



ILOILO DOCTORS' COLLEGE  
College of Nursing  
West Avenue, Molo, Iloilo City



# NURSING STUDENT MANUAL

## Academic Year 2011-2012

# College of Nursing Student Manual

## Table of Contents

	Page
I. Preface	5
II. Nurse's Prayer	6
III. The Florence Nightingale Pledge	6
IV. Historical Background	7
A. IDC Hymn	10
V. IDC Vision – Mission Statement	10
A. Vision	
B. Mission	
C. Institutional Objectives	11
D. Institutional Character: IDC Core Values	12
E. Profile of an IDC Graduate	12
VI. IDC-College of Nursing Philosophy and Objectives	13
VII. Organizational Structure	14
VIII. The BSN Curriculum	15
A. General Objectives of the BSN Curriculum	
B. Specific Level Objectives	
IX. Admission and Retention Policies	19
A. General Policies	
B. Specific Policies	
1. Admission Policy to First Year	21
a. Academic requirements	
b. Personal status	
c. Procedural requirements	
2. Promotional/Admission to the Second Year (Level II)	23
3. Standards for the Third Year and Fourth Year (Level III and Level IV)	24
4. Standards for Shifters	25
5. Transferees	26
6. Miscellaneous Provisions	26
C. Nursing Aptitude Test (NAT)	27
1. Qualifications of the Applicant	
2. Guidelines and Requirements	
3. Test Content (Subtest)	

X.	Attendance	29
XI.	Policies on Curricular Changes	30
	A. Subject load	
	B. Pre-requisite subjects	
	C. Advance subjects	
	D. Failed subjects	
	E. Reduction of Load	
	F. Dropping from Course	
	G. Credits and Grading System	31
XII.	Examination and Grades	33
XIII.	Capping and Candle lighting Ceremony	33
XIV.	Ring and Pin Ceremony	34
XV.	Graduation: its Requirements, Rules for Honors	36
XVI.	Academic Awards	38
XVII.	Non-Academic Awards	39
	A. Best In Clinical Practice Award	
	B. Leadership Award	
	C. Certificates of Recognition	
XVIII.	Commencement and Baccalaureate Exercises	41
XIX.	Academic Costumes	41
XX.	Conduct and Discipline	42
	A. General Considerations	
	B. Norms of Conduct	
XXI.	Guidelines in the Clinical Area	43
	A. Conduct and Proper Decorum	
	1. Uniforms	44
	2. Requirements	45
	3. Conduct and Proper Decorum	47
	4. Absence and Tardiness	48
	5. Evaluation of Clinical Performance	48
	B. Policies in the Clinical Area/s	49
	C. Disciplinary Measures for Errors Made in the Clinical Area	50
	D. Behavior in the Clinical Area	52
	E. Improper Grooming and Attitude	53
XXII.	Facilities/Student Services	
	A. Laboratory Rooms/Nursing Arts Laboratory	54

XXIII.	Student Nurses' Association of the Philippines Iloilo Doctors College Chapter/Nursing Student Council: Officers and Job Description	58
XXIV.	Section Organization	68
XXV.	Appendices	
	A. Agreement in Connection with enrollment in IDC-College of Nursing	70
	B. Lists of Subjects for each Level The Bachelor of Science in Nursing (CMO #14 Series of 2010)	74
	C. Guidelines for RLE Affiliation in Angel Salazar Memorial General Hospital, San Jose Antique	77
	D. Student Data Information Sheet	81
	E. Waiver	82
	F. Special Incident Form	83
	G. Make – Up Slip	84
	H. Excuse Slip	85
	I. Special Waiver for Return Demonstration of IV/Parenteral Medication Administration	86
	J. Application for Graduation Form	87
	K. Nursing Students' School and Duty Uniform	89
XXVI.	References	94

## **I. PREFACE**

Many hands and minds worked to come up with this Nursing Student Manual. The regulatory measures (known as “control measures” in the past) were painstakingly reviewed and updated by the nursing faculty and the dean in 2009. The printing of the first edition of the manual was initiated by the dean and nursing faculty in 2011 and every nursing student will be provided a copy.

There have been significant developments in the Iloilo Doctors’ College of Nursing as well as curricular innovations affecting the nursing program. Therefore, it is imperative that the student manual be made to keep abreast with these changes. It includes essential information about academic life in the college, in general and in the College of Nursing, in particular.

