

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Maynila

February 9, 1984

MECS ORDER
No. 9, 1984

POLICIES AND STANDARDS OF NURSING EDUCATION

To: Bureau Directors
Regional Directors
President, State Colleges and Universities
Heads of Private Schools, Colleges and Universities
Deans, Colleges of Nursing

1. The inclosed policies and standards, approved by this Office upon the recommendation of the Bureau of Higher Education after consultation with the ad hoc Technical Committee on Nursing Education (TCNE) consisting of representatives from the Association of Deans and Principals of Philippine Colleges and Schools of Nursing (ADPPCSN), Ministry of Health (MOH), Board of Nursing, Professional Regulation Commission (PRC), the Philippine Nurses Association (PNA) and Association of Nursing Services Administrators of the Philippines (ANSAP), will ensure that the B.S. Nursing Program will be relevant to present needs.
2. The inclosed set of policies and standards embodies the revised principles and guidelines for the establishment and operation of nursing education institutions, and the revised B.S.N. curriculum which will take effect, 1st semester, School Year 1984-85.
3. In order to make nursing education responsive to the demands of a changing society and the search for a national identity, each nursing education institution should have a built-in mechanism for a continuous self-assessment of its instructional, research and extension service capabilities and program-thrusts.
4. Every nursing education institution should give these policies and standards the widest publicity possible among the academic community and its clientele.
5. This Order supersedes all existing rules and standards related to nursing education and Department Order No. 42, s. 1976.
6. Compliance with these policies and standards by all concerned is requested.

(SGD.) JAYME C. LAYA
Minister

Incl.:
As stated

Reference:
Department Order: (No. 42, s. 1976)

Allotment: 1-3-4--(D.O. 1-76)

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS & OFFICES
CHANGE
Course of Study, COLLEGIATE
POLICY
RULES & REGULATIONS

GENERAL OBJECTIVES OF THE REVISED BSN CURRICULUM

The revised BSN curriculum aims to produce a fully functioning nurse. Such a nurse is one who has :

1. developed a sensitive awareness to the health needs of society as well as commitment to the alleviation of problems arising therefrom.
2. acquired the necessary skills, knowledges and attitudes, for the promotion of health, prevention of illness, restoration of health and alleviation of suffering.
3. developed a research attitude through the use of the nursing process. Such attitude, among others, leads to the utilization of research findings.

Specific Objectives

In the light of the foregoing general objectives, the BSN curriculum aims specifically to produce the following sequential levels of competencies:

Level 1

At the end of the first year the student will have acquired an understanding and awareness of self as an individual, as a member of the family, and community and the world, with emphasis on his responsibility and rights, and an awareness of his physical, social and cultural environment.

Level 2

At the end of the second year, the student will have acquired -

- a. holistic understanding of man as a bio-psychosocio-cultural being focusing on the concept of health; common stress of life; a sense of responsibility as a citizen through knowledge of his political history and institutions such as family, health care system, and finally the nursing profession.
- b. beginning skills in the use of the nursing process as basis of health care delivery.

Level 3

At the end of the third year, the student will have acquired a broad concept of illness from the social, epidemiological, ecological, economic and cultural perspectives.

Knowledge of pathological processes and coping technics of individual, family and community are emphasized as essential components of the nursing process.

Level 4

At the end of the fourth year, the student will have acquired skills for professional practice, work independently and or in collaboration with others in the promotion of health, and prevention and control of illness in either the hospital or community.

BACHELOR OF SCIENCE IN NURSING
(NEW CURRICULUM)

LEVEL I

FIRST YEAR

<u>First Semester</u>	<u>Units</u>	<u>Second Semester</u>	<u>Units</u>
English I	3	English 2	3
Pilipino I	3	Philipino 2	3
College Algebra	3	Biochemistry	4
Chemistry	3	Socio Anthropology	3
Psychology I	3	Philosophy	3
Ethics	3	Computer and society	3
Physical Education I	(1)	Phil History & Government	3
ROTC	(1.5)	Physical Education 2	(1)
	<hr style="width: 50%; margin: 0 auto;"/> 18	ROTC 12	(1.5)
			<hr style="width: 50%; margin: 0 auto;"/> 22

