



UNIVERSITY OF BALAMAND

Faculty of Health Sciences

Nursing Program

Bachelor of Science in Nursing
BSN Program

Student Handbook 2020-2021

UNIVERSITY OF BALAMAND

Mission Statement

The University of Balamand is a private non-profit independent Lebanese institution of Higher Education licensed by the State of Lebanon. It was founded in 1988 by His Beatitude Patriarch Ignatius IV in the name of the Patriarchate of Antioch and All the East for the Greek Orthodox. The University admits students from Lebanon and the Region without discrimination on the basis of religion, gender, or physical handicap.

Inspired by the Tradition of the Antiochian Christian Orthodox Church in promoting the welfare of humanity and its highest values, the University is committed to principles of tolerance, compassion, and openness and Christian-Muslim understanding. The University is dedicated to graduating professionals who are well-rounded, critical thinkers, life-long learners, and active citizens in their respective societies.

The University also seeks to limit the influence of dogmatism and fundamentalism in intellectual, social, political, religious and cultural fields. The University believes in responsible freedom, in the role of reason in uncovering the truths, and in the deepening of human existence under God. Through quality education, rigorous research, concern for the public good, and engagement with the community, the University seeks to contribute to nation building, ethical standards, inter-cultural dialogue, environmental responsibility, and human development.

Accreditation

UOB is accredited by the “Accreditation, Certification and Quality Assurance Institute” (ACQUIN).

Network

The University of Balamand has established many academic international and national relations and affiliations with well recognized centers to support the internationalization of higher education in Lebanon.

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I. WELCOME NOTE FROM THE DIRECTOR

Dear Students,

On behalf of the Nursing Team I would like to welcome you. We are excited you are joining the Faculty of Health Sciences - University of Balamand. You made a good choice. Congratulations!

The Nursing Program central to its mission offers diverse curricula, services and extra-curricular activities to help you build your character and achieve professional success. We are here, faculty and staff, always available to support you in every step you make to become the best version of yourself regarding your physical, emotional, intellectual and social development. Take every opportunity available to achieve your full potential. We look forward to get to know you as a person.

Visit our state of art library. The Nursing Program was pioneer to secure the most important Nursing resources and databases such as Lippincott Advisor and Procedure and Lippincott Professional Development among others to help you in your coursework.

This Handbook is designed to provide answers to the most frequently asked questions related to the Program regulations. Additionally, take a look at our website and social media to learn more about our Program activities. Make friends and remember to make it a great year. We are committed to helping all students be successful and we count on you to play an active role in learning.

The Nursing Team wishes you much success in your academic accomplishments.

Sincerely,

Bahia Abdallah, BSN, MPH, IBCLC, PhD
Nursing Director

II. BSN PROGRAM PROFILE

Mission

The Nursing Program is dedicated to providing a quality education in nursing and promoting the nursing profession and the health care environment in Lebanon and the region. This program embraces an evidence-based health care education underpinned by research and ethics.

In addition, the program focuses on providing a positive environment for faculty, staff, and students through the development of leadership abilities, analytical and critical thinking, and technical skills with community involvement.

At the core of the Nursing Program lies the belief that health is a social right and therefore the needs of individuals, families, and communities are to be respected and attended to.

Vision

The Nursing Program, through its dedication to shaping the profession and fostering excellence in nursing education, will expand to offer specialized programs at the undergraduate and graduate levels, and according to internationally recognized standards.

The Program

The Bachelor of Science degree in Nursing (BSN) offered by the Program is community-based and population-focused. It prepares students to become leaders and integral caregivers in the Lebanese Healthcare system. It is offered in English and French.

The Nursing Program is based at the Main Campus, Dekwaneh Campus and Souk El-Ghareb Campus.

The program consists of:

- 100 academic credits acquired over a minimum of 3 years,
- A broad exposure to clinical training,
- Paid Internship,
- First Aid certificate granted by the Lebanese Red Cross.

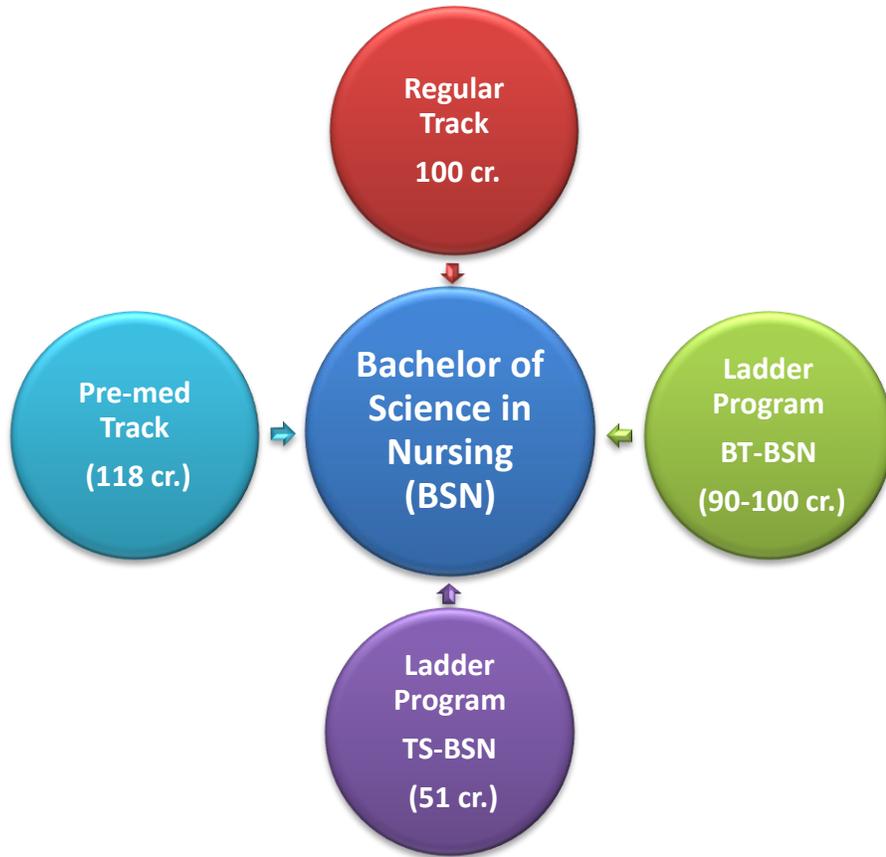
The Program provides students with the following:

- Broad theoretical and practical knowledge base ranging from humanities to life sciences, nursing sciences and research.
- Multi-disciplinary approach to education.
- Evidence based theoretical and practical knowledge.
- Individualized tutoring.
- Premedical track.
- Adequate preparation to pursue post graduate studies (MS, PhD) in several disciplines in Lebanon and abroad.