I commend the nursing faculty especially Ms. Candelaria P. Hojilla, Mrs. Maria Lorna D. Loza and Mrs. Kathrine M. Lacorte for facilitating the initial version of the handbook. This handbook is indispensable paraphernalia of nursing students. I strongly recommend that the regulatory measures be carefully studied and remembered by students to make their life in the College hassle-free and memorable.

**MRS. LERINA T. ALABADO, R.N.,Ed.D**  
Dean, College of Nursing

## II. NURSE'S PRAYER

### A Nurse's Prayer

Dearest Lord, may I see Thee today and everyday  
In the person of Thy sick and whilst nursing them minister unto Thee  
Though Thou hidest thyself behind the unattractive disguise of the irritable,  
the exacting and unreasonable,

May I still recognize Thee and say, Jesus my patient,  
How sweet it is to serve Thee.

Lord, give me that seeing faith that my work will never  
Become monotonous that I will ever find a new joy in humoring  
The fancies and gratifying the wishes of all poor sufferers.

Dearest Lord, make me appreciate the dignity of my high  
Professional and its many responsibilities and never permit me to  
Disgrace it by giving way to coldness, unkindness,  
and impatience.

And my God, whilst Thou art Jesus my patient  
Deign also to be patient Jesus, patient with my many faults  
Looking only to my intentions, which is always to love and serve  
Thee, in the person of each and every one of Thy sick.

Lord, increase my faith, bless my efforts  
Sanctify my work now and forever.

Amen.

## III. THE FLORENCE NIGHTINGALE PLEDGE

### The Florence Nightingale Pledge

I solemnly pledge myself before God and in the presence of this assembly,  
To pass my life in purity and to practice my profession faithfully.

I will abstain from whatever is deleterious and mischievous,  
And will not take or knowingly administer any harmful drug.

I will do in my power to maintain and elevate the standard of my profession  
And will hold in confidence all personal matters committed to my keeping  
And all family affairs coming to my knowledge in the practice of my calling.

With loyalty will I endeavor to work closely with the health team,  
And devote myself to the welfare of those committed to my care.

So help me God.

#### **IV. HISTORICAL BACKGROUND**

The Iloilo Doctors' College was established on February 13, 1972 as the Iloilo Doctors' Hospital School of Nursing and Midwifery, initially offering the three-year Graduate in Nursing Course and the 18<sup>th</sup>-month course in Midwifery. It opened its doors to the first Nursing and Midwifery students in June, 1972. At its inception, the school functioned as the educational arm of the ILOILO DOCTORS' HOSPITAL (IDH) which was founded the year before.

After a year of operation, the members of the IDH, Incorporated decided that it would be more efficient, practical and financially convenient to organize a sister corporation which will own and operate the new school. Hence, the INTEGRATED EDUCATIONAL CORPORATION, ILOILO or IECI was formed subsequently approved by the Securities and Exchange Commission on February 9, 1973. With new capital funds generated by the new corporation, the construction of additional and permanent concrete buildings and expansion of the existing facilities were undertaken on the school site behind IDH. Later, a 1,200-seat College Gymnasium and a 50 x 25 feet swimming pool and bathhouse were built on the nearby extension campus in Timawa Avenue.

The first Midwifery students graduated in March, 1974 followed by the graduation of the first Nursing students on March 15, 1975. The Medical Secretarial Course was also opened in 1974. On June 2, 1975 the graduate in Nursing and Midwifery Courses were given government recognition.

In the same school year, 1975-1976, the IDH School opened a Liberal Arts Department. As a consequence, the IDH School of Nursing and Midwifery was granted college status and formally became the present ILOILO DOCTORS' COLLEGE after due approval by the Department of Education (now DECS) and the Securities and Exchange Commission. The School was therefore now able to offer another baccalaureate program, the Bachelor of Science in Nursing Course, during the same year and the G.N. program was gradually phased out.

The ensuing years from 1976 to 1981 saw the offering of new courses and programs mostly in the paramedical and health fields, such as the BSN Supplemental Course, Health Aide, Radiologic Technology, B.S. Biological Science (Pre-Medicine) and Pre-Dentistry. In addition other courses were also opened, namely, B.S. Social Work, B.S. Tourism, High School and Kindergarten. Later, several of the above courses were phased out or discontinued so that at

present only the courses in the Biological Science, Nursing, Radiologic Technology, Midwifery, Pre-dentistry, Medical Secretarial Health Aide remain.