SUMMER

Zoology	5
Principles & Strategies in Teaching/Learning	3

LEVEL II

SECOND YEAR

First Semester

English 3	3	English 4	3
Anatomy & Physiology	5	Physics 1	3
Microbiology & Parasitology	4	Nursing 102 (4 lec. 5 lab.)	9
Nursing 101 (4 lec. 2 lab.)	6	Nutrition	3
Physical Education 3	(1)	Physical Education 4	(1)
ROTC 21	(1.5)	ROTC 22	(1.5)
	<hr style="width: 50%; margin: 0 auto;"/> 18		<hr style="width: 50%; margin: 0 auto;"/> 18

SUMMER

Spanish I	3
Asian Civilization	3
Rizal	3

LEVEL III

THIRD YEAR

Economics	3	Philippine Constitution	3
English 5	3	Political Science	3
Spanish 2	3	Spanish 3	3
Nursing 103 (5 lec 5 lab)	10	Nursing 104 (5 lab 5 lec.)	10
	<hr style="width: 50%; margin: 0 auto;"/> 19		<hr style="width: 50%; margin: 0 auto;"/> 19

LEVEL IV

Land Reform & Taxation	3	Nursing 106 (3 lec 5 lab)	11
Spanish 4N	3		
Nursing 105 (6 lec 3 lab)	9		
	<hr style="width: 50%; margin: 0 auto;"/> 15		<hr style="width: 50%; margin: 0 auto;"/> 11
LAB. 1 u. Lab. = 3 hrs.		<u>LEC.</u> <u>LAB.</u> (Clinical)	
N- 101 6 u. Foundation of Nursing Practice I		4 2 - 6 hrs/wk	
N -102 9 u. Foundation of Nursing Practice 2		4 5 -15 hrs/wk	
N- 103 10 u. Nursing Practice I		5 5 -15 hrs/wk	
N- 104 10 u. Nursing Practice 2		5 5 -15 hrs/wk	
N- 105 9 u. Nursing Practice 3		6 3 - 9 hrs/wk	
N- 106 11 u. Nursing Practice 4		3 8 -24 hrs/wk	

Nursing 105 - Nursing Practice 3	9 units
Lecture	6
Laboratory	3
Nursing 106 - Nursing Practice 4	11 units
Lecture	3
Laboratory	8
E. <u>Education Courses</u>	3 units
Principles and Strategies of Teaching	3 units
F. <u>Rizal Course</u>	3 units
G. <u>Physical Education</u>	4 units
H. <u>R O T C</u>	6 units

RAN/asm
2-22-84

SUMMARY OF COURSES

A.	<u>Language and Literature</u>	33 units
1.	English	15 units
	Listening/Reading/Writing Skills ..	6
	Effective Writing & Spkg. Skills ..	3
	Literary Forms of Expression	3
	Survey of Philippine Literature ...	3
2.	Pilipino	6 units
	Listening/Reading/Writing Skills ...	3
	Themes in Pilipino Literature	3
3.	Spanish	12 units
B.	<u>Mathematics and Natural Sciences</u>	27 units
1.	College Algebra	3
	Chemistry (General in Inorganic) ..	3
	Biochemistry	4
	Physics	3
	Microbiology & Parasitology	4
	Zoology	5
	Anatomy & Physiology	5
C.	<u>Social and Behavioral Sciences</u>	30 units
1.	General Psychology	3
2.	Socio-Anthropology	3
3.	Ethics	3
4.	Philosophy	3
5.	Computer & Society	3
6.	Philippine History (Including Philippine Government)	3
7.	Philippine Constitution	3
8.	Economics	3
9.	Political Science	3
10.	Asian Civilization	3
D.	<u>Professional Courses</u>	
	Nursing 101 - Introduction to Nursing Practice 1	6 units
	Lecture	4
	Laboratory	2
	Nursing 102 - Introduction to Nursing Practice 2	9 units
	Lecture	4
	Laboratory	5
	Nursing 103 - Nursing Practice 1	10 units
	Lecture	5
	Laboratory	5
	Nursing 104 - Nursing Practice 2	10 units
	Lecture	5
	Laboratory	5

COURSE DESCRIPTION
Professional Courses

Course Title

Nursing 101 & 102 - Foundation of Nursing Practice 1 & 2.
Concepts, principles and processes basic to the practice of nursing with emphasis on the preservation and promotion of health.

