

PUERTO RICO SCHOOL OF NURSE ANESTHETISTS

656 Ave. Ponce de León Piso 1 Hato Rey, PR 00918

CATALOG

2021-2022



Rev. July 2021

Puerto Rico School of Nurse Anesthetists Catalog 2021-2022

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OUR PROFILE

The Puerto Rico School of Nurse Anesthetists (PRSNA) is a private institution of higher education, operated by Anesthesia al Día Inc., a for-profit corporation established under the laws of the Commonwealth of Puerto Rico and properly registered in the Department of State under the number 5259. Mr. Carlos Borrero is the president of the corporation.

Our physical address is: 656 Ave. Ponce de Leon Piso 1 Hato Rey, PR 00918

HISTORY OF THE PUERTO RICO SCHOOL OF NURSE ANESTHETISTS

The Puerto Rico School of Nurse Anesthetists (PRSNA) is an Institution of Higher Learning authorized by the Puerto Rico Board of Post-secondary Institutions (PRBPI) since May 17, 2012; hence, our School follows all legal requirements for an Institution of its category. PRSNA was created to fulfill the shortage of Nurse Anesthetists in Puerto Rico. For this reason, the PRSNA is backed by distinguished professionals in the field of anesthesia, as well as by institutions renowned in Puerto Rico and the Caribbean. Furthermore, its headquarters are located within the premises of the Auxilio Mutuo Hospital in San Juan, an entity with which agreements are in place for the PRSNA to use its advanced practice settings for students' educational processes. There are additional agreements of collaboration with other hospitals.

As part of its inception, PRSNA's Nurse Anesthesia program began in August 2012. The Program's Philosophy, Mission, Vision, Goals and Objectives affirm the commitment to offer an education of excellence for the development of professionals of high quality at the level of master's in nurse anesthesia. To accomplish this, the institution recruit's faculty members with the commitment, knowledge and necessary expertise to lecture in each of the subjects they teach with a high level of excellence. Furthermore, faculty and students are served by an administrative staff with the motivation and genuine commitment to offer the necessary support they need. There is, then, no doubt that the Institution is apt to shape future health professionals able to offer high quality services in the professional field.

PRSNA does not discriminates based on race, color, national origin, gender, age, disability, religion, sexual orientation, or other protected class in any of its educational programs or activities

In its interest to help maintain Puerto Rico nurse professionals educationally updated and in compliance with nursing continuing education legal requirements, the School submitted a proposal to become a Nursing Continuing Education Provider, which was approved by the Puerto Rico Board of Nurse Examiners in August 2012. Besides, it submitted three proposals to the Board to offer specialty courses.

The first one on Intervention with Patients in Critical Condition, second one on Nursing Management of Clients in the Emergency Room, and the last one is in Nursing Management of the Adult Client with Conscious Sedation, Analgesia & Moderate. All of them were approved; the first one on September 2012, the second one on January 2013 and the last one on April 2013. Critical Care Certificate began its offering in January 2013, Emergency Room began in March of the same year and Nursing Management of the Adult Client with Conscious Sedation, Analgesia & Moderate began its offering on January 2014. The certifications were designed in congruence with the PRSNA's mission who states to serve as a learning center for nurse anesthetists, other nursing and health professionals, to help them keep their knowledge up to date along their professional careers.

MISSION

The mission of the Puerto Rico School of Nurse Anesthetists is to contribute to the training of nursing professionals through an education of excellence that enables them to provide clinically competent care and with humanistic sensitivity. Contribute to the strengthening of a workforce capable of responding and adapting to the rapid social changes and the health needs of diverse populations. Offer nursing education programs with high quality parameters and with the skills required for advanced practice. Serve as a teaching center for professionals to keep them updated throughout their professional careers.

VISION

To become an excellent institution of higher education recognized for the preparation of nurse anesthetists and other nursing professionals renowned for the quality of their practice. To develop diverse and ample academic offerings of advanced practice to facilitate health professionals' development that qualifies them to perform up to date and safe services.

GOALS

To prepare nurses with the right knowledge, skills and attitudes required for delivering safe services according to professional standards and discipline regulations. To provide broad opportunities for learning that promotes the development of the competencies for nursing practice. To develop professionals able to respond to the needs of diverse populations, to rapid social and technological changes, and to offer high quality health services. To develop nurses with the necessary values to provide a humanistic service and to assume responsibility for self-development in the advancement of the nursing discipline.

LICENSURE

Puerto Rico Board of Post-secondary Institutions
P.O. Box 19900 San Juan, Puerto Rico 00910-1900

ACCREDITATIONS

Regional: The Middle States Commission on Higher Education has granted the institution the Accreditation Status since 2020. Next Self-Study evaluation: 2023-2024. Additional information regarding the institution may be obtained by contacting MSCHE at:

The Middle States Commission on Higher Education (MSCHE)

3624 Market Street, 2nd Floor West

Philadelphia, PA 19104

267-284-5000

E-mail: info@msche.org

Spanish: españolinfo@msche.org

<https://www.msche.org/>

ASSOCIATIONS

All students must possess an active membership in the Puerto Rico College of Professional Nurses. PRSNA fosters and supports membership and active participation in assemblies and activities of the Puerto Rico Nurse Anesthetists Association (PRANA). Students who perform at an excellent academic level may request the Program to cover the costs of registration of such activities, including lodging. Requests must be approved by the Program Director.

POLICY STATEMENT

This catalog contains the major points of the current agreement between the students and the Institution. Due to the changing nature of professions, the institution is continuously reviewing and restructuring many of its academic programs to enhance their quality, improve efficiency, or to comply with requirements of professional boards, accrediting agencies, and governmental laws and regulations, among others. If you have questions about a program or course, you should contact the appropriate office or department.

INSTITUTIONAL PHILOSOPHY

- We believe that the health of every human being is an inalienable right and that it is a responsibility and a moral imperative of the nursing professional to offer safe care to all patients. The School is committed to the provision of an excellent education in order to form competent nurses, able to provide care that is safe and with human sensibility.
- We believe it is necessary to develop dynamic and high-quality programs that contribute to the satisfaction of nursing manpower needs within the context of social and economic health situations, practices and tendencies in rapid change, and provide a balance between technology and humanism.
- We believe that, in order to accomplish this, the teaching-learning process must be aimed at the attainment and application of appropriate knowledge, the development of communication skills, clinical judgment and leadership, and to the development of values and humanistic behaviors which will constitute a professional competent to offer quality and safe care to patients, and who is committed with self-development and with the advancement of the discipline.
- The emphasis of this learning paradigm is that learners build and create knowledge while faculty designs, facilitates, guides and serve as mentors.
- According to this, the faculty is responsible for creating the environments and experiences that will lead students to discover and build knowledge by their own experience rather than just reading it from a book. In this paradigm, the learning environment and experience are centered on the learner. The theories and educational frameworks more consistent with this paradigm, and from which principles are used to guide the process, are: Cognitive Theory, Humanistic Theory, Adult Learning Theory and Caring.

- We agree that learning is influenced by the person's multiple intelligences, backgrounds and experiences, by the type of learning activities and by the degree of participation in the teaching-learning process (Barn & Tagg, 1995; Freire, 1971, cited in Billings & Halstead, 2005, p. 233; Gardner, 1983).
- From the cognitive perspective, learning occurs when a new experience alters some mental processes that cannot be observed and that may or may not be manifested by a change in behavior or performance. The development of clinical judgment and critical thinking skills require strategies of cognitive nature.
- The development of values and attitudes is an essential aspect in the preparation of health professionals. Humanistic theory emphasizes the affective aspects of development, promotes a sense of responsibility, cooperation and mutual respect in students and professionals.
- Honesty and compassion (caring) are considered goals of learning as well as the cognitive and psychomotor domains.
- We believe in the application of adult learning principles. According to Knowles, adults are self-directed and are responsible for their own learning. Adult learners must be conceptualized from the perspective of development (physical, psychosocial). They will give their best when asked to use their experience and apply new knowledge to solve real problems. Their motivation to learn is more practical and problem centered; internal motivation that sprouts from their curiosity.
- Adopting and applying these beliefs, and providing the human and material resources, the School commits itself to prepare nursing professionals with the knowledge, skills and values necessary to offer high quality services with human sensibility.

NON-DISCRIMINATION STATEMENT

Puerto Rico School of Nurse Anesthetists does not discriminate based on race, handicap, national or ethnic origin, creed, color, sex, social condition or political, religious, and social or trade union beliefs.

BOARD OF DIRECTORS

Mrs. Myrna Sánchez, President

Mrs. Evangelina Sánchez, Secretary

Mr. Hiram Nieves, Member

Dr. Erik Torres, Member

Mr. José Vázquez, Member

PUERTO RICO SCHOOL OF NURSE ANESTHETISTS' ADMINISTRATION AND STAFF PRINCIPAL PRSNA OFFICERS

President/CEO – Borrero Ríos, Carlos J., CRNA, MSA, BSN

Administrator – Rivera Meléndez, Denisse, MIS, BA

Dean of Academic Affairs and Accreditation / Librarian – Domínguez Flores, Noraida, PhD, MIS

Dean of Nursing – López Lebrón, Joseline, MSN, BSN

Director of Anesthesia Academic Program – Borrero Ríos, Carlos J., CRNA, MSA, BSN

Director of Critical Care Academic Program

Director of Registrar and Admissions –Torruella, Diana, MEd

Director of Financial Student Aid – Cintrón Andino, Jelitza, MPA, MA

Bursar and Administrative Assistant – Báez, Ariana

Professional Counselor -Díaz Santos, Migdalia Med, CPL

Director of Continuing Education - Borrero Ríos, Carlos J., CRNA, MSA, BSN

Accountant & Finance Office – Sánchez, Lester, Director

Director of Student Services and Placement

OFFICE OF OPERATIONS AND PHYSICAL FACILITIES

The administrative offices are located in the main building located at 656 floor 1, Ponce de Leon Avenue, Hato Rey, Puerto Rico 00918, across the street from Auxilio Mutuo Hospital.

ADMISSIONS

The admission procedures are essential steps for establishing a relationship between the student and the institution.

CODE OF CONDUCT – RECRUITMENT AND ADMISSION

The admission and/or recruitment representative must:

1. Be ethical and act with integrity.
2. Admit applicants that: meet the admissions requirements as published in the institution's catalog.
3. Provide the information to access the institution's catalog through the institution's webpage and a copy of the enrollment agreement signed by the student.
4. Keep all information provided by the student in a confidential way, according to the FERPA (Family Educational Rights and Privacy Act) law requirements as published in the institution's catalog.
5. Provide the applicant accurate information regarding the enrollment process without any pressure and refer to the Registrar officer.
6. Participate in trainings as approved by the institution.
7. Verify the accuracy of the submitted documentation by the applicant to demonstrate compliance with the institution admission's requirements.

The admissions representative must understand that, while performing duties / responsibilities, he/she cannot:

1. Receive a commission/ bonus or other incentive based on the numbers of applicants enrolls in the institution.
2. Fill or sign any document of enrolled students.
3. Provide information contradicting the published in the institution's catalog and enrollment agreement, published by the institution.
4. Provide inaccurate information about the following:
 - Academic offerings, physical facilities, and employment opportunities available to students.
 - The retention and placement rate of the institution.

- The recognition of credit policy existing in the institution.
 - License type/ class granted to students upon graduation.
 - Available salaries upon graduation.
5. Provide curriculum non approved by state and federal regulatory agencies (such as the USDE)
 6. Provide any financial support with the intention of enrolling.
 7. Discuss the retention and placement rate without using information approved by the institution.
 8. Discredit another institution for the student enrolls in the institution.
 9. Provide referrals incentives or develop a referral system or courses that are not approved by the institution.

In addition, the admission representative **CANNOT:**

1. Share information with the students about the following subjects related with the applicant's eligibility for federal grant programs:
 - Dependency status
 - Financial income levels
 - Amount of Financial Aid assigned.
 - Information about tax forms and any documentation related.
 - Use of Financial Aid funds to pay for living expenses.
 - How to earn Financial Aid funds.
 - Financial aid process.
2. Ask for student or applicant's FSA ID to fill out their FAFSA application or any official documentation.
3. Suggest the applicant any FAFSA adjustment for the student to receive more funds to cover educational expenses.

In order to perform the duties as admissions representative, he/she will:

1. Get familiar with the catalog and Code of Behavior.
2. Contact the immediate supervisor in case of any question concerning the catalog or the code of behavior.
3. Notify the supervisor if any inappropriate behavior from another employee concerning the code of behavior requirements is observed.

GENERAL REQUIREMENTS FOR ADMISSION

Admission Requirements for the Bachelor's degree in Nursing (BSN)

1. Complete the official application for admission.
2. High School Diploma
3. High School Official Academic Transcript
4. Have a minimum 2.50 GPA.
5. Study in an institution recognized and approved by the Puerto Rico Board of Post-Secondary Institutions
6. Health Certificate (Less than six months issued). *Original*
7. Evidence of Medical Plan (copy of card)
8. Immunization Certificate (COVID-19, Varicella, Influenza, Hepatitis)
9. Evidence of Hepatitis B Vaccine or Titles
10. Evidence of Varicella Vaccine or Titles
11. Official Certificate of Good Conduct.

Admission Requirements for Master's degree in Science of Anesthesia (MSA)

1. Complete the official application for admission
2. Pay fee of \$75.00, non-refundable, with the application for admission.
3. Possess a Bachelor degree of Science in Nursing from an accredited institution, college or university.
4. Official transcript of credits from the University or accredited schools where the undergraduate nursing studies were completed and the official transcript of all of the post-secondary institutions that the student attended.
5. Possess a minimum specific average of 2.50 (B) courses of concentration in nursing at undergraduate level.
6. Evidence of general nurse license issued by the Puerto Rico Board of Nursing.
7. Copy of "Good Standing" of the license or licenses of nursing.
8. Evidence of active nurse license registration
9. Evidence of active membership in the College of Nurse Professionals.
10. Evidence of approved undergraduate statistics courses of three (3) credits.
11. Evidence of approved undergraduate chemistry course of three (3) credits.
12. Two letters of recommendation (one of Professor (a) nurses and one of the employers) sent by them to the school, via email regularly.
13. Recent health certificate (less than six months of issued).
14. Evidence and title of vaccine for Hepatitis B
15. Evidence and title of vaccine for Chicken Pox.
16. Negative certificate of criminal record.
17. Certification of Law 300 stamped with the seal of the Police of Puerto Rico
18. Updated resume (*Curriculum Vitae*)
19. Evidence of active health plan.
20. Evidence of active ACLS (Advanced Cardiovascular Life Support) issued by American Heart Association.
21. Copy of a valid ID with photo
22. Favorable recommendation of the subsequent admissions Committee to be interviewed and evaluated by the institution.

23. Written analysis of a professional article (during the admission interview).

In addition to the admission requirements indicated above, applicants must meet the following specific requirements for the Master in Science of Anesthesia program:

1. Evidence of work experience, minimum of one (1) year or more with hospitalized patients. Preferable on critical care in special units such as emergency room, intensive care, surgical or cardiology, rooms of organ transplants and others.

Note:

The year of experience in a critical care unit / intensive, can be replaced by a certificate course in specialized area with clinical practice. The student must submit evidence of have taken this certification to be evaluated by the PRSNA.

The PRSNA reserves the right to evaluate the design and other documents of the critical care course to determine their acceptance as a substitute for the experience in these clinical settings.

Admission Requirements for the Master's Degree in Nursing with Specialty in Critical Care

1. Complete the official application for admission
2. Pay fee of \$75.00, non-refundable, with the application for admission.
3. Possess a Bachelor degree of science in nursing from an accredited institution, college or university.
4. Official transcript of credits from the University or accredited schools where the undergraduate nursing studies were completed and the official transcript of all of the post-secondary institutions that the student attended.
5. Possess a minimum specific average of 2.50 (B) courses of concentration in nursing at undergraduate level.
6. Evidence of general nurse license issued by the Board of Nurse Examiners of Puerto Rico.
7. Copy of "Good Standing" of the license or licenses of nursing.
8. Evidence of active nurse license registration
9. Evidence of active membership in the College of Nurse Professionals.
10. Two letters of recommendation (one of Professor (a) nurses and one of the employers) sent by them to the school, via email regularly.
11. Recent health certificate (less than six months of issued).
12. Evidence and title of vaccine for Hepatitis B.
13. Evidence and title of vaccine for Chicken Pox.
14. Negative certificate of criminal record.
15. Cardiopulmonary Resuscitation Training (CPR)
16. Certification of Law 300 stamped with the seal of the Police of Puerto Rico.
17. Updated resume (*Curriculum Vitae*)
18. Evidence of active health plan.
19. Copy of a valid ID with photo
20. Favorable recommendation of the subsequent admissions Committee to be interviewed and evaluated by the institution.

21. Written analysis of a professional article (during the admission interview).

Process of Admission and Interview with the Graduate Program Admissions Committee

1. The Admissions Committee is formed by three official members and two ex-official: The Admissions Director, two faculty members from the PRSNA. The Program Director, Academic Dean and President will be ex-official members.
2. Once every applicant's documents are received, committee members will initiate the evaluation of each requirement. In this way, there is an individual result for each separate one, and it will be registered in the applicants' report in the particular criterion's cell, in the line corresponding to the name of the applicant/candidate.
3. The candidate is scheduled for an interview as soon as they submit the application form and pays the non-reimbursable application fee (\$75.00).
4. During the admission interview, the candidate will also analyze a brief article from a professional journal. Candidates should also hand in a copy of their CV to be evaluated during the interview process, if they have not submitted it previously.
5. Candidates with the highest competitive results will be selected for admission. This guarantees that our School is conducting the proper admissions process in accordance with the goal of competitiveness and quality in admissions that we set for our School. Once the quota is completed, each admission process will have a list of a maximum of 10 alternate candidates.

READMISSION

A student who has interrupted the established academic program, for one semester or more, and wishes to continue at PRSNA, must initiate readmission at the Admission's Office. The student must complete the corresponding form at the specified dates in the Academic calendar and must pay de Readmission Fee. Must present evidence that shows no outstanding debt with the Institution.

- ✓ The student must have a satisfactory academic progress at the moment of attrition. If the student left the institution under Non-Satisfactory Academic Progress (NSAP) then the student will be readmitted under the same academic status he had in the last term attended.
- ✓ If the readmission is after having been in academic suspension for a year and the student took courses or approved a degree in another institution at the time, he was absent, we cannot be validated nor the degree obtained in the other institution will be recognized while is out for suspension.

- ✓ Students must pass an evaluation and have an academic orientation process.
- ✓ They must abide and graduate according to the program's standing Graduate Catalog rules at the moment of application for readmission.
- ✓ Class attendance will be taken into consideration at the moment of readmission.
- ✓ The institution reserves the right to consider for readmission previously admitted students who have dropped out.
- ✓ The institution reserves the right to consider for readmission previously admitted students who have dropped out.

TRANSFERS

If a student is transferring to PRSNA must:

- ✓ Complete Application for Admission and requirements.
- ✓ Request official transcript from the institution of origin sent to PRSNA.

A minimum 3.00 GPA.

- ✓ The institution will evaluate individually the official transcripts. The evaluation will consider the number of credits taken at the original institution versus the amount to be taken at PRSNA, as well as the equivalence in courses' descriptions, into consideration. Only courses with A or B grades that were taken no earlier than 5 years prior the transfer years will be validated. A maximum of a third of the total of credits required may be validated.
- ✓ The applicant must present a letter of recommendation from the director of the institution of origin.
- ✓ The transferred courses will be reflected in the transcript of our institution with the grade obtained in the institution of origin. These will affect the credits attempted and the cumulative grade point of average of the credit's transcript.

POLICY OF TRANSFERABILITY

According to the norms that govern the Puerto Rico School of Nurse Anesthetists, internally, "transferability" will not be more than fifty percent (50%) of the courses for a student who has completed one of the academic programs and wants to complete another academic program. "Transferability" is the term we use for courses that are taken into consideration when replacing one program with another within the institution. In order for a student to request "transferability" of courses from one program to another, he/she must have completed the degree for which he/she is requesting "transferability" for another program. Only up to 50% of the courses of the degree

conferred for the other program may be considered. The courses to “transferability” must meet and keep tangency with the proposed curriculum; must have a grade of A or B and not be more than 5 years old from the date they completed the degree for which they request the “transferability”. The “transferability” courses will affect credits attempted, approved and “grade point of average”. In the “transferability” the student may request in writing at the time of admission to the other program and must request a transcript of the grade for which he is requesting the “transferability” to be delivered to the Program Director and the evaluation can proceed from the courses to the program for which you want to be admitted. Applications for "transferability" will not be accepted after the admission process. This process is subject to evaluation and approval by the Program Director.

SPECIAL STUDENT

An authorization granted to a student to take PRSNA courses and comply with the requirements of their university. The students must comply with prerequisites for the interested course (s), present authorization and an official transcript from their institution. These students are not eligible for financial assistance at PRSNA.

FOREIGN RESIDENT STUDENT

Foreign students who are residents in Puerto Rico must comply with admission requirements.

They must present evidence of their academic credentials and of their permanent resident status.

Non-Resident Foreign Student

At this time our programs are not registered and authorized by the Department of Homeland Security (DHS) and its Student Exchange Visitor Program (SEVP) to receive foreign students under the F-1 Visa. The Student and Exchange Visitor Program (SEVP) is the Department of Homeland Security (DHS) program that administers the Student and Exchange Visitor Information System (SEVIS). It ensures that government agencies have essential data related to nonimmigrant students and exchange visitors to preserve national security. SEVP provides approval and oversight to schools authorized to enroll F and M nonimmigrant students and gives guidance to both schools and students about the requirements for maintaining their status.

