCY LICENSE DUE TO FAMILY DEATH.....	14
EMPLOYMENT.....	14
HURRICANES PREPARATION.....	14
WARNING .....	15
PATHOGENS TRANSMISSION .....	15
CLINICAL EXPERIENCE .....	15
CONFIDENCIALITY .....	15
CONSENSUAL RELATIONS.....	16

CRIMINAL BACKGROUND CHECK .....	16
STUDENTS' RECORDS .....	17
CLINICAL EVALUATIONS RECORDS .....	17
STUDENTS' PERFORMANCE EVALUATION .....	17
PRACTICE EVALUATION .....	18
SELF EVALUATION TEST .....	18
FACULTY EVALUATION .....	18
COURSE SYLLABUS .....	18
REPOSITION MATERIAL FOR ABSENCE OF THE PROFESSOR .....	19
ACKNOWLEDGEMENT FOR ACADEMIC WORK AND AUTHOR .....	19
STUDENT ASSOCIATIONS.....	19
AUTHORITY TO PROHIBIT ACTIVITIES IN DANGER SITUATIONS .....	20
ACCESS TO SERVICES AND ENJOYMENT OF FACILITIES .....	20
A. School Services .....	20
B. Physical Facilities.....	20
C. Admissions .....	20
D. Registry Office .....	20
E. Counseling Office .....	19
F. Apprenticeship and Infrastructure Technology .....	19
G. Library .....	19
H. Schedule of Courses.....	19
I. Reasonable Accommodation .....	19
J. Policy of Fulfillment: Candidates Physical State to Master's Degree in Sciences of Anesthesia.....	22
K. Tutoring and Remedial Courses.....	23
L. Policy of Changes in Charges and Fees .....	23
M. Policy of the Use of Populi .....	25

# **PUERTO RICO SCHOOL OF NURSE ANESTHETISTS STUDENTS' GENERAL REGULATIONS**

## **I. PURPOSE AND APPLICATION**

### **Preamble**

These Regulations have the purpose to expose the rights and responsibilities of the students from the Puerto Rico School of Nurse Anesthetists (PRSNA).

### **Title**

This body of rules will be known as the “Puerto Rico School of Nurse Anesthetists Students’ Regulations”.

### **Legal Basis**

“Anestesia Al Día” Resolution #01 – 2010 of January 10, 2010.

### **Scope and Application**

The scope of these Regulations will extend to all administrative practices; admissions procedures; economic assistance; and all academic programs of the PRSNA, as in the processes of movement, transfer, recruitment, and promotion.

## **II. STUDENTS' RIGHTS AND RESPONSIBILITIES**

### **A. Institutional Policy**

The fundamental right of the student in the Puerto Rico School of Nurse Anesthetists (PRSNA) is the right to educate. This right is not limited to the classroom, it covers possible experiences and relationships with partners, professors, non-professors, and affiliated hospital personnel.

#### **1. Interpretation**

These Regulations must be interpreted in a respectful and honored manner and in an accountability framework to the rights recognized by the PRSNA.

#### **2. Prohibition of Discrimination**

The Puerto Rico School of Nurse Anesthetists (PRSNA) prohibits all discriminations in education, employment, and servicing for reasons of age, race, sex, color, birth, origin or social condition, sexual orientation, physical or mental disabilities, politic or religious ideas,

disabilities, veteran condition of the Armed Forces, victim or perceived as victim of domestic violence, sexual aggression, or ambush.

### **3. Orientation**

All students that are officially admitted to the anesthesia program, will be duly oriented about the aspects of the School at least one (1) week before School starts. The following manuals and informative sheets will be given:

- 1- Students' Regulations
- 2- Catalog
- 3- Schedule of library services, registry office, admissions office, and counseling office.
- 4- Electronic addresses of professional associations in the anesthesia campus and where to acquire books for the courses.
- 5- Possible resources of financial aid.

### **4. Assistance**

The PRSNA recognizes that class assistance is fundamental for the educational and formative process development. For this reason, with compulsory character establishes the assistance to class and clinical practices. At the beginning of each academic session, the Registrar will produce assistance lists of the students. For each class of the session, a list will be produced which will be given to the Professor. If the student starts to absent, the professor will give the assistance list to the Registrar responsible for the assistance.

### **5. Accreditation**

The Puerto Rico School of Nurse Anesthetists is authorized to perform as an institutional university by the Puerto Rico Education Council OF Higher Education.

### **6. Associations**

- a. All students must be active members of the School of Nursing Professionals from Puerto Rico. The active membership and participation in assemblies and activities of the Puerto Rico Association of Nurse Anesthetists and the Anesthesia Section of the School of Nursing Professionals from Puerto Rico is stimulated and supported. Students that demonstrate an academic performance of excellence could request that the Program covers the enrollment in the mentioned activities or stay. The request are subjected to the approval of the Program Director.

## **7. Committees**

Second year students will have the right to belong to institutional committees of curriculum and accreditation evaluation.

### **III. POLICIES AGAINST SEXUAL HARASSMENT, ILLICIT USE OF DRUGS, CONTROLLED SUBSTANCES, AND ALCOHOL ABUSE**

All community components have the right to observe an appropriate and respectful conduct towards others. In harmony with this principle and the applicable laws and policies, in this Institution, physical, verbal or psychological abuse, sexual harassment from internal, external, or hospital community will not be tolerated. Furthermore, the illicit use of drugs, controlled substances, and alcohol abuse is prohibited in the PRSNA grounds.

### **IV. PROFESSIONAL STANDARDS**

The Puerto Rico School of Nurse Anesthetists faculty could recommend expulsion if a student demonstrates inappropriate conduct or anti-professional. Examples of aforementioned conducts could be, but are not limited to: controlled substances abuse, fraudulent records, physical aggression with another student or faculty member, breach of the Care Standards described by the American Association of Nurse Anesthetists (AANA), lack of academic integrity.