Nursing 103 & 104 - Nursing Practice 1 & 2.
Psychosocial and Pathophysiological concepts in the care of mother-child-family threatened with deviations in reproductions in reproduction and human development from birth to late childhood, in the home, institution and community settings.

Nursing 105 & 106 - Nursing Practice 3 & 4.
Theories/concepts/strategies necessary for the nurse to function independently and in collaboration with others in varied health care settings. Focuses on organization and management, leadership, communication, teaching, decision-making, human relations, inter-agency linkages and utilization of emergency life-saving measures. It also includes legal/ethical/moral/cultural considerations that effect nursing practice, as well as beginning skill in the research and aspects of personal and professional growth and development.

Anatomy & Physiology

Study of the structure and functions of the human body. Lectures and lecture-demonstrations which include 1) microscopic study of different tissues using fresh and prepared materials and 2) demonstration of some of the important body functions.

Microbiology

Study of the characteristics and activities of micro-organisms in relation to health and diseases; application of principles of sepsis and antisepsis.

The course description of the general education component of this curriculum may be found in the Arts and Sciences course description.

General Education

LEVEL I	18 u.
	18 u.
LEVEL II	3 u.
	9 u.
LEVEL III	12 u.
	12 u.
LEVEL IV	6 u.

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	78

TOTAL NO. OF UNITS - 157

Nursing and Allied Courses

4 u.
4 u.
15 u.
9 u.
10 u.
10 u.
9 u.
3 u.
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79

Clinical Hours

<u>NEW</u>	<u>HOURS</u>
LEVEL II	108
	270
LEVEL III	270
	270
LEVEL IV	162
	432
	<hr/>
	1,512

Mandated Courses

	<u>Units</u>
Spanish 1, 2, 3, 4	12
Zoology I	5
Current Trends and Issues	3 (integrated in the new curriculum)
Philippine Constitution	3
Land Reform and Taxation	3
Rizal and His Works	3
	<hr/>
	29

(Inclosure to MECS Order No. 9, s. 1984)

POLICIES AND STANDARDS OF NURSING EDUCATION

The following policies and standards shall govern the operation of nursing education programs in colleges and universities in the Philippines.

ARTICLE I

Authorization

Section 1. Only colleges and universities duly authorized by the Minister of Education, Culture and Sports shall operate the nursing education courses.

Section 2. All curricular programs in Nursing Education must have prior authorization from the Minister of Education, Culture and Sports.

Section 3. The rules and regulations are herein prescribed for all colleges of nursing duly recognized or authorized by the government to operate the course.

ARTICLE II

Mission Statement

Section 1. Nursing education is geared towards the preparation for creative and useful membership in society.

At the end of the course, the student should have attained a broad education with appreciation for human values, cultural heritage and professional competence in rendering effective nursing care to the individual, the family and the community.

ARTICLE III

Administration

Section 1. The college should be administered by a college dean with the following qualifications:

- a. Must be a Filipino citizen.
- b. Must be a registered nurse in the Philippines.
- c. Must be a holder of Master's degree in Nursing.
- d. Must have at least three (3) years of competent teaching experience and supervision in colleges or institutes of Nursing.

Section 2. The general functions and responsibilities of the Dean of Nursing are:

- a. To assist the school head in the attainment of the ~~institutional goals, e.g. instruction, research and community extension services~~ and all other matters affecting the institution.
- b. To exercise educational leadership among his/her faculty by:
 - 1) initiating programs for curriculum development;
 - 2) instituting faculty development program;
 - 3) recommending the appointment, promotion or separation of faculty members.