In July, 1981 the ILOILO DOCTORS' COLLEGE OF MEDICINE was opened in consortium with the West Visayas State College (WVSC), a government school in Iloilo City, in answer to the need for more physicians to take care of the health needs of the small urban and rural populations of the country. The Medical School was housed in the second and third floors of the IDC Administrative Building. Two years after, during the school year 1983-1984, the Ministry (now Department) of Education, Culture and Sports granted the College of Medicine a separate permit making it autonomous and independent from WVSC. On March 30, 1985 the College of Medicine graduated its first doctors who passed the physician licensure (board) examination the following year with 100% passing mark. On July 24, 1987, the College of Medicine was established as a non stock, non-profit educational corporation independent of the IDC and became officially known as the Iloilo Doctors' College of Medicine, Inc.

On June 1982, The School of Dentistry was opened to meet the need for dentists in this part of the country. It was set up at the extension campus in Timawa Avenue where the College Gymnasium is located. The School graduated its first dentists on April 1, 1986.

The expansion of the educational operations of the IDC necessitated substantial additions to its physical plant and facilities. In 1985 an extension of the left wing of the Administration Building was constructed to house the IDC Medical and College Libraries, additional instructional laboratories and offices of the College of Medicine and the IECI. In early 1983 a three-storey concrete building was constructed in South Timawa Campus which was later assigned to the College of Nursing.

During the recent years, the performance of the IDC and IDCM graduates in the licensure or board examinations has been remarkable, with passing percentages often higher than the national average and with toppers in Midwifery, Nursing, Dentistry and medicine. The IDC graduates have also taken their places in their respective professional fields both public and private.

The ILOILO DOCTORS' COLLEGE continues to expand, to innovate, to evolve and to meet the academic and professional development needs demanded by our changing times and national goals. In effect, from 1993 to 1995, IDC opened additional courses and



programs such as Bachelor of Science in Radiologic Technology, Two-Year Computer Secretarial, Bachelor of Science in Physical Therapy, Bachelor of Science in Commerce and Bachelor of Science in Medical Technology in pursuance of its primary objective of “HEALTH MANPOWER DEVELOPMENT IN THE SERVICE OF THE COMMUNITY”.

In 2000, Iloilo Doctors’ College opened its door to Pre-School and Kindergarten with the opening of the Child Learning Center.

In 2004 to meet the increasing number of students enrolling in the Nursing Program, the College constructed another three storey building at the College of Nursing Campus. The building likewise housed the School of Midwifery Lying-in-Clinic

In 2005, a covered gymnasium was built to serve as a venue for the various cultural and athletic co-curricular activities of the college such as the annual literary musical contests(Litmus) and the Hinampang. The gym likewise served as site for the Regional PRISAA Meet.

An extension of the Administration Building is presently towards completion. The edifice will be the new location of the Business Office, Office of the Registrar, The MIS Internet Library and other offices as well. The new building is envisioned to provide additional space for the comfort and convenience of all school stakeholders- the students, faculty, staff, parents, alumni and the larger community. Presently, first floor rooms are used as lecture rooms/classrooms for students.

In response to the needs of the time and with the advancement of technology, new academic programs were offered such as BS in Criminology, BS in Information Technology, BS in Information Management and BS in Computer Science.

Iloilo Doctors’ College continues to yield topnotchers in Board Examinations in Midwifery, Nursing, Dentistry, Medicine, Radiologic Technology and Medical Technology.

IDC graduates continue to find gainful employment in their respective professional fields both in the private and public sectors in the local, regional and global markets.

## **IDC HYMN**

We from the IDC  
We combine all our efforts true

For the goal that is full of hope  
And belief that holds the truth

With devotion and loyalty  
Sacrifices and love we give thee

Our IDC we love so dear  
To you we give our thanks.

We promise to hold thee up high  
And to keep thy teachings ever

And to hold a firm belief  
That we're here to learn and serve

To be able to open the way  
For the future days to come

We call on you dear IDCians  
To serve God and men.

## **V. ILOILO DOCTORS' COLLEGE VISION-MISSION STATEMENT**

### **A. VISION:**

ILOILO DOCTORS' COLLEGE is a tertiary educational institution. It is committed to provide the balanced development of individuals through a responsive and integrated formation of professionals who are equipped with the proper knowledge, skills attitudes, and values pertinent to the exercise of their respective professions.

**B. MISSION:**

In light of this vision, IDC aims to:

1. provide quality education by adhering to the highest standards in all aspects of its educational endeavor-the physical, intellectual, spiritual, and moral;
2. promote community experience of health caregivers permeated with a high degree of tolerance, patience, compassion, and love for service;
3. contribute to the attainment of national development goals of economic development and social progress;
4. undertake social, technical, and scientific research; and
5. ensure the growth and sustainability of the institution.