#### **Personal Conduct**

- It is expected that students keep up the good name of the Institution. Their conduct must be consistent with the professional standards of the AANA. Any function that the student performs with time from the clinical practice will be considered PRSNA time and, as such, the conduct is expected.
- According to the Policies of the PRSNA Honor, the examinations will be supervised by a faculty member or its designate. Moreover, all the evaluations and materials that are submitted for qualification will be only from the student that submits them or from the one that accredits.
- During rotations in hospitals, each student will be considered as another member of the anesthesia team and therefore is subject to the rules as to assistance, punctuality, personal conduct and hygiene that apply to the team. Each student is subject to the rules and regulations of the affiliate hospitals and their anesthesia departments when assigned to mentioned hospitals. The guides for each hospital will be distributed to the students before their first assignment.

#### **Academic Integrity**

Integrity is expected from the student in relation to all its academic work. Plagiarism, fraud, and lack of honesty, or any other move or inappropriate conduct to the integrity of

his/her academic work will be considered serious infractions to be sanctioned by the stipulations of expected conduct from the students. It can result to temporary suspension of the program, permanent expulsion from the aforementioned, among other sanctions.

### **Use of cellphones and the electronic devices**

The use of cellphones or any other device that could access to data, store or send them during test or processes of evaluation is prohibited. All cellphone or electronic device that can interrupt the teaching-learning process or alter an environment that propitiates academic quality will be deactivated. In case of serious situations of health or other pressing, will be referred to the professor and be duly attended.

## **V. CONDUCT STANDARDS FOR ANESTHESIA STUDENTS**

- **Identification**

The student must have a student ID with picture at all times on university campus and clinical area, including enrollment periods, and will also be required to attend class. Entrance can be denied to any student that does not bring the student ID to the classroom.

- **School Property**

The students will be financially responsible for damages and destructions to the Puerto Rico School of Nurse Anesthetists property.

- **Controlled Substances**

The PRSNA recognizes that addiction to controlled substances is a treatable condition and students are encouraged to search help in counseling and psychological services or any other appropriate type of treatment for the alcohol and controlled substances abuse.

Any student that imputes a violation to any federal or state law that involves the use of controlled substances, the Master's degree will not be granted until acquitted to such charges. The student that is found guilty for criminal charges that involve drugs or controlled substances will be immediately expelled from the PRSNA.

- **Discipline Committee**

This institutional body is responsible for developing, establishing, and reviewing the policies, rules, and procedures governing the conduct standards of the PRSNA's student body. The abovementioned is composed by the Dean of Academic Affairs, Program Director, Counselor, and two (2) faculty members.

## **VI. STUDENT COMPLAINT/GRIEVANCE POLICY**

Students and alumni may appeal any decision of the Discipline Committee against them. In academic, ethical or curricular issues, the student must initiate the process as established in the Student Complaint/Grievance Policy

Students and alumni may complain about any situation in which they feel their rights have been violated, have NOT received adequate services from the institution on the part of any PRSNA staff, and or have NOT been treated with respect, dignity or justice at PRSNA. The student may initiate a complaint process as established in the Appeals and Complaints section of the Bylaws.

It is the policy of the The Puerto Rico School of Nurse Anesthetists to allow for complaints or grievances. Students who have a complaint or grievance must follow these procedures:

1. Address the initial complaint or grievance to the instructor as a way to find a satisfactory solution. If a solution cannot be agreed upon, the students should follow to the second step.
2. The student should complete the Complaint Form, which can be requested to the administrative assistant. This complaint should be address to the Program Director. The Program Director will scheduled an appointment to discuss the complaint or grievance to achieve a satisfactory solution. If a solution still cannot be agreed upon, the student should follow the next step.
3. If no satisfactory solution or corrective action can be agreed upon, the student should write to the Dean of Academic Affairs and Accreditation. The Dean will scheduled an appointment to discuss the complaint or grievance to achieve a satisfactory solution. If a solution still cannot be agreed upon, the student should follow the next step.
4. If no satisfactory solution or corrective action can be agreed upon, the student should write to the President of PRSNA. The President will scheduled an appointment to discuss the complaint or grievance to achieve a satisfactory solution. If a solution still cannot be agreed upon, the student should follow the next step.
5. If no satisfactory solution or corrective action can be agreed upon, the student should write to the Puerto Rico Council of Higher Education, to the following address: PO Box 19900 San Juan, PR 00910-1900.

## **A. Disciplinary Actions**

The following conducts will be considered sufficient to begin a disciplinary action against the student that could be expelled; however, this list **DOES NOT CONTAIN** all conducts to be disciplined:

- Violations to the rules or regulations of the clinical practice place.
- Abusive and obscene language
- Confidentiality breach
- Abandonment of the nursing license
- Disloyal or poor attitude
- Negligence and carelessness
- Falsification of documents and dishonesty
- Insubordination
- Poor performance in the classroom or clinical area
- Conviction of a crime
- Lack of Academic Integrity/Plagiarism
- Refusing to follow the instructions of the instructor
- Misuse of Internet service
- Misuse of cell phones in the classroom
- Does not deliver assessments to clinical instructors
- Unprofessional conduct around coworkers, classmates, patients, or relatives
- Speaking badly and create or spread rumors about an instructor, coworker, or employee of the hospital
- Using or being under the influence of alcohol while in the practice or teaching area
- Drug use at any time

Also any affiliated hospital can refuse to allow a student to enter their facilities when there is a situation that violates its rules.