The Nursing Program also provides:

- A Ladder Program that upgrades BT and TS degree holders in nursing (technical education) to earn a Bachelor of Science in Nursing.
- Continuing education courses for working nurses to upgrade their competencies in different areas.

The components of the BSN program.



Admission Requirements

- Lebanese Baccalaureate or its equivalent
- School grades and ranks
- Language Proficiency Requirements: TOEFL (For English section)
 - Minimum score TOEFL, 197
 - Or Minimum score SAT I “Critical Reading Section”, 500.
 - Duolingo English Test with a minimum score of 125.
 - French proficiency test (For French section) DELF (Level B2 with a minimum score of 70).

Program Objectives

- Prepare Nursing students to fulfill their roles as clinicians, educators, advocates, researchers, administrators, and leaders in health care settings.
- Create a learning environment that nurtures each student’s abilities, talents and goals.
- Engage students in active learning through the adoption of adult learning supported by the use of information and communication technologies.
- Instill a humanistic approach that fosters critical thinking and promotes awareness of social and cultural diversity.
- Assist the students to get aware about the characteristics of holistic Nursing and apply them in their daily practice.
- Build a foundation for students to develop the following core competencies: Critical Thinking, Quality Care Delivery, Leadership, Communication, Ethical Conduct, Team Work & Collaboration, and Informatics & Technology use.
- Promote a healthy work environment committed to professional and personal self-development.
- Collaborate with community organizations in order to develop and implement a strategic plan to address community needs.

Program Learning Outcomes

- Embody the professional role of caregiver, educator, and advocate for the individual/patient, family and community.
- Use critical thinking, analytical skills and scientific knowledge in the delivery of an evidence-based practice that integrates physical, psychosocial, and spiritual dimensions.
- Demonstrate competency, dexterity, and confidence in overall nursing skills application.
- Demonstrate assertiveness by skillfully communicating with the individual/patient and family as well as all the members of the health care team.
- Deliver health care taking into consideration cultural differences, human rights, and ethical principles.
- Utilize informatics and technology in education, research, and nursing practice.
- Play a leadership role in problem solving, decision making, planning, time management, and delegation within the healthcare team.
- Demonstrate a sense of belonging and accountability to the Nursing profession and a commitment to its advancement.
- Develop a career plan that is in line with the student’s aspirations, education, skills, experiences, job market and healthcare needs.

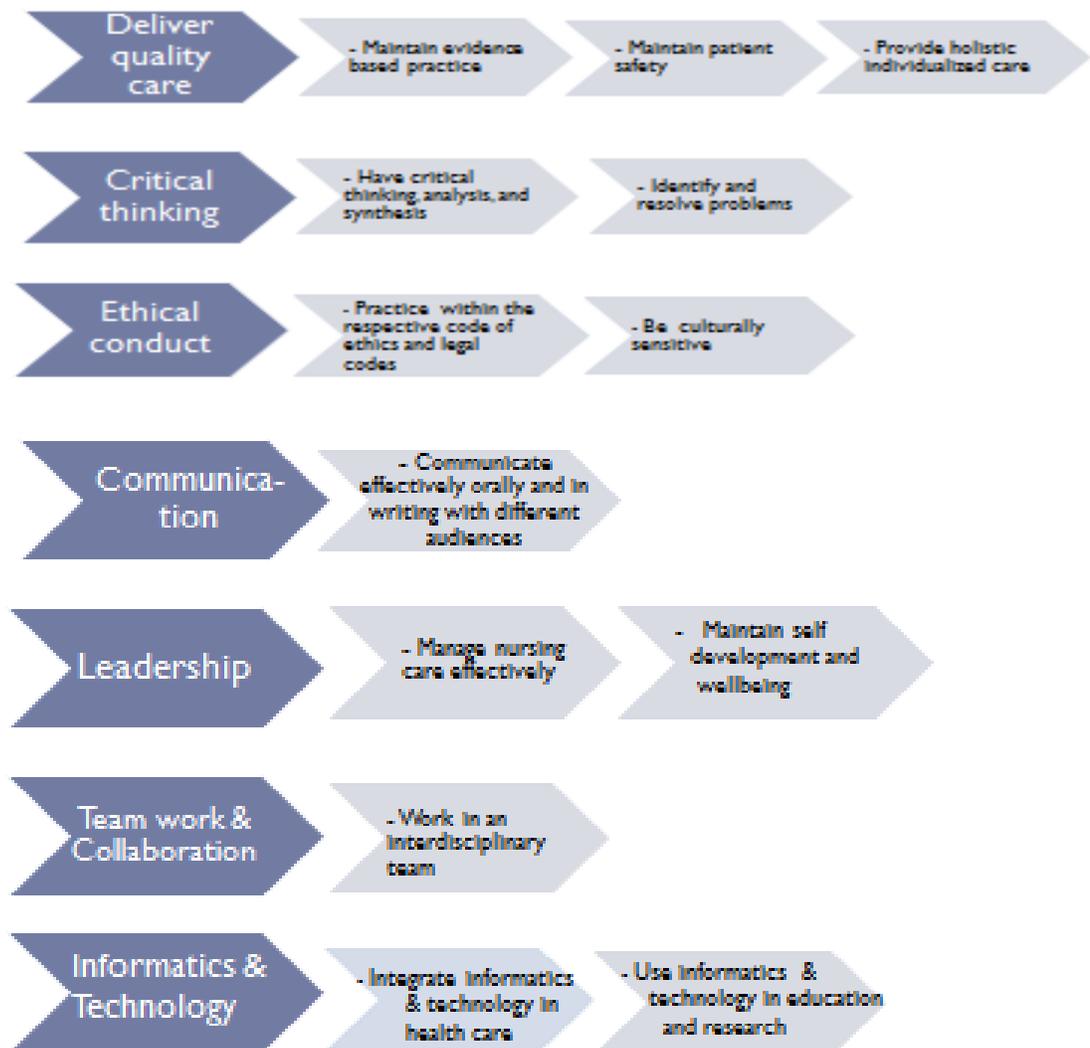
- Respond appropriately to individual/patient, family, and community needs at the level of direct care, health promotion, disease prevention, and rehabilitation.