- c. To direct and to assign faculty to advise students in their program of studies and to approve their load.
- d. To supervise, coordinate and consult with the head of student personnel services particularly on the admission of students in accordance with the prescribed criteria on selection, admission, promotion and retention.
- e. To institute a definite program of supervision in order to raise the efficiency of instruction:
 - 1) To supervise and evaluate instructional strategies with the purpose of improving them when necessary;
 - 2) To supervise and evaluate co-curricular activities of the college.
- f. To assume total responsibility for implementing the requirement for graduation.

Section 3. When a hospital assumes the responsibility for the conduct of the college, it must provide the framework within which its purposes can be achieved i.e. an organizational structure which clearly defines the place of the school in the organization, financial support for the development of the school a budget which identifies the source of income of the school and the cost of the educational program.

ARTICLE IV

Faculty

Section 1. The faculty shall have academic preparation appropriate to teaching assignment. They -

- a. must be holders of a master's degree in their major field and/or allied subjects and must have credentials on file and available when needed;
- b. must show evidence of competence in the field of specialization they are handling;
- c. must have at least one (1) year of satisfactory teaching experience and/or efficient performance in nursing related to the course they will teach;
- d. must be registered nurse in the Philippines.

Section 2. When vacancies occur in the teaching force of the college during the school year, substitute or replacements with similar or higher qualifications should be employed. observed:

- Section 3. The following conditions of employment should be/
- a. Salary rates of faculty members shall be commensurate with their rank, academic preparation, experience to instruction and research and comparable with others who teach other baccalaureate courses.
 - b. At least sixty percent (60%) of the nursing education courses shall be taught by permanent full-time instructors except for highly technical or specialized courses with prior approval from the Ministry of Education, Culture and Sports.
 - ~~c. Faculty members may carry a regular teaching load of sixteen (16) units per semester. Two hours of clinical supervision is equivalent to one (1) unit credit.~~

Section 4. The faculty shall be assigned academic ranks in accordance with their academic training and scholarly maturity. The usually recognized ranks are: instructor, assistant professor, associate professor, and professor.

a. Professor

- 1) Training - doctor's degree.
- 2) Teaching competence - outstanding.
- 3) Experience - eight or more years related to teaching of a highly specialized nature.
- 4) Efficiency - evidence of successful work in position held, past and present.
- 5) Productive scholarship.
- 6) Good moral character.

b. Associate Professor

- 1) Training - doctor's degree preferred, but at least a master's degree.
- 2) Teaching competence - very satisfactory.
- 3) Experience - five to seven years related to teaching of eminence in a profession of highly specialized nature.
- 4) Efficiency - evidence of successful work in position held, past and present.
- 5) Productive scholarship.
- 6) Good moral character.

c. Assistant Professor

- 1) Training - doctor's degree preferred, but at least a master's degree.
- 2) Teaching competence - very satisfactory.
- 3) Experience - two to four years related to educational work and/or in profession related to teaching.
- 4) Efficiency - evidence of successful work in position held, past and present.
- 5) Productive scholarship.
- 6) Good moral character.

d. Instructor

- 1) Training - master's degree
- 2) Experience - at least one year nursing practice.
- 3) Good moral character.

Section 5. As a general rule, a new member of the faculty begins as instructor and is subsequently promoted, if deserving. However, a faculty member may be employed and appointed as assistant professor if his appointment/designation is warranted by his training and scholarship.

Section 6. The faculty development program plays a major role in the effective operation of the college. It may consist of:

- a. An annual scholarship grant which may be given to a full-time permanent faculty member for a year of graduate study ~~in his major field.~~
- b. Provision for study towards a doctoral degree. If the university offers a doctoral program, faculty members may b

given at least thirty per cent (30%) reduction in tuition fees, privileges and other forms of assistance.

- c. Attendance in in-service training programs shall be encouraged on official time and/or other forms of assistance.

Section 7. The teaching load of college faculty members should be as follows:

- a. The teaching load of the Dean should not exceed twelve (12) hours of lecture a week. The regular full-time load of faculty members is sixteen (16) unit hours per week.
- b. Government employees who serve as part-time instructors may be given a maximum teaching load of nine (9) units.
- c. Part-time instructors employed elsewhere may carry a total load of not more than fifteen (15) units in all the schools in which he teaches.
- d. Faculty members teaching in more than one school must give formal notice of their teaching assignment to all schools concerned.