Veterans Students

At this time our programs are not registered or authorized by the Department of Education of Puerto Rico and the U.S. Department of Veterans Affairs to certify students through VA-ONCE with benefits of the different chapters through GI-Bill. Nor are we registered to certify students who are beneficiaries of the Tuition Assistance Program (Army, Air Force, Marines, Navy and Coast Guard) by the Department of Defense (DoD).

UNREGISTERED STUDENT / AUDIT STUDENT

An unregistered student is one who takes a course without credit for professional development. The student must pass the registration process and pay the corresponding dues during the designated period. The student must complete the admission process and register as audit student. The official transcript classification will be AU = audit course.

REGISTRATION – REGISTRAR’S OFFICE

The Office of the Registrar keeps all student academic documents. The Registrar is responsible of the registration process and issues grades, certification, academic progress reports and diplomas to students.

a) Registration Regulations

Registration is not complete until the student has paid all fees required by the Bursar’s Office; registration is the process by which a student’s class program for the corresponding studies term is formalized. In this process, the students will be assigned to the corresponding courses and will pay the tuition and other services’ costs. PRSNA has established an Academic Calendar for registration periods for every term. PRSNA reserves the right to eliminate courses, consolidate sections, to change schedules and professors, and it may make changes to the academic calendar if extenuating circumstances so require it.

b) General Rules

The Office of the Registrar is responsible for the custody of all students academic records and is in charge of establishing the registration process. Students must register on the dates and hours established in the academic calendar. To initiate the registration process, the new enrollee needs to complete the admission process. Registration will be official when the student has paid all tuition fees and other charges and deposits required and have the Bursar's official stamp.

c) Pre-Registration

This is the process in which our students select courses, with the academic advice of the program's Director.

d) Official Registration

An officially registered student is the one that; (1) was approved by the Director in the pre-registration process; (2) completed the standing admission requirements; and (3) paid fifty percent (50%) of the corresponding term's costs. The Registration must have the official Bursar's stamp. Students, who do not complete the registration process during the established period, must apply for readmission for the next academic period.

e) Full-Time Student (Regular)

A full-time student is one who is registered with an academic load as established in the curricular sequence.

f) Part-Time Student

A part-time student is one who is registered with an academic load lesser than the one established in the curricular sequence

CLASS ATTENDANCE

PRSNA recognizes class attendance as fundamental for the development of the educational and formative process; hence, class and clinical practice attendance are compulsory. All professors will be responsible for keeping students' attendance up to date in the POPULI system. Professors will submit a report to the Registrar of the students' attendance once 50% of the academic semester has been completed. The report will be evaluated to determine if the students' show a pattern of absenteeism. The Registrar will not accept attendance lists with blots or without the professors' signature.

In **theoretical courses**, the students that show an absenteeism pattern of fifteen percent (15%) or more without a justified reason or twenty percent (20%) with justify reason; will be given an administrative withdrawal from that course. In that sense, Professors are responsible of the referral of students to the institutions' counselor once the students reach a ten percent (10%) of absenteeism without justify reason, or a fifteen percent of absenteeism with a justify reason.

The policy will help the institution and the students to examine the factors that are affecting the students' attendance, and to identify ways to solve those situations. This will be the only notification that the students will receive.

If the absenteeism pattern continues, the students will be given an administrative withdrawal without further notifications.

If a student misses two consecutive classes without justification, the case will be referred to the Office of the Registrar for an administrative withdrawal. The Counselor or the professor have the authority to justify absences for a student who presents a written excuse, be it reason of illness, death of a relative, military service, court appointment or other reason considered legitimate. Student academic progress requires class attendance.

The professor will notify the Office of the Registrar those students who never attended to class. A newly enrolled student who misses classes for the first two weeks will be classified as "no show". Active students who miss two consecutive classes will be administratively withdrawn (WA). If students present evidence of justification, they will be reinstated, and the professor will establish a plan for replacement.

In the extreme case that an absence to a theoretical could not have been avoided by a student or previously justified, the professor may assign a course work equivalent to the activities held in the class session. Therefore, if a student is unable to attend one or two class meetings, he/she will

be responsible to hand in a written work related to the instruction missed. This task is designed to provide the learning and contents not taken. A time limit must be established for completion of this special assignment. Absences replaced by special assignments will be considered accrued hours and will not affect the course grade negatively. In case the special work is not handed in, the absence will be marked as unjustified and the attendance grade to the theoretical class will be affected in proportion to the number of unjustified absences.

In the case of the Clinical Practice courses, students should follow the rules for attendance as established in the Clinical Practice Manual.

ATTENDANCE / PARTICIPATION POLICY FOR NON-FACE-TO-FACE COURSES

A. Introduction

The attendance / participation policy for students enrolled in courses offered in distance delivery mode is described below. It follows the standards established by the Federal Department of Education in Volume 5 of the Federal Student Aid Manual.

B. Purpose

The purpose of this policy is to establish the parameters to demonstrate the attendance of students in courses that are offered in distance mode.

Institutional policy establishes that all students officially enrolled in courses are required to attend all their classes regularly. This rule also applies to courses offered in a distance mode. In order to confirm student attendance, the course professor is required to keep the attendance record available through Populi updated.

According to the Federal Department of Education, in the context of distance education, the fact that a student accesses the institutional platform used to design the course is not enough to demonstrate their attendance. The evidence to confirm attendance must be with their participation in the weekly activities of the course, so it is necessary to comply with the planning of some interaction activity in the weekly lessons of the course.

Some examples of acceptable evidence of attendance to a course offered in a non-classroom mode are:

- an assignment performed and submitted by the student, a test,
- complete a tutorial or instructional module,
- that the students' participation is registered in a virtual group, participation in a

discussion forum, Email or other documentation that evidences the interaction between the professor and the student to answer questions and / or queries related to the course.

- participate in a synchronous class meeting offered by the professor.

C. Attendance in courses offered in a non-face-to-face mode

The federal regulation establishes that the attendance of students in courses offered in a non-face-to-face mode will be confirmed by means of a weekly academic activity, such as the examples presented in the previous section. That is, the student must have turned in some assigned work each week or participate in a synchronous meeting.

EEAPR policy establishes that the student is responsible for having the appropriate equipment and a high-speed internet connection to participate in the course. By being enrolled in a course, the student will not be able to be in extracurricular activities during hours when the class is live. It is not allowed to leave a family member, relative or friend to take notes on behalf of the student. From the teacher certifying that the student is not present or is busy with other extra-curricular activities, her absence will be recorded. Unless the student has an authorization under Reasonable Accommodation.

It is required that when connecting to the platform to participate in a course, all students identify themselves with their name and surname. It is not allowed to use nicknames, make or model of the cell phone or any other name than the students. This is extremely important so that the teacher can identify you and can certify your attendance and participation. The student who connects to the live class must remain in a safe place. It is not allowed to connect while you are driving. PRSNA is not responsible for any accident that occurs while connected to the classroom while driving. It is also not allowed to be connected to class while it is in its working hours. We remind you that, although the classes are in a non-face-to-face mode, it requires that you make arrangements to be present and dedicated to the class within the time the course is being offered.

It is the responsibility of every professor to certify the attendance of their students throughout the semester. The professor will use the attendance tool of Populi platform to take weekly attendance in the courses, both those offered in face-to-face mode and those offered in non-face-to-face mode.

This policy is effective as of August 2020.

COURSE GRADING SYSTEM SAT

The grade indicates the degree of students' academic performance in each course. The students' academic progress will be a valuable tool to determine the general graduation rate. The Puerto Rico School of Nurse Anesthetists' Grading System is as follows:

Grade and Description	Average	Honor Points
A = Excellent	4.00 – 3.50	4
B = Good	3.49 – 2.50	3
C = Failed or Suspended	0.00	0
D = Failed or Suspended	0.00	0
F = Failed or Suspended	0.00	0

Also, the Institution will use the following notations:

I = Incomplete

IP = Course in Progress

E = Extended **NR** = Grade Not Reported

R = Repeat Course

T = Transferred Credit

AU = Audit Course **W** = Withdrawal

O = Audit Student

WA = Administrative Withdrawal

Grade System

100%-90%- A

89%-80%- B

79%-70%- C

69%-60%- D

59% or less- F

Any student must pass with A or B each class, including clinical practice. If the minimum grade (B) is not achieved, the student will fail the course and will have to repeat it. "E" corresponds to a clinical practice in which a student has extended beyond the established academic calendar for the semester, in order to complete a course, but has not failed the course.

a) Academic Index

The academic index represents the academic success of the student at the institution and it is calculated dividing the total grade points obtained by the number of credits completed.

b) General Index

In the general index all graduate courses evidenced in the academic history are taken into consideration. In repeated courses, only the highest grades will be taken into consideration.

WITHDRAWAL

1. **Total withdrawal:** A total withdrawal procedure is initiated when the student stops attending classes, regardless of notification. In case a student is failing a course and does not complete the withdrawal within the time frame stipulated in the Registrar's Manual, therefore an "F" will be granted. The student will not receive a grade nor credit for the work done for the course or courses from which has withdrawn

Students have the right to withdraw from any course during the established time in the academic calendar. It is the responsibility of the student to complete the corresponding form and obtain the authorization from the professor and from the Program Director.

Students have the right of total withdrawal at any moment and up to the last day of class of the corresponding academic session. The student will personally submit the corresponding form at the Office of the Registrar, after getting the professor and Program Director signatures.

2. **Partial withdrawal:** All (a) student who file a partial **withdrawal** during one more before the end of academic semester and during the first two (2) days of summer session.

3. **Non-attendance** (partial or total): According to the institutional refund policy, any student who does not attend an enrolled course will be automatically withdrawn and will be reimbursed seventy five percent (75%). The cost of the course and fees and the student will be responsible for twenty five percent (25%). The cost of the course and fees. This type of withdrawal is not covered by Title IV financial aid.
4. **Mid-point:** According to the institutional refund policy, any student who obtains a “WF” in all their courses at the end of the semester will be responsible for fifty (50%) percent of the total cost of their total tuition cost.
5. **Administrative withdrawal:** The institution reserves the right to execute an administrative withdrawal partial or total; temporarily, via exemption or by a decision of a Discipline Council or another Institutional Committee. The academic record of the student will reflect a “W” as qualification.
6. **Leave of Absence-:** The PRSNA establishes students’ attendance to class and clinical practice as mandatory. But there are extraordinary situations that affect students to comply with this norm. In order to deal with situations of prolonged absences, the institution is guided by a leave of absence, it is understood that this policy and these procedures apply to situations in which the student will be absent from the institution for more than five consecutive days, the remainder of a term or longer.

Definition: Leave of absence (LOA) is permission granted to a student to interrupt the program of study for a specified time.

Since the purpose of a leave is to relieve a student of educational obligations, students will not normally be allowed to enroll in courses, audit courses, or continue in scholarly work during the period of leave.

If the student requests an extended leave of absence from PRSNA, these steps should be followed:

1. The student must be officially enrolled at the moment of requesting the leave of absence.
2. The student must submit a formal written request to the Program Director. This formal written request must include start and end date of the leave.
3. The Program Director will issue a written recommendation to the Dean of Academic Affairs no later than five school days of receiving the request.
4. The Dean of Academic Affairs will determine if the request will be granted or denied

according to the evidence offered.

5. The Dean of Academic Affairs will issue a letter to the Register's Office (RO) for the necessary procedures. The Register will notify the student no later than five school days after receiving the DAA's certification.

6. If the student does not agree with the decision, they have the right to appeal in writing to the President no later than five school days after receiving the notification from the RO.

7. If the leave of absence is approved, the student will be responsible to inform to his/her Financial Aid Officer about it. In addition, the student is responsible to get information about how this leave of absence will affect his/her financial aid.

8. If the student does not come back at the established date, he/she must inform it to the RO. The RO will provide advice to the student about possible alternatives including a total withdrawal.

Criteria for Requesting a Leave of Absence:

Medical reasons, child birth, military service, legal reasons under court subpoena, athletic participation out of state, and other extraordinary circumstances to be evaluated.

ACADEMIC LOAD POLICY, CLASSROOM CENSUS, AND ACADEMIC ADVISING

ACADEMIC LOAD POLICY

For enrollment verification purposes, PRSNA defines a student's enrollment status based on the number of credit hours for which he or she is currently enrolled. Courses that are withdrawn from during the semester, do not count as enrolled hours. Credit hours needed to be considered for full-time for enrollment verification purposes may differ from that of financial aid. It is the student's responsibility to determine the number of credit hours needed to maintain his or her financial aid eligibility. For more information regarding financial aid eligibility, please contact the Financial Aid Office.

Enrollment Status by Credit Hours / by Semester for the Bachelor's in Nursing

Program	Bachelor of Science in Nursing									
	Semester I (1 st year) Aug – Dec	Semester II (1 st year) Jan – May	Semester Summer III (1 st year)	Semester I (2 nd year) Aug – Dec	Semester II (2 nd year) Jan – May	Semester Summer III (2 nd year)	Semester I (3 rd year) Aug – Dec	Semester II (3 rd year) Jan – May	Semester Summer III (3 rd year)	Semester I (4 th year) Aug – Dec
BSN/ Fall Begin in August 121 credits / hours	15/270 theory 0/36 lab. 0/0 Practice 15 credits/ 306 hrs	15/270 theory 0/36 lab. 0/0 Practice 15 credits/ 306 hrs	9/162 theory 0/36 lab. 0/0 Practice 9 credits/ 198 hrs	12/216 theory 0/36 lab. 3/297 Practice 15 credits/ 549 hrs	9/162 theory 0/0 lab. 3/297 Practice 12 credits/ 459 hrs	6/108 theory 0/0 lab. 3/297 Practice 9 credits/ 405 hrs	9/162 theory 0/0 lab. 3/297 Practice 12 credits/ 459 hrs	9/162 theory 0/0 lab. 4/396 Practice 13 credits/ 558 hrs	6/108 theory 0/0 lab. 0/0 Practice 6 credits/108 hrs	9/162 theory 0/0 lab. 6/594 Practice 15 credits/75 6hrs

1 credit = 18hrs

1 credit lab = 36hrs

1 credit practice = 99hrs

Enrollment Status by Credit Hours / by Semester for the Science of Anesthesia Program

Program	Master of Science in Anesthesia							
	Semester I	Semester II	Summer I	Semester III	Semester IV	Summer II		
MSA/Full Time Begin in August (77 credits/ 2,934 hours)	16 credits/ 288 hours	14 credits/ 252 hours	9 credits/ 198 hours	14 credits/ 684 hours	14 credits/ 792 hours	10 credits/ 720 hours		
	Semester I	Summer I	Semester II	Semester III	Summer II	Semester IV		
MSA/Full Time Begin in January (77 credits/ 2,934 hours)	14 credits/ 252 hours	9 credits/ 198 hours	19 credits/ 342 hours	12 credits/ 648 hours	10 credits/ 720 hours	13 credits/ 774 hours		
	Semester I	Semester II	Semester III	Semester IV	Summer I	Semester V	Semester VI	Summer II
MSA/Part time Begin in August (77 credits/ 2,934 hours)	10 credits/ 180 hours	10 credits/ 180 hours	6 credits/ 108 hours	4 credits/ 72 hours	9 credits/ 198 hours	14 credits/ 684 hours	14 credits/ 792 hours	10 credits/ 720 hours
	Semester I	Semester II	Semester III	Summer I	Semester IV	Semester V	Summer II	Semester VI
MSA/Part time Begin in January (77 credits/ 2,934 hours)	10 credits/ 180 hours	10 credits/ 180 hours	4 credits/ 72 hours	9 credits/ 198 hours	6 credits/ 108 hours	14 credits/ 684 hours	10 credits/ 720 hours	14 credits/ 792 hours

Enrollment Status by Credit Hours / by Semester for the Science in Nursing with a Specialty in Critical Care Program

Program	Master of Science in Nursing with Specialty in Critical Care						
	Semester I	Semester II	Summer I	Semester III	Semester IV	Semester V	Semester VI
MSN/Full time Begin in August (41 credits/ 1,026 hours)	5 credits/ 90 hours	7 credits/ 126 hours	3 credits/ 54 hours	8 credits/ 216 hours	8 credits/ 216 hours	6 credits/ 108 hours	4 credits/ 216 hours
	Semester I	Summer I	Semester II	Semester III	Semester IV	Semester V	
MSN/Full time Begin in January (41 credits/ 1,026 hours)	10 credits/ 180 hours	3 credits/ 54 hours	10 credits/ 252 hours	8 credits/ 216 hours	6 credits/ 108 hours	4 credits/ 216 hours	

CREDIT HOUR ASSIGNMENT POLICY

PURPOSE

This Credit Hour Assignment Policy is intended to ensure that the number of credits awarded for the completion of each PRSNA course reflects the Middle States Commission on Higher Education (MSCHE) requirements for classroom hours and recommended out of class course work, and is appropriate for the pursuit of identified learning outcomes.

SCOPE

This policy applies to the assignment of credit hours to all current and new master's PRSNA programs, as well as related review and assessment processes.

I. DEFINITION OF A "SEMESTER CREDIT HOUR"

For purpose of calculating units of credit, one semester credit is equivalent to one hour of lecture plus two hours (120 minutes) of out-of-class course work. This calculation is in theoretical courses and seminars. Except for the course of ANES 5023 Introduction to Clinical Practice of two credits (2 credits), for which each credit is a proportion of 1:2, which is equivalent of four hours of lecture. For purpose of calculating units of credit in CLINICAL courses one unit of credit is equivalent to four hours of lecture in the Clinical Practice Courses. The number of assigned practice hours has the purpose of providing the students with learning experiences in the diverse areas of the specialty. This will depend on the diversity of types of surgeries and anesthesia's, conditions, patient stages of growth and development. Besides, it is also so that students complete the number of cases required by the professional organization.

The proportion of credit/contact hours in practice courses increases once the student has acquired basic knowledge and skills. The hours in the courses offered in accelerated modality such as summer, trimester or intensive sessions are calculated and offered based on the corresponding number of hours each course has on the semester session, adjusting the schedule as needed. The following is the formula for calculating unit of credit:

1 credit of theory is equivalent to 18 contact hours

1 credit of laboratory is equivalent to 36 contact hours

1 clinical practice credit for MSA equals 72 contact hours

1 clinical practice credit for MSN equals 54 contact hours

II. OUT OF CLASS EFFORT REQUIRED

Consistent with the definition of a semester credit hour set forth in this policy, students in onsite lecture/theoretical courses shall be expected to devote hours outside the classroom on related course work, such as study, preparation of written assignments, case studies report and course-related projects. Instructors shall acquaint students with such expectations clearly at the beginning of each course and thereafter, as appropriate, to foster positive learning outcomes. In addition, standard syllabi shall include a clear notice apprising students of expectations for course-related out of class work.

III. CREDITS ASSIGNED TO PARTICULAR TYPES OF COURSES

In assigning credits to courses, PRSNA shall maintain consistent standards for courses of different lengths and delivery methods as follows.

Course Type	Credit Requirements
Theoretical Courses and Seminars	One semester credit shall be equal to not less than one hour (60 minutes) of classroom instruction plus two hours (120 minutes) of out-of-class course work over a span of not less than 18 weeks, or the equivalent amount of classroom instruction and out-of-class work over a different span of time. Example: A three-credit course will meet once a week for a session of three hours, and the students will be required to complete two hours of out-of-class work per week
Clinical Practice Courses	One semester credit shall be equal to not less than five and a half hours (330 minutes) over a span of not less than 18 weeks. These hours can be distributed between the clinical practice hours and out-of-class work over a different span of time. Example: In an eight credits clinical practice course from MSA, the students will complete a minimum of 504 hours of clinical practice,

	and 72 hours of out-of-class course work or a total of 576 clinical practice hours
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The following table presents how the Nurse Anesthesia program complies with the credit hour policy and with the Council of Accreditation of the American Association of Nurse Anesthetists.

COA Requirements	PRSNA Credit Hours	
Pharmacology of anesthetic agents and adjuvant drugs including concepts in chemistry and biochemistry (105 contact hours)	ANES 5213 Pharmacology (6 crs)	108hrs
	ANES 5203 Chemistry and Physics (4 crs)	72hrs
	Total	180hrs
Anatomy, physiology, and pathophysiology (135 contact hours)	ANES 5101 Anatomy (5crs)	90hrs
	ANES 5102 Physiology (5crs)	90hrs
	ANES 5111 Physiopathology (3crs)	54hrs
	Total	234hrs
Professional aspects of nurse anesthesia practice (45 contact hours)	ANES 5324 Professional Aspects of Nurse Anesthesia (2crs)	36hrs
	ANES 5023 Introduction to Clinical Anesthesia (2crs)	72hrs
	Total	108hrs
Basic and advanced principles of anesthesia practice including physics, equipment, technology and pain management (105 contact hours)	ANES 5221 Basic Principles of Nurse Anesthesia (3crs)	54hrs
	ANES 5022 Advanced Principles of Nurse Anesthesia (6crs)	108hrs
	Total	162hrs
Research (30 contact hours)	IANES 5351 Evidenced-based Research I (3crs)	54hrs
	IANES 5452 Evidenced-based Research II (3crs)	54hrs
	Total	108hrs
Clinical correlation conferences (45 contact hours)	ANES 5231 Seminar I (1cr)	18hrs
	ANES 5032 Seminar II (1cr)	18hrs
	ANES 5333 Seminar III (1cr)	18hrs
	ANES 5434 Seminar IV (1cr)	18hrs
	Total	72hrs
	ANES 5112 Advanced Physical Exam (3crs)	54hrs
	ANES 5341 Clinical Practice I (8crs)	576hrs
	ANES 5442 Clinical Practice II (10crs)	720hrs

	ANES 5043 Clinical Practice III (10crs)	720hrs
Total hours recommended by COA	465hrs	Total hours by PRSNA 2,934hrs

IV. ACADEMIC CALENDAR

Consistent with the definition of a semester credit hour set forth in this policy, PRSNA academic calendar shall consist of two semesters (Fall and Spring) and summer. Each semester shall be 18 weeks in duration and one summer of nine weeks and another of 13.5 weeks in duration. The Academic Calendar shall be posted in the PRSNA Catalog, on the College public website, and on POPULI. Students in the Clinical Practice courses should follow the instructions provided by their instructors since they need to continue reporting if it is required.