**C. INSTITUTIONAL OBJECTIVES**

In the pursuit of our Vision and Mission, ILOILO DOCTORS' COLLEGE(IDC) endeavors to:

1. offer programs that meet local, regional, national and global manpower demands.
2. develop a globally competitive professional who has attained the competencies in his/her chosen field of specialization and can apply knowledge by appraisal, determination of relevant factors, selection of alternate solutions, implementation of planned action, evaluation, research and revision of current systems.
3. achieve the basic General Education training and background to help the professional acquire the essential foundation of his/her development as a mature, well rounded citizen
4. cultivate in the students the ability to think critically with a Christian Philosophy and moral training to guide them in making and evaluating decisions and actions
5. imbibe among God-fearing and Christian students love of God and human values, social and civic consciousness, moral and social responsibility and a strong desire to participate in various outreach projects and services.
6. promote among us its studentry , administrators, faculty and employees a deep appreciation of the Filipino cultural patrimony and heritage with focus on the integrity of creation and a concern for its enrichment and sustainable development

**D. INSTITUTIONAL CHARACTER:**

**IDC CORE VALUES:**

Iloilo Doctors' College upholds the following values:

**RESPECT FOR HUMAN DIGNITY:**

Love for God, person, creation, and country;

**COMPASSIONATE SERVICE:**

Responsive and sensitive to the needs of others;

**SOCIAL RESPONSIBILITY:**

Building of and service to the community, dedicated to the development of communities, society, and the IDC Family; and,

**TOLERANCE AND SOLIDARITY:**

A sense of oneness with others, and a firm determination to promote the common good.

**E.PROFILE OF AN IDC GRADUATE:**

1. competent and integrated Filipino;
2. service-oriented, compassionate, and other-centered;
3. endowed with pride and committed to his/her immediate local community and to his/her country;
4. tolerant and patient; and,
5. open and responsive to the needs of others.

## **V.ILOILO DOCTORS' COLLEGE**

### **College of Nursing Philosophy, General and Specific Objectives**

#### **PHILOSOPHY:**

We believe in the creation of a center for quality education and training in Nursing and health related services. Through the existence of excellent services, we shall be able to provide a productive force capable of delivering local health care services and expertise for global needs.

#### **GENERAL OBJECTIVE:**

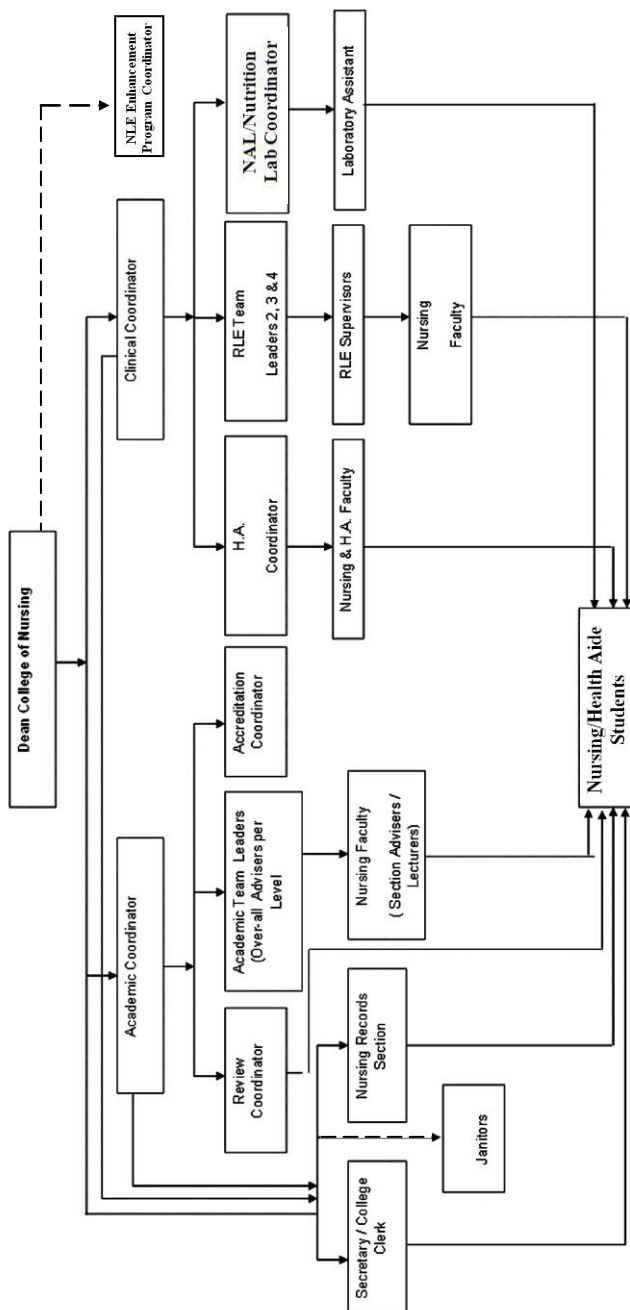
The College of Nursing aims to produce quality nursing graduates who are academically prepared, skillfully competent, research and community-oriented and who integrate the Nursing and Iloilo Doctors' College Core Values in the care of clients in various setting.