Section 8. It is recommended that every school have a faculty manual containing information and policies on all matters pertaining to faculty.

ARTICLE V

Curriculum

Section 1. The minimum requirements for the Bachelor of Science in Nursing (BSN) is flexible and may be amended or revised subject to the approval by the Ministry of Education, Culture and Sports.

ARTICLE VI

Instructional Standards

Section 1. The institution must maintain a high standard of instruction, utilizing appropriate and updated syllabi and instructional procedures which contribute to sound nursing education. A system of supervision should be instituted and implemented for the purpose of evaluating teaching competence.

Section 2. The institution shall provide for a systematic and continuing plan of evaluation of the student's progress through a marking system that is consistent and congruent to the objectives set by the institution.

Section 3. The Ministry of Education, Culture and Sports does not issue specific requirements for promotion except that no student should be given credit for the completion of a course unless he has fulfilled the requirements for entrance thereto, has attended classes faithfully and regularly, and has acquired reasonable proficiency in each subject. The promotional records should be kept in the school within the following semester for examination in case of any grievance or complaint.

Section 4. The Dean should see to it that instructors and students have the necessary textbook and instructional materials. Field trips and educational tours must be encouraged.

Section 5. The different curricular programs in Nursing may adopt any textbook of fairly recent edition, preferably written by Filipino authors.

Section 6. Colleges may change textbooks only once in three years.

Section 7. The ratio of faculty to student in science laboratory class is 1:25.

Section 8. The field experience is provided students to develop professional nursing skills by a systematic application of scientific knowledge to actual life situations in the communities and institutions. The following conditions must be observed:

- a. There must be class correlation of theoretical knowledge to field experience.
- b. The faculty member who teaches the theory of a clinical course must supervise the students in their field experience.
- c. There must be a well-planned and organized program of field experience utilizing the nursing process as a scientific tool in actual nursing situations.
- d. The field experience should be organized around the objectives set for the course.
- e. To determine the adequacy and effectivity of the field experience, the following factors must be considered:
 - 1) Background knowledge and capacity of the learner;
 - 2) Size and nature of the learning resources both in institutions and communities;
 - 3) Adequate number and variety of clientele;
 4. Adequate number and quality of nursing and other personnel and evidence of quality nursing care service.
 5. Ration of student to clientele, shall be two to four depending on the need for nursing care and the capacity of the student;
 6. For adequate educational guidance, the ratio of one clinical instructor to students should be:
 - a) first level 1:8;
 - b) second level 1:10;
 - c) third level 1:12
- f. Variety of teaching strategies appropriate to the situation must be utilized.
- g. Evaluation must be an integral part of the teaching-learning process and the students informed of results. Variety of test and measurement methods must be utilized.

ARTICLE VII

Library

Section 1. Every college offering the nursing program should have library resources necessary to general education and nursing. Thi

implies adequacy and quantity that meet the needs for scholarship and research of students and faculty.

- a. Quality refers to such factors as breadth and depth of coverage and representativeness of authorship in various discipline.
- b. Quantity refers to the number of holdings and reference materials which should be in proportion to the enrolment and needs of the student and faculty.

Section 2. The following are the minimum staff requirements:

- a. The college should have a full-time librarian, who is a graduate of library science, for the first five hundred (500) students, two for an enrolment of 1,000 and additional professional librarian for every increase of 1,000 students or a fraction thereof.
- b. The college with an enrolment of less than 500 students may employ a librarian with a bachelor's degree, major in library science and at least three (3) years experience in library work.
- c. Non-professional or clerical assistants must be provided at a ratio of two-professionals to one professional.