## **VII. STUDENTS' RIGHTS IN DISCIPLINARY PROCESSES**

The student has the right to:

- Know the disciplinary process and what expects of the mentioned
- Expect consistent answers when makes an infraction
- Question any data and present his/her defense
- Obtain a progressive and just discipline
- Take into consideration as individual
- Appeal the disciplinary actions

## **VIII. READMISSION OF EXPELLED STUDENTS**

### **A. Application Requisites**

The student that has been expelled from the Puerto Rico School of Nurse Anesthetists (PRSNA) can request the lifting of the disciplinary penalty. Furthermore, must satisfy the following:

1. Request readmission at least four (4) years after being expelled.
2. Present evidence that deserves to lift the expulsion and the situation that provoked the situation is no longer present.
3. Commit by writing, to faithfully observe the conduct rules of this Regulations.
4. Certify that has NOT been disciplinarily sanctioned in any other educational institution after the expulsion date from the PRSNA.

## **IX. PROFESSIONAL CONDUCT GUIDES**

The student of the PRSNA is a representative of our institution in their professional, academic, and social inside and outside Campus. As established in the Ethics Code of the AANA “the health professions require men and women of impeccable character that can live professional and private lives that exemplify high conduct standards”. The protection of the more vulnerable patient population is one of the most important aspects of the PRSNA and the clinical places in which our students complete their practices. The PRSNA must be informed and prepared to take any punitive or corrective action when the students are involved in inappropriate or immoral conducts that can damage the Institution’s reputation through illegal acts.

The school has adopted a Professional Conduct Code that all students must follow. Members of the faculty will observe the student’s professional conduct each semester. The qualification of such conduct will appear in the grades report as follows: **S**: satisfactory **U**: unsatisfactory.

The student that receives an unsatisfactory evaluation of the Professional Conduct Code in his/her grades report will be placed on advice under a mentor member of the faculty. The student that receives an unsatisfactory evaluation in the Professional Development for two or more semesters could be recommended for expulsion by the school faculty.

In the Professional Conduct Code it is expected that the student of the Puerto Rico School of Nurse Anesthetists complies the following:

- Conducts in a professional manner.
- Recognize and adhere to the authorities.

- Be academic and professionally honest. The use of any test or unauthorized/unapproved by the PRSNA faculty will be considered a breach of the Code and will be expelled from the school. The student is responsible to ensure that all material that he/she uses for the tests are approved by the instructor.
- Demonstrate respect and support to other students, faculty, and members of the school regardless race, nationality, or economic status.
- Truly and precisely identify his/her professional credentials.
- Refrain from executing any professional service requiring some sort of competition that the student does not have or is prohibited by law, unless the situation warrants otherwise.
- Accept responsibility related to incompetent or unethical behavior to the appropriate authorities.
- Consider strictly confidential all patient information and refrains from discussing this information with any unauthorized person including patient.
- Show respect and consideration for the patient, regardless of race, religion, gender, nationality, or economic status.
- It is always concerned about the welfare of patients left in charge.
- Negative Criminal Record Certificate.

## **X. POLICY OF ARREST**

If a student is arrested or presented with charges for any violation of law, other than a traffic violation or misdemeanor, the student must report such violation or charge to the Program Director within of two (2) business days of the occurrence. The Director will give the student an opportunity to be heard. After the Director consults the situation with the *Discipline Committee*, corrective or punitive action shall be determined properly. The decision will be final and binding.

## **XI. GENERAL RESPONSIBILITIES OF FACULTY TOWARDS STUDENTS**

- The faculty must fulfill their classes regularly in time and place. Any change IN classes must be approved by the Program Director.
- The faculty must be available for students, keeping office hours and alternate forms of contact.
- The faculty will not use students for professional or personal gain.
- The faculty will refer students to the library or counseling services as per his/her need is considered.

## **XII. REQUISITES OF SCHOOL GRADUATION**

1. General Requisites of Graduation for Graduate Programs in Nursing:

- a. Meet all requirements of the curriculum with grades of A or B.

- b. Having a satisfactory grade point average (GPA) of 3.00 or more.
- c. Meet all financial obligations to the School and successfully complete the Final Graduation Matching.

## 2. Specific Requisites of Graduation for Master's in Anesthesia:

Candidates for graduation of Master's in Anesthesia of the School must also:

- a. Approve the self-evaluative test administered by the School with 80% or more.
- b. Formally evidence clinical experience and having administered anesthesia in 650 surgeries in various specialties as specified in sheet of breakdown of monthly clinical cases.

### **XIII. STUDENT CLOTHING**

In the PRSNA it is expected that students dress in a way that complies with the standards of professional workers in the health campus. The clothing or scrubs with color coding (provided by the hospital) for operation room must only be used for the mentioned place. It is required that each student needs a long white robe which will wear on top of the scrubs when leaving operation room to the Hospital premises. Currently, this uniform cannot be used outside the hospital, even when covered by other types of clothing. Disposable shoe covers should be used all the time in the operating room and cannot be used outside the hospital or other areas of the same.

It is expected that the students dress according to the Dress Code of the School and affiliated hospitals and will be informed of it before he/she starts period of study and rotation of the clinical phase. The eye protection must be worn whenever the student is administering anesthesia.

### **XIV. PREGNANCY**

The school subscribes to and complies with federal and state statutes and considers the pregnancy of a student as a temporary disability. All reasonable accommodation will be made to students who are pregnant, but because of the necessary physical strength and requirements of the School it is mandatory that the student reports to the PRSNA the pregnancy. It is up to the student with the advice of her doctor, if to continue or not in school. The subjects of anesthesia are a staple of the course and cannot be reprogrammed. It will require the student to confirm whether to continue studying and release of all liability to the School for possible medical complications during pregnancy which may arise directly or indirectly from their academic obligations. For this, she must submit a medical certificate from her obstetrician.