Note: Academic Calendar is subject to change. The PRSNA may make changes to non-regulatory holidays, depending on the institutions need to cover any required emergent service and/or recover school days that have been affected for any reason.



***CALENDARIO ACADÉMICO - AGOSTO A DICIEMBRE 2021**

TÉRMINO ACADÉMICO	DEL	16 DE AGOSTO DE 2021	AL	17 DE DICIEMBRE DE 2021
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(*CALENDARIO SUJETO A CAMBIOS)

AGOSTO	05 agosto	FECHA LÍMITE PARA QUE LOS (AS) PROFESORES (AS) SOMETAN EL INFORME DE LAS CALIFICACIONES FINALES EN POPULI Y ENTREGUEN CARPETAS DE ASISTENCIA AL (A LA) REGISTRADOR (A) DE LA SECCIÓN DE VERANO 2021
	13 agosto	<ul style="list-style-type: none"> • ÚLTIMO DÍA PARA CANCELACIÓN PARCIAL CON DERECHO AL 100% DEL COSTO DE LOS CRÉDITOS (NO INCLUYE CUOTAS) DE AGOSTO A DICIEMBRE 2021 • ÚLTIMO DÍA PARA CANCELACIÓN TOTAL CON DERECHO AL 100% DE REEMBOLSO DEL COSTO TOTAL DE LA MATRÍCULA (INCLUYE CUOTAS)** DE AGOSTO A DICIEMBRE 2021
		ÚLTIMO DÍA PARA SOLICITAR Y COMPLETAR PROCESOS DE PRÉSTAMO FEDERAL ESTUDIANTIL DE AGOSTO A DICIEMBRE 2021
		FECHA LÍMITE PARA MATRÍCULA Y PAGO DE SELECCIÓN ACADÉMICA DE AGOSTO A DICIEMBRE 2020 SIN CARGOS POR MATRÍCULA TARDIA
	16 agosto	INICIO DE CLASES
	17 al 20 agosto	PERIODO DE MATRÍCULA TARDIA DEL 1ER SEMESTRE 2021-2022 <u>CON RECARGO</u>
27 agosto	ÚLTIMO DÍA PARA PROCESAR BAJAS PARCIALES DEL 1ER SEMESTRE 2021-2022 CON DERECHO A REEMBOLSO DEL 75% DE LOS COSTOS DE LA MATRÍCULA. (NO INCLUYE CUOTAS)	
	CANCELACIONES DE CURSOS A ESTUDIANTES QUE NO PAGARON MATRÍCULA 1ER 2021-2022	
SEPTIEMBRE	01 al 15 septiembre	PAGOS DE PRÓRROGA MES DE SEPTIEMBRE 2020 SIN CARGO POR PAGO TARDÍO SOLICITUD Y PAGO DE GRADUACIÓN PARA CANDIDATOS (AS) A COLACIÓN DE GRADO EN NOVIEMBRE 2021
	03 de septiembre	FECHA LÍMITE PARA FACULTAD SOMETA LAS PRIMERAS LISTAS DE ASISTENCIA DE LOS ESTUDIANTES A LA OFICINA DEL REGISTRADOR-REPORTE DE ESTUDIANTES "NO SHOW" 1ER SEMESTRE 2021-2022
	06 de septiembre	*FERIADO-DÍA DEL TRABAJO "LABOR DAY"
	10 de septiembre	REPORTE OFICIAL DEL REGISTRADOR-CERTIFICACIÓN DE MATRÍCULA OFICIAL DEL TÉRMINO ACADÉMICO DE AGOSTO A DICIEMBRE 2021
	15 de septiembre	FECHA LÍMITE PARA SOLICITUD Y PAGO DE GRADUACIÓN DE CANDIDATOS (AS) A GRADUACIÓN A NOVIEMBRE 2021
		ÚLTIMO DÍA DE PAGO DE PRÓRROGA DEL MES DE SEPTIEMBRE 2021 SIN CARGO POR ATRASOS
	17 septiembre	FECHA LÍMITE PARA REMOCIÓN DE INCOMPLETO DEL SEMESTRE DE VERANO 2021
OCTUBRE	01 al 15 octubre	PAGOS DE PRÓRROGA DEL MES DE OCTUBRE 2021 SIN CARGO POR PAGO TARDÍO
	12 octubre	*FERIADO-DÍA DE LA RAZA/CELEBRACIÓN DEL DESCUBRIMIENTO DE AMÉRICA
	15 octubre	ÚLTIMO DÍA DE PAGO DE PRÓRROGA DEL MES DE OCTUBRE 2021 SIN CARGOS POR ATRASOS
	23 octubre	<u>*COLACIÓN DE GRADO (SÁBADO) - *SUJETO A CAMBIO</u>
NOVIEMBRE	01 al 15 noviembre	PAGOS DE PRÓRROGA DEL MES DE NOVIEMBRE 2021 SIN CARGO POR PAGO TARDÍO
	01 al 15 noviembre	SEMANA DE EVALUACIONES DE CURSOS
	11 noviembre	*FERIADO-DÍA DEL VETERANO
	15 noviembre	ÚLTIMO DÍA DE PAGO DE PRÓRROGA DEL MES DE NOVIEMBRE 2021 SIN CARGOS POR ATRASOS
	20 noviembre	<u>COLACIÓN DE GRADO (SÁBADO): TENTATIVO A EVALUACION POR DIRECTORES ACADÉMICOS</u>
	25-26 noviembre	RECESO DE ACCIÓN DE GRACIAS RECESO ACADÉMICO Y ADMINISTRATIVO



***CALENDARIO ACADÉMICO - AGOSTO A DICIEMBRE 2021**

TÉRMINO ACADÉMICO	DEL	16 DE AGOSTO DE 2021	AL	17 DE DICIEMBRE DE 2021
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(*CALENDARIO SUJETO A CAMBIOS)

DICIEMBRE	01 al 15	PAGOS DE PRÓRROGA DEL MES DE DICIEMBRE 2020 SIN CARGO POR PAGO TARDÍO
	06 al 17	ESTUDIANTES: PERIODO PARA SOLICITAR Y COMPLETAR PROCESOS DE PRÉSTAMO FEDERAL ESTUDIANTIL PARA LA SECCIÓN DE ENERO A MAYO 2021.
	10	***ÚLTIMO DÍA DE CLASES TEÓRICAS Y FECHA LIMITE PARA RADICAR BAJA PARCIAL O TOTAL CON ANOTACIÓN DE "W"
	15	ÚLTIMO DÍA DE PAGO DE PRÓRROGA DEL MES DE DICIEMBRE 2020 SIN CARGOS POR ATRASOS
	13 al 17	***PERIODO DE REPOSICIONES POR ACUERDO PREVIO Y SEMANA DE EXAMENES FINALES
	24	HORARIO ESPECIAL: PERSONAL ADMINISTRATIVO 9:00 AM – 3:00 PM

Avisos Importantes:

- **FECHA LIMITE PARA QUE PROFESORES SOMETAN NOTAS EN POPULI Y ENTREGUEN LISTAS DE ASISTENCIA REGISTRADOR DE AGOSTO A DICIEMBRE 2021 ES: 10 DE ENERO DE 2022**
- *****FECHA LÍMITE PARA RECIBIR SOLICITUDES DE ADMISIÓN PARA ENERO 2022 ES EL VIERNES, 10 DE DICIEMBRE DE 2021**
- *La EEAPR se reserva el derecho de hacer cualquier cambio al calendario académico del semestre. Todo cambio o alteración será notificado por correo electrónico institucional (Populi).*
- *La EEAPR podrá realizar cambios en los días festivos no reglamentarios dependiendo de la necesidad de la institución para cubrir cualquier servicio requerido emergente y/o recuperar días lectivos que por alguna razón hayan sido afectados.*
- ****Para Cancelaciones, Bajas totales o parciales aplica la Política Institucional para Reembolso y Repago.**
- ***** Los estudiantes matriculados en áreas clínicas deberán continuar en sus centros de práctica y seguir las indicaciones del Director del Programa.**

V. ONGOING ASSESSMENT OF SEMESTER CREDITS

The number of credits assigned to each course shall be considered in course design and syllabi. Expected student learning outcomes for each course shall meet the semester credit hour standard. Consideration of assigned credits shall be incorporated in the periodic review of syllabi by program director, curriculum committee reviews, and formal program reviews conducted after the first two years for new programs and every five years thereafter. The PRSNA Dean shall review credits assigned to courses and submit their recommendations to the Chief Executive Officer for final approval in accordance with the standards prescribed in this policy.

VI. REVIEW AND DOCUMENTATION REQUIREMENTS

The Curriculum Committee, as part of their tasks, review the credit hour equivalency throughout the curriculum. The registrar records these for reporting to Federal, State, accreditation, and other entities as required. The registrar determines whether these credit hours should be included on the official transcript. Some common areas that are considered for review are length of academic terms, the number and duration of class meetings per week, and the credit hours assigned to new courses, all these should be reviewed to ensure they comply with the credit hour policy. A periodic review of the Credit Hour Policy should be also incorporated when considered necessary as part of the review and self-study processes. The Curriculum Committee, as part of their tasks, should review this policy when considered necessary.

CENSUS -ADMISSION TO THE CLASSROOM

The professors must verify that each student is officially registered, confirming Schedule (Student's Program). Students that are not officially registered in the corresponding section will not be admitted to the classroom.

a) Classroom Census

A census is conducted during the two first weeks of each semester at least once during the period of enrollment. This census is made for reporting requirements only. Professors may take into consideration the student's attendance when grading and should explain the possible

impact of absences on the student's final grade, if any. The student is also responsible for all material covered during the course.

Academic Advising - Counseling Office

This office coordinates general orientation to students in relation with all institutional services. It provides professional assistance in relation to students' academic or personal problems and needs. They work with the student with low academic progress. The services of the Counseling Office may be delivered on an individual or group basis; it coordinates lectures and talks on important issues for the study environment and for students' personal, professional and social

EVALUATION OF STUDENTS' ACADEMIC ACHIEVEMENT

a) Grade Correction

The student has the right to request a grade change in case a student believes that a professor made a mistake when granting a grade. In that case, the student must make an initial claim to the professor. If the student is not satisfied with the results, a second claim can be presented to the Program Director. The Director will request to the professor a grade report and copy of the student's exams to decide whether the grade should remain or needs to be change. If the student is not satisfied with the results, a third claim can be presented to the Dean of Academic Affairs. The Dean will hold a meeting with the Program Director and the professor to take a final decision in the matter. Once a decision is taken, the Dean will have a meeting with the student to explain the final decision. After one semester passes after the grading (the last date to submit grades in May, December or summer), the student is NOT entitled to a claim in a registered grade.

b) Course Validation

A student who wants credit validation of courses taken at another institution must:

1. Complete the request for validation at the Registrar's.
2. Request an official transcript from the institution of origin to be sent to PRSNA.

The School will evaluate on an individual basis each candidate's official transcript. In this evaluation, the total amount of credits obtained in the institution of origin versus the credits to be taken at PRSNA, as well as the equivalences of courses' descriptions, will be

taken into consideration. Only courses with A or B grades that were taken no longer than five years earlier will be validated. A maximum of a third of the total amount of credits may be validated.

- ✓ Academic evaluations and official transcripts
- ✓ Clinical evaluations
- ✓ Supporting documents of the expulsion (if indicated)
- ✓ Disciplinary or counseling reports (if indicated)
- ✓ The School students' records will be filed permanently.

c) Incompletes

An incomplete is when a student does not complete coursework in the stipulated time period with justified cause. The incomplete will be accompanied by the grading obtained by the student and taking as (0) or an "F" grade for all class works/tasks not completed. In regular courses that do not include internal nor external clinical hours, the removal of the incomplete must be completed within ten (10) working days since the beginning of the next academic term. If it is not done within this period, the Office of the Registrar will proceed to grant the grade accompanying the incomplete, which must be initiated by the course professor or the Program Director. The grade accompanying the incomplete will not be counted for the determination of the student's academic index until it is removed.

d) Course Repetition

A student may repeat a failed course. This will depend on course availability. A course may be repeated only once; hence, a student failing a course twice will be administratively withdrawn from the program.

1. A student that wishes to repeat a course will have the right to do so. The course must be passed with the minimum grade that has been determined according to the rules of each School.

e) Course Expiration

Academic credits will expire five (5) years after having interrupted studies.

f) Policy for Program Revision

At the end of the first year, courses' implementation shall be evaluated, and at the end of the second year of the program, it will be evaluated totally. If needed, adjustments will be made

to the program and the pertinent entities will be notified. From that point on, the program will be reviewed every five (5) years or at any moment, if necessary, and if there are new requirements or dispositions from the accrediting or professional regulatory bodies. Updating of references or learning resources will take place every year.

g) Maximum Time to Complete the Degree

Full time students of the BSN will have a maximum of seven (7) years to complete the requirements of the bachelor's degree counted from the date on which they took their first course. Full-time students of MSA will have a maximum of five (5) years to complete the requirements of the master's degree counted from the date on which they took their first course. Part-time students of MSA will have a maximum of six (6) years to complete the requirements of the master's degree counted from the date on which they took their first course.

Full-time students of MSN will have a maximum of six (6) years to complete the requirements of the master's degree counted from the date on which they took their first course.

Satisfactory Academic Progress Policy (SAP)

Federal regulations require all schools to establish and apply reasonable standards of satisfactory progress for all students receiving student financial aid funds provided by programs authorized by Title IV of the Higher Education Act. The standards of satisfactory progress policy must include both qualitative and quantitative measures of a student's progress and must include all periods of the student's enrollment at Puerto Rico School of Nurse Anesthetists (PRSNA) students, including those who wish to be considered for financial aid, must maintain satisfactory progress in their selected courses of study as set forth in this policy.

Standards for Satisfactory Progress

I. Determination of Satisfactory Progress

The major components in the evaluation of satisfactory progress are the student's academic performance and the time limit of the degree.

A. Qualitative Component

The academic performance of the student is the qualitative measure of satisfactory progress, including:

1. Minimum Cumulative Grade Point Average (CGPA). To be eligible for financial aid, students must maintain a minimum CGPA of 2.50 during the first year of studies and 3.00 thereafter until graduation.
2. Grades of F and NP will be factored into the CGPA and will be considered for qualitative calculation.

B. Quantitative Component

The quantitative component sets the minimum percentage of progression for all enrolled courses. The student must complete a minimum percentage (50%) of all attempted credit during the first year of studies and 75% thereafter until graduation.

"Complete" and "attempted" credits hours are used are defined below.

1. Grades of A, B, C, D, and P will be considered hours completed.
 2. Grades of No Grade (NG), Incomplete F (IF), F, Administrative Withdrawal (AW), No Pass (NP), and Withdrawal (W) will be considered hours attempted but not completed.
1. Repeated courses will count toward all hours attempted.

Evaluation Periods:

Satisfactory Academic Progress reports are generated and evaluated at the end of each payment period for each student. The Cumulative Grade Point of Average (CGPA / qualitative measure) and Rate of Progression (ROP / quantitative measure) must be in compliance or exceed the benchmark associated with the evaluation interval. If a student fail to meet the Cumulative Grade Point of Average and /or Rate of Progression benchmarks at the end of the term, the student will be placed on a Non-Satisfactory Academic Progress (NSAP) status and suspended from Title IV funds participation until the student achieves the appropriate SAP good standing status.

To provide a reference of the evaluation process EEAPR present to the student the following tables. This document present an overview of the expectancies that the student should have to comply with the institution SAP policy.

Model of Minimum Incremental Progress Requirements

Master's in Science of Anesthesia FT Beginning on Fall

Term	1	2	3	4	5	6	7	8	9
Credits Attempted	16	30	39	53	67	77	88	95	103
Credits to be Completed	8	15	20	40	50	58	66	71	77
% of Completion Required	50%	50%	50%	75%	75%	75%	75%	75%	75%
Cumulative GPA Required	2.50	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00

Master's in Science of Anesthesia FT Beginning on Spring

Term	1	2	3	4	5	6	7	8	9
Credits Attempted	14	23	42	54	64	77	88	95	103
Credits to be Completed	7	12	21	41	48	58	66	71	77
% of Completion Required	50%	50%	50%	75%	75%	75%	75%	75%	75%
Cumulative GPA Required	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5

Master's in Science of Anesthesia PT Beginning on Fall

Term	1	2	3	4	5	6	7	8	9	10	11
Credits Attempted	10	20	26	30	39	53	67	77	85	93	102
Credits to be Completed	5	10	13	23	29	40	50	58	64	70	77
% of Completion Required	50%	50%	50%	75%	75%	75%	75%	75%	75%	75%	75%
Cumulative GPA Required	2.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	4.50	5.50

Master's in Science of Anesthesia PT Beginning on Spring

Term	1	2	3	4	5	6	7	8	9	10
Credits Attempted	5	12	15	23	31	37	41	46	51	54

Credits to be Completed	3	9	11	17	23	28	31	35	38	41
% of Completion Required	50 %	75 %								
Cumulative GPA Required	2.5 0	3.5 0	4.5 0							

Master's in Science in Nursing with a Specialty in Critical Care FT Beginning in Fall

Term	1	2	3	4	5	6	7	8	9	10
Credits Attempted	5	12	15	23	31	37	41	46	51	54
Credits to be Completed	3	9	11	17	23	28	31	35	38	41
% of Completion Required	50 %	75 %								
Cumulative GPA Required	2.5 0	3.5 0	4.5 0							

The maximum time to complete degree.

Students must earn a degree within a maximum time frame that does not exceed 150% of the normal time to complete the degree, as measured by all attempted credit hours at the school.

New admission students from other accredited institutions, who are interested in applying to validate courses, must present an official transcript of the institution from their origin. The candidate must apply for courses validation before completing the admissions process. The student also accumulates time for studies for the credits transferred.

Important notice: Credit hours that are accepted from another institution toward the student, educational record will be counted as both attempted and completed hours.

If the student is suspended academically for one year, upon returning to the institution, the student would have the same academic status that when he/she was suspended. The student will be considered for Title IV participation once he resume his/her studies and attain SAP status according to the progression tables described above.

If in this time outside the institution suspended academically the student passes courses at another institution or acquires another academic degree, neither the courses nor the academic degree will be recognized or validated to our institution under any circumstances.

A student who is in Title IV dismissal status is one who has not complied with the Satisfactory Academic Progress Standard (PAS) in any term of studies.

INSTITUTIONAL ACADEMIC AND SATISFACTORY ACADEMIC POLICY DEFINITION

Note the PRSNA has two concurrent academic policies for the student standing. The Institutional Academic Policy measure the progression of the student in his/her studies and could allow the student to continue his/her studies without Title IV funds. The Student Satisfactory Academic Policy (SAP) measure the academic progression of the student for Title IV eligibility.

RULES FOR SUSPENSION

PRSNA holds the right to suspend students for academic, disciplinary or payment reasons. After duly exhausting the corresponding measures stipulated in the Student Handbook or Clinical Practice Manual, PRSNA may initiate the suspension process.

RULES FOR ACADEMIC SUSPENSION

Any student who does not qualify for probation will be suspended for academic deficiency and will be subject to the following discipline:

- Suspension from the institution for one semester or one year.
- If students are suspended academically on two consecutive occasions, they will be permanently suspended from the program.

RULES FOR RETENTION

The retention rate is established at 3.00 depending on the number of credits the student has taken. At the end of every semester, students will be informed of their grades and the accrued academic GPA. If the GPA is lower than the corresponding retention index, the student will be notified in writing and the Academic Counselor and Director will be informed. At the end of every academic year the academic GPA of each student will be compared to his corresponding retention index. The amount of tried credits will also be compared to the amount of approved credits.

When the cumulative index is lower than the retention index, or when the amount of total approved credits is lesser than half of the tried credits, and it happens for the first time, the Office of the Registrar will notify the student that will be put on academic probation at the end of the academic year (May). If a student fails to comply with the retention rate or to approve at least half of tried credits for a second occasion, he/she will be suspended for an academic year.

SATISFACTORY ACADEMIC PROGRESS APPEAL

Every student has the right to appeal the decision for the classification of probation period. This by writing to the Academic Dean which will be given to the Counseling Office within ten (10) work days from the date the decision was notified. In the appeal request, the student will present the circumstances that affected the academic achievement. Must submit the letter with relevant documents to validate the circumstances set up in its appeal that can be:

- a. Prolong illness of the student or their dependents
- b. Death or prolong illness in the family
- c. Family difficulties
- d. Other (to be evaluated according to the merits)

The Academic Dean will convene the members of the Academic Progress Committee to evaluate the students appeal within a period of fifteen (15) work days. Final determination will be notified by mail and/or email to the student.

RE-ENTRY AFTER SAP DISMISSAL

If an appeal is granted, the SAP Appeals Committee determines the provisions for re-entry on a case-by-case basis. Any student who returns based on an appeal of dismissal has SAP evaluated on a term by-term basis until the student is meeting SAP standards. While in an extended enrollment status, students must seek to correct academic deficiencies by taking remedial courses, retaking failed courses, or practicing previously learned skills.