#### **SPECIFIC OBJECTIVES:**

The College of Nursing aims specifically to produce students who:

- 1.utilize the nursing process in the care of the clients.
- 2.apply the research process in nursing practice.
- 3.demonstrates critical, analytical and creative thinking
- 4.use proper communication, observation and documentation skills.
- 5.adhere to ethico-legal, moral and socio-civic responsibilities.
- 6.uphold the nursing and IDC core values in the community practice
- 7.update self with current trends pertinent to the nursing profession
- 8.value the role of nurses in health development

## VII.ORGANIZATIONAL STRUCTURE



## **VIII. THE BSN CURRICULUM**

The Bachelor of Science in Nursing (BSN) Curriculum Program of CMO No. 14 Series of 2009 is based in accordance with the provisions of Republic Act (R.A.) No. 7722 otherwise known as the Higher Education Act of 1994 pursuant to Commission en Banc Resolution No. 170 of April 19, 2009 under its policies and standards as adopted and promulgated by the said Commission. It prepares a nurse to competently demonstrate professional development and utilizing research findings in the practice of the profession by following the key areas of responsibilities such as: safe and quality nursing care, management of resources and environment, health education, legal responsibility, ethico-moral responsibility, personal and professional development quality improvement, research, record management, communication and collaboration and teamwork.

### **A. General Objectives:**

The Bachelor of Science in Nursing (BSN) Curriculum is designed to bring out a brimming functional professional nurse who:

1. embodies love of God, love of people (respecting the dignity of each person regardless of creed, color, gender and political affiliation) and love of country (patriotism: civic duty, social responsibility and good governance; preservation and enrichment of the environment and cultural heritage).
2. possess a caring attitude as the core of nursing practice (compassionate, competent, confident, conscientious, and committed to a culture of excellence, discipline, integrity and profession).

### **B. Specific Level Objectives:**

The nursing student shall be given opportunities to be exposed to the various levels of health care (health promotion, disease prevention, risk reduction, curative and restoration of health) with various client groups (individual, family, population groups and community) in various settings (hospital or community). These opportunities shall be given in graduated experiences to ensure that the competencies per course, per level and for the whole program are developed.

#### **Level I:**

At the end of first year, the nursing students shall have acquired an understanding and awareness of themselves as an individual and as a member of the family, the community, and

the world with emphasis on personal, social and professional values, responsibilities, rights and an awareness of physical, social and cultural milieu.

The nursing student shall have an awareness of the competency-based approach in the curriculum and the core competencies under the eleven (11) key areas of responsibility: safe and quality nursing care, communication, collaboration and teamwork, health education, legal responsibility, ethico-moral responsibility, personal and professional development, quality improvement, research, management of resources and environment, and record management.

Specifically, the nursing student shall:

- a. develop a deeper understanding of himself/herself and the multifactorial dimensions of the individual which can affect health and well-being;
- b. recognize his/her duty in improving the quality of life not only for himself/herself but for others as well;
- c. develop a deeper awareness of his/her rights, duties and responsibilities to God, country and the world;
- d. demonstrate beginning skills in the use of the nursing process in the care of healthy individual;
- e. explain the theoretical foundation of nursing with the four meta-paradigms as guide to his/her nursing practice;
- f. apply the scientific method to his activities wherever possible;
- g. imbibe the values cherished by the nursing profession such as teamwork, respect, love of God, integrity and caring;
- h. discuss the competency based BSN program and the core competencies under the 11 key areas of responsibility;
- i. demonstrate critical thinking skills in relating with self and others.