## XV. HOLIDAYS, SICKNESS, AND VACATIONS (EXCUSSED ABSENCE)

For the first 12 months of the academic program, free days (ex. Holidays) will be according to the school calendar. During the clinical phase (after 15 months) holidays will be observed according to the responsibilities of employees of each clinic. In addition, a fund of 10 days will be provided in clinical practice to be used for illness or vacation. During the clinical phase, all official holidays will be recognized, but additional days around the holidays will be scheduled with the background days (ex. January 5 and 7).

- For a day of absence without programming, such as a disease, it is the responsibility of the student to notify the manager in the place of clinical practice and the PRSNA. To **NOT** notify this absence to the school office by 9:00 am, the day of absence (a voice message or email during non-working hours is acceptable) shall be sufficient reason to reduce the days of student background (ex. one absent day not be reported will count as less than two background days holiday/illness).
- Scheduled absences must be requested in writing at least 14 days in advance. All requests for absence must be requested by the faculty of clinical area. After the absence is approved by the PRSNA Clinical Director the student may notify the clinical coordinator. Clinical coordinators should **NOT** approve absences without consulting with PRSNA.
  - Exceptions will be reviewed case by case.
  - Vacation request of a place of clinical practice which works 12 hours will be accumulated as 1.5 vacation days taken per day.
  - Vacations will **NOT** be granted in academic days.
  - **Vacations shall not be left for the ending of November of graduation year. No student will be excused for vacations 10 days before graduation date.**
  - Not notifying the Clinical Director of the days to use as vacations or sickness will result in a reduction of two (2) background days granted to the students.
  - If the days are used as sickness or personal absence, the clinical coordinator and anesthesiologist in charge of the clinic must be notified before the start of the next class.
  - If on call shift during vacations, the student must make the necessary arrangements to change the shift.
- Patterns of absenteeism (ex. excused or otherwise) or overuse of licenses in a place of practice will be investigated by the faculty and the student could fall on probation.
- Free time to attend meetings related to the profession and approved by the faculty or reviews, will not be deducted from the background days of the students.
- Permitted to use free time as "final license", but as stated above, working as a nurse anesthetist is not allowed until after graduation. Although you can make up

time, the attendance is compulsory, at any time before and graduation date in order to meet the requirements graduation.

The time lost in excess of Excused Absences, due to sickness, maternity license, or personal affairs, will be necessary to adjudicate to the Medical License. Students in medical license could require an extra time to complete the school. The PRSNA does NOT grants graduation at mid-semester, therefore the extension will last for the whole semester. Considering extended time, depending on the lost time, the student will be required to enroll at least two (2) more semesters if necessary to complete the studies. This extension will require additional costs of enrollment and other applicable fees for the whole semester regardless of the number of days remaining to meet the requirements. The students that require a license for sickness must have a medical certification to be admitted again and might have to meet additional requirements set by the School on a Readmission Agreement which will be done when the student requests the license. Any time lost in excess of two semesters will be grounds for a student to be expelled from the School.

#### **XVI. EMERGENCY LICENSE DUE TO FAMILY DEATH**

Emergency licenses will be granted when they are required by the death of a close family member and they will be for three (3) days. Close family member is defined as spouse, grandparent, parents, brothers, sisters, children, and grandchildren.

#### **XVII. EMPLOYMENT**

Students must not accept work as nurse anesthetists by title or function while in School. Working as nurse anesthetist before the official date of graduation is prohibited by law.

#### **XVIII. HURRICANES PREPARATION**

In the event of hurricane warning for the area of Puerto Rico announced by the National Weather Service, shall apply as follows:

- Class's suspension once the authorities request it.
- The student under clinical rotation must follow the instructions for each hospital, but they will not be considered as essential personnel, given that they could present as volunteers contacting the respective coordinator.
- If the student is under clinical rotation outside the city, he/she must consult with the clinical coordinator, as with the School faculty, if possible, to determine the best action course.

Students should never be put at risk if they do not contact the PRSNA or clinical coordinators. They shall exercise the best judgment in all decisions concerning their safety and that of family members.

## **XIX. WARNING**

All information referring to the school will always be honest and real. This policy extends to all facets of the school including accreditation, curriculum, admission, evaluation, quality affairs, and case requirements.

## **XX. PATHOGENS TRANSMISSION**

It is expected that the students use protective goggles and gloves when administering anesthesia. This is regardless of hospital equipment being used. Safety glasses must include splash guard above the eyebrows and on both sides. This is required by the *Occupational Safety and Health Administration* (OSHA).

If a student is pierced with a needle will:

- Report what happened to the Clinical Instructor immediately.
- Report the incident to the Clinical Director or the anesthesiologist in charge.
- Fill the unusual occurrences sheet of the institution.
- Search for evaluation in the hospital (ER).

## **XXI. CLINICAL EXPERIENCE**

After proper training, students will be given the opportunity to manage all types of general anesthesia and perform various types of invasive monitoring techniques in a variety of clinical scenarios. Also, the student will be given the opportunity to manage and monitor a variety of regional anesthetics. Students are required to manage a minimum of 650 anesthetics in several techniques in order to graduate.

## **XXII. CONFIDENTIALITY**

During the course of administering an anesthetic or review information of a patient, the student is required to maintain confidentiality. It is the PRSNA's policy that all patient information remains confidential, unless required by other health professionals for the benefit of the patient's health. If the information is provided to someone else it should be done in the most professional manner, always keeping in mind that the information is confidential. All materials used during conferences must have personal references and NO patient identity. The student will be required to sign a confidentiality clause and any violation of this policy will result in disciplinary action, including expulsion. Students must be aware of the political institutions and the *Health Information Privacy and Portability Act* (HIPAA).

It is expected that regular and adjunct faculty respects and protects the confidentiality of information relating to the students and other employees.