SATISFACTORY ACADEMIC PROGRESS AND THE CHANGE OF PROGRAM

If a student wants to enroll to change in a different academic program, the student must request the approval of the Director of the Program. Only the attempted and approved credits of the program in which the student is enrolled are included in the quantitative measurement and only the grades of the courses of the student's program in which he/she is enrolled are included in the qualitative measure. However, it is recommended that students carefully consider making program changes, because federal regulations limit the total lifetime of eligibility to financial aid. Students are also expected to complete their program within 150 percent (%) of the length of the program

as measured in credits. For example, if a student is enrolled in a master's degree program of 77 credit hours, the student may attempt up to 115 credit hours ($77 \text{ credits} \times 1.5 = 115 \text{ credits}$).

SATISFACTORY ACADEMIC PROGRESS AND READMISSION

Students who discontinue their studies and subsequently apply for readmission will be readmitted under the current SAP policy and will have the same SAP status that is final according to the last term attended. Students requesting readmission will be referred by the Office of Admissions to the Director of the Program for evaluation. If the student does not comply with the SAP, the University will determine if they can be readmitted, subject to having approved an appeal.

SATISFACTORY ACADEMIC PROGRESS AND THE NEW ADMISSIONS AFTER COMPLETING THEIR PREVIOUS STUDY PROGRAM IN THE SAME INSTITUTION OR OTHER.

The students who seek to earn additional credential he/she needs to apply for admissions to a new academic program after completing their previous study program will begin the new program with a new SAP history. However, if the student is transferred credits from an accredited origin institution to the new academic program, the transfer credits of the previous university will be considered in the SAP measurement. If the student transferability credits from the same university of the previous program the credits will be considered in the SAP measurement. The transferred courses will be reflected in the transcript of our institution with the grade obtained in the institution of origin. These will affect the credits attempted and the cumulative grade point of average of the credit's transcript. (See page 19 for the transferability policy

SATISFACTORY ACADEMIC PROGRESS (SAP) DEFINITIONS

1. **Good Standing:** Students are in good standing when the minimum CPGA and ROP are met or exceeded. Students in good standing are eligible to register for courses and receive financial assistance under Title IV.
2. **Warning:** Students are placed on warning status the first term the CGPA and/or ROP falls below the minimum. This status requires students to have their course schedule approved by the program director and meet with him/her monthly. Students under this status will not be eligible for financial assistance under Title IV.
3. **Probation:** Students are placed on probation status the second term the CGPA and/or ROP falls below the minimum. This status requires students to have their course Schedule approved by program director and meet with him/her bi-weekly. Students under this status will not be eligible for financial assistance under Title IV.
4. **Dismissal:** Students are placed on dismissal status the third term the CGPA and/or ROP falls below the minimum. Students who are academically dismissed are no longer active students.

Probation - Students who fail to meet financial assistance SAP requirements who have successfully appealed are placed on probation for one term. After probation, the student must meet SAP requirements. Under no circumstances can a student be granted two consecutive probationary periods. However, a student may be placed in a probationary status two or more times during their program, if the probationary periods are not consecutive. If a student is withdrawn for any reason during the probationary term, the student is not granted a second probationary term. *For a probation due to a disciplinary action, the definition and process of that probation is defined in the Student Handbook.

OTHER DEFINITIONS

1. **Attempted Credits** – all credits in which the students enroll and obtain a grade.
2. **Transfer Credits** – all credits taken at other institutions of higher education recognized by accrediting agencies that were approved with A or B grade. These grades have to accept by the Dean of Academic and Accreditation Affairs or Director of the Program. Will be considered in the SAP measurement. This will affect the credits attempted and the cumulative grade point of average of the credit's transcript.
3. **Approved Credits** – credits for courses attempted in which the grade was B or higher.
4. **Grade Point Average (GPA)** – the measure of academic merit carried out by the student. It is computed by dividing the total points earned by the number of credits the student has received final grades, including F's that have not being removed.
5. **Repeating Courses** – it is a practice under which the student is allowed to repeat any courses where they obtain a grade lower than B. In harmony with this permission, only the highest rating will be considered for the overall average. Repeated and approved courses will be considered in measuring the overall average and the percentage of success. Repeated courses will be considered attempted credits.
6. **Academic Progress** – the measure shows whether the student passes the percent of total attempted credits with an academic index at or above the established retention rate.
7. **Academic Year** – consists in two semesters and one summer. Beginning in June and ending in May of each year.
8. **Incomplete** – if a professor gives an incomplete in a course, the student must complete the program requirements within the date specify in the next semester. The professor will remove the incomplete within the deadline. The incompletes are considered in the computation of the average and percentage measure of success.
9. **Courses with a W rating** – these courses will be considered in calculating the percentage of success. It is considered as attempted credits and it does not affect the cumulative average.

10. **Probation** – a period of one academic semester (or stipulated time) in which the student will be placed on probation because they did not comply with the academic progress policy or due to a disciplinary action.
11. **Academic Suspension** – classification to be presented to the student who at the end of his probation period has not overcome academic deficiencies. The classification will be extended for one semester. *Suspension due to disciplinary action is defined in the Student Handbook.
12. **No Satisfactory Academic Progress (NSAP)** – the classification is granted to the student on the one of the following conditions:
 - a. after an academic suspension
 - b. does not qualify for probation
 - c. did not overcome probation period and continue studying

GRADUATION

Commencement Act

The Puerto Rico School of Nurse Anesthetists celebrates its commencement act once a year, at the end of the second academic semester. All degrees and diplomas are granted only on this occasion. Those students who have complied with degree requirements by the end of the first semester or during the Summer Session may request a certification of studies completion, but the degree will be granted in the next commencement ceremony.

BSN GRADUATION REQUIREMENTS:

- Comply with all the requirements of the curricular course. Nursing theory courses with A or B Basic courses (Spanish, mathematics, English, biology) minimum C or more.
- Have a satisfactory academic average (GPA) of 2.50 or higher.
- Have completed the number of credit hours and courses and clinical areas.
- Complete the graduation application and pay the graduation fee.
- Must comply with the study program within the time established by the institution.
- Approve clinical practice with competencies and skills in a satisfactory manner.
- Complete the Exit Interview with the Director of Financial Aid if the student used a student's loan through the Federal Department, Title IV.

MSA GRADUATION REQUIREMENTS

- Fulfill all curricular course requirements with A or B.
- Have a satisfactory academic average (GPA) of 3.00 or higher.
- Have completed the number of hours-credits and courses required by the grade to be obtained.
- Complete the graduation application and make the payment of the graduation fee.
- Must comply with the study program within the time established by the institution.
- Pass the self-evaluation test administered by the institution with at least 80%.
- Officially evidence his/her clinical experience and of having administered anesthesia in 650 surgeries in diverse specialties, as specified in the monthly clinical case detailed report.
- Fulfill all financial obligations with the PRSNA and satisfactorily complete the Final Graduation Checklist.
- Complete the Exit Interview, Satisfactory Survey and the complete hours of clinical practice in Medatrax with the Director of Nurse Anesthesia Program.
- Complete the Exit Interview with the Director of Financial Aid if the student used a student's loan through the Federal Department, Title IV.

MSN GRADUATION REQUIREMENTS:

- Fulfill all curricular course requirements with A or B.
- Have a satisfactory academic average (GPA) of 3.00 or higher.
- Have completed the number of credit hours and courses and clinical areas of both specialty and role (education or administration).
- Complete the graduation application and make the payment of the graduation fee.
- Must comply with the study program within the time established by the institution.
- Approve clinical and role practice, fulfilling the competencies and skills satisfactorily.
- Complete the Exit Interview with the Director of Financial Aid if the student used a student's loan through the Federal Department, Title IV.

Graduation Honors

The Puerto Rico School of Nurse Anesthetists follows the following honor scale:

Summa Cum Laude: 4.00 – 3.90

Magna Cum Laude: 3.89 – 3.50

Cum Laude: 3.49 – 3.00

It is important not to have repeated courses, nor have withdrawn from any class to be granted honors in the graduation.

Diplomas and Graduation Certifications

The graduate will claim his/her diploma at the Registrar's 90 days after commencement if he/she does not have any remaining financial obligations with the Institution. The certification of graduation may be requested by the student at the Office of the Registrar 30 days after having completed the requirements for graduation provided, he/she does not have any financial obligations with the institution

Rules for Granting Post Mortem Degrees

If a student has complied with all graduation requisites and is deceased before graduation, he/she may be considered by the PRSNA Program Director for granting a post mortem degree.

ACADEMIC GOVERNANCE

The structure for academic governance is vital to the life of our School. It is the mechanism by which academic policies are discussed and decisions reached that enable the achievement of the institution goals. This statement on academic governance is designed to support both these aims. Advice and guidance on academic governance matter may be obtained from the Dean of Academic and Accreditation Affairs Office.

STATEMENT ON ACADEMIC GOVERNANCE

The PRSNA was established as a higher education institution in May 2012. The reason for its establishment was the need for nurse anesthetists in the operating rooms of all hospitals in Puerto Rico. The situation is really worrying. Due to the reality described before, Mr. Carlos J. Borrero Rios CRNA, MSA, in close collaboration with the largest and most prestigious hospital of Puerto Rico, Auxilio Mutuo Hospital, created The Puerto Rico School of Nurse Anesthetists (PRSNA). On the other hand, our primary focus has always been the service we provide to our students. In accordance with that, we are privileged to have a Faculty that, not only has the best possible credentials, but who also have a commitment in helping our institution achieve its objectives and, therefore, help our students to reach their individual goals. It is a real honor to count with their support and passion to teach. Furthermore, all members of our institution understand the primary role of nurses and believe that we can help them reach their full potential.

The PRSNA uses an Academic Committee structure for formal decision making. This Committee structure is where the PRSNA core academic business is discussed and academic policy and strategy determined. It is concerned with ensuring the academic rigor, health and vibrancy of the School. The Academic Committee structure is concerned with the effective management, and operational requirements, including the deployment of resources. The members of this Committee are the Dean of Academic and Accreditation Affairs, Program Director, Registrar and Admission officers and the Faculty.

The Academic Committee has within its responsibilities:

- General issues related to the research, scholarship, teaching and courses at the PRSNA including criteria for the admission of Students;
- Policies and Procedures for assessment and examination of the academic performance of Students;

- The content of the curriculum and its delivery;
- Academic standards and the validation and review of courses;
- The procedures for the award of qualifications and honorary academic titles;
- The procedures for the expulsion of Students for academic reasons;
- Consider the development of the academic activities of the School and the resources needed to support them and Executive Committee.

On the other hand, the faculty plays an important role in developing the educational program of the institution. The Faculty members meet with the Program Director twice a year to discuss how to better the academic program. The insight presented by the Faculty then is analyzed by the institution's President and Academic Dean to make sure that the recommendations are plausible and within the reach of the school. Once that analysis has been made, the Faculty is informed of the final decision. Then in the second meeting of the year the Faculty assess if the changes implemented were of some benefit to the academic program. The meetings also contribute to discuss if new materials, educational resources or other instructional equipment are necessary to improve the academic offer.

The revision of the curriculum is made every two years. For that, we have a Curriculum Committee which is composed by the Program Director, Faculty members, graduates and students. This committee meets every two years to see how we can improve our program. The Faculty is a key component in this process because they also are nursing professionals who, in that sense, can provide input in what is happening in the actual field and compare it with the subjects that are thought in the Program.

The assessment of the students' learning outcomes is another component of the academic processes. Each year, an assessment plan is developed by the Dean of Academic Affairs, considering the courses that are going to be offered. The assessment plan includes the activities that are going to be measured and the specific goals, this plan is presented to faculty members during the first faculty meeting of each year. During the semester, each faculty member uses a rubric to assess the students' learning outcomes. The results of the rubrics are tabulated to identify the areas that need to be strength, and the areas where the students were able to evidence an effective learning. These results are also discussed with faculty member as part of the faculty meeting.

One last and important aspect is the evaluation of the institution effectiveness. For this matter, the Institution has the Assessment Committee, which has the responsibilities to develop, review, revise, implement, and monitor the Institutional and Academic Assessment Plan (IAAP). The Academic Dean, Dean of Academic Affairs and Accreditation, Director of the Program, Director of the Continuing Education Department, Admissions Officer, Administrative Assistant, one Faculty member, and one student are members of this committee.

The Assessment Committee is responsible for the revision of the Annual Report to identify outcomes and complete an evaluation of the IAAP twice a year. The IAAP is shared in Faculty and Staff meetings. After the preparation of the document, the committee meets, at least, twice a year (once every semester), to review the progress, identify the achieved goals, and determine if there are any other steps that need to be followed in terms of any adjustment that could be needed.

FINANCIAL STUDENT AID OFFICE

Financial Student Aid Office is responsible for processing applications and aid grants for students who meet eligibility requirements.

Email Office: asistenciaeconomica@eeapr.org

Financial Aid offering:

FEDERAL PELL GRANT:

Aid grant awarded to undergraduate students with financial need and enrolled in a technical, associates or bachelor's degree under an eligible program for financial aid. This aid doesn't have to be repaid and the amounts can change every year. For 2021-2022 academic year, the maximum amount is \$6,495. This will depend on the student Expected Family Contribution (EFC), cost of attendance and status (full time or part time). The student will have a 600.000% of eligibility or six years to qualify for it and may not receive Pell Grant funds from more than one school at a time. <http://studentaid.gov>

DIRECT SUBSIDIZED LOAN:

A William D. Ford Federal Direct Loan Program in which eligible undergraduate students can borrow money from the U.S. Department of Education at participants schools. Under this type of loan, the student must demonstrate financial need to help cover college expenses. For 2021-2022 academic year, the interest rate is 3.73% and the maximum amount the student can borrow will depend on the year in school and the dependency status, but the ranges are in \$3,500 to \$5,500 per year. Making a student loan is a serious responsibility, with which debts that must be paid is incurred, so it is recommended that before requesting it, the student exhaust other means of help and request it as a last alternative. <https://studentaid.gov>

DIRECT UNSUBSIDIZED LOAN:

Available to undergraduate and graduate students; there is no requirement to demonstrate financial need. PRSNA determines the amount you can borrow based on your cost of attendance and other financial aid you receive. The student is responsible for paying the interest on a Direct Unsubsidized Loan during all periods. If choose not to pay the interest while you are in school and during grace periods and deferment or forbearance periods, the interest will accumulate and be capitalized that increase the principal amount of your loan.

In the case of undergraduates' students, the interest rate is 3.73% and the maximum amount which the student is eligible will depend on grade level and dependency status between \$2,000 to \$7,000. For the graduates' students, the interest rate is 5.28% and the maximum amount eligible for up to \$20,500. <https://studentaid.gov>

REQUIREMENTS:

1. Need to create a Federal Student Aid Identification (FSA ID) that gives you access to Federal Student Aid's online systems and use it as your legal signature. If student is enrolled in undergraduate program and is under 24 years old, their parent will also need an FSA ID account.

To create it or update the information go to: <https://fsaid.ed.gov/npas/index.htm> or <https://fsaid.ed.gov/npas/pas/pub/ForgotPassword>

2. Complete the Free Application for Federal Financial Aid (FAFSA): School Code **042789**. <https://fafsa.ed.gov> or download the app Federal Student Aid.

Required documents for the student needed at the time to complete the application:

- ✓ Copy of 2019 Income Tax Return (if applicable) of student, parent, or spouse if you the student is married. Please consider that the capitulations do NOT apply in this case.
- ✓ Copy of Withholding (W-2)
- ✓ Any other evidence of income such as: Veteran's benefits, Social Security, child support received, money received as family assistant or SNAP benefits.

In case of verification by the ED, Financial Aid Office will have to require other documents not included in the list. An undergraduate student selected for the verification process, will need to complete it before any disburse can be made.

In case of Direct Loans participants:

Complete the institutional process for loan application.

3. Processes required by the ED in <https://studentaid.gov>

- a. Entrance Counseling
- b. Master Promissory Note (MPN)
- c. Annual Student Loan Acknowledgement
- d. Exit Counseling: if student leave school, reduce enrollment less than half time or when applies for

graduation.

Note: Due to current Covid19 emergency, the U.S. Department of Education have made exceptions to relief student loans borrowers and interest is temporally 0% but payments can still be made.

For more information, please visit <https://www.eeapr.org>.

BURSAR OFFICE

FISCAL ENROLLMENT POLICY

Introduction

All students enrolled in Puerto Rico School of Nurse Anesthetists must pay the full cost of their studies or guarantee the total payment through their financial aid: private, authorizations of Agencies Federal Aid or other Agencies. Our institutions facilitate the alternatives for the financing of study costs, as applicable.

REQUIREMENTS

1. All students must ensure they pay all outstanding balances in order to enroll in a new semester.
2. All students may avail payment plan benefit to pay off the total debt, according to the limits set forth above.
3. All students which avail the payment plan benefit must pay their debt balance on or before the following dates, as the corresponding academic term:
4. A **\$25.00** late fee will be charge to his/her account if the students do not comply with the payment scheduled deadlines. The student will have until the day fifteen (15) of each month to make his payment
5. The official enrollment is not authorized to students who keep debts from previous academic years.
6. All students must pay any outstanding balance for request official documents.
7. The student is responsible to keep informed about the institution costs and payment rules, reading the Tuition and Fees Bulletin or visit the institution office.
8. Tuition fees will be calculated based on your enrolled program.

9. All students are required to sign an enrollment contract as of his/her tuition and fees.
10. The Bursar Office and Finance Administrator of Puerto Rico School of Nurse Anesthetists is responsible for the implementation of this Policy.
11. Puerto Rico School of Nurse Anesthetists reserves the right to review and amend, partially or totally, this Policy, as deemed necessary.
12. Puerto Rico School of Nurse Anesthetists reserves the right to review and modify the tuition fees of their institutions, as deemed necessary.

INACTIVE STUDENTS WITH DEBT

- a) All inactive students that keep a debt with Puerto Rico School of Nurse Anesthetists must pay 100% of the debt. It cannot be made in a payment plans or extensions. The readmission of inactive students after paying the debt, will be subject to evaluation. Paying the debt will not represent an automatic pass to enrollment or readmission. Subject to meeting the time frame of the program to be admitted and their courses have not expired. The student's academic progress will be evaluated. A part of the evaluation could be at carry out an interview of the student, validate the documentation of the file and send current documents.

The Finance Office Offers the Following Services:

- ✓ Guidance and collection of tuition fees, fees and other fees approved for the academic year.
- ✓ Payment plans or extension of tuition.
- ✓ Delivery of checks if there were any.
- ✓ Delivery of account statements.
- ✓ Flexibility in the form of payment (Cash, VISA, Master Card, ATH, Check and Money Order)
- ✓ Delivery of payment receipt.

The information contained in this document regarding fees, tuition costs, deposits, reimbursements, etc., applies to all graduate students. Tuition costs are approved by the Board of Directors.

TUITION COSTS, FEES AND OTHER CHARGES

- Tuition Fee for Bachelor's degree \$180.00 per credit
- Tuition Fee for Master's degree \$250.00 per credit

	Total Cost of Attendance
Bachelor's degree of Sciences in Nursing	\$26,530
Master's degree in Sciences of Anesthesia	\$21,500
Master's degree in Nursing with Specialty in Critical Care	\$12,875

Bachelor's Per Credit: \$180

Semester fee: \$375

Master's fee: \$250

	Fees / Charges
Admission Fee	\$75.00 (except BSN)
Late Registration	\$25.00
Certification of Studies	\$2.00
Credit Transcript	\$3.00
Graduation Certification	\$50.00
Graduation Fee	\$175.00
Diploma (Duplicate)	\$100.00
Student listener fee	60% of course
Readmission fee	\$37.00
Technology fee	\$175.00 per semester
Removal of Incompletes	\$10.00
Student Activities	\$50.00 per semester
Maintenance fee	\$375 per semester
Identification card	\$5.00 (Duplicate)

Bachelor degree in Nursing					
Semester	Total of credits	Cost per credit	Total	Fees per semester	Total cost per semester
First year Fall	15	\$180	\$2,700	\$375	\$3,075
First year Spring	15	\$180	\$2,700	\$375	\$3,075
First year Summer	9	\$180	1,620	\$375	\$1995
Second year Fall	15	\$180	\$2,700	\$375	\$3,075
Second year Spring	12	\$180	2,160	\$375	\$2,535
Second year Summer	9	\$180	1,620	\$375	\$1995
Third year Fall	12	\$180	2,160	\$375	\$2,535
Third year Spring	13	\$180	2,340	\$375	3,715
Third year Summer	6	\$180	1,080	\$375	1,455
Fourth year Fall	15	\$180	2,700	\$375	3,075
Total	121				26,530

Master's degree in Nursing with Specialty in Critical Care					
Semester	Total of credits	Cost per credit	Total	Fees per semester	Total cost per semester
First year Fall	5	\$250	\$1,250	\$375	\$1,625
First year Spring	7	\$250	1,750	\$375	\$2,125
First year Summer	3	\$250	\$750	\$375	1,125
Second year Fall	8	\$250	2,000	\$375	2,375
Second year Spring	8	\$250	2,000	\$375	2,375
Third year Fall	6	\$250	1,500	\$375	1,875
Third year Spring	4	\$250	1,000	\$375	1,375
Total					\$12,875

Cost, Fees any other Charges are subject to change

Fines: Subject to changes

- Books or other resources from the library general collection: A fine will be charged for every day past the date due for each resource loaned, as stipulated by the institution. Total fines will not exceed \$50.00 per resource.
- Resources from the library reserve collection: A fine of \$1.00 will be charged per resource per hour to any user that returns a resource after the hour and date past due date/time of the loan. Total fines will not exceed \$50.00 per resource.
- Audiovisual and technological resources: The fine to be charged for late return of these resources will be \$0.25 (cents) per day/hour past due date/time of the loan. Total fines will be according to the resource type format.
- Lost resources: A fine will be charged in addition to a \$20.00 charge for expenses related to technical processing.