Theoretical Framework of the Nursing Program at the University of Balamand



The nursing curriculum is competency based. At graduation, students should be competent in the following:

Meta Profile- Core Competences



III. NURSING FACULTY MEMBERS

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IV. CURRICULUM

(Offered in English and French)

First Year Semester 1

<u>Name of Course</u>		<u>Credit</u>
ENGL 203 ¹	English Communication Skills III	3
BIOL 205	Principles of Human Biology	3
PSYC 200	Introduction to Psychology	3
FHSC 280	Information Technology and Health Sciences	2
LISP 200 ²	Library use and research methods	1
NURS 210	Introduction to Professional Nursing	2
NUSC 209	Basic Nutrition and Diet Therapy	3

		17

Semester 2

<u>Name of Course</u>		<u>Credit</u>
ENGL 204 ¹	English Communication Skills IV	3
FHSC 202	Introduction to Human Anatomy	2
FHSC 203	Basic Human Physiology	4
FHSC 209	Fundamentals of Microbiology	2
NURS 211	Introduction to Nursing Practice	4

		15

Summer

<u>Name of Course</u>		<u>Credit</u>
FHSC 264	Human Growth and Development	2
NURS 212	Legislation and Nursing	1
NURS 214	Service Training I ³	--
NURS 216	Health Assessment	2
FHSC 271 ²	First aid	1

		6

Second Year Semester 3

<u>Name of Course</u>		<u>Credit</u>
FHSC 211	Pathophysiology	3
FHSC 229	Pharmacology	2
NURS 241	Nursing Care of Adults I	5
NURS 247	Nursing Care in Perinatology and Gynecology	4
	Elective	3

		17

Semester 4

<u>Name of Course</u>		<u>Credit</u>
FHSC 282	Principles of Epidemiology and Biostatistics	3
NURS 242	Nursing Care of Adults II	5
NURS 244	Nursing Care of Children	5
NURS 245	Nursing Care of the Elderly	2
SOCL202	Introduction to Sociology	3

		18

Summer

<u>Name of Course</u>		<u>Credit</u>
NURS 246	Mental Health and Psychiatric Nursing	4
NURS 215	Service Training II ³	--
CSPR I		3

		7

Third Year

Semester 5

<u>Name of Course</u>		<u>Credit</u>
CSPR II		3
FHSC 288	Research in Health Care Sciences	3
NURS 248	Nursing Care of Adults in Critical Condition	4
NURS 249	Nursing in the Community	5

		15

Semester 6

<u>Name of Course</u>		<u>Credit</u>
NURS 250	Leadership and Management in Nursing and Health	5
NURS 251	Internship ⁴	-

		5

Total number of credits = 100

1. All NURS courses passing grade is 70. Other courses passing grade is 60.
2. In the French Track, FREN 201 and FREN 202 respectively replace ENGL 203 and ENGL 204.
3. LISP 200 is a no-fee obligatory 1 credit course for graduation.
4. Service Training I and II are required for graduation. Each is equivalent to 90 hours. Students are evaluated as P= Pass or F= Fail.
5. A student may choose any course of the Cultural Studies Program courses provided they are from different streams.
6. Internship is equivalent to 450 hours of clinical training.
7. Students are required to take the 1 credit First Aid course (FHSC 271) offered by the Lebanese Red Cross). It is a no-fee course.

Nursing Pre-med Track:

A nursing student may choose the Pre-med track. Requirements are the following courses added to the regular nursing curriculum:

- Biology – 8 credits distributed as follows:
 - BIOL 201/FHSC 200 Introduction to Biology I 3cr Instead of BIOL 205 or FHSC 207
 - BIOL 202/FHSC 201 General Biology I Lab 1cr
 - BIOL 203 and BIOL 204/FHSC 203 Introduction to human Physiology 4cr (It is a required Nursing course)

- Chemistry – 12 credits:
 - CHEM 202/FHSC 222 Basic Chemistry 3cr
 - CHEM 242/FHSC 226 Organic Chemistry I 3cr
 - CHEM 244/FHSC 228 Organic Chemistry II 3cr
 - CHEM 222 Analytical Chemistry I 3cr

- Physics – 6 credits:
 - PHYS 211/FHSC 241 Fundamentals of Physics I 3cr
 - PHYS 213/FHSC 243 Fundamentals of Physics II 3cr

Therefore, a premed nursing student has to take 19 additional credits to his/her basic Nursing curriculum. This is the minimum number of credits needed.

V. NURSING PROGRAM ACADEMIC POLICIES

1. Academic Integrity Statement

The University of Balamand is committed to a policy of honesty in academic affairs. Academic and/or disciplinary penalties for misconduct in academic affairs are implemented according to the policies and guidelines of the UOB. It is the student's obligation to be aware of his / her responsibilities. Kindly refer to UOB Academic Integrity and Copyright Policy in the general section of the undergraduate catalogue.

2. Standards of Conduct

Illegal actions and misconduct such as cheating on tests, plagiarism, and disrupting classes and examinations are subject to disciplinary action. A student placed on disciplinary probation is not eligible to receive financial aid during the period of probation. Upon recommendation of the Faculty in which the student is enrolled, the student may be removed from disciplinary probation after one semester. In cases of severe or repeated infractions of University regulations, a student will be subject to suspension or dismissal from the University.

3. Course Evaluation system

Student work evaluation differs from a course to another. All evaluation methods are detailed in the syllabus of each course that is shared with the students at the beginning of each academic semester.

The majority of the nursing courses encompass different evaluation components:

- Theory: exams, quizzes, presentations etc...
- Clinical assignments: case studies, reports, care plans etc.....
- Clinical evaluation: cognitive and psychomotor skills, stated as P pass or F fail.

To successfully meet the requirements of the courses that combine theoretical and clinical components, the student should get at least 70% on the theory and clinical assignments combined in addition to P (Pass) on the clinical evaluation.

4. Class attendance policy

- Students are expected to attend all classes and laboratory sessions.
- Absence, whether excused or not, from any class or laboratory session does not excuse students from their responsibility for the work done or for any announcements made during their absence.
- A student who is near missing one-sixth of the course sessions will be receiving a written warning from the instructor. Once the number of missed sessions reaches one-sixth of the course sessions, the instructor notifies the student in writing and copies the Registrar that it is the student's responsibility to officially withdraw from the course before the end of the drop period, otherwise s/he will earn a WF as a final grade for the course.
- If the number of missed sessions accumulates to more than one-sixth after the drop deadline, the student will receive as well a grade of WF.

A WF grade is counted as a numerical grade of 40 for the course in computing the student's averages.