### **XXIII. CONSENSUAL RELATIONS**

No student must hold a consensual relationship with a member of the faculty, including clinical faculty, who exercises control or authority over student. Authority situations include but are not limited to: education, counseling, and supervision of investigations, supervision of practice, and who has responsibility to award degrees and grades or disciplinary action against the student.

The students and faculty should be aware that entering into a consensual relationship diminishes the ability to teach, be a mentor or supervisor of a student, or aid them in their career. No faculty member must agree to have authority over a student that has a consensual relationship without prior written agreement with the supervisor or Program director. No faculty member should participate on decisions regarding grades or disciplinary actions on a student with whom holds a consensual relationship.

If anyway, a consensual relationship between a faculty member, including clinical faculty, and a student involving any position of authority or supervision develops, the student must inform the Program Director or the Clinical Director and the mentioned position of authority must end. Termination of authority can be, but is not limited to: unsubscribe from a course or clinical practice taught by the faculty member, the transfer of student to another course or section, or that another qualified faculty member assumes the position of authority. The student will be assigned to another academic counselor, or clinical mentor for supervision.

### **XXIV. CRIMINAL BACKGROUND CHECK**

All students will be required to submit for a criminal background check with the relevant authorities. Once classes started it may require the students to conduct another review their records. The names of the students who pass the review will be given to the different clinical institutions.

The students who have a conduct certificate signaling any criminal conduct that to appeal any adverse outcome must provide a letter of appeal to the Clinical Director. During the appeal process of reviewing the convictions will be taken into consideration:

1. Time elapsed since the conviction.
2. Type and circumstances of the offense.
3. Record of employment and subsequent behavior from the offense.
4. Number of convictions.
5. Rehabilitation.
6. Nature of clinical assignments and their relation to the offense.

7. Place of the clinic.
8. Adverse outcome in their professional license.

## **XXV. STUDENTS' RECORDS**

All records of the students will remain in custody at the Registrar's Office.

Security Measures to provide access to student records:

- No student will have access to records without prior authorization of the Registrar or any other entity with greater force, understood the courts of the Commonwealth of Puerto Rico.
- To begin the process of the record request the student must complete a form at the Registrar's Office.

## **XXVI. CLINICAL EVALUATIONS RECORDS**

The Program Director will keep the following information in a locked file:

- Notes of counseling students.
- Copy of clinical evaluations.

## **XXVII. STUDENTS' PERFORMANCE EVALUATION**

### **1. Daily Clinical Assessments (Formative)**

The students will be supervised and evaluated daily in clinical area by a RNA or a doctor member of the faculty of hospital of practice. The instructor will assess the student at the end of the rotation. The evaluation will be conducted through an electronic or written form; in this case, it is the responsibility of the student to provide the form to be evaluated.

### **2. Students' Self-Assessment**

While in clinical practice, the students will complete a self-assessment of its performance at the clinic, by semester. This assessment will be reviewed by the Clinical director.

### **3. Students' General Assessment (Annually)**

The Program director, Clinical Director, and faculty will held a yearly student assessment in the month of August. This evaluation will include both strengths and areas for improvement of the student. The student assessments in clinical area include evaluations by the clinical coordinators. Students who demonstrate poor performance will be sent to

academic counseling and an action plan will be implemented to correct identified deficiencies.

## **XXVIII. PRACTICE EVALUATION**

The program requires that students demonstrate satisfactory performance in clinical practice in order to complete it.

The student that cannot complete the clinical objectives within the time required, may request an incomplete. The Institution's Catalog details the process to request and remove a grade of Incomplete.

## **XXIX. SELF-EVALUATION TEST**

Student will take the self-evaluation test in the last year of studies.

## **XXX. FACULTY EVALUATION**

### **a. Teaching Faculty**

The students will evaluate the faculty teaching courses offered at the end of each course. The PRSNA will provide the tools for the evaluation.

### **b. Clinical Faculty**

The students will evaluate annually the faculty of clinical practice.

## **XXXI. COURSE SYLLABUS**

The student is entitled to receive from the professor, not later than the first week of the course, a printed document or in electronic format, in which describes how to fulfill the plan of course work. This document shall be discussed in class by the professor and represents the agreement and commitment that sets the professor with the students. The Puerto Rico School of Nurse Anesthetists promotes that students express opinion about the themes, methodologies, and criteria for evaluation of the course, so that the professor provides the students the opportunity it deems reasonable to suggest changes to the document.

The syllabus or course content includes at least the following elements:

1. Title
2. Coding
3. Credit hours

4. Contact hours
5. Description
6. Objectives
7. Thematic content
8. Instructional strategies
9. Activities
10. Resources
11. Used technologies
12. Evaluation means
13. Bibliography

In any case where the syllabus is delivered in electronic format the student is entitled to request a printed copy.

#### **a. Evaluation Review**

The student may request the professor a review of the evaluation when he understands that does not meet the established or agreed criteria. The first instance of review constitutes the professor in charge of the course. The work that has been performed by the student during a course will be retained by the professor for six (6) months after delivery of the student's final grade.

#### **XXXII. REPOSITION MATERIAL FOR ABSENCE OF THE PROFESSOR**

The student has the right to restore time for discussion on the corresponding material to any course session that the professor has been absent.

#### **XXXIII. ACKNOWLEDGEMENT FOR ACADEMIC WORK AND AUTHOR**

The student has the right to be consulted as proper attribution or authorship contribution when the product of their work is to be used by the professor or others in any publication, conference, or any other form of disclosure.

#### **XXXIV. STUDENT ASSOCIATIONS**

##### **A. Student Activities and Student Representation**

The PRSNA promotes, encourages, and supports that each class selects one representative student and which can conduct meetings and activities. The PRSNA recognizes it as a link between peers and the institution. This includes that each representative expresses to the

Administration suggestions, claims, and complaints of its kind. This representative must keep students informed of the results of the meetings and participate in the assessments made to improve the Institution. This representation does not undermine the individual right of every student to request a hearing or file any claim or private complaint with the administration and the duty of administration to communicate issues relevant to the student body as provided in this *Regulations*.