Section 3. A library collection should consist of the following:

- a. A basic collection of 5,000 well-selected relevant books to support the curricular needs of a college with an enrolment of not more than 500 students.
- b. For an enrolment of more than 500 the requirement is as follows:

<u>Enrolment</u>	<u>Volume Per Student</u>	<u>No. of Volume</u>
500 or less	10	5,000
501 - 1,000	10	10,000
1,001 - 3,000	8	24,000
3,001 - 5,000	6	30,000
5,001 - above	5 per student	

- e. At least five per cent (5%) of the book and professional journal collection should be in Filipiniana and Orientalia or Asians.
- d. At least forty-five (45%) of the collection should be for nursing.
- e. The curriculum must have appropriate and adequate library support.
- f. The library resources should include, in addition to books, a substantial number of appropriate professional publication such as journals, bibliographies, annuals, monographs, serials, pamphlets, documents, newsprint and other non-book materials.
- ~~g. It is required that at least twenty percent (20%) of the total book collection should be of recent edition or published during the last five years.~~
- ~~h. In the field of social sciences and in pure and applied sciences the collection must consist of books of recent edition.~~

Section 4. The following are the minimum requirements for library quarters:

- a. There should be adequate reading space for the student population.
- b. The reading room should be able to accommodate at one seating a minimum of 15 to 20 percent (20%) of the student enrolment. The reading room should provide at least 279 sq. meters per reader, a space that includes allowance for furniture and equipment and comfort room.

Section 5. The open-shelf system should be encouraged.

ARTICLE VIII

Research

Section 1. The institution must support research and employ a competent and qualified research staff. Institutional research may either be regarding the school itself or any of the discipline's thrusts. One of the documents of research shall concern itself with science and technology. The competence of the research staff may be judged by the scholarly output of their research.

Section 2. Team research may be undertaken by two or more faculty members, with or without the assistance of students who are enrolled in similar or allied discipline. Faculty members assigned to do research work should have reduced teaching load. Honoraria and other incentives may be provided.

Section 3. The administration should encourage and support research among its students and faculty and promote utilization of research findings for improvement of patient care, education management and other aspects of the nursing program.

ARTICLE IX

Laboratory Facilities

Section 1. Colleges and universities should provide for adequate laboratories and lecture rooms.

- a. Schools/colleges offering laboratory science courses should be fully equipped with adequate laboratory facilities for the particular courses being offered. For all laboratory courses there should be adequate laboratory space to accommodate the largest class using the laboratory rooms.
- b. Laboratory classes for the various science courses should be conducted in the college laboratory designed exclusively for such a class.

Section 2. The following are required of science laboratories:

a. Rooms

- 1) Laboratory rooms should provide adequate working space and free space for the convenience of the students.
- 2) Rooms should be well lighted, well-ventilated and provided with accessible safety devices and first-aid facilities.
- 3) There should be separate laboratory rooms for each of the biological, physical and natural sciences.

b. Facilities

Each laboratory should have a continuous and adequate supply of water and gas. A fire extinguisher should be available and easily accessible.

c. Equipment and Supply

- 1) There should be enough supplies and apparatus for each laboratory course, based on the types and number of students.
- 2) Equipment should be in good working order at all times.
- 3) Teaching aids, such as the following should be made available:

Human skeleton, disarticulated bones, models of internal organs, flip charts or other visual aids depicting blood circulation, human muscles, etc.

d. Experiments

- 1) Experiments to be performed in a given laboratory subject should be adequate in scope to cover the concepts and theories to be taught/learned in that subject.
- 2) An experiment must be investigative in nature emphasizing the discovery approach.
- 3) An experiment should be ^{so} designed as to be undertaken by the students with the minimum of teacher participation

Section 3. Fundamentals of Nursing Laboratory - The classrooms used for teaching nursing fundamentals should have adequate space for teaching demonstration and practice. An amphitheater design is recommended.

- a. It should have fixture, equipment, supplies and linen similar to those in the hospital.
- b. A unit consisting of a bed, bedside table and chair should be available for every two students practicing at a time.
- c. Provisions should be made for running water, electrical outlets, storage space, good lighting and adequate ventilation.
- d. Appropriate models, gadgets and teaching aids should be made available.

Section 4. Nutrition - A laboratory separate from the hospital diet kitchen is required.