5. Withdrawal from Courses

- Students are permitted to withdraw from courses not later than 10 weeks after the start of the semester (four weeks in the case of the summer session).
- Students withdrawing from a course will receive a grade of "W" for this course. A "W" grade and the corresponding course credits are not included in computing the semester or the cumulative average.
- The student's academic advisor must approve all withdrawals. Withdrawing from an entire semester requires the approval of the Faculty Council.
- If a student withdraws or is dropped (for any reason) from one course or more resulting in a credit load below 12 credits, the case will be reviewed by the Faculty Council. The Council will determine:
 - * The eligibility of the student to continue the semester.
 - * The withdrawal of the student from that semester.
 - * The dismissal of the student from the Faculty.

6. Definition of grades/ Grading Scale

- All final course grades are expressed in numbers ranging from 40 to 100.
- The Dean of the Faculty concerned must approve transferable courses from other institutions.
- The grading system is as follows:

<u>Graded</u>	<u>Notation</u>
95 to 100	Outstanding
85 to 94	Excellent
80 to 84	Very Good
75 to 79	Good
70 to 74	Fair
60 to 69	Weak
40 to 59	Fail
<u>Non-Graded</u>	<u>Notation</u>
Aud	Audit
CBE	Credit by Examination
F	Fail
I	Incomplete
M	Graduate course
N	Non-credit, not counted in average
P	Pass
R	Repeated course for raising average
S	Satisfactory
T	Counted after a change of major
V	Non-credit, counted in average [<i>As of Fall 2014, «V»: Non-credit, counted only in semester average</i>]
W	Withdrawal
WF	Administrative Withdrawal
Y	Final grade issued on an annual basis
Z	Counted toward a degree (in the case of year to be repeated)

7. Incomplete Grades and Make-Up Examinations

- Course work must be completed by the date on which the semester ends. In exceptional cases, and with the approval of the instructor, the chairman of the department, and the Dean, a student may be allowed to make up incomplete work before the end of the Drop/Add period of the next semester.
- The time and date of make-up tests within the period specified in (1) above will be set by the instructor concerned with due consideration for the student's schedule. Approval of the head of the department is required for setting the time and date.
- Failure to complete the requirements for incomplete courses within the periods specified above will result in a grade of zero for the missing work with the course grade computed accordingly. Failure to make up a missing final examination will result in a final grade of 40 on the course.

8. Repeating courses

- A student may repeat a course only once to achieve its required grade; a W or a WF (40) on a transcript is counted, for this purpose, as a grade.
- Students may not repeat a course in which they have already achieved a grade of 70 unless the department rules require a higher score.
- A student repeating a course more than once must seek the approval of the Dean.

9. Graduation with Honors

- A student achieving a cumulative average of 90 or above at the University of Balamand will receive his/her bachelor's degree with high Distinction.
- A student achieving a cumulative average of 85 or above at the University of Balamand will receive his/her bachelor's degree with Distinction.

10. Dean's Honor List

To be placed on the Dean's Honor List at the end of a given Fall or Spring semester, a student must:

- Be registered for at least 12 credits,
- Not be on Probation,
- Have a semester average of at least 85 or be ranked in the top 10 percent of the class and have a semester average of at least 80,
- Have no failing, withdrawals, repeated, or incomplete grades,
- Have no disciplinary action in his/her record,
- Be deemed worthy by the Dean to be placed on the Honor List.

11. Student Academic Status

The evaluation of the academic performance of a student begins when a regular student has reached at least the level of ENGL 101 or FREN 003 and has registered for a minimum of 6 of the required credits from his/her plan of study.

Students transferring from another institution of higher education or from another department at UOB receive a written statement from their new department showing their academic status in conformity with the faculty and department rules.

a. Department Requirements

Students joining a department must pass the courses indicated in the University Catalogue as department requirements with a minimum grade of 70 or higher for each course in the specified period of time.

Students who fail to fulfill the department requirements within the specified period of time will have one regular semester to pass the required courses with a minimum grade of 70 or higher for each course. If they fail to do so, they will be dropped from the Department. Dropping any of these required courses is not recommended.

b. Academic Probation

If a student enters the University with a conditional acceptance, the conditions for its removal must be fulfilled by the end of the first semester. Starting from the second semester, a student must maintain a cumulative average of 70 or above. Failure to do so by the end of a semester places the student under academic probation. Under such circumstances, the student may be required to take a lighter credit load, which may result in a delay in graduation.

Such students will not be allowed to take more than 12 new credits in the semester during which they are on probation and will also be required to retake the courses they had failed the next time they are offered. Such students will be encouraged by their advisor to take courses in the Summer Semester.

c. Removal of Probation

A student placed on probation has to achieve a cumulative average of 70 or above in the next semester in order to remove the probation.

d. Continued Probation

Students who are on probation and who fail to achieve a cumulative average of 70 in the next semester will be placed on continued probation if their semester average is 70 or higher.

e. Strict Probation

A student placed on probation and who fails to achieve a semester average and a cumulative average of at least 70 or placed on continuing probation and who fails to remove it, is placed on strict probation for one semester under the following conditions:

- The student is allowed to register for a maximum of 12 credits.
- The student registers only for courses in which the grade earned was less than 70. To remove the strict Probation the student must:
 - Not fail any course.
 - Obtain a cumulative average of 70 or above.

f. Dropping from the Department

Students will be dropped from the Department for any of the following reasons if:

- They are subject to probation for a third time.
- They are on Strict Probation and are not able to remove the probation by the end of the next semester.

12. Policy for Requesting Students Records

Refer to the STUDENT HANDBOOK OFFICE OF STUDENT AFFAIRS | ACADEMIC YEAR 2019-2020 available on UOB website.

13. SIS, email and Online Registration

Refer to the STUDENT HANDBOOK OFFICE OF STUDENT AFFAIRS | ACADEMIC YEAR 2019-2020

14. Library

- Main Library, the Issam Fares Library Learning Center (IFLLC)
- FHS Library, Faculty of Health Sciences – Dekwaneh campus
- SEG Library, Souk El Ghareb Campus

In addition to the collections, the libraries offer many services:

- Open stacks and borrowing services
- Interlibrary loan and document delivery services for materials that are not available in the libraries
- Graduate services (theses formatting)
- Printing and photocopying services; (photocopying quota should be purchased from the Comptroller’s Office, as well as refilling the printing quota upon expiry)
- Computer labs
- Group study rooms
- Facilities reservation
- Off-campus access to materials
- Citation, plagiarism and other workshops and training sessions
- Research and reference help

Users must abide by the libraries code of conduct when fulfilling their education and research needs

15. Moodle

This is a learning platform that is designed to provide educators, administrators and learners with a robust, secure and private system to create personalized and active learning environment. It is easy to access from anywhere and at any time. All course materials are communicated online using the Moodle platform. Many interactive teaching and learning practices and activities are performed online via Moodle.