#### **B. Administrative Support towards Students' Activities**

The Puerto Rico School of Nurse Anesthetists will support all student activities provided they are in favor of education and professional growth of students. Support strategies include, but not be limited to facilitating access to hospital resources or community, use of facilities, facilitating group participation in professional activities or fraternization.

#### **XXXV. AUTHORITY TO PROHIBIT ACTIVITIES IN DANGER SITUATIONS**

In case there is clear and imminent danger to the students, school staff, and others, the Institution may prohibit the celebration of these.

#### **XXXVI. ACCESS TO SERVICES AND ENJOYMENT OF FACILITIES**

##### **A. School Services**

The student is entitled to quality service and excellence in relevant and appropriate schedules, including among others, the processes of tuition, counseling and guidance, financial aid, the use and availability of library resources, laboratories, and computer centers. In addition, students are required to meet established standards for the use or enjoyment of the services.

##### **B. Physical Facilities**

The student has the right to responsibly use the physical facilities of the PRSNA, and the duty of protection and care of them. Likewise, the students are entitled to enjoy physical facilities that meet standards of health protection and personal safety.

##### **C. Admissions**

The Admissions Office is located at headquarters of the School. This office will provide registration services entrants and other related aspects.

##### **D. Registry Office**

All students have access to the Registry Office that is located at headquarters. This office will provide the following services that are related to:

- 1- Course enrollment

- 2- Grades delivery
- 3- Credits transcriptions
- 4- Diplomas
- 5- Graduation
- 6- Transfers and Recognition of Courses

#### **E. Counseling Office**

All the students are entitled to use the services of Guidance and Counseling in cases that they understand that need these services. Also, this office will serve the students who are referred by the faculty.

#### **F. Technological Infrastructure**

The student has the right to use the computer center of the PRSNA located in located in the Library Facilities. This center has computers with Internet access.

Every student is entitled to be oriented on the proper use of technology that has the Institution. It will be delivered to each student instructions on how to use the relevant equipment, policies, and hours of use of equipment. In need of technical assistance, the student can request help from the corresponding personnel.

#### **G. Library**

The student is entitled to make use of the Library. The library provides access to books and journals that support the academic curriculum. Also, students can access library resources through the library web page. The Librarian and the Librarian Assistant provide support to students when searching for the information they need and during the preparation of their course works.

#### **H. Schedule of Courses**

The student is entitled to have course schedules indicated and available allowing to follow the established sequence without conflicts between their requirements so as to facilitate to complete the degree within the time set by the Institution.

#### **I. Reasonable Accommodation**

The PRSNA is committed to providing reasonable accommodation for the student that by some physical or mental condition may need special attention. Any student needing reasonable accommodation must apply for it before or during the first week of classes at the office of the Program Director. The Puerto Rico School of Nurse Anesthetists guarantees equal access to

education and other services in compliance with the ADA Law (1990). Appropriate confidentiality will be maintained.

#### **J. Policy of Fulfillment: Candidates Physical State to Master's Degree in Sciences of Anesthesia**

The PRSNA in the interest to meet their ethical/legal commitments and requirements of the Discipline of its program of Master of Science in Anesthesia (MSA), understands that it is their duty to admit students that by graduation can do their work without risking their person or the patients that may need their services. It is therefore established by this policy requirements to be met by the candidates and therefore the students of MSA program. The skills set forth therein are required with or without accommodation.

A graduate of the Master of Science in Anesthesia should be able to comply with the description of tasks and functions of a Certified Nurse Anesthetist. The candidate for admission to the program must have abilities and skills in five categories: observation, communication, movement, intellectual, behavior and exchange social professional. The fair for people with documented disabilities accommodation will be considered on an individual basis, but overall a candidate for studies in the MSA program must be able to perform their duties independently. To this end the compliance policy for candidates for admission to the MSA program is developed from the PRSNA.

Being fit to perform the work required in clinical courses of the program and once they enter the labor scene as anesthetist, it is imperative. Therefore, students are required to inform the program changes in their health status (including drug use) that may impact their mental state, alertness, and safety in patient management before, during, and after the process anesthesia.

The following skills are required with or without reasonable accommodation:

1. **Observation:** candidates for admission must have sufficient sensory capacity to enable them to make observations in classrooms, laboratories, ambulatory surgical stage, and hospitalized. It is required that their sensory skills are adequate to perform a physical examination. Functional vision, their senses of hearing, and touch should be adequate to determine the health status of the patient and allow extracting information from computer monitors and through regular procedures required in a physical test, such as inspection, auscultation, and palpation.
2. **Communication:** candidates for admission must be able to communicate effectively both in the academic setting as in health care. Such candidates must submit evidence of their verbal and writing skills, and ability to work in teams.
3. **Motor:** skill is required to participate in basic diagnostic and therapeutic maneuvers procedures (eg. palpation, auscultation, blood collection, or insert an endo-venous line). These should have sufficient motor function to enable them to perform movements

reasonably required to provide care to patients, including the ability to change their position, moving or lifting their bodies. Candidates must be able to negotiate the care environment for patients and move quickly to each of the scenarios where required to transfer (clinical, classroom buildings, or hospital).