- a. Provisions should be made for the following:

~~1) Equipment~~

- a) Individual desk/stools, kitchen utensils and gas or electric plates.
- b) sink
- c) Cabinet for supplies and storage
- d) Refrigerator
- e) Blackboards/Bulletin boards
- f) Clock
- g) Scales

ARTICLE X

Admission, Selection and Retention of Students

Section 1. Every student enjoys the right to enrol in any college or university, upon meeting the specific requirements and reasonable regulation. Except in cases of academic delinquency and violation of disciplinary regulations, the student who qualifies for enrolment should be allowed to stay for the entire period he is expected to complete his course, without prejudice to his right to transfer to other schools within the period prescribed.

Section 2. As a general rule, no applicant shall be enrolled in any approved course unless he presents the required credentials by the school before the end of the enrolment period. Students who believe that they have been unduly deprived of their transfer credentials by officials of the school they are leaving may seek the assistance from the Ministry of Education, Culture and Sports.

Section 3. Requirements in the admission and retention of students in the college of nursing shall be determined by the Dean of the College and/or the admission and the standard Committee.

ARTICLE XII

Residence and Unit Requirements

Section 1. As a general rule, a candidate for graduation must have taken the last curriculum year in the college which is to confer the degree. The student should be evaluated according to the criteria or system of evaluation made by the college to determine proficiency in all major courses.

Section 2. No student should be permitted to take any subject until he has satisfactorily passed the pre-requisite subjects.

Section 3. A student shall be allowed to carry only the regular semestral load. Units in excess of these requirements shall need a special permit from the Ministry of Education, Culture and Sports.

Section 4. If the student receives an INC. "Incomplete" for non-compliance with some requirements of the course, he should not be given any credit for the subject or course unless he satisfactorily removes the incomplete grade within one year from the date it was obtained. The completion grade and the incomplete grade not removed within one year shall be recorded and submitted immediately on a supplementary Form XIX. No school shall give a final grade of "4" or "conditioned".

ARTICLE XIII

Dormitory Facilities

Section 1. As a general policy the school is not required to provide dormitory for nursing students. The school, however, may maintain and manage a dormitory under the following conditions:

- a. The dormitory building should be located in a decent and safe place.
- b. It should be on a Voluntary Basis (clearly stated in their catalogues and written on the Bulletin Board), without prejudice in no way to the student's performance in the college.

- 2) Audio-visual aide such as posters, charts, statistical graphs, food models, sample menus for Filipino families.

Section 5. Clinical Facilities and Services. Resources for clinical experience should include general and special hospitals, out-patient clinics community agencies.

- a. The hospital may be independent or owned and operated by the institution or utilize by the college in accordance with contractual agreement between the college and the hospital which clearly specifies the responsibilities of each party. The minimum capacity of 100 beds and the minimum bed occupancy of eighty percent (80%) are required of every base hospital.
- b. The hospital/agency utilized by the students for clinical experience should be accredited by the Bureau of Medical Services as a 100-bed teaching hospital with general services.
- c. Parties to the contract of affiliates should provide and maintain an environment conducive to the attainment of the objectives. Open communication should exist among the nursing medical staff and the school personnel. The college and the hospital/agency should establish effective coordination and cooperation.
- d. The hospital service should be provided with an adequate staff of personnel and qualified professional and non-professional personnel.
- e. There should be an adequate number of patients varying in age, sex, and types of illness for desired teaching-learning experience at different curricular levels.
- f. Provision should be made for adequate, physical facilities, supplies and equipment for good nursing care and students learning experience. Conference rooms suitable for ward classes should be provided.
- g. The hospital/agency should be accessible to the college.
- h. The communities used for the students' learning either urban or rural should have the following components:
 - 1) Facilities
 - a) Classroom for conference
 - b) Library
 - c) Comfort rooms
 - d) Dressing room
 - 2) Faculty
 - a) The faculty member of the college and the Public Nurse of the agency should work together.
 - b) The Pharmacist, or anyone, who may be expert in herbal medicine should be a member of the teaching team.

- c. It should be in accordance with established sanitary practices and comforts, such as privacy, provisions for sinks, toilet and bathrooms in proportion to the number of the boarders.
- d. There should also be provided a reading room for studying, recreation and social facilities.
- e. This Office shall be constrained to take appropriate action regarding the operation of the school if any of the aforementioned conditions are not met.

Revised as of August, 1983