REFUNDS POLICY

WITHDRAWALS

All students of the Puerto Rico school of Nurse Anesthetist that files a total withdrawal on or before sixty percent (60%) of the academic term, the formula that governs this policy will be applied. It establishes the balance owed to the institution and the refund as applicable. If the period has ended, the student will be responsible for the one hundred percent (100%) of the cost, and the aids will be applied in full.

All students who file total withdrawal by completing the withdrawal from within this term, the reimbursement will be calculated based on:

*Formula

$$\frac{\text{Total days elapsed}}{\text{days in the term}} = \% (x) \text{ Total cost of study} = \text{Balance owed Total}$$

This formula does not apply to general fees. Fifty percent (50%) of the general fees will be reimbursed to any student who processes total withdrawal within this period (60% of the term academic). After this period, the student will not be reimbursed for general fees.

All institutional breaks free of five (5) business days or more will be deducted from the computation of the Total days in the academic term.

If the student received financial assistance from federal, state and/ or institutional programs credited to the student's account that is not used will be reimbursed to the program of origin or the student if he has paid his tuition cost. The amount will depend on the date of the withdrawal.

PARTIAL WITHDRAWALS (W): Any student who files a partial withdrawal during the first week from the first day of each semester and during the first two (2) days of Summer term classes, 75% of the cost of the course will be reimbursed. This does not apply to general fees. After this period, the student will be charged 100% of the cost of the course.

WITHDRAWAL FOR NO ASSISTANCE (WN): any student who does not attend the enrolled courses, the professor will identify him/ her with N//A in the record of Census Taking and will inform the Registration Office to make the corresponding process of administrative withdrawal for no assistance. The student will be required to reimburse seventy-five percent (75%) of the cost of the course and fees and the student will be responsible for twenty-five percent (25%) of the cost of the course and dues. This type of withdrawal is not covered by Title IV financial aid.

MIDPOINT: all (a) students who at the end of the semester obtains an administrative withdrawal (WA) in their grades due to consecutive absences without justification, abandonment of course, for academic deficiency, discipline problems, among other reasons, a

50% of the cost will be adjusted to the scholarship or financial aid. The student will be responsible for any balance after applying 50% of the scholarship or financial aid. If during the semester the (the) student has received a scholarship or financial aid reimbursement, an account will be registered to charge for the amount of the refund.

Admission and readmission fees, cost of materials equipment and books are not part of the enrollment agreement and, therefore, are exempt from adjustments to this policy.

The Puerto Rico School of Nurse Anesthetist will use the last day of attendance to determine the days completed in the term. In case of voluntary and administrative, the institution will consider the date on which it is notified as the last day of assistance.

For administrative dismissals (WA), the last day of attendance will be the last one registered academic activity for the purpose of reimbursement. If the last academic activity day cannot be determined, the institution will use the midpoint of the academic term as last day of attendance.

Note: This policy is designed in accordance with the provisions that govern the programs of Title IV assistance and it may be modified by the institution according to the changes in the aid programs and/ or low policies.

REGISTRATION CANCELLATION POLICY

All students of The Puerto Rico School of Nurse Anesthetist have the right to a full refund of tuition and all expenses paid (except the fee of admission) if they cancel their registration before the start date of classes as established in the current academic calendar.

PARTIAL CANCELLATION: The student can process a partial cancellation of the official registration where he/she will be entitled to reimbursement of the total cost of the course but will not apply reimbursement of general fees. The application of this policy will be partial cancellations processed before the start of classes.

TOTAL CANCELLATION: The student can process a total cancellation of the official registration where she/he will be entitled to reimbursement of the total cost paid including general fees, except one hundred and fifty dollars (\$150.00) for administrative charges. The application of this policy will be for total cancellations processed before the start of classes.

COURSE NUMBERING SYSTEM

Each course is identified with a code that includes letters and four digits. In master level courses, the first letters identify in English the discipline the course represents. If the discipline consists of two words, then it includes the first two letters of each word.

ANES – Anesthesia

NURS – Science in Nursing

IANES – Investigation in Anesthesia

First number of course code:

Technical or associate degree course = 2

Undergraduate course = 3

Master level course = 5 or 6

Doctoral degree course = 7

Second number of course code: This number identifies the number of terms assigned for the course:

1 for first semester course

5 for fifth semester course

2 for second semester course

6 for sixth semester course

3 for third semester course

7 for seventh semester course

4 for fourth semester course

8 for eighth semester course

0 for summer course

Third number of course code: Identifies the course category assigned by the institution:

0 for natural sciences

1 for advanced practice course

2 for theoretical courses

3 for seminars

4 for clinical practice

5 for research course

Fourth number of course code: Identifies if there is a sequence of courses, it uses 1, 2, 3, 4, depending on the number of courses on each category.

Courses by Category

(0) Natural Sciences:

ANES 5101 – Human Anatomy for Nurse Anesthetists

ANES 5102 – Integrated Human Physiology

ANES 5203 – Chemistry and Physics of Anesthesia

(1) Three P of the advanced practice in nursing: Pathophysiology, Physical Assessment, Pharmacology

ANES 5111 – Advanced Pathophysiology for Anesthetists

ANES 5112 – Advanced Physical Exam

ANES 5213 – Advanced Pharmacology of Anesthetics Drugs

(2) Theoretical Courses of Concentration

ANES 5221- Basic Principles of Anesthesia Practice

ANES 5022 – Advanced Principles of Anesthesia Practice

ANES 5023 – Introduction to Clinical Anesthesia

ANES 5324 – Professional Aspects of the Nurse Anesthetist

(3) Seminars

ANES 5231 - Seminar I

ANES 5032 – Anesthesia Seminar II

ANES 5333 –Anesthesia Seminar III

ANES 5434 – Anesthesia Seminar IV

(4) Clinical Practice

ANES 5341 – Anesthesia Clinical Practice I

ANES 5442 – Anesthesia Clinical Practice II

ANES 5043 – Anesthesia Clinical Practice III

(5) Research Courses (I, for Investigation/Research)

IANES 5351 – Evidenced-Based Research for Nurse Anesthetists I

IANES 5452 – Evidenced-Based Research for Nurse Anesthetists II

END-OF-PROGRAM STUDENT LEARNING OUTCOMES (SLOs) FOR NURSING PROGRAMS

The End-of-Program Student Learning Outcomes (SLOs) are based on the Quality and Safety Education for Nurses (QSEN, 2012), American Association of Nurse Anesthetists Standards for Nurse Anesthesia Practice (AANA, 2019), Standards of Professional Performance for Progressive and Critical Care Nursing Practice (AACN, 2019) and the Standards of Practice of the Puerto Rico College of Nursing Professionals (CPEPR, 2018):

1. Patient safety - The student will demonstrate:

a. Safe, effective and quality patient care through adequate protective measures, using universal standard precautions before, during and after a procedure.

2. Clinical management - The student will demonstrate:

a. Competencies and skills when performing the comprehensive history, physical assessment of the patient and in the provision of care.

3. Critical thinking, problem solving and research evidence - The student will demonstrate:

a. Knowledge to make decisions and solve problems during the evaluation of the patient, the administration of medications and the use of the equipment, considering the best evidence provided by nursing research.

b. Critical, analytical and constructive thinking to the various situations that occur in the civic life of their country and humanity.

4. Communication skills - The student will:

a. Communicate effectively with the people involved in the care, including the patient and family.

b. Demonstrate appropriate verbal, non-verbal and written communication in the provision of care.

5. Cultural competence - The student will:

a. Continually demonstrate cultural competence in caring for patients of all ages and physical conditions, family and peers.

6. Evidence-Based Practice and Scientific Investigation - The student will:

a. Critically analyze current and best practice evidence in nursing research.

b. Develop an investigative mentality that must be systematic and organized.

- c. Carry out a methodical study approval of a hypothesis, which sets a variable in advanced experimental processes.
- d. Demonstrate professional practice based on up-to-date knowledge, theories, and skills through continuing education.

7. Ethical and legal aspects - The student will:

- a. Apply ethical and legal concepts such as commitment, legal liability, professionalism and citizenship, in the practice nursing for a variety of populations.

8. Relationships - The student will:

- a. Apply knowledge of science, humanities and nursing to promote health, prevent disease and collaborate with the interprofessional team to provide health care to individuals, groups, families and populations.

BACHELOR'S DEGREE PROGRAM DESCRIPTION

BACHELOR'S DEGREE OF SCIENCES IN NURSING

Program Description

A. Philosophy, Mission, Goals and Objectives

1. Philosophy

The Undergraduate Program in Sciences in Nursing is organized in harmony with the philosophy of PRSNA. In addition to meeting the objectives of the institution, the Bachelor Program of Sciences in Nursing promotes the effective development of knowledge and skills in nursing, which allow the care of patients.

2. Mission of the Program

The mission of the Baccalaureate of Sciences in Nursing is to prepare a nurse with a solid training with the knowledge and skills that are necessary for the proper management of patients and for the performance of various roles with a high sense of responsibility, commitment, humanism, and dynamism within health care institutions. The program will train

graduates to offer excellent health care, with full mastery of the different types of patients and the various scenarios where they can perform.

3. Program Goals

1. Develop competencies that enable the nursing professional to make significant contributions independently and collaboratively in the provision of health services and in nursing practice.
2. Value the body of knowledge of the theories and models as a basis for contributing to the practice of the nursing discipline.
3. Develop research competence and use of findings in clinical practice.
2. Demonstrate leadership skills to initiate and carry out changes in the nursing field within health care systems.
3. Possess professional-ethical attitudes, communication skills, leadership, critical thinking and use of technology that facilitate intervention with the person, the family and the community.

4. Program Objectives

1. Offer courses leading to obtaining a Bachelor of Science in Nursing to be validated by the Puerto Rico Nurses and Nurses Examining Board as a nurse.
2. Provide ample learning opportunities that promote the development of competencies for nursing practice.
3. Offer clinical practice in critical care and university settings to integrate the teaching-learning process.
4. Develop competencies to conduct nursing research and interpret and use research findings.
5. Train in the use of technology used in managing the health care of patients.
4. Develop a specialist with ethical, legal and moral values to provide a humanistic service and to assume responsibility for his/her development and that of the nursing profession.

COMPETENCES OF THE BACHELOR'S DEGREE OF SCIENCES IN NURSING

After completing the Bachelor's degree, the graduate will evidence the following profile:

Knowledge:

1. Demonstrate competence and critical judgment in providing nursing care to sick patients.
2. Will know the theoretical concepts and the principles of caring for patients belonging to different populations.
3. Demonstrate knowledge of clinical practice supported by the best evidence and experience.

Skills:

1. Demonstrate leadership, consultancy, collaboration, and advocacy skills to promote health and healthcare at the individual, family, group, community, and organizational levels.
2. Demonstrate skills in care management and effective communication with the interdisciplinary team.
3. Will use information and communication technologies in the provision of service, care and documentation offered to customers.
4. Use the findings of research and evidence-based practice in providing health care.
5. Will develop critical thinking skills when solving problems that arise in carrying out the nursing responsibilities.
6. Will use the nursing process as an instrument in advanced care practice.
7. Perform nursing roles through the integration of theory, research, and practice.

Attitudes:

1. Demonstrate responsibility and ethical-legal commitment in humanistic care responding to the changing needs of society and health care patterns and cultural sensitivity.
2. Will contribute to the solution of local and national health problems that have implications for nursing practice.
3. Will argue about the importance of staying current in your profession.
4. Recognize the importance of actively participating as a member of the professional organizations.

**CURRICULAR SEQUENCE OF THE
BACHELOR'S DEGREE OF SCIENCE IN NURSING**

Primer Año			
Semestre I: agosto a diciembre			
Código	Curso	Créditos	Pre-requisitos
ESPA 3161	Español I	3	
INGL 3161	Inglés I	3	
BIOL 3101	Anatomía y Fisiología Humana	3	
BIOL 3102	Lab. Anatomía y Fisiología Humana	0	
CISO 3161	Ciencias Sociales	3	
NURS 3120	Introducción a la Práctica de Enfermería	3	
Total		15	

Primer Año			
Semestre II: enero a mayo			
Código	Curso	Créditos	Pre-requisitos
MATE 3161	Matemática básica	3	
ESPA 3262	Español II	3	ESPA 3161
INGL 3262	Inglés II	3	INGL 3161
BIOL 3103	Anatomía y Fisiología II	3	BIOL 3101, BIOL 3102
BIOL 3104	Lab. Anatomía y Fisiología II	0	BIOL 3101, BIOL 3102
NURS 3121	Fundamentos de Informática y Tecnología en Enfermería	3	
Total		15	

Primer Año			
Verano			
Código	Curso	Créditos	Pre-requisitos
QUIM 3001	Química General	3	Mate 3161
QUIM 3002	Lab. Química	0	Mate 3161
HUMA 3161	Humanidades	3	HUMA 3161
BIOL 3303	Bioestadística	3	
Total		9	

Segundo Año			
Semestre I: agosto a diciembre			
Código	Curso	Créditos	Pre-requisitos
BIOL 3301	Microbiología	3	
BIOL 3302	Lab. Microbiología	0	
PSIC 3301	Principios de Psicología	3	CISO 3161
NURS 3321	Fundamentos de Enfermería	3	NURS 3320
NURS 3341	Práctica Clínica Fundamentos de Enfermería	3	NURS 3120, NURS 3321
NURS 3023	Conceptos de Nutrición aplicados al cuidado de enfermería	3	NURS 3320
Total		15	

Segundo Año			
Semestre II: enero a mayo			
Código	Curso	Créditos	Pre-requisitos
NURS 3021	Farmacología y Dosificación	3	BIOL 3101, BIOL 3102, BIOL 3103, BIOL 3104
NURS 3322	Implicaciones espirituales, transculturales y aspectos éticos legales de la profesión de enfermería	3	
NURS 3421	Proceso de Enfermería en el Cuidado de la Enfermería en la Salud Mental y Psiquiatría	3	NURS 3321, NURS 3341, NURS 3120, PSIC 3301
NURS 3441	Práctica Clínica del Proceso de Enfermería en el Cuidado de la Enfermería en la Salud Mental y Psiquiatría	2	NURS 3321, NURS 3341, NURS 3120, PSIC 3301
Total		12	

Segundo Año			
Verano			
Código	Curso	Créditos	Pre-requisitos
NURS 3422	Cuidado de enfermería centrado en el Adulto y Viejo I con Condiciones Médico Quirúrgico	3	NURS 3120, NURS 3121, NURS 3021
NURS 3442	Práctica Clínica del Cuidado de enfermería centrado en el Adulto y Viejo I con Condiciones Médico Quirúrgico	3	NURS 3120, NURS 3021
NURS 3424	Patofisiología	3	
Total		9	

Tercer Año			
Semestre I: agosto a diciembre			
Código	Curso	Créditos	Pre-requisitos
NURS 3024	Proceso de Enfermería en el Cuidado del Adulto y Viejo II con condiciones Médico quirúrgicas	3	NURS 3120, NURS 3021, NURS 3023 NURS 3321, NURS 3421, NURS 3422
NURS 3041	Práctica Clínica en Proceso de Enfermería en el Cuidado del Adulto y Viejo II con condiciones Médico Quirúrgicas	3	NURS 3120, NURS 3021, NURS 3321, NURS 3341, NURS 3422, NURS 3442
Electiva	<i>(Manejo de enfermería en el control de infecciones para la prevención de enfermedades contagiosas)</i>	3	
Electiva	<i>Introducción al Cuidado Crítico</i>	3	
Total		12	

Tercer Año			
Semestre II: enero a mayo			
Código	Curso	Créditos	Pre-requisitos
NURS 3521	Proceso de Enfermería en el Cuidado Materno Infantil	3	NURS 3120, NURS 3121, NURS 3421, NURS 3441
NURS 3541	Práctica Clínica del Proceso de Enfermería en Materno Infantil	2	NURS 3120, NURS 3121, NURS 3421, NURS 3441
NURS 3522	Proceso de Enfermería en el Cuidado del Niño y el Adolescente	3	NURS 3120, NURS 3121, NURS 3421, NURS 3441
NURS 3542	Práctica Clínica Proceso de Enfermería en el Cuidado del Niño y el Adolescente	2	NURS 3120, NURS 3121, NURS 3421, NURS 3441
Electiva	<i>Introducción a la Salud Pública y Enfermería Comunitaria</i>	3	
Total		13	

Tercer Año Verano			
NURS 3423	Historial y Estimado de Salud	3	BIOL 3101, BIOL 3102, BIOL 3103, BIOL 3104
NURS 3551	Introducción al Proceso de Investigación en Enfermería para la Práctica Basada en Evidencia	3	NURS 3120, MATE 3161, NURS 3321, NURS 3341
Total		6	

Cuarto Año Semestre II: agosto a diciembre			
Código	Curso	Créditos	Pre-requisitos
NURS 3601	Proceso de Enfermería en el Cuidado centrado en la Familia y la Comunidad	3	NURS, 3121, NURS 3021, NURS 3321, NURS 3321, NUS 3421, NURS 3422, NURS 3021, NURS 3521, NURS 3522
NURS 3641	Práctica Clínica del Proceso de Enfermería en el Cuidado centrado en la Familia y la Comunidad	2	NURS 3321, NURS 3021, NURS 3341, NURS 3441, NURS 3442, NURS 3441, NURS 3541, NURS 3042
NURS 3621	Liderazgo y administración de los servicios de enfermería	3	NURS, 3121, NURS 3021, NURS 3321, NURS 3321, NUS 3421, NURS 3422, NURS 3021, NURS 3521, NURS 3522
NURS 3642	Práctica Clínica - Liderazgo y administración de los servicios de enfermería	4	NURS 3321, NURS 3021, NURS 3341, NURS 3441, NURS 3442, NURS 3441, NURS 3541, NURS 3042
NURS 3631	Seminario a la Transición a la Profesión de Enfermería	3	NURS, 3121, NURS 3021, NURS 3321, NURS 3321, NUS 3421, NURS 3422, NURS 3021, NURS 3521, NURS 3522
Total		15	

Electivas		
Código	Curso	Créditos
NURS 3523	Introducción al Cuidado Crítico	3
NURS 3524	Introducción a la Salud Pública y Enfermería Comunitaria	3
NURS 3525	Manejo de enfermería en el Control de Infecciones para la Prevención de Enfermedades Contagiosas	3

Distribución de Créditos	
Educación General	24
Cursos Relacionados	15
Cursos de Enfermería	73
Electivas	9
Total	121

Realizado 2/2020
Rev. 3/2020
Rev. 5/2020
Rev. 2/2021
Rev. 3/2021

COURSE DESCRIPTIONS
BACHELOR'S DEGREE OF SCIENCES IN NURSING

ESPA 3161 Basic Spanish I

The course is aimed at developing skills and knowledge related to the Spanish language. The course consists of writing exercises, as well as reading and analysis of narrative literary genres (the short story and the novel) in Spanish, Latin American and Puerto Rican literature. It focuses on developing a critical stance towards reading and creativity, always considering grammar and style rules.

INGL 3161 Basic English I

The course is designed for students that need to further develop their command of the language by strengthening the basic grammatical concepts in the context of practical, oral, and written situations. Integrated reading selections are used to strengthen grammar and vocabulary.

BIOL 3101 Human Anatomy and Physiology

This course provides the student with the study of the structure and function of the cell, the four basic tissues, and the human skeletal, muscular, and nervous systems.

CISO 3161 Social Sciences

This course is geared toward an understanding of the social sciences that have shaped the world we live in. It introduces the student to the analysis of the basic problems of contemporary society such as the incorporation of the individual into society and the social, political and economic problems. Puerto Rico is placed within this process.

NURS 3120 Introduction to Nurse Practice

This course introduces the student to the practice of the nursing profession. It offers a trajectory from the historical and contemporary perspective of the practice, roles and functions of the nursing professional and an introduction to concepts and theories of the discipline to direct care. On the other hand, general concepts of the laws that regulate and affect practice are introduced, as well as ethical-moral aspects and their implications when offering patient

care. In addition, the factors that affect health reform, community health, and health care delivery systems are discussed.

MATE 3161 Basic Math

The course is focused on working with elementary algebra, factoring, algebraic fractions, exponents and radicals, complex numbers, equations, and inequalities.

ESPA 3262 Basic Spanish II

This course is the second part of ESPA 3161. The course is aimed at developing skills and knowledge related to the Spanish language in an academic context. The course consists of analysis of the literary genres of essay, theater and poetry in Spanish, Latin American and Puerto Rican literature. It focuses on the study of literary creation, grammatical aspects, and research.

INGL3262 Basic English II

This course is the second part of INGL 3101. It is an intensive course in the fundamentals of the grammatical structures of English. Emphasis is on oral and written skills, reading for comprehension, and vocabulary building.

BIOL 3103 Human Anatomy and Physiology II

The course continues the study of the fundamental principles of the anatomy and physiology of the human body. The interrelation of all systems in the coordination of the functioning of the human body is emphasized. The cardiovascular, lymphatic, respiratory, digestive, urinary, endocrine, and reproductive systems are studied. Some common pathologies associated with the systems of the human body are also studied.