VI. CLINICAL POLICIES

The clinical training takes place in inpatient and outpatient settings that cover different areas of specialization. This enables students to move from theoretical learning to real life patient care situations. Preceptors/Clinical Instructors are assigned to assist the students to develop their critical thinking, problem solving, psychomotor and communication skills in a safe and securing environment. Students learn how to apply evidence-based practice, master the use of technology, respect individuals’ beliefs and values and consider the ethical implications of nursing care.

1. Inpatient and Outpatient Training Settings per Campus

(The list is not inclusive)

Main Campus:

- Family Medical Center Mejdlayah
- Saydet Zgharta Hospital
- Centre Hospitalier Du Nord
- Koura Hospital
- New Mazloum Hospital

- Monla Hospital
- Nini Hospital
- Azm and Saade Outpatient Clinic
- Order of Malte Outpatient Clinic
- Ozanam Elderly Home
- Dayr Hamilat El-teeb Elderly Home
- Balamand High School
- Keserwan Medical Center- KMC
- Centre Hospitalier Universitaire Notre Dame Des Secours
- Beit Rafqa

Dekwaneh Campus

- Saint George Hospital University Medical Center
- Mount Lebanon Hospital
- Beirut Governmental Hospital – Karantina
- Nursing Home - Saint George Hospital University Medical Center
- Beirut Polyclinics UNRWA
- Howard Karagheusian Commemorative Corporation
- Psychiatric Hospital of the Cross
- Abou Jaoude Hospital
- AUBMC
- Belle Vue Medical Center

SEG Campus

- Ain Wazein Medical Village
- Saint George Hospital University Medical Center
- Mount Lebanon Hospital
- Belle Vue Medical Center
- Chahar Governmental Hospital
- Karantina Governmental Hospital
- National Rehabilitation and Development Center NRDC
- Panda Playschool
- Souk El Gharb Primary Health Care Center
- Komatieh Primary Health Care Center

2. Standards of Professional Behavior

Students are expected to adhere to the code of ethics of the profession and to respect the confidentiality of patient’s information. They should demonstrate conscientiousness in nursing acts and regard the individual differences of each client.

Students should demonstrate self-confidence, take initiative to act constructively, and seek assistance when needed.

Students should communicate tactfully, clearly, and concisely in speech with the health team members and with colleagues and work as integral members of the health care team.

Students should arrive at clinical placement on time, and adhere to the grooming and uniform policy of the nursing program at FHS-UOB (refer to the uniform policy).

Any violation of the general guidelines and policies of the clinical rotation as tardiness, misconduct, and inappropriate appearance will affect the final grade. The student who does not abide by will be referred accordingly to a board of conduct, and disciplinary measures will be taken.

3. Clinical Safety Policy

Students are expected to use their common sense and to follow standard precautions in all nursing acts in order to prevent any health hazard.

Nursing uniform should be worn only in clinical settings; contaminated uniforms must be changed immediately.

Students are required to take the PCR for COVID-19 and the hepatitis B vaccine prior to clinical rotations from the university if provided; otherwise, they should be responsible to take it on their own expense due to the possible risk of exposure to communicable diseases. This exposure may occur when performing specific procedures or working with various types of specimens.

Protocol for Nursing Student Incident:

During the clinical training, if a student was subject to any kind of self- injury like needle prick, fall, fainting, etc, the student, clinical instructor and course coordinator should take the following measures:

Student's action:

- Notify immediately the clinical instructor and head nurse of the floor,
- Fill out an incident report and submit a copy to the infection control officer of the clinical site and another one to the course coordinator,
- Adhere to the required injury protocol as suggested in every clinical setting.

Clinical Instructor Actions

- Assess student's status,
- Assure student's safety at scene of incident,
- Seek medical attention as appropriate,
- Follow the protocol of the hospital concerning the different types of injury,
- Inform the faculty clinical coordinator of the course immediately,
- Fill out the Incident Report Form and submit it to the course coordinator within 24 hours of the incident. (The form will be posted on Moodle as part of each clinical course material at the beginning of the training.)

Course Coordinator Actions

- Discuss the situation with clinical instructor to help determine necessary course of action, as appropriate, and notify the Program Director of the incident.
- Assure that the incident form has been received within 24 hours and share it with the Program Director. A copy is to be placed in the student's file.

- Ensure an appropriate follow up for students' situation: e.g. blood test, x-rays..... For instance:
 - Hepatitis B and C antibodies, HIV antibodies, and Hepatitis B titer and surface antigen testing should be done the same day of the incident and should be repeated after 3 months.

UOB health insurance covers the student's injury related expenses.

The hospital will perform and cover the required serology testing on the involved patient as a follow up and control measure.

5. Student Dress Code Policy

• *Standards for Wearing Uniform*

Your uniform reflects your professionalism.

The uniform consists of a colored jacket-blouse and pant, white comfortable shoes, name pin, watch with second hand, pen, pencil, notebook (pocket size), calculator, stethoscope, and a pair of bandage scissors. In winter a white or beige sweater may be worn.

• *Policies for Wearing a Uniform*

Students must be in complete uniform when in training settings whether as volunteer or in preparatory nursing laboratory and laboratory itself. Students reviewing patient's charts or other studies wear laboratory coat.

• *Appearance in Uniform*

- Absolute personal cleanliness and grooming should be maintained. Daily bathing is essential. Underarm cleanliness plus daily use of deodorant is required.
- Women's hair should be neatly groomed (up of the collar), Men's hair should be neat.
- Minimal jewelry (wedding ring & small earrings) is allowed.
- White comfortable shoes kept clean at all times. Use polish daily.
- Nails must be short and clean. Only light colored nail polish is allowed. Other make-up to be used in moderation.
- Heavy perfumes and other odors including smoke are not acceptable.
- The name pin is correctly worn at the upper left chest.
- Men must shave daily.

Your appearance in the uniform set an example of high standards to all those around you.

6. Cell Phone Usage

In class: The use of cellular phones, tablets, and personal computers, is not allowed by the student in any classroom setting during lecture or lab for any purpose other than academic.

In Clinical settings: The use of personal cellular phones is prohibited within healthcare facilities and patient care areas unless if they are used for clinical purposes. Students who violate this policy are subjects to disciplinary actions.

7. Social Media Policy

The use of social media presents special concerns for privacy and confidentiality. Examples of social media include but are not limited to Facebook, Twitter, Google, MySpace, YouTube and blogs.

Students are prohibited from disclosing through social media:

- Any private or confidential content about clients; including names, initials, health information and images or location (e.g., hospital name or unit).
- Any information about clinical sites, employees, instructors or other students.