4. **Energy or physical strength:** enough energy or physical strength are required to complete both rigorous didactic and clinical studies. It is required sitting, standing, or moving for long periods of time on the experiences of classroom, laboratory, and clinic.
5. **Intellectual:** Candidates must be able to measure, calculate, reason, analyze, and synthesis, both silent environments and areas with distractions, noise, and presence of other stressors. Troubleshooting, one of the critical skills demands specialist in anesthesia, requires all these intellectual skills. In addition, the candidates must be able to demonstrate understanding of graphs and physiological data, or distinguish the monitor graphic distortion, comprehend the tridimensional relationships and the spatial relationship of the body structures. Must be able to read and understand the medical and nursing literature. To complete the degree candidates must be able to demonstrate mastery of these skills and the ability to use them together in time, and often critically in solving problems and in the care of patients.
6. **Attributes of human and social conduct:** Candidates must possess the emotional health required for full use of their intellectual skills, exercise good judgment, and promptly complete all his/her academic responsibilities and of patient care. The development of matureness, sensitiveness, and effective relationships with patients and other health team members is essential. The ability to function effectively in the presence of the inherent uncertainty in clinical practice, flexibility, compassion, integrity, motivation, interpersonal skills, and concern for others are all required. Candidates should be willing and able to follow program and practice guidelines. They should practice ethically and with legal and regulatory authority.

#### **K. Tutoring and Remedial Courses**

When the student understands the need of tutoring in a course, it may request the same in the office of the Program Director or his/her professor. The institution is obligated to make all necessary arrangements for the student to obtain the necessary tutorials. Remedial courses must be authorized by the Director after an analysis of the application and/or need of the student.

#### **L. Policy of Changes in Charges and Fees**

The Puerto Rico School of Nurse Anesthetists establishes a procedure for notifying the Board of Education of Puerto Rico and students cost changes in Tuition, Fees and Other Charges. It is required that the institution has available for its enrolled and prospective students information about tuition, fees, charges, and other costs. The PRSNA will notify students with 6 months

prior to the start of the next semester and through newsletters, about changes in costs, fees, and other charges.

As mentioned above, the PRSNA reserves the right to review the rights of tuition, fees, and other charges when a careful analysis of any particular situation takes place, the administration of PRSNA understands that changes in rights of tuition, charges, or fees are reasonable and justified. Also, whenever budgeted projections indicate a possible increase in these costs and when there is an increase in educational and general fees and/or mandatory transfers.

The cost for tuition, fees, and other charges due at the end of each academic semester in which the student is enrolled.

The PRSNA establishes the **Acknowledgement of Debt and Payment Plan** signed by the student and the Puerto Rico School of Nurse Anesthetists (PRSNA). It contains charges and student financial obligations to the Puerto Rico School of Nurse Anesthetists.

In consideration of educational services to be provided by the institution, the student agrees to pay, according to the terms of this contract, the amount owed on each of the periods provided. The amount funded in this payment plan includes the cost of the program and related costs such as fees. The finance rate is 0.00% per year as finance charges.

Students have the first ten (10) of each month to make their payment. Otherwise, he/she will be charged \$25.00 in concept of late payment. Any payment by check that is returned by the bank will charge \$25.00.

The summers of study at the PRSNA will not be funded and have to be fully paid at time of registration. Except by authorization by the President of the PRSNA. Such extension must be met before ending the summer session.

It is the student's responsibility to know when each payment is due and take the necessary measures to fulfill with the payment plan.

The student recognizes that agrees to make the total payments listed. The student also acknowledges and agrees that if his/her account is in arrears or fails to comply with established payments, the PRSNA can deny the entry to the classroom, laboratory, testing, and/or any other service provided by the Institution. In addition, the PRSNA will not issue notes, certificates, and transcripts of credits, diploma, or other document until student financial obligations are met with PRSNA. The student who does not meet its financial commitments within the established dates will be discharged and will not receive grades for courses in which they have enrolled.

The student agrees to fully pay the costs of the study program to which they have enrolled. The student recognizes that failure to pay the outstanding debt with the PRSNA may result in not granting certificates or any documents until the debt is satisfied. In addition, the PRSNA will conduct legal means to collect it in full and the student will be further charged the percent of legal interest rates then prevailing.

The cost of credit increases a minimum of \$5.00 annually. Fees and other charges are not refundable.

### **M. Policy of the Use of Populi**

Populi is the current institutional platform. This platform provides access to services related to academic and financial aspects, among other services. Also, Populi is used as the administrative and academic platform. It can be accessed through <https://eeapr.Populiweb.com> and through its mobile APP.

When using Populi, the student agrees to the terms of use, which are constantly being updated. When the terms of use change, the student will be notified and will be required to agree to the terms again. It is important to revise the Terms of Use, since once is accepted, the user agrees to the modified terms. The terms of use applies to clients, students, and any authorized user.

The terms of use of Populi for authorized users is based on the Policy of Acceptable Use. The authorized users are the ones that have obtained access to the services through a unique login.

Authorized users are: employees, consultants (including professors and administrators), prospect students that have been register, active students, and any other authorized person.

When using the platform, the students agrees to the terms of use. But, if the student do not want to agree, then he/she can not use the platform.

To be able to use Populi, it is necessary to create an account. The users' account are created and administered by PRSNA. Each user will need an email account.

Administrators are the ones responsible to create, maintain, block, suspend and revoke all users' accounts.

You agree to not share the password of your account with another person and you should notify immediately if an unauthorized use of your account occurs.

You should read the Privacy Policy to understand the information that is collected from you and how the information is collected, used, and revealed.

Authorized users should be aware that we will keep each of our customers certain personal information and academic information.

Populi, among other things, save, store, share and see all published content. This includes everything from your contact information, files you upload and billing information.

"Content" means text, graphics, images, music, software, audio, video, works of authorship of any kind, as well as information or other materials that are loaded, or made available through the Services.

"User Content" means any Content that you upload to, or make available through Populi (including data from authorized users). Content includes, without limitation, your user content.

Populi does not claim any ownership over your User Content and nothing in this Policy Use shall be deemed to limit any rights you may have to use and exploit your User Content.