BIOL 3104 Human Anatomy and Physiology Laboratory II

This laboratory course that is offered concurrently with the Anatomy and Physiology II course where complementary and supplementary laboratory practices are offered in which the student is provided with anatomical models and simple experiments. Basic concepts and laboratory techniques related to the cardiovascular, respiratory, digestive, urinary, endocrine, reproductive, and lymphatic systems are studied.

NURS 3121 Fundamentals of Informatics and Technology in Nursing

This course offers basic concepts and skills on the use of computers and information systems management for effective and safer management. It exposes the student to explore competencies in the use of the computer, management of technology and the management of electronic information. It will make it easier for you to obtain and manipulate data and information to support decision-making related to the care and improvement of patient outcomes by developing a safe and quality practice in the various health services. Ethical, regulatory, and legal aspects related to the handling of confidential information are discussed.

QUIM 3001 General Chemistry I

Study of the fundamentals of Chemistry, with an emphasis on matter and its physical and chemical properties, measurements, atoms, molecules and ions, stoichiometry, reactions, gases, thermochemistry, periodic table, quantum theory, atomic structure, bonds, molecular geometry and hybridization.

QUIM 3002 General Chemistry Laboratory I

This laboratory will complement the QUIM 3001 course. It includes safety techniques in the laboratory, experiments on physical and chemical properties of matter, mass and solution stoichiometry, thermochemistry, periodic table, chemical bonds, molecular geometry and gases.

HUMA 3161 Humanities

The course is aimed at the study of Western culture, especially the cultural contributions of Greece. Epic, tragedy, art and philosophy will be analyzed, identifying important works.

BIOL 3303 Biostatistics

The course focuses on the study of techniques used as applied in biological research. Descriptive and inferential statistics for variant samples and pooled data.

BIOL 3301 Microbiology

The course offers the study of microorganisms and their activities, with an emphasis on bacteria. It includes evolution, classification and identification, reproduction, morphology, physiology, ecology, biochemistry, genetics, and control. Applied aspects such as food, soil, water microbiology and the basic principles of immunology are included.

BIOL 3302 Microbiology Laboratory

The laboratory focuses on the study of morphology, physiology, taxonomy, ecology, and control of the most common microorganisms with an emphasis on cultivation techniques.

PSIC 3301 Principles of Psychology

In this course the basic principles of psychology are discussed taking into consideration the development and evolution of the field of study, research, and the biological bases of behavior. The basic psychological processes are presented, and the different theories of learning development, personality and human behavior are discussed. In addition, the different types of psychological disorders that human beings can present, and their treatment are described.

PSIC 3321 Fundamentals of Nursing

This course is designed to prepare the student with the terminology, knowledge, attitudes, values and competencies required to offer professional nursing care, ensuring the quality, safety and effectiveness of the care of the culturally diverse patient or client. Emphasizes the use of effective communication techniques and technology as an integral part between the nurse-patient relationship and the interprofessional team. In addition, it provides strategies for the development of critical thinking and health promotion through evidence-based practice.

NURS 3341 Fundamentals of Nursing Clinical Practice

This course is designed to prepare the student with the knowledge, skills, and attitudes necessary to ensure quality and safety care centered on the patient and their family, in the various structured and unstructured settings. It begins the phases that describe nursing practice as a guide to direct the holistic care of culturally diverse individuals. Emphasizes the use of effective communication techniques as an integral part between the nursing, patient and

interprofessional team relationship. In addition, it provides strategies for the development of critical thinking and health promotion through evidence-based clinical practice. It allows the student to join as a member of the interdisciplinary team applying general knowledge about science, culture, and society to discern and solve problems related to the health care of the individual, family, communities, groups or populations in structured and unstructured environments.

NURS 3023 Nutritional Concepts Applied to the Nursing Care

In this course basic concepts of nutrition are discussed as an integral part of nursing care. The student is introduced to the role of nutritional counselor as part of her collaboration within the interdisciplinary patient care team. The necessary tools are offered to assess nutritional needs, identify risks, and modify behavior patterns of the patient and their family for health promotion and disease prevention. Adequate nutrition is particularly vital in all aspects of health care including individual growth and development, health promotion and disease prevention, as well as the management of acute and chronic diseases. The nutritional status of a patient often affects the patient's outcomes during illness and recovery.

NURS 3021 Pharmacology and dosage

This course discusses the basic concepts of pharmacology that facilitate the student to apply principles of pharmacokinetics, pharmacodynamics and pharmacotherapy in the administration of drugs in clinical practice. It incorporates the nursing process in the administration of medications. Emphasizes drugs that affect the functioning of body systems. Integrates the concepts and skills in the calculation and dosage of drugs.

NURS 3322 Implications of spiritual, transcultural, and ethical-legal aspects of the nursing profession

This course emphasizes the professional competencies of the caregiver role in providing holistic patient care. Integrates the spiritual aspect, respecting the values, beliefs, religious practices, traditions and culture of individuals, families, and the community. Cross-cultural concepts, phenomena and cultural behaviors that affect health care are discussed through cultural estimation. It examines the different racial and ethnic groups commonly present in the United States and the important aspects to consider for culturally congruent, competent, and

sensitive nursing care. Provides basic information on various ethical and legal aspects that affect nursing practice. Dilemmas or ethical decisions are discussed in the interaction with the client. Emphasis is placed on effective communication techniques in dealing with clients from different cultures.

NURS 3421 Nursing process in the nursing care in mental health and psychiatry

This course provides to explore various trends, theories, and the most common mental health conditions and problems associated with them. Applies the nursing process in comprehensive care to individuals with real or potential mental health problems or with psychiatric disorders, to promote and promote health, safety and evaluate the results in various settings. Emphasizes the use of evidence-based practice and current therapeutic modalities used in psychiatry. It considers the cultural diversity and the use of the nomenclature according to the contents of the DSM-5, to direct the estimation, diagnosis, and planning of nursing care. Promotes the use of effective and therapeutic communication techniques for efficient care.

NURS 3441 Clinical Practice of the nursing process in the nursing care in mental health and psychiatry

This course provides the various opportunities for clinical learning in various structured and unstructured settings such as those of the community such as rehabilitation centers, homes, hospitals, or others that allow the student to apply theoretical concepts learned in mental health care and psychiatry. Emphasizes cultural values and beliefs; the stage of growth and development; and patient and family education for safe and effective nursing care. The principles are discussed and the skills necessary to carry out therapeutic interventions in various settings are developed. Therapeutic communication techniques, use of technology, practice in evidence and research findings for the promotion of mental health, primary, secondary, and tertiary prevention are highlighted.

NURS 3422 Nursing care of the adult and elderly with medical-surgical conditions I

This course prepares the student for the performance of their future role and responsibilities in providing nursing care in a complex health system. Physiological, pathophysiological, psychosocial, and spiritual concepts are emphasized, and their implications in the care of patients with common health problems and medical-surgical conditions. Concepts from other

disciplines, such as nutrition, pharmacology, and gerontology are integrated to optimize patient outcomes. Critical thinking and clinical decision-making skills are developed. The focus is to apply the nursing process in the management of patients with acute and chronic health conditions, taking into account cultural diversity, age, gender and lifestyles. The course includes clinical experience that allows the student to apply theoretical concepts to practice in diverse populations of adults and the elderly with medical-surgical conditions.

NURS 3442 Clinical Practice in nursing care of the adult and elderly with medical-surgical conditions I

This course provides clinical learning opportunities that prepare the student for the practice of the profession in diverse structured, unstructured health care settings of diverse complexity and dynamics. Develops the skills and competencies required to handle current or potential health problems that affect the individual, the family, and the community. It allows the student to relate and apply basic concepts previously learned in the nursing fundamentals course and patient care with medical-surgical conditions. Emphasizes the role of caregiver to meet the needs of adults and the elderly with problems of pain, fluid balance, electrolytes and acid base, protection and oxygenation, taking into account cultural diversity, age, gender and styles of life. Communication strategies and information technologies are highlighted in interactions with the patient and the interprofessional team.

NURS 3424 Pathophysiology

This course discusses the basic concepts of the most common health problems, how they alter the structure and functioning of the human system and the mechanisms that the body uses in response to health disorders. Biology, genetics, and anatomy aspects that contribute to the development of a disease are integrated. Evidence-based practice and advances in technology are highlighted as tools for decision-making in patient care and disease prevention.

NURS 3024 Nursing care of the adult and elderly with medical-surgical conditions II

This course is the continuation of the Nursing Care in Adults and Elderly I course with medical-surgical conditions. It discusses the management of patients with common problems of the cardiovascular, hematological, nervous system, sensory, musculoskeletal, gastrointestinal, endocrine, renal / urinary and reproductive systems. The importance of

critical thinking to make timely, appropriate clinical decisions and prioritize care is highlighted. The nursing process is integrated as a tool to direct patient-centered collaborative care according to the best evidence in current practice. The course includes clinical experience that allows the student to apply theoretical concepts to clinical practice in diverse adult and elderly populations.

NURS 3041 Clinical Practice in nursing care of the adult and elderly with medical-surgical conditions II

This course provides clinical learning opportunities that prepare the student for the practice of the profession in complex, dynamic, structured, and unstructured healthcare settings.

Develops the skills necessary to manage current or potential health problems that affect the individual, the family, and the community. It allows the student to execute professional skills, apply previously learned basic concepts when providing care to patients with problems of the system: cardiovascular, nervous, sensory, musculoskeletal, gastrointestinal, endocrine, renal / urinary and reproductive; considering cultural diversity, age, gender and lifestyles, offering them a quality intervention and safe practice. Communication strategies, information technologies and research are highlighted in the interaction with the patient and the interprofessional team. It requires clinical practice.

NURS 3521 Nursing process in maternity and infant health

This course provides concepts and principles of holistic, empathic, and humanistic care for women, the newborn, and the family. Discusses the pathophysiological process of acute or chronic health conditions in various structured and unstructured settings. Emphasizes nursing care based on evidenced practice and the use of critical thinking when incorporating the nursing process into maternal and childcare, women's health, and the newborn. It promotes the use of effective communication techniques for efficient care, collaboration with the interdisciplinary team and encourages a safe practice considering cultural diversity.

NURS 3541 Clinical practice in the nursing process in maternity and infant health

This course offers the student clinical experience to apply the knowledge and theoretical concepts learned in maternal and childcare. It focuses on the application of the nursing process by prioritizing appropriate and holistic care for the mother who experiences complications during pregnancy, intrapartum and postpartum, including the high-risk newborn. Emphasizes cultural values and beliefs, age, and lifestyles for effective nursing care. The skills and competencies will be offered for the student to carry out common procedures in maternal and childcare in a variety of clinical settings and situations. Communication strategies, use of technology and research in interactions with the patient and the interprofessional team are highlighted.

NURS 3522 Nursing process in the childcare and adolescents

Examines concepts of childhood growth and development. Applies the nursing process related to the care of pediatric patients from infancy to adolescence with common health conditions. Fluid and electrolyte, immune, infectious, gastrointestinal, musculoskeletal, genitourinary, respiratory, cardiovascular, hematological, cancer, tissue integrity, endocrine or metabolic, neurological, psychosocial, intellectual, or developmental and sensory alterations are highlighted. It includes the care of the child with emergency situations, chronic conditions, critically ill or dying. Emphasizes the role of nursing in the promotion and maintenance of health with a family-centered approach. Encourage the use of communication techniques for effective care. It includes clinical experience as part of the learning opportunities that allows the student to apply theoretical concepts to practice.

NURS 3542 Clinical practice in the nursing process of the childcare and adolescents

It facilitates clinical learning opportunities that allow the student to apply theoretical concepts learned in the care of infants, children, and adolescents. Emphasizes cultural values and beliefs; the stage of growth and development; and patient and family education for effective nursing care. The principles are discussed and the skills necessary to perform common procedures in the care of children in various settings are developed. Communication strategies, use of technology and research are highlighted when applying the nursing process in family-centered patient care.

NURS 3423 History and health estimate

This course offers methods, guidelines for the application, knowledge, skills, and competencies to be able to carry out the health history and physical examination of the systems, considering the growth and development stage of the culturally diverse client. Integrate basic concepts of human anatomy and physiology in the development of estimating skills. Encourage critical thinking when evaluating data for clinical decision making for effective health care. Requires demonstration and practice in the skills lab to strengthen student learning and provide safe practice on the client.

NURS 3551 Introduction to the research process in nursing for the evidenced-based practice

Introduces the basic concepts of nursing research, practice in evidence, and legal ethical considerations. Aspects of the research process, quantitative and qualitative research designs and methods are discussed. Develops methodological skills to read, interpret and analyze and evaluate articles based on evidence, to improve practices in the nursing profession.

NURS 3601 Nursing process in the care centered in the family and community

Discussion of concepts related to community nursing and public health. It explores the social and ecological determinants that affect the health of individuals, communities, and populations. It focuses on the use of evidence-based practice for the development of critical thinking skills and reasoning skills. It integrates the nursing and epidemiological process, as tools for the analysis and solution of problems. Emphasizes the promotion and maintenance of health to individuals, families, and groups in the community. It includes experience in various community settings as part of the learning opportunities that allow the student to apply theoretical concepts to practice.

NURS 3641 Clinical practice in the nursing process in the care centered in the family and community

It offers the application of the nursing process to provide nursing care and apply knowledge with individuals, families, groups in various settings in the community. Integrates theoretical concepts of public health and epidemiology to the practice and improvement of health. Emphasizes cultural sensitivity and environment when planning nursing care. Demonstrates

ability to identify, plan, direct, lead, educate and coordinate interventions and strategies to promote the health and well-being of the population.

NURS 3621 Leadership and administration in nursing services

The course provides the necessary tools to develop the role of administrator and coordinator of nursing care in a constantly changing health system. Discusses the concepts of organizational and leadership theories and structures including their implications in professional practice. Emphasis is placed on developing critical thinking skills, decision making, problem solving, and effective communication within the interprofessional team, as well as delegation and conflict resolution strategies. Resource management and quality improvement activities are highlighted.

NURS 3642 Clinical practice in leadership and administration in nursing services

This course offers the student the opportunity to make the transition process of the student to the future work environment. The purpose of this course is to develop the role of leader and administrator by applying the knowledge, skills and attitudes acquired throughout their training career, to assume the function of the professional role and responsibilities in decision-making to various real situations in clinical practice. Communication, teamwork, critical thinking, and professionalism are promoted to improve the quality of health care. It incorporates clinical skills, current trends in health care, evidence-based practice, and management and leadership methods to ensure that nursing practice is competent, safe, effective, efficient, equitable, timely, and patient-centered.

NURS 3631 Transition to the nursing profession seminar

This course prepares the future nursing professional by promoting analysis, responsibility, and presents the real work scenario that they will face. Various contents of the courses related to nursing occupation are discussed for maintaining health, social and physiological integrity in an effective and safe way. Nursing professionals use skills and knowledge in nursing and related sciences when offering their care to clients in different settings for the provision of health services. In PR and the US, to practice as a nursing professional, it is required to take a board exam that measures that candidate have the minimum competencies necessary to practice effectively and safely while practicing the profession.

MASTER'S DEGREE PROGRAM

DESCRIPTION SCIENCE OF ANESTHESIA

Philosophy of the Nurse Anesthesia Program

- We believe that it is a responsibility and an ethical mandate of the anesthetist to offer safe care to all patients. The Anesthesia Program will provide the education of excellence to prepare competent nurse anesthetists that provide safe services with human sensibility.
- We believe a dynamic, high quality program is needed to contribute to the satisfaction of the needs of the nurse anesthetist workforce within our social and economic context in rapid change and to foster a balance between technology and humanism.
- We believe that the teaching-learning process must be aimed at the attainment and application of the appropriate knowledge, the development of communication skills, clinical judgment and leadership, and the development of humanistic values and behaviors. The result will be the formation of a competent professional, able to offer quality and safe care to patients and committed with self-development in the advancement of the nursing discipline. In order to achieve the educational objectives, the program adopts the institutional philosophical beliefs about the teaching-learning process.
- We believe that the education of nurse anesthetists must develop competencies for patient care, patient safety, clinical judgment, communication skills and professionalism. The graduate profile and competencies to be developed are defined in such a way that the environment for accomplishing teaching-learning is provided.

MISSION

To offer a dynamic and high-quality master's degree in nursing in anesthesia that contributes to the fulfillment of the needs for nurse anesthetists in Puerto Rico through the preparation of competent practitioners. The program will respond swiftly and effectively to tendencies in the discipline, medicine and education, to social forces especially in technology and humanism, and also, to changes in the field.

VISION

PRSNA master program will be the leading program in the preparation of anesthetists in Puerto Rico and the Caribbean, recognized by the institutions which we provide services, health care professionals and accreditation agencies. Our institution wishes to contribute to the fulfillment of the needs of service, education, development and improvement of the nursing discipline.

OBJECTIVES

1. To prepare nurse anesthetists with the knowledge, skills and attitudes required to offer safe anesthesia services in compliance with professional standards and state regulations.
2. To provide broad opportunities for learning that promote the development of the competencies for anesthesia nursing practice.
3. To develop nurse anesthetists able to respond to the needs of patients who requires anesthesia and to improve the delivery of the anesthesia services.
4. To develop nurse anesthetists with the values to deliver humanistic services and to assume responsibility for self-development in the science of anesthesia discipline.

GOALS

1. To contribute to the fulfillment of needs in the workforce of nurse anesthetists in Puerto Rico.
2. To contribute to the improvement and development of advanced practice in anesthesia nursing in Puerto Rico.

COMPETENCES OF THE SCIENCE OF ANESTHESIA PROGRAM GRADUATE

After completing the requirements of the Master's Degree Program, the graduate will:

1. Demonstrate competence and clinical judgment while administering anesthesia and general anesthesia nursing care, including pediatric, obstetric, cardiovascular, plastic surgery, dental o neurosurgery, in:
 - a. Pre-anesthesia evaluation and preparation,
 - b. anesthesia induction, maintenance and emergence,
 - c. post anesthesia care,
 - d. pre-anesthetic functions and clinical support,
 - e. Monitoring and maintaining patient safety, including transferring the patient to other clinical professional.
2. Effectively perform and document a pre-anesthesia assessment of a patient including:
 - a. Request consultations and diagnostic tests,
 - b. Select, obtain, order and administer pre-anesthesia medications and fluids, and
 - c. Obtain informed consent from the patient previous to administer anesthesia;
3. Incorporate comprehension of natural, life and medical sciences, when making clinical judgment while administering anesthesia;
4. Develop and implement a plan of anesthesia;
5. Select and initiate a planned anesthesia technique that may include general, regional or local anesthesia, or intravenous sedation;
6. Select, obtain or administer analgesics, complementary and supplementary drugs, and the necessary fluids for the management of the anesthetic, maintenance of the patient's physiologic homeostasis, and to correct abnormal responses to the anesthesia or the surgery;
7. Select, apply or insert invasive and non-invasive monitoring modalities appropriate to the gathering and interpretation of patients' physiologic data;

8. Manage the air passage and pulmonary status of the patient using endotracheal intubation, mechanic ventilation, pharmacologic support, respiratory therapy or removing tubing;
9. Manage the emergence and recovery from anesthesia with the selection, order or administration of medication, fluids or ventilator support with the purpose of maintaining homeostasis, providing pain or unwanted anesthesia effects' relief, or preventing or managing complications;
10. Discharge a patient from a post-anesthesia care area and provide evaluation and follow up care of unwanted effects or complications of anesthesia;
11. Order, initiate or modify therapy for pain relief by administering medication, regional anesthesia techniques or other accepted modalities for pain relief such as epidural analgesia in birthing;
12. Respond to emergency situations by managing the air passage, using emergency fluids or medications or using basic or advanced cardiac resuscitation techniques;
13. To perform evidence-based anesthesia nursing practice in a consistently manner. Demonstrate in all settings appreciation for research findings;
14. Incorporate legal and moral principles in performing anesthesia nursing by means of current knowledge and adherence to standing statutes and observation of expected behaviors in a humanistic care:
 - a. The preservation of human dignity, respect for moral and legal principles, and support for the safety and wellbeing of patients in the nurse's care;
 - b. Assuming responsibility and accountability for services offered and actions taken;
 - c. Endorsing only products or services whose effectiveness and safety are satisfactory; and
15. Maintain ethical professional relations;
16. Be competent in the use and application of current technologies in the practice of anesthesia nursing in the clinical aspects as well as the theoretical spheres;
17. Perform anesthesia nursing practice in traditional operating rooms and in diverse clinical, ambulatory settings, in private medical offices, independent practice and others, including support

and consulting in specialized clinical units and services such as intensive care, cardiac catheterization and others;

18. Be a lifelong learner and demonstrate responsibility for the updating and improvement of personal knowledge and professional skills;

19. Advocate for patients' rights, better anesthesia nursing practice and the satisfaction of health needs of the population by exercising leadership in caring, teamwork and to be an active participant in professional and interdisciplinary organizational activities, and

20. Qualify for the specialty board test and obtain a license to practice anesthesia nursing according to the regulations of the Puerto Rico Board of Nurse Examiners.

Science of Anesthesia Program Design, Curricular Sequence and Contact Hours:

Criteria to assign lecture and practice hours:

1. The semester consists of 18 weeks.

2. For purpose of calculating units of credit, one semester credit is equivalent to one hour of lecture. This calculation is in theoretical courses and seminars.