Students in violation of this policy may face disciplinary actions.

8. Clinical Rules and Regulations

Attendance is mandatory and essential for the development of effective clinical skills. Students are required to attend all clinical days for the course. Students have to sign in and out their names on an attendance sheet available on the floor where they do their clinical rotation. Students who do not display appropriate readiness for clinical training (tardiness, lack of resources related to delivery of safe and effective care, improper dress, etc.,) will be subject to disciplinary measures.

Every student will be asked to make up 2 days for every missing day regardless of the reason whether justified or not. Appointments, interviews, or outside course work should not be scheduled on Clinical Days.

When a student needs to be absent from clinical sessions, s/he must inform the designated clinical coordinator or delegate someone to inform the clinical coordinator on the same day or a day before if possible. In addition, the floor should be informed before 7 a.m.

Make-up clinical days should take place during weekends of the same week only, and should be arranged with the course coordinator. Absenteeism and failure to make-up missing days affect the final grade. Four unexcused absent days result in course failure.

Students are allowed a 30 minute break if their rotation is until 3:00 pm. They should inform the head nurse and the preceptor if they have to get out of the unit for a while and before leaving the unit at the end of the clinical day.

9. Health and Immunization Requirements

In order to comply with the regulations established by the clinical setting to which students are assigned, and to minimize risks to student health, all nursing students must submit evidence of good health and currency in immunizations and screening requirements.

Students must submit the Medical record required by the University upon admission to the Program.

Hepatitis B:

The Nursing Program usually provides each student with 3 injections of the Hepatitis B vaccine. The series should be completed within 6 months of the initial injection. Students who fail to complete the series as appropriate will be at risk of being dropped from clinical courses.

The procedures followed by FHS concerning hepatitis B vaccine are:

- The hepatitis B vaccine is administered in three doses to all Nursing and ML students.
- The vaccine is usually administered during the spring semester of the sophomore year to give at least two doses before the students start their clinical rotation in summer and before handling human bio-samples. Practically, nursing students take the vaccine during the spring semester when enrolled in the NURS 211 (Introduction to Nursing Practice) and before starting the NURS 214 (Service Training I).
- The vaccine is given as an intramuscular injection IM, 1cc per dose, in the deltoid muscle.

Hepatitis B Vaccination Form

Name:----- ID:----- Age:-----

Program:----- Semester :----- Date:-----

Do you have any known Allergies/Sensitivities (i.e., medicine, food, dust, etc.)?

Yes----- No-----

If yes, specify? -----

I voluntarily accept taking the Hepatitis B vaccine.

Student Signature

Series of Hepatitis B vaccination

Doses	Date	Provider's Signature
1 st Dose		
2 nd Dose		
3 rd Dose		
Booster dose		

Remarks:-----

VII. NURSING LABORATORY

Rules and regulations

Introduction

The Nursing Program applies in the nursing lab rules and regulations to promote a comfortable and safe learning environment. Students must take these rules and regulations seriously and **AT ALL TIMES**.

The Nursing lab rules and regulations include the following items:

1. Laboratory dress code

Students are expected to present a professional image and to adhere to the at all times while in the laboratory.

- Lab coat and name badge must be worn.
- Women's hair should be neatly groomed (up of the collar), Men's hair should be neat.
- Minimal jewelry (wedding ring & small earrings) is allowed.
- Nails must be short and clean. Only light colored nail polish is allowed.

2. Safety

- Students should inform faculty/staff of latex sensitivity/allergy, illnesses or any communicable disease to take necessary precautions in the laboratory. A medical report approved by the designated authority may be needed before students with above-mentioned concerns are allowed to participate in laboratory sessions.
- Hepatitis B vaccination should be completed as appropriate.
- Screening and protective measures for COVID-19 as indicated by the Nursing Program.
- Wheels of all equipment (beds, patient trolley, etc.) should remain locked.
- Electrical cords should be used with caution. Using them around water or wet materials should be avoided.
- All injuries incurred in the lab, no matter how insignificant they may appear, must be reported immediately to an instructor. The instructor will administer first aid and determine whether the student should be directed to a facility for further treatment. and an Incident report should be filled out.
- Use universal precautions:
 - Wash hands and wear gloves when necessary.
 - Dispose needles and sharps in the sharp container and never into regular trash.
 - Return unused needles and syringes to the designated locked drawer.
 - An incident report form should be completed by student and supervising faculty in case of injuries occurring in the laboratory.
 - Sharps waste (items that are intended to cut or penetrate skin such as needles, cracked glass...) must be placed in hard boxes (puncture resistant containers) even if unused. Caution to burn needles in sharp terminator before disposing them in sharp boxes. Sharp boxes should be closed when it is $\frac{3}{4}$ full then placed into the red bag for disposal.

3. Integrity and Ethical Considerations

- Students are not allowed to use cameras, cell phones or other photographic or video equipment in the lab at any time unless specifically authorized by the course instructor. Similarly, posting pictures, videos and audio-tapes is prohibited unless it is allowed by the course instructor. Any violation of this rule results in disciplinary actions.
- Students are only allowed to use the laboratory machines related to their program.
- NOTHING can be taken from the lab without filling a borrowing form/request. The form should be signed by the Nursing Program coordinator or Nutrition Program director.

4. Maintenance and Cleanliness

- Students should know how to handle and properly use any equipment prior to using it in the laboratory. Misuse of equipment may lead to disciplinary actions.
- Students should not use betadine, alcohol, ink or any other solution on the mannequins.
- Students should know that food or beverages and smoking are not allowed in the laboratory.
- Students are required to leave the laboratory in a clean and organized manner at all times. All areas and material used must be arranged properly before leaving the lab. This should be checked by the course instructor.
- Cleaning schedule of the lab and follow up is coordinated by the administrative assistant at FHS-MC.

5. Security

Keep the doors of the lab closed **AT ALL TIMES**.

VIII. FACILITIES

1. Dorms at the Main Campus

On campus housing is an integral part of the total educational experience offered to students. The dormitory buildings are staffed with supervisors and assistants who strive to promote a safe, secure, and healthy living-learning environment. A student housing agreement explaining the dormitory policies and regulations should be signed by all accepted students. On campus dormitories are clustered in two buildings: Freij Building (Men dormitory) and Beit-Al-Talibat (Women dormitory). Each building provides laundry facilities, kitchens, vending machines, cable TV rooms, wireless internet, and study rooms. A list of the nearby off-campus dormitories is available at the Office of Student Affairs. Beit-Al-Talibat dormitory can be reached by phone at 06 930 250 ext. 5697, or by email at nada.salem@balamand.edu.lb. Freij Dorms can be reached by phone at 06 930 250 ext. 4310, or by email at jad.bouchahine@balamand.edu.lb.