Populi and its licensees have exclusive all right, title and interest in and to the Services and Content (excluding user content), including all associated intellectual property rights. You acknowledge that the Services and Content are protected by copyright, trademark and other laws of the United States and other countries. You agree not to remove, alter or obscure any copyright, trademark, service mark or other property rights incorporated in or accompanying the Services or the Content.

You are solely responsible for your user content. You represent and warrant that you have all your user content or you have all rights necessary to grant the license rights in your User Content under this Use Policy. It also represents and warrants that neither your user content or use and disposal of your user content that will be available through the Services, or any use of your user content by Populi on or through the Services infringe, misappropriate or violate the third intellectual property of others or rights of publicity or privacy, or result in violation of any applicable law or regulation.

You understand that you are providing your user content for the benefit of specific customer in which it is currently or was formerly employed, engaged, enrolled or applying to enroll. As such, you agree that:

Such Customer may remove your User Content at its discretion

You can not delete your User Content through the Services. You should direct all requests for removal of your User Content in specific customer operating the customer site through which agreed to the Services.

By using Populi, please be respectful of other users, individuals, copyright holders, school and Populi. And do not even think about trying to hack or otherwise disrupting the software. If you violate the rules of the community, we have the right to cancel your user account.

We ask that each user Populi respects all users and our desire that these users can feel safe when using the Services, including any Content. Accordingly, you agree that only use the Services in a manner that is consistent with this Policy of use. If you use the services in a way that is inconsistent with this AUP, you might have to suspend or terminate your user account.

Although we are not required to control access or use of the services or content or to review or edit any Content, we have the right to do so for the purpose of operating the services, to ensure compliance with this AUP, or comply with applicable law or other legal requirements. We reserve the right, but are not obligated, to remove or disable access to any content, at any time and without notice, including, but not limited to, if we, in our sole discretion, consider any content objectionable or in violation of this Policy. We have the right to investigate violations or conduct that affects the Services. We can also consult and cooperate with law enforcement authorities in prosecuting users who violate the law.

You agree not to do any of the following:

A) Send, upload, post, or transmit any Content that:

- Infringe, misappropriate or violate a third party's patent, copyright, trademark, trade secret, moral rights or other intellectual property rights or rights of publicity or privacy.
- Violates or encourages any conduct that would violate any applicable law or regulation or give rise to civil liability.
- It is fraudulent, false, misleading or deceptive.
- Be defamatory, obscene, pornographic, vulgar or offensive.
- Incitement to hatred, intolerance, racism, hatred, harassment or harm against any individual or group.
- It is violent or threatening or promotes violence or actions which endanger any person or entity.
- Promotes illegal or harmful activities or substances.

B) Using, exhibiting the logo, or any element name Populi, no mark Populi, logo or other proprietary information or the layout and design of any page or form contained on a page without the express written consent of Populi.

C) Access, alter or use non-public areas of the Services, computer systems Populi, or technical management systems providers Populi.

D) Attempting to probe, scan or test the vulnerability of any Populi system or network or breach the security or authentication measures.

E) Avoid, remove, deactivate, impair, decode, or otherwise circumvent any technological measure implemented by Populi, none Populi providers or any other third party (including another user) to protect the Services or Content.

F) Trying to access and search the Services or Content or download Content Services through the use of any engine, software, tool, agent, device or mechanism (including spiders, robots, crawlers, tools, data mining, or like) other than the software and / or search agents provided by Populi or customer or other third party web browsers generally available.

G) Send any unsolicited or unauthorized advertising, promotional materials, e-mail, junk mail, spam, chain letters, or any other form of solicitation.

H) Use any meta-tags or any other hidden text or metadata using Populi brand, logo URL or product name without the express written consent of Populi.

I) Using the services or content for any commercial purpose or benefit of any third party or any manner not permitted by this Policy User.

J) Establish any / TCP IP packet header or any part of the header information in any email or newsgroup, or otherwise use the services or content to send altered, deceptive or false source identification information.

K) Attempting to decipher, decompile, disassemble or reverse engineer any software used to provide the Services or Content.

L) Interfere or attempt to interfere with the access of any user, host or network, including, without limitation, sending a virus, overloading, flooding, spamming, mail bombing or Services.

M) Collect or store any personally identifiable information services other users of the Service without their express permission.

N) Impersonate or misrepresent your affiliation with any person or entity.

Populi respects the copyright and expects its users to do the same. Populi policy is to suspend, in appropriate circumstances, account holders who repeatedly infringe the rights of holders of copyright.

We reserve the right to modify or discontinue, temporarily or permanently, the Services and refuse any current and future use of the Services, including suspension or termination of your use of the Services for any reason. Any suspected fraudulent, abusive or illegal activity may be grounds for termination of use.

This User Policy defines our relationship. If you or we differ on something, we call on both User Policy to find out. You can not give your rights and responsibilities described here another person without our permission, but you may transfer their obligations to a third party if necessary.

This Policy of Use (or Terms of Use) is complete and exclusive understanding and agreement between Populi and you regarding the Services and Content, and this Policy replaces and supersedes any and all other agreements or contracts between Populi and you regarding the Services and Content above, oral or written. If you access the Services on behalf of a company or educational institution or other legal entity, this Policy does not supersede or replace other existing agreements between Populi and the company, educational institution, or other legal entity. If for any reason a court of competent jurisdiction finds any provision of this Policy invalid or unenforceable, that provision shall apply to the maximum extent permissible and the remaining provisions of this Policy remain in full force and effect.

You may not assign or transfer this Policy, of law or otherwise, without the prior written consent of Populi. Any attempt to assign or transfer this Policy, without such consent shall be null and void. Populi freely may assign or transfer this Policy without restrictions. This Policy will bind and inure to the benefit of the parties, their successors and permitted assigns.