3. For purpose of calculating units of credit in clinical practice, for the Master in Sciences of Anesthesia one semester credit is equivalent to seventy-two (72) hours of clinical practice that is a proportion of 1:4. The number of assigned practice hours has the purpose of providing the students with learning experiences in the diverse areas of the specialty. This will depend on the diversity of types of surgeries and anesthesia's, conditions, patient stages of growth and development. Besides, it is also so that students complete the number of cases required by the professional organization. The proportion of credit/contact hours in practice courses increases once the student has acquired basic knowledge and skills. The hours in the courses offered in accelerated modality such as summer, trimester or intensive sessions are calculated and offered based on the corresponding number of hours each course has on the semester session, adjusting the schedule as needed.

4. The program has no laboratory hours. Courses will provide learning experiences in simulated labs.

PROGRAM OF STUDY SCIENCE OF ANESTHESIA

Semester I

Course Code	Course Title	Credit Hours	Contact Hours Academic Term
ANES 5101	Human Anatomy for Nurse Anesthetists	5	90 hrs.
ANES 5102	Integrated Human Physiology	5	90 hrs.
ANES 5111	Advanced Physiopathology for Nurse Anesthetists	3	54 hrs.
ANES 5112	Advanced Physical Assessment	3	54 hrs.
	Total Credits and Hours	16	288 hrs.

Semester II

Course Code	Course Title	Credit Hours	Contact Hours
ANES 5213	Advanced Pharmacology of Anesthetic Drugs	6	108 hrs.
ANES 5203	Anesthesia Chemistry and Physics	4	72 hrs.
ANES 5221	Basic Principles of Anesthesia Practice	3	54 hrs.
ANES 5231	Seminar I	1	18 hrs.
	Total Credits and Hours	14	252 hrs.

Summer I (8 weeks)

Course Code	Course Title	Credit Hours	Contact Hours
ANES 5022	Advanced Principles of Anesthesia Practice	6	108 hrs.
ANES 5032	Anesthesia Seminar II	1	18 hrs.
ANES 5023	Introduction to Clinical Anesthesia	2 (1:2)	72 hrs.
	Total Credits and Hours	9	198 hrs.

Semester III 2nd year

Course Code	Course Title	Credit Hours	Contact Hours Academic Term
ANES 5341	Anesthesia Clinical Practice I	8	576 hrs.
ANES 5333	Anesthesia Seminar III	1	18hrs.
ANES 5324	Professional Aspects of the Nurse Anesthetist	2	36 hrs.
ANES 5351	Evidence Based Research for Nurse Anesthetists	3	54 hrs.
	Total Credits and Hours	14	684 hrs.

Semester IV 2nd year

Course Code	Course Title	Credit Hours	Contact Hours Academic Term
ANES 5442	Anesthesia Clinical Practice II	10	720 hrs.
ANES 5434	Anesthesia Seminar IV	1	18 hrs.
ANES 5452	Evidence Based Research for Nurse Anesthetists II	3	54 hrs.
	Total Credits and Hours	14	792 hrs.

Summer II (Trimester-13.5 weeks)

Course Code	Course Title	Credit Hours	Contact Hours Academic Term
ANES 5043	Anesthesia Clinical Practice III	10	720 hrs.
	Total Credits and Hours	10	720 hrs.
Total Credits and Hours in the program		77 crs	2, 934 theoretical and practice hours

COURSE DESCRIPTIONS OF THE SCIENCE OF ANESTHESIA PROGRAM

ANES 5101 Human Anatomy for Nurse Anesthetists

This course provides the student with the knowledge of the macroscopic structure of the human body. A detailed explanation in how the respiratory, cardiovascular and neurological systems operate. Anatomic characteristics of the nervous block discussed in depth. Five (5) credits. Five (5) hours per week (90 hours for a semester)

ANES 5102 Integrated Human Physiology

The purpose of this course is that the students acquire knowledge about advanced principles of human physiology with special attention to the cardiovascular, respiratory and neurologic systems. Basic concepts of the normal function of the studied systems will be reinforced using clinical and pathophysiological applications. Five (5) credits. Five (5) hours per week (90 hours for a semester)

ANES 5203 Chemistry and Physics of Anesthesia

This course broadens the basic physics and chemistry concepts in relation to the profession of nurse anesthetists with emphasis on the principles guiding the operation of anesthesia machines. Special attention will be given to the clinical concepts of cardiac, respiratory and metabolic monitoring. Four (4) credits. Four (4) hours per week (72 hours for a semester).

ANES 5111 Advanced Physiopathology for Nurse Anesthetists

This course integrates physiopathology and clinical presentations of the medical conditions important for the nurse anesthetist with emphasis on cardiovascular and respiratory conditions. Include basic concepts of physiopathology; fluid and electrolyte balance; and the treatment of common conditions discussed. Three (3) credits. Three (3) hours per week (54 hours for a semester)

ANES 5112 Advanced Physical Assessment

In this course the student will perform head to toe physical assessment and will develop the skills of advanced physical examination needed to be competent as a nurse anesthetist. Emphasis will be given to the cardiovascular, respiratory and neurological systems. Also, the students will learn first aid techniques. Three (3) credits. Three (3) hours per week (54 hours for a semester).

ANES 5213 Advanced Pharmacology of Anesthetic Drugs

The students will learn about the fundamental principles of drug therapy and specific drugs in the administration of anesthesia and the effects of these drugs in body systems. Each anesthetic is described according to its chemical structure, its pharmacodynamics and its pharmacokinetics. Also, important auxiliary drugs are discussed to allow a full panoramic understanding of pre operative anesthetic therapy. Six (6) credits. Six (6) hours per week (108 hours for a semester).

ANES 5221 Basic Principles of Anesthesia Practice

This course presents the foundations of the knowledge and practice of anesthesia. How and when should a Nurse administer anesthesia to diverse populations. An introduction to the operating room is performed by making a structured observation. Also, it will show how the processes of anesthesia are performed in nontraditional settings. Three (3) credits. Three (3) hours per week (54 hours for a semester).

ANES 5231 Seminar I

This course is the first of a series of four seminars in which students will be exposed to evidence based clinical practice and problem-based learning. Simulated clinical experiences for discussion; lectures on mortality/morbidity. Familiarization with scientific publications and peer reviewed specialty journals, particularly research findings. The students will have discussion of pertinent and current articles. One (1) credit. One (1) hour per week (18 hours for a semester). Prerequisite: Concurrent with ANES 5221, Basic Principles of Anesthesia Practice.

ANES 5022 Advanced Principles of Anesthesia Practice

This course covers in depth anesthesia for different populations: obstetric, pediatric and geriatric; for special surgeries: cardiovascular, periferovascular, trauma and congenital cardiac conditions. Analysis of implications of co-existing conditions: muscle-skeletal, central nervous system, skin conditions, anemia and other pathophysiologies. Six (6) credits. Six (6) hours per week (108 hours for a semester). Pre-requisite: ANES 5221 – Basic Principles of Anesthesia Practice

ANES 5032 Anesthesia Seminar II

Second in a series of four seminars in which students will be exposed to evidence-based clinical practice and problem based learning. The faculty and students will discuss clinical experiences in the hospitals and lectures on mortality/morbidity. Selections from scientific publications and peer reviewed journals, particularly research findings. Also, there will be discussion of pertinent current articles. One (1) credit. One (1) hour per week (18 hours for a semester). Pre-requisite: ANES 5231 – Seminar I

ANES 5023 Introduction to Clinical Anesthesia

The course introduces the student to the settings where anesthesia is administered. This course includes patient's preparation for anesthesia, selection of anesthetic agents, clinical applications of anesthetic techniques and the observation of anesthesia administration, and intra and post-operative management. Introduction to pre and post rounds. Two (2) credits. Two (2) hours per week (72 hours for a semester)

ANES 5341 Anesthesia Clinical Practice I

First in a series of three practice courses in which the learners will be exposed, in a guided form, to the application of knowledge, development of skills and abilities, and assuming responsibility, in the administration of anesthetic drugs, prediction of medication interactions and the clinical application of general and spinal anesthesia in general surgery. The student will manage a minimum of six hundred and fifty cases (650) before graduation. Eight (8) credits (576 hours for a semester). Pre-requisites: ANES 5221, Basic Principles of Anesthesia Practice, ANES 5023, Introduction to Clinical Anesthesia.

ANES 5333 Anesthesia Seminar III

It is the third in a series of four seminars in which students are exposed to evidence based clinical practice and problem-based learning. The students and the professor will discuss clinical experiences in hospitals and lectures on mortality/morbidity. Selection, presentation and discussion of pertinent scientific articles particularly research findings, from scientific publications and peer reviewed specialty journals. One (1) credit. One (1) hour per week (18 hours semester).

Pre-requisite: ANES 5032 – Seminar II.

ANES 5324 Professional Aspects of the Nurse Anesthetist

Familiarize the learner with ethical-legal aspects of the practice and regulations of the profession, including licensure, certifications and accreditations. The students will discuss concepts of professional liability, risk management and quality maintenance and improvement. Includes the concepts related to organizations, management, leadership, tendencies and professional issues.

Two (2) credits. Two (2) hours per week (36 hours for a semester).

Pre-requisites: ANES 5221, Basic Principles of Anesthesia Practice; ANES 5231, Seminar I; ANES 5023, Introduction to Clinical Anesthesia.

IANES 5351 Evidence Based Research for Nurse Anesthetists I

First of two courses aimed at preparing nurse anesthetists as leaders in evidence-based anesthesia care. Theoretical and scientific foundations of evidence-based practice (EBP) Ethical, legal, economic and cultural issues examined in the development and utilization of research. The students will perform critical analysis on published research articles and their application to anesthesia clinical practice. Design of a guide for evidence-based practice project. Three (3) credits. Three (3) hours per week (54 hours for a semester).

ANES 5442 Anesthesia Clinical Practice II

Continuation of ANES 5341 with special emphasis on prediction, prevention of complications, identification of and problem solution in anesthesia as well as an increase in the skills, abilities and clinical responsibilities in general and obstetric surgery. Management of cases towards a minimum of six hundred and fifty (650) cases required for graduation. Ten (10) credits (720 hours for a semester).

Pre-Requisites: ANES 5022, Advanced Principles of Anesthesia Practice; ANES 5341, Clinical Practice I.

ANES 5434 Anesthesia Seminar IV

Last of four seminars in which learners will be exposed to evidencebased clinical practice and problem-based learning. The students and the professor will discuss experiences in diverse clinical settings and lectures on mortality/morbidity. Evaluation of applicability of pertinent current articles, particularly research findings, from scientific publications and peer reviewed specialty journals. One (1) credit. One (1) hour per week (18 hours for a semester). Pre-Requisite: ANES 5333, Seminar III.

IANES 5452 Evidence Based Research for Nurse Anesthetists II

Implementation of the research-based proposal developed in the previous courses Focus on the process of establishing priorities for problem solution and synthesizing best evidence into guides for practice. Sharing of the completed project, three (3) credits. Three hours per week (54 hours semester).

Pre-Requisite: IANES 5351, Evidence Based Research for Nurse Anesthetists I

ANES 5043 Anesthesia Clinical Practice III

Continuation to ANES 5442 with special focus on the development of the preparation and management of complex anesthesia cases and problems, assumption of greater responsibility in the management of anesthesia and self-learning in general surgery and specialized surgery such as trauma, cardiovascular, ophthalmic and others. Management of cases toward a minimum of 650 cases for graduation. 10 credits (720 hours for a semester). **Pre-Requisite: ANES 5442, Clinical Practice II.**

MASTER'S DEGREE IN NURSING WITH A SPECIALTY IN CRITICAL CARE

Philosophy of the Master's Degree in Nursing with a Specialty in Critical Care

The graduate program in nursing with specialty in critical care is organized in harmony with the philosophy of the Puerto Rico School of Nurse Anesthetists. In addition to meeting the school's goals, this program promotes competency in critical care, knowledge, and skills to carry out research and development roles in nursing education and management. We believe that each human being is a unique individual with natural trends of self-updating. In addition, it has biopsychosocial and spiritual components that allow humans to interact with its environment. During the trajectory of life, the human being is in the search of effective means to maintain or improve its state of health reaching optimal levels of well-being.

1. We believe in emphasizing knowledge and skills specialized in critical care nursing to help promote and maintain health, gain levels of well-being, and help to fill the basic needs and rehabilitation of the critically ill person.
2. We believe that the skilled nursing professional has the responsibility to contribute to fulfilling the health needs of the person in intensive care units.
3. We believe that the research process contributes to the advancement of knowledge in the nursing profession by conducting research and integrating the findings into nursing practice in critical care.
4. We believe that the teaching-learning process is one of continuous interaction between the faculty and the student and student-student. Through the role of facilitator of the faculty, the students are provided with the curriculum that has the various learning experiences needed to take responsibility for their own learning using their previous knowledge, experience of life and professional ones

MISSION

The mission of the Master's degree in Nursing with a Specialty in Critical Care is to prepare a specialized nurse for the management of critically ill patients and for the performance of various roles with a high sense of responsibility, commitment, humanism and dynamism within health care institutions. The program will train graduates to fill positions of administration, leadership, and educator in various scenarios. Emphasizing evidence-based practice, research, problem solving, critical thinking, and the use of technology to address the problems of critically ill patient, family, and community

GOALS

1. Develop competencies in the area of critical care specialty that trains the nursing professional to make meaningful contributions independently and collaboratively in the delivery of health services and nursing practice.
2. To evaluate the body of knowledge of the theories and models as a basis to contribute the practice of the discipline of nursing.
3. Develop the research competence and the use of the findings in critical practice.
4. To assess the applicability of theories and management models to coordinate the efficient use of human, material, and fiscal resources in the provision of health services.
5. Acquire knowledge and skills related to functional roles in nursing education and management.
6. Demonstrate leadership skills to initiate and carry out changes in the specialty area within health care systems.
7. Possess ethical-professional attitudes, communication skills, leadership, critical thinking and use of technology to facilitate the intervention with the person, the family and the community.

OBJECTIVES

- Offer courses conducive to obtaining a master's degree in nursing with specialty in critical care to be validated by the Puerto Rico nurses examining board as a specialist nurse.

- Provide ample learning opportunities that promote the development of competencies for critical care nursing practice.
- Offer clinical and educational practice in critical and university care scenarios to integrate the teaching-learning process.
- Train the student to effectively perform the role of nursing educator or manager.
- Develop skills to conduct research in nursing and interpret and use research findings.
- Training in the use of technology used in customer management in critical care scenarios.
- Develop a specialist with ethical, legal and moral values to provide a humanistic service and to assume responsibility for its development and that of the nursing profession.

COMPETENCES OF THE MASTER'S DEGREE IN NURSING WITH SPECIALTY IN CRITICAL CARE

Knowledge

1. Demonstrate competency and critical judgment by providing nursing care to critically ill patients.
2. Know the theoretical concepts and principles of care for critically ill patients or with multiple problems in the system.
3. Demonstrate knowledge of clinical practice supported by the best evidence and experience in the area of critical care.

Skills

1. Demonstrate leadership, consultant, collaboration, and advocacy skills to promote health and health care at the individual, family, group, community, and organizational levels.
2. Demonstrate care management skills and effective communication with the interdisciplinary team.
3. Use information and communication technologies in the provision of service, care and documentation offered to customers.
4. Use evidence-based research and practice findings by providing health care, service management, and performing educator role.
5. Develop critical thinking skills by solving problems that arise when you run the caregiver, manager, or educator role.

6. The nursing process will be used as an instrument in the advanced practice of care.
7. The nursing roles will be developed through the integration of theory, research and practice.

Attitudes

1. Demonstrate responsibility and ethical-legal commitment in humanistic care responding to the changing needs of society and health care patterns and cultural sensitivity.
2. Contribute to the solution of local and national health problems that have implications for nursing practice.
3. Argue about the importance of staying up to date in the profession.
4. Recognize the importance of actively participating as a member of professional organizations

**PROGRAM OF STUDY MASTER'S DEGREE IN NURSING WITH SPECIALTY
IN CRITICAL CARE**

FIRST YEAR – FIRST SEMESTER		
COURSE	TITLE	CREDITS
NURS 5000	Nursing Theories	3
NURS 5011	Epidemiology	2
FIRST YEAR – SECOND SEMESTER		
NURS 5025	Biostatistics	3
NURS 5050	Advanced Physical Exam	4
SUMME		
	Three (3) elective credits	3
SECOND YESR – FIRST SEMESTER		
NURS 6011	Critical Care I	3
NURS 6091	Practice in Critical Care I	2
NURS 6080	Research Process in Nursing	3
SECOND YEAR – SECOND SEMESTER		
NURS 6012	Critical Care II	3
NURS 6092	Practice in Critical Care II	2
NURS 6991	Research Project	3
THIRD YEAR – FIRST SEMESTER		
	Three credits (3) prescribed distributives	3
	Three credits (3) prescribed distributives	3
THIRS YEAR – SECOND SEMESTER		
	Four credits (4) prescribed distributives	4
	Core courses	18crs
	Specialty courses	10crs
	Prescribed distributives	10crs
	Electives	3crs
	Total	41

COURSE DESCRIPTIONS

NURS 5000 Nursing Theories

Analysis of philosophies, theories, conceptual frameworks, models, and history of the nursing profession. The focus of the course is on the critical components of contemporary nursing knowledge; exploration of the nature of the development of theories in nursing; analysis of the relevance of the concepts of basic and applied sciences; Nursing analysis and evaluation and related theories and the relevance of the theory in terms of impact on the professional practice of nursing and individuals, families, groups as clients in the health system. Value the relationship between research, evidence-based practice, and the philosophical, sociological and humanistic foundations. Three (3) hours weekly conference.

NURS 5011 Epidemiology

Analysis of the basic concepts of epidemiology and biostatistics applied to public health problems. Emphasis on the principles and methods of epidemiological research, the collection of appropriate data and the use of classical statistical methods to describe the health of populations. Evaluate the application of the results of the studies in the areas of health services, detection, genetics and environmental policy. Discuss the influence of epidemiology and biostatistics on legal and ethical issues. Two (2) hours of weekly conference.

NURS 5025 Biostatistics

Develop knowledge about the different statistical methods to be used as a guide in the interpretation of data from the different research studies. Application of descriptive and inferential statistics in the interpretation of data. Use of the computer in the analysis of them. Three (3) hours of weekly conference.

NURS 5050 Advanced Physical Exam

Advanced course in health estimation with emphasis on the comprehensive estimate of the client throughout the life cycle. It includes multidimensional and interactive factors that affect the client's responses in the physical, social, cultural and biopsychosocial context. The student develops knowledge and skills of the physicist's estimate and pathophysiology that serve as the basis for the practice of advanced nursing. Critical information is analyzed on the findings of the cephalocaudal physical estimate throughout the life cycle. The practice of health estimation skills is carried out in structured and unstructured scenarios. It requires fifteen (15) hours of conference and forty-five (45) hours of clinical practice. This is a Four (4) credits course.

NURS 6011 Critical Care I

Assessment of the theoretical concepts and principles related to the care of the critically ill patient. Analysis of the roles, functions of the nursing staff, structure, protocols, standards, rapid response team, processes, and procedures of the Intensive Care Unit. Reflect on the ethical-legal aspects involved in providing care to critically ill patients. Analysis of the integral care and stabilization of the cardiac, respiratory, and renal functions of the critically ill patient. Examine different educational strategies to be used in the teaching - learning process of the client, family, and others. Three (3) hours of weekly conference. Requirements: NURS 5000, 5011, 5025, 5050 and 6080. Concurrent: NURS 6091.

NURS 6091 Practice in Critical Care I

Advanced nursing care practice for critically ill clients with heart, respiratory and kidney problems. Nursing intervention in response to the patient's response to the monitoring, hemodynamic and support systems. Emphasis on the attention of the spiritual and emotional dimension, the physical estimate, pharmacological, therapeutic strategies and critical care skills. Application of theoretical concepts, ethical-legal principles, roles and functions and nursing interventions in the context of clinical practice. Analysis and interpretation of laboratory results and Diagnostic tests. It requires six (6) hours of practice per week in clinical critical care scenarios. This is a two (2) credits course. Requirements: NURS 5000, NURS 5011, NURS 5025, NURS 5050. Concurrent: NURS 6011.

NURS 6080 Research Process in Nursing

Discussion of the research process and the ethical-legal aspects. Analysis of health problems to develop a proposed research in nursing independently using the scientific method and statistical processes. Study of quantitative and qualitative research. Interpretation of the results of research related to health and use the results of research to improve nursing practice. Presentation of written and oral problem, Literature review, theoretical framework and methodology to be used during the investigation. Requirement: NURS 5025. Three (3) weekly conference hours.

NURS 6012 Critical Care II

To examine the pathophysiology of complex multisystem problems: neurological, hematological, gastrointestinal, trauma, burns and organ transplantation integrating the nursing process and holistic care in the critically ill patient. Use of interventions that help minimize alterations: nutritional, sleep, psychosocial and pain management. Analysis of research findings and their implications in the area of critical care. Three (3) hours of weekly conference. Requirements: NURS 6011, NURS 6091. Concurrent: NURS 6092.

NURS 6092 Practice in Critical Care II

Advanced nursing care practice for critically ill clients with neurological, hematological, gastrointestinal, trauma, burn and organ transplant problems. Emphasis on the application of the nursing process and holistic care when intervening with critically ill patients. Application of advanced clinical skills that include: Physical exam, clinical judgment, decision making process, communication, teamwork and coordination of care when intervening with patients with critical health disruptions. Analysis and interpretation of Physical exam findings, laboratory results, Diagnostic tests and investigations. It requires six (6) hours of practice per week in clinical critical care scenarios. This is a two (2) credits course. Requirements: NURS 6011, NURS 6091
Concurrent: NURS 6012

NURS 6991 Research Project

Elaboration of an investigation project applying the research process to a problem in the area of the specialty. Use of biostatistics and theories for interpretation and data analysis. Oral presentation and written of the project. Requirement: NURS 5025 and 6080. This is a three (3) credits course.