2. Food Service

At the main campus, the cafeteria is located in Zakhem Building. It is a great place to go for everything from a quick snack to breakfast, hot meals, soup and sandwiches, munchies, fresh fruit, salads and hot and cold beverages. In addition to the many items on its regular menu, the cafeteria features daily specials and special holiday meals. A Kiosk that serves quick snacks and

sandwiches is located in Khoury Building, Other dining services are also available in the parking building facing the UOB main gate.

As for Souk El Gharb Campus, The cafeteria is located in Nassar Building. Operating hours are Monday - Friday (8:00 a.m. -5:00 p.m.). It offers same quality food as that offered at the Main Campus.

In Dekwaneh Campus, students can benefit from the cafeteria at ALBA building.

3. Shuttle Service at the Main Campus

A shuttle service (for free) is available on the Main Campus to facilitate transportation between different buildings. A bus commuting system is also provided to and from the University to the city of Tripoli at a reasonable cost.

4. Medical Services

The University offers medical services to students at the Main Campus in the infirmary located in the Student Activities Center equipped to deal with minor medical problems. In case of emergency, students in Dekwaneh Campus are referred to nearby hospitals whereas those at SEG Campus are accompanied by the Lebanese Red Cross first aid teams to El-Chahar Governmental Hospital.

All students are insured against accidents that occur within the University or while using its facilities.

IX. STUDENT ACTIVITIES

1. Nursing Society

Mission

The Nursing Society at the University of Balamand is a representative group of the nursing students. It offers them the opportunities to foster their personal, intellectual, professional and social growth. This is achieved through a variety of extra-curricular activities and services that promote health, prevent disease and foster social wellbeing.

Objectives

1. To advocate the expanded role of the nurse in the community and with different health and social organizations.
2. To foster ties between the nursing students aiming at promoting and strengthening their professional standards.
3. To promote extra-curricular interaction between students.
4. To collaborate with other programs in the Faculty in planning and implementing activities that promote health, prevent disease and foster social wellbeing.
5. To collaborate with other programs in the Faculty in planning and implementing educational and recreational activities.
6. To promote inter-program networking and communication.
7. To encourage the voluntary work and assistance of people in need.
8. To develop through the undertaken initiatives and activities the leadership role of the students.

Officers:

a) The officers of the club are:

- President
- Vice President
- Treasurer
- Secretary

b) The Officers will serve for a term of one year.

c) A member cannot hold two offices simultaneously in the same club.

d) A member cannot hold office in more than one club.

e) In order to hold office a student must:

- Be registered as a full-time student;
- Be free of academic/disciplinary probation.

f) Duties of each officer (refer to the OSA document)

Faculty Advisor:

The club has a Nursing Faculty Advisor from amongst the full-time members. The current Faculty Advisors are:

- Mrs. Hiba Chakhtoura (Dekwaneh Campus)
- Mrs. Peggy Germanos (Main Campus)
- Mrs. Manal Said (Souk El-Gharb Campus)

2. University Wide and FHS Clubs

Clubs and Societies represent a wide variety of interests in which students experience growth outside the classroom setting. Students are encouraged to join clubs and societies and participate in social, cultural and athletic events.

For more info about the activities, kindly check with the Office of Student Affairs Office.

X. ADVISING

1. Role of the Academic Advisor

Advising is a continuous process which requires frequent, personal contacts between the advisor and advisee. Upon admission, each student is assigned an advisor, a nursing faculty member, for the duration of his/her undergraduate degree. The advisor assists the student in his/her growth and development by constructing meaningful educational plans and guiding him/her to make appropriate decisions. The student is an important partner in the academic advising process. It is the student's responsibility to inform the advisor of any situation that may affect his/her academic performance and to seek help when needed.

The advisor's role is to help you achieve realistic educational and career goals. This requires the advisor to:

- Clarify program requirements, policies and procedures
- Approve your academic Program Of Study POS
- Assist the student in identifying appropriate resources
- Facilitate liaison between the student and others on campus who may provide assistance

2. Role of the Advisee

The advisee is an equal partner in the advising process. As an advisee you are responsible for your educational choices and decisions. You are expected to:

- Seek advising at appropriate times to explore academic, career and personal goals
- Contact and schedule regular appointments with your advisor each semester as required or when in need of assistance
- Prepare for advising sessions with a planned schedule for the forthcoming semester. You need to maintain your own POS details.
- Become knowledgeable and adhere to institutional policies, procedures, and requirements.
- Read your email and other important communications from the University and your advisor.
- Take responsibility for actions and decisions that affect academic progress

Kindly refer to your advisor whenever you need support.

3. Responsibilities and Rights

- Student rights include, but are not limited to, the following:
 - The right of respect for personal feelings and individual dignity.
 - The right to participate in student committees, clubs and societies, in accordance with the University Policies and Regulations.
 - The right to an environment free from harassment, discrimination, and violence.
 - The right of due process in disciplinary procedures in accordance with the University policies and regulations.
- Student responsibilities include, but are not limited to, the following:
 - The responsibility of assuming the consequence of one's actions.

- The responsibility for knowledge of, and compliance with established University policies, procedures and regulations.
- The responsibility of insuring that the action of each student, committee, club or society does not infringe upon the spirit of the University and the moral imperatives of its community.
- The responsibility of respecting the rights and privacy of others.

XI. COUNSELING AND PSYCHOLOGICAL SERVICE

The Counseling Center at the OSA offers personal counseling to students to help them detect and address any personal or educational problems or issues that may seriously affect their quality of life and well-being. Students seeking to schedule an appointment should contact the center. At the Main Campus, the Counseling Center is located in Zakhem Building, second floor, room 209 and can be reached by phone 06 930 250 ext. 3939, or by email at counseling @ balamand.edu.lb. The office is open during regular working hours.

At Souk El Gharb Campus, the OSA offers counseling to students upon appointments by calling 05- 272078 ext. 5540 or ext. 5598

XII. COLLOQUIUM AND RN LICENSURE

المستندات المطلوبة للتقدم لامتحانات الكولوكيوم

1. صورة عن بطاقة الهوية أو إخراج القيد
2. رسم فوتوغرافي حديث – مصدق من المختار عدد ٣
3. رسم مالي بقيمة / ١٥٠,٠٠٠ ل.ل. بموجب إيصال يعطى من المديرية العامة للتعليم العالي قسم الكولوكيوم ويدفع في وزارة المالية أو في أحد البنوك المتعاملة معها
4. صورة عن إفادة المعادلة لشهادة الاختصاص مصدقة من أمانة سر لجنة المعادلات في المديرية العامة للتعليم العالي
5. طابع بقيمة ال ١,٠٠٠ ل.ل. لتقديم الطلب - 5
6. صورة شمسية مصدقة + خمس طوابع بقيمة ال ١,٠٠٠ ل.ل. عند إستلام إفادة النجاح

Documents required for RN Licensure

Permit to practice

- A certified copy of the identity card or an individual civil status card,
- A criminal record dating back to a maximum period of 3 months.
- Four passport pictures stamped
- Government evidence of completion of Bacc. II (copy) or equivalent
- A certified photocopy of the nursing degree
- Colloquium Pass Form
- Transcript from the university
- Stamp (1000LBP)

For more information, kindly visit the website of the Order of Nurses @ <http://www.orderofnurses.org.lb/default.html>

XIII. SCHOLARSHIPS

The University of Balamand (UOB) offers a financial support to various groups of students ranging between 10% to 100% coverage of their tuition fees. The financial assistance could be of various types based on need and/or academic merit.

1. Financial Aid

To be eligible to financial aid, students should comply with the following:

- Be enrolled as full time students (at least 12 credits in fall and spring and at least six credits in summer)
- Have a good academic record; Cumulative Average > 75
- Be in financial need
- Should not be on disciplinary probation.

Application process

UOB students should fill out a financial aid application along with the required documents. The Financial Aid (FA) application is available through the following link:

<http://www.balamand.edu.lb/FinancialAidApplication/>

The students download the form, fill it out, scan it and send it with the necessary documents to the Office of Financial Aid at the following e-mail: financial.aid@balamand.edu.lb.

Official documents should be submitted, to the Office of Financial Aid located at the UOB Koura campus in the administrative building 2nd floor, at a later stage during the registration period. It could be submitted to the administration at Dekwaneh and Souk El Ghared Campuses.

Continuing students who are interested in applying for financial aid for the next academic year should apply by mid-May. Make sure of this date

New students may also apply for financial aid and submit the applications by mid-October (if joining UOB in the Fall Semester) or by mid-March (if joining UOB in the Spring Semester).

Deferred payment is handled during the registration process through the Comptroller's Office.

Financial Aid applications are valid for one academic year only. A new application is required for each new academic year. Only complete applications (including all required documents) will be processed.

2. Merit Scholarships

Students with outstanding academic qualifications are eligible for the merit scholarships.

Newly admitted students

They can benefit from a scholarship ranging between 50 and 100% coverage. This depends on their rank in the official baccalaureate exam, in the grade 10 and 11 in the school and their SAT score.

3. Dean 's Honor List

The Dean Honor List is granted during the Fall and Spring semester. To be eligible for this merit a student should:

- Be registered for at least 12 credits,
- Achieve a semester average ≥ 85 or be ranked in the top 10 % of the class with a semester average ≥ 80 ,
- Not be on Probation,
- Have no failing, withdrawals, repeated, or incomplete grades,
- Have no disciplinary action in his/her record,
- Be deemed worthy by the Dean to be placed on the Honor List.

4. Faculty Support

The Faculty of Health Sciences grants Nursing students 30% financial support and 20% financial Aid granted if the cumulative average is above 75.

5. Student Work Program

The Student Work Program offers students, mainly those in financial need, on-campus jobs which would allow them to earn income that will be deducted from their tuition fees and at the same time would help them achieve both professional and personal development skills.

All fulltime students taking 12 credits or more and in good academic standing are eligible to apply for work-study.

New students are not eligible for student work during the first semester.

Student work opportunities available on campus vary from clerical work to laboratory and library assistance. A maximum of 15 work hours are allowed per week during the fall and spring semesters of an academic year.

In return, the student should demonstrate commitment, productivity and integrity and respects the confidentiality and privacy related to the work environment and documents.

Students willing to apply for Student Work, submit an application to the concerned office. Once on job, they fill out their time sheets for the work hours every month, obtain their supervisor's signature, and submit the time sheets to the concerned office.

According to the campus of study, students may refer to:

- Main Campus:

Office of Financial Aid and then the request will be transferred to the Office of Students Affairs.

- Dekwaneh Campus:

Ms Pamela Sleiman, *Co-Curricular Programs Coordinator* Dekwaneh, Beirut Tel: 03-919678 and 03-885636 ext. 540.

- SEG Campus:

Mr. Elie Nakhle. *Co-Curricular Programs Coordinator* Souk El Gharb, T: 05- 272078 ext. 5540

XIV. AWARDS

The Nursing Program at the Faculty of Health Sciences grants distinguished graduating nursing students “Nursing Student Award”. The criteria for each award were formulated based on an extensive literature on what is being applied internationally, followed by adapting them to national requirements.

Objectives:

- Recognize student’s distinguished performance.
- Enhance awareness of other students in an attempt to improve their achievements.

Process of selection:

A committee designated to select those who deserve the awards meets during the last semester before graduation. Committee members are selected based on their direct contact with students and their knowledge of students’ achievements. The committee is mainly composed of the following members:

- Director, Nursing Program (Chairperson)
- Nursing faculty who taught and act as advisors for the students,
- Preceptors - English and French Tracks selected by the Nursing faculty,
- Faculty member in charge of co-curricular program,
- Staff member in charge of student affairs.

The Nursing Program believes that recognition of distinguished students need not be monetary. A trophy and a certificate would be enough to motivate them as well as other students. The awards are:

1. Outstanding Scholastic Achievement Award:

- Has achieved highest overall academic average in his/her nursing courses (GPA > 85/100).
- Demonstrates professionalism, leadership potential and social consciousness during senior year.

2. Leadership Award:

- Has remarkable self-confidence,
- Shows significant self-direction,
- Has strong communication and interpersonal skills,
- Acts as a role model for others, demonstrating creativity, positive collegial, relationships, initiative, and involvement in professional activities/organizations/ associations.

3. Community Health Nursing Award:

- Has proved his/her leadership skills through involvement in the community,
- Has demonstrated outstanding contributions to the community in the delivery of health care,
- Volunteers time through other community outreach efforts,
- Has effectively participated in raising awareness on issues that influence the community.

4. Clinical Excellence Award:

- Ensures all "actual real time" practice is inquiry based and reflects theory and evidence,
- Is accountable for her/his actions and the related implications and consequences,
- Establishes therapeutic nurse/client relationships,
- Enhances continually his/her knowledge through self-learning.