NURS 6065 Evaluation in Education

Design and implementation of evaluation and measurement tools based on the principles, evaluation models and learning theories. Emphasis on OBJECTIVES, contents, Learning activities and Evaluation. Three (3) hours of weekly conference.

NURS 6085 Management Evaluation in Nursing

Application of theories, principles and evaluation models in administration when developing the Evaluation instrument. Design evaluation and measurement instrument for the evaluation of a program in a clinical scenario. Three (3) hours of weekly conference.

NURS 6075 Management in Nursing

Analysis of theories, organizations, leadership, human behavior and the administration process that apply to nursing services. Emphasis on the communication process, decision making, conflict management, personnel selection and operational planning. Use of information systems to administer health service organizations, including financial management, budget and productivity measures. Three (3) hours of weekly conference.

NURS 6914 Practice in Nursing

Practice in nursing management in different scenarios of health care services for the application of skills and concepts related to the administration of care under the supervision of the Professor and the preceptor. Application of theories of leadership and administration in the solution of problems that arise in health care institutions. Active student participation in the planning of conferences, meetings, staff supervision, budget development, decision making projects and problem solving. It requires ten (10) hours of practice per week. This is a four (4) credits course. Requirements: NURS 6075 and NURS 6085.

NURS 6913 Educational Practice in Nursing

Educational practice in a Nursing Program in an institution recognized by the Board of Education of Puerto Rico, under the supervision of the Professor and the preceptor. Application of theoretical concepts, models and principles of education to a real context to develop the role of educator. Experiences are provided for the development of skills for the design, selection and modification of teaching units, courses and nursing programs at the level of higher education. It requires ten (10) hours of weekly practice. This is a four (4) credits course. Requirements: NURS 6055 and NURS 6065

NURS 6055 Curriculum in Nursing

Analysis of traditional and contemporary theoretical currents for curriculum planning and design applied to nursing education. Emphasis on the development and application of curricular designs and theories based on the research of adult learning and nursing education to develop in the student knowledge and skills that enable him to carry out the role of educator in nursing. Three (3) hours of weekly conference.

GENERAL INFORMATION

AMENDMENTS

The Board of Directors and the Administration have the authority to amend this catalog.

FALSE INFORMATION

Any candidate who submits false information to attain admission to the Graduate Programs will be immediately disqualified for admission. If, after admission, it is discovered that a student furnished false information, he or she will be subject to the appropriate disciplinary measures, including canceling his or her enrollment and losing the credits completed satisfactorily.

DISCIPLINE

Schools with graduate students will observe and comply with all the institutional policies, rules and procedures, and will follow a code of exemplary conduct. Each student should be familiar with the institutional policies regarding plagiarism, attendance, and discipline. Also, course work cannot be used to complete the requirement of more than one course unless both professors have approved it.

Due to the importance of the Disciplinary Regulations, each student is required to obtain a copy of the Student's Handbook and commit himself to read and become familiar with the Student's Handbook contents, Student's Regulations and Academic Norms and Administrative Procedures Handbook. These requirements cannot be waived or omitted under any circumstances. These documents are available at the institution web site: <http://www.eeapr.org>

STUDENTS' RESPONSIBILITY

It will be the responsibility of the students to know and comply with all the academic and institutional norms. The Institution will not accept a declaration of ignorance of a norm to avoid complying with it.

Student should familiarize themselves with all rules, norms and regulations of the institution through the Student Handbook. These publications are available through the web site: <http://www.eeapr.org>, these documents provide the information and updates as to program

requirements, academic policy changes, as well as other academic and administrative changes that may take place during student's years of study at the institution.

INSTITUTION'S RESPONSIBILITY

This Institution does not exclude participation, does not deny benefits, nor does it discriminate against any person by race, sex, color, birth, social origin or condition, physical handicap, or for political, religious, social or syndicate ideology. The Institution is also responsible for providing the students a reasonable amount of time to complete his/her degree program. If a specialization or program is placed in moratorium, the School will prepare with the student a phase-out plan to complete the degree within a specific timeframe in accordance with the licensing and accreditation agencies requirements.

VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT

This act (VAWA, Pub. Law 11-4, 2013) requires that higher education institution report their annual statistics about crime, domestic violence incidents, sexual violence and sexual harassment. Also this act requires that the institutions advertise their procedures and preventions programs to deal with all these violence problems.

RESERVED RIGHTS

The Institution, to safeguard its goals and objectives, reserves the right to admit, readmit or enroll any student in any semester, session or class. For the same reason, it reserves the right to: temporarily, partially, totally or permanently suspend any student before a hearing, in accordance with the Rules of Discipline.

STUDENT GRIEVANCE POLICY AND PROCEDURE

INTRODUCTION

PRSNA expects that our students demonstrate the highest standards of integrity and to conduct as professionals. At the same time, students expect faculty and staff members to demonstrate integrity while applying principles of fairness and respect.

When a student presents any grievance concerning faculty or staff members, they are taken very seriously and are treated with sensitivity and urgency. Students, future students or 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 affected person may initiate a complaint process as established in the Student Complaint/Grievance Policy. The aim of this policy is to provide processes that enable concerns to be addressed quickly, without fear of reprisal pertaining to the source of the concern as practicable.

SCOPE OF THE POLICY

The policy will apply to management of grievances arising between the following parties:

Student: student

Student: faculty or staff member

Student: external agency (e.g. Hospitals of clinical practice)

In relation to non-academic grievances, the term “complainant” applies to both current students of PRSNA and persons seeking to enroll with PRSNA. At any time, complaints can be discussed with the person/s involved.

BEFORE A COMPLAINT

Complainants are encouraged, wherever possible, to resolve concerns or difficulties informally with the person(s) concerned. The concern can first be discussed with Counselor who can direct and give the complainant an advice. If the concern still has not been resolved, a complaint can be presented.

PRESENTING A COMPLAINT

If a person cannot resolve the issue informally and they wish to present a formal complaint, they should:

Fill out the Complaint form. It should detail the complaint and the steps that have been taken so far.

**Note: Complaints on behalf of someone else will not be accepted, and it is important to understand

that it is a serious procedure and it will be investigated.

Be aware that the staff member, faculty or person involved in the complaint will be informed that a complaint has been made against them or in relation to a decision they have made.

The Counselor will acknowledge receipt in writing within 5 days.

PROCEDURE

Before describing the procedure of complaints, it is necessary to understand there are two types of complaints:

Academic complaint – these are the complaints that include issues related to the students’ progress, assessment of student learning and curriculum.

Non-academic’ complaint – these are complaints that cover all other issues, including situations that are related to any personal information.

During all stages of this procedure PRSNA will:

- Ensure that the complainant and any respondent will not be victimized or discriminated against.
- Ensure that the complainant has an opportunity to formally present their case and each party to a grievance.
- Ensure that the complainant may be accompanied and assisted by a support person at any relevant meetings
- Ensure that a full explanation in writing for decisions and actions are taken and presented as part of the process
- Immediately implement any decision and/or corrective action as a result of the complaint process.
- Guarantee that there is no cost to the complainant during the internal process of the complaint.

STEPS FOR A GRIEVANCE/COMPLAINT

Stage one – informal grievance:

The student can talk to any of the academic or PRSNA staff, including the Counselor, about their grievance. If the matter is not resolve, then the student can present a formal grievance.

Stage two – formal grievance

The student should complete the grievance/complaints form and include all supporting documents. The form can be downloaded from the PRSNA web site. Formal grievances must be submitted in writing marked to the attention of the Counselor as follows:

656 Ave. Ponce de León P-1, San Juan, P.R, 00918

Receipt of the grievance will be acknowledged in writing. The grievance handling process will commence within 10 working days of the receipt of the formal grievance. PRSNA will consider all reasonable measures to finalize the process in a timely manner.

GRIEVANCE/COMPLAINT OF ACADEMIC NATURE

If the grievance is of an academic nature the following will be the complaint process:

Once the grievance is received, the Counselor will inform the Program Director to handle the grievance.

The Program Director will seek to clarify the outcome that the complainant hopes to achieve. Such clarification may be sought by written or verbal request or by a face-to-face interview with the complainant. When such clarification occurs in a face-to-face interview the complainant or respondent may ask another person to accompany them.

The Program Director will then seek to resolve the grievance and will provide a written report to the complainant on the steps taken to address the grievance. The report will further advise the complainant of their right to access the internal appeals process if they are not satisfied with the outcome of their formal grievance.

INTERNAL APPEAL

If a complainant is dissatisfied with the outcome of their formal grievance, they may present an appeal to the Dean of Nursing within 15 working days of receiving notification of the outcome of their formal grievance. The student must complete the appeal form (can be downloaded from PRSNA web site).

The Dean of Nursing will consult with the complainant and other relevant parties within ten working days. Where possible such consultations should take the form of face-to-face meetings. The complainant or the respondent may ask another person to accompany them to these interviews.

The Dean of Nursing will provide a written report to the complainant advising the further steps taken to address the grievance, including the reasons for the decision, within ten working days. The report will further advise the complainant of their right to present an appeal to the Dean of Academic Affairs if they are not satisfied with the outcome.

If a complainant is dissatisfied with the outcome, they may present an appeal to the Dean of Academic Affairs within 15 working days of receiving notification of the outcome of their formal grievance. The student must complete the appeal form (can be downloaded from PRSNA web site).

The Dean of Academic Affairs will consult with the complainant and other relevant parties within ten working days. Where possible such consultations should take the form of face-to-face meetings. The complainant or the respondent may ask another person to accompany them to these interviews.

The Dean of Academic Affairs will provide a written report to the complainant advising the further steps taken to address the grievance, including the reasons for the decision, within ten working days. The report will further advise the complainant of their right to present an appeal to the Chief

Executive Officer.

If a complainant is dissatisfied with the outcome, they may present an appeal to the Chief Executive Officer within 15 working days of receiving notification of the outcome of their formal grievance. The student must complete the appeal form (can be downloaded from PRSNA web site).

The Chief Executive Officer will consult with the complainant and other relevant parties within ten working days. Where possible such consultations should take the form of face-to-face meetings. The complainant or the respondent may ask another person to accompany them to these interviews.

The Chief Executive Officer will provide a written report to the complainant advising the further steps taken to address the grievance, including the reasons for the decision, within ten working days. The report will further advise the complainant of their right to present an appeal to the Board of Directors.

If a complainant is dissatisfied with the outcome, they may present an appeal to the Board of Directors within 15 working days of receiving notification of the outcome of their formal grievance. The student must complete the appeal form (can be downloaded from PRSNA web site).

The Board of Directors will consult with the complainant and other relevant parties within ten working days. Where possible such consultations should take the form of face-to-face meetings. The complainant or the respondent may ask another person to accompany them to these interviews.

The Board of Directors will provide a written report to the complainant advising the further steps taken to address the grievance, including the reasons for the decision, within ten working days.

GRIEVANCE/COMPLAINT OF NON-ACADEMIC NATURE

If the grievance is of a non-academic nature the following will be the complaint process:

Once the grievance is received, the Counselor will inform the Chief Executive Officer to handle the grievance.

The Chief Executive Officer will seek to clarify the outcome that the complainant hopes to achieve. Such clarification may be sought by written or verbal request or by a face-to-face interview with the complainant. When such clarification occurs in a face-to-face interview the complainant or respondent may ask another person to accompany them.

The Chief Executive Officer will then seek to resolve the grievance and will provide a written report to the complainant on the steps taken to address the grievance.

The report will further advise the complainant of their right to access the internal appeals process if they are not satisfied with the outcome of their formal grievance.

INTERNAL APPEAL

If a complainant is dissatisfied with the outcome of their formal grievance, they may present an appeal to the Dean of Academic Affairs within 15 working days of receiving notification of the outcome of their formal grievance.

The student must complete the appeal form (can be downloaded from PRSNA web site).

The Dean of Academic Affairs will consult with the complainant and other relevant parties. Where possible, such consultations should take the form of face-to-face meetings. The complainant or the respondent may ask another person to accompany them to these interviews.

The Dean of Academic Affairs will provide a written report to the complainant advising the further steps taken to address the grievance, including the reasons for the decision. The report will further advise the complainant of their right to present an appeal to the Chief Executive Officer if they are not satisfied with the outcome.

If a complainant is dissatisfied with the outcome, they may present an appeal to the Chief Executive Officer within 15 working days of receiving notification of the outcome of their formal grievance. The student must complete the appeal form (can be downloaded from PRSNA web site).

The Chief Executive Officer will consult with the complainant and other relevant parties. Where possible, such consultations should take the form of face-to-face meetings. The complainant or the respondent may ask another person to accompany them to these interviews.

The Chief Executive Officer will provide a written report to the complainant advising the further steps taken to address the grievance, including the reasons for the decision. The report will further advise the complainant of their right to present an appeal to the Board of Directors of PRSNA.

If a complainant is dissatisfied with the outcome, they may present an appeal to the Board of Directors within 15 working days of receiving notification of the outcome of their formal grievance. The student must complete the appeal form (can be downloaded from PRSNA web site).

The Board of Directors will consult with the complainant and other relevant parties. Where possible such consultations should take the form of face-to-face meetings. The complainant or the respondent may ask another person to accompany them to these interviews.

The Board of Directors will provide a written report to the complainant advising the further steps taken to address the grievance, including the reasons for the decision.

The Puerto Rico School of Nurse Anesthetists will work to address the complaint within three months.

If a complainant is dissatisfied with the outcome, they may present an appeal to: Puerto Rico Board of Post-Secondary Institutions

PO BOX 19900 San Juan PR 00910-1900

The complainant should follow the steps presented by the Puerto Rico Board of Post-Secondary Institutions.

If a complainant is dissatisfied with the outcome, they may also present an appeal to Accrediting Council for Independent Colleges and Schools:

Accrediting Council for Independent Colleges and Schools 1350 Eye Street, NW, Suite 560
Washington, DC 20005.

Tel 202.336.6780

If a complainant is dissatisfied with the outcome, they may also present an appeal to the Middle States Commission on Higher Education:

Middle States Commission on Higher Education (MSCHE) 3624 Market Street Philadelphia, PA
19104-2680

GRIEVANCE HANDLING PROCESS TIMELINE

PRSNA will work responsibly to handle all grievances in 10 working days. If the student is dissatisfied with the outcome and decides to appeal, each appealing will be processed between 10 and 15 working days. The goal of PRSNA is to resolve every grievance before 30 days from the day the formal grievance was received.

GRIEVANCE DATA AND RESULT OF INFORMATION

PRSNA will maintain a grievance record that is used to monitor cases and improve all of our internal procedures. This record is available through our webpage as part of the information for students and of the consumer information. The grievance record helps us to analyze information about grievance, conflict trends, personal and academic issues.

The result of any grievance gives the institution the opportunity to make changes and improvements when needed. The information about any grievance that is received, no matter if it was resolved immediately, will be provided to the Board of Directors and the President. The Dean of Academic Affairs and the Chief Executive Officer will be responsible of providing this information to the Board of Directors. The information will be discussed and analyzed in meetings. With the result of this analysis we can implement changes and continue managing grievance procedure in an efficient manner.

RECORD KEEPING & CONFIDENTIALITY

An annual report of all grievances handled under this procedure will be presented and published through our web site beginning December 2017. The outcomes of all grievances will be maintained for a period of at least five years to allow all parties to the grievance appropriate access to these records. All records relating to grievances will be treated as confidential.

This policy will be effective since November 2017. Updated: September 2020

FERPA

The Institution faithfully complies with the dispositions of the Family Educational Rights and Privacy Act of 1974, known as FERPA. This act is designed to protect the privacy of the academic records and to establish to right of the students to inspect and review them.

STUDENT SERVICES

Admissions. The Admissions Office hands out all applications of those interested in enrollment in our institution.

Registrar. The Office of the Registrar keeps all student academic documents. The Registrar is responsible of the registration process and issues grades, certification, academic progress reports and diplomas to students

Financial Aid Office is responsible for processing applications and aid grants for students who meet eligibility requirements.

Policy for Reasonable Accommodation. PRSNA has the mission to provide equal access to students with special needs respecting the integrity of Institutional academic standards. We provide reasonable accommodation and services to students with special needs so that they may reach their full educational potential. That includes educating PRSNA faculty and staff on these special needs, federal regulations, and reasonable accommodation strategies. The student that will be requesting special accommodation, he/she should submit the application through the Registrar Office, no later than the first week of the academic term for which the accommodation needs to be provided. When the PRSNA has to offer services of reasonable accommodation for a student with a physical disability, this will be attended in the first level of our facilities since they have ramps for disabled. The administrative assistant will be the professional who will move to these locations to serve students who require a reasonable accommodation. If the administrative assistant cannot go, the executive director will assign some other administrative staff to offer the services. These services may be offered outside the regular school hours as long as the student with a special need so requests in advance. PRSNA recognizes and complies with its obligations under the Americans with Disabilities Act of 1990 (ADA), the 1973 Rehabilitation Act and similar state laws. The Institution is committed to provide reasonable accommodation to students with special needs in the institution's academic programs and activities. This policy is coherent with Section 504 of the 1973 Rehabilitation Act, which establishes that no beneficiary of any federal financial aid may

discriminate against any person with special needs, and it also responds to compliance with ADA and the Civil Rights Act. Policies and procedures for the coordination of services for persons with special needs are the means by which PRSNA faculty; staff and students support and apply Section 504 conditions and the ADA.

Identification Cards. The student must always carry a student identification card with photo within the Institutional premises and in the clinical areas. It is also a requirement to enter a classroom. A student may be denied access for lack of the ID card at the required places Security and Surveillance. The Puerto Rico School of Nurse Anesthetists has the support of the Auxilio Mutuo Hospital security personnel. All students may request escort in case of need to reach their vehicles during night evening/shifts and classes. Exclusive use of the Hospital parking facilities and not leaving any valuable objects in cars are highly recommended. All PRSNA students must be duly identified as such to facilitate their recognition within the hospital and other clinical areas.

Medical Services. In case the students may require medical services, they will be immediately referred to the Auxilio Mutuo Emergency Room. Every PRSNA student must have evidence of active medical insurance. Besides, every newly admitted student or who is readmitted must have a physical exam and provide results from X-Rays, blood serology, stools, tuberculin, CBC and urinalysis, visual exam and a sworn statement.

Library. The Puerto Rico School of Nurse Anesthetists has a library with the objective of providing a balanced and organized collection of bibliographic resources to complement and the academic work. It also offers conditions favorable to study and research and provides texts and resources for independent study. Besides, it offers a professional librarian's services and easy and effective access to library databases through the Internet. The Library is one of the most important parts of an institution. The Library is the academic unit that contributes to meet the objectives, goals, mission and vision of the institution by providing the necessary educational resources, the physical facilities, equipment and services to support academic programs and improve the educational process of everyone. The library has as a goal to provide prompt and reliable access to information, thus our students, faculty and staff has always had their curricular needs met. Likewise, it has a main objective to totally support the PRSNA's objectives, mission, and vision. In harmony with Institutional mission, the following objectives have been established: 1) to provide a collection of current educational and technological resources that respond to curricular needs and support the teaching learning process, 2) to provide adequate physical facilities aimed at offering

total access to information and provide a study-friendly environment, 3) to contribute to academic development and cultural enhancement, 4) to guide students in the effective use of available educational and technological resources. The PRSNA Virtual Library has internal and remote access to databases, books, magazines, encyclopedias, dictionaries, among other electronic and digital resources that the institution has from any computer. The virtual library has 378 titles of academic journals by subscription in nursing and anesthesiology. In addition, it has more than 9,000 multidisciplinary journal titles and reference resources from the database: Academic Onefile. The library collection contains 700 electronic books with unlimited user access on nursing and anesthesiology topics. The Library has an agreement with the Consortium of Metropolitan Libraries that allows collaboration through interlibrary loans with 10 institutions. The Information Literacy program will be available on a daily basis to any student or faculty who so request it. The students always receive orientation on the library use and services as well as the use of the available data bases and APA. This assistance may be provided to an individual or a whole group.

Technology. PRSNA has computers with Internet access for the exclusive use of our students. These are found on the library and they facilitate students' access to necessary programs for written reports and oral presentations. The School also uses the Populi administrative program. Students may access their grades, read and download class work and class materials. Upon first registration, every student will receive access to Populi and an Office account. Such access will terminate upon graduation or attrition. This program is for educational purposes only and its use is restricted to that end.

Security and Surveillance. The Puerto Rico School of Nurse Anesthetists has the support of the Auxilio Mutuo Hospital security personnel. All students may request escort in case of need to reach their vehicles during night evening/shifts and classes. Exclusive use of the Hospital parking facilities and not leaving any valuable objects in cars are highly recommended. All PRSNA students must be duly identified as such in order to facilitate their recognition within the hospital and other clinical areas.

Counseling Services. The services of the Counseling Office are aimed at helping students in the academic, social, vocational and personal areas to contribute to the strengthening of the necessary skills to complete their goals. These services consist of a support process based on the needs of each student applying intervention strategies to help them deal with particular situations, acquire time management skills, stress management, emotions and crisis, among other needs that may

occur while completing their academic degree.

Career Services. The Administrative Assistant coordinates services to advise students on employment opportunities, starting with the availability of nurse positions in hospitals or other health institutions, this information is also shared through email, bulletin boards and Populi. They meet with the student body during the orientation day, periodically thereafter, and during the exit interview to provide career counseling. Also, counseling on how to prepare a job resume and skills for a job interview are offered as requested. Activities related to job searching can be planned in collaboration with the Counselor, Program Directors and Librarian. PRSNA does not guarantee employment.