## **Level II:**

At the end of second year, the nursing student shall have acquired the holistic understanding of the human person as a bio-psycho cultural being focusing on the concept of health and illness as it is related to the care of the mother and child in



varied setting. The student shall be able to demonstrate the competencies in the following key areas of responsibility such as safe and quality nursing care, communication, collaboration and teamwork, health education, legal responsibility, ethico-moral responsibility, personal and professional development, quality improvement, research, management of resources and environment, and record management.

Specifically, the nursing student shall:

- a. describe the health care delivery system and the nurse's role in it;
- b. demonstrate ethico-moral, legal responsibilities in the care of individual family and community;
- c. demonstrate the beginning skills in the provision of independent and collaborative nursing function;
- d. relate the stages of growth and development in the care of client;
- e. demonstrate beginning skills in the preparation of healthy and therapeutic diets in varied client cases;
- f. explain the dynamics of the disease process caused by microbes and parasites and the environment;
- g. imbibe the core values cherished by the nursing profession such as love of God, country and people, and caring;
- h. design a plan that will focus on health promotion and risk reduction of clients; and
- i. utilize the nursing process in the care of the high risk mother and child in the family.

### **Level III:**

At the end of the third year, given actual clients/situation with various physiologic and psychosocial alterations, the student shall be able to demonstrate the competencies in the key areas of responsibility such as safe and quality nursing care, communication, collaboration and teamwork, health education, legal responsibility, ethico-moral responsibility, personal and professional development, quality improvement, research, management of resources and environment, and record management.

Specifically, the student shall:

- a. utilize the nursing process in the care of the clients across the lifespan with problems in oxygenation, fluid and electrolyte balance,

- metabolism and endocrine functioning, inflammatory and immunologic reactions, perception coordination and maladaptive patterns of behavior;
- b. apply the research process in addressing nursing/health problems to improve quality of care
- c. integrate the role of culture and history in the plan of care;
- d. apply principles of good governance in the effective delivery of quality health care;
- e. observe the core values cherished by the nursing profession such as love of God, country and people, and caring and the bioethical principles in the care of clients;
- f. apply a nursing theory in the management of care of a client for case study; and
- g. discuss the role of economics as it impacts on health and illness

#### **Level IV:**

At the end of fourth year, given actual clients/situation the student shall be able to demonstrate competencies in all the key areas of responsibility such as safe and quality nursing care, communication, collaboration and teamwork, health education, legal responsibility, ethico-moral responsibility, personal and professional development, quality improvement, research, management of resources and environment, and record management .

Specifically, the nursing student shall:

- a. utilize the nursing care process in the care of client across the lifespan with problems of cellular aberrations and acute biologic crisis, disaster/emergency situations;
- b. apply a nursing history in the management of care of a client for case study;
- c. observe the core values cherished by the nursing profession such as love of God, country, people and caring, and the bioethical principles and legal dimensions in the care of clients; and
- d. demonstrate leadership and management skills in the care of the group of clients in the community and hospital setting utilizing research findings

## **IX. ADMISSION, PROMOTION AND RETENTION POLICIES AND STANDARDS**

### **A. GENERAL POLICIES:**

Every applicant for admission to the College of Nursing baccalaureate program must meet the requirements for admission set and required by Iloilo Doctors' College and the College of Nursing.

The Iloilo Doctors' College, College of Nursing (IDC-CN) strives towards excellence by adopting standards of academic and clinical performance to which its nursing students must aspire. In pursuance of this basic goal, the IDC-CN has adopted these policies and standards for admission, promotion and retention of its students to or in the Nursing Course:

1. The IDC College of Nursing admits only student applicants who have completed the prescribed secondary (high school) course and complied with the other requirements needed for admission to a baccalaureate program.
2. The IDC College of Nursing reserves the right to set the number of students who can be adequately taken care of in the Nursing Program based on the faculty and clinical facilities of training agencies available to it. As a consequence of this constraint the school must adopt specific standards of performance in the academic and clinical areas such as the adoption of cut-off grades required for admission to or continued enrollment in the Nursing course.
3. In the admission of students, first preference is given as a general rule, to single high school graduates who have not been previously admitted to college. Other students may be admitted subject to availability of slots in the program.
4. The Nursing students must maintain a high level of academic and clinical performance in the course not only because of the school's avowed pursuit of excellence but more so because the IDC College of Nursing believes that it is its moral obligation to graduate only nurses with a practical and reasonable proficiency in Nursing knowledge and skills. This means that the student must obtain a rating **higher** than the minimum passing grade of 75%. This is necessary because in Nursing and health care professions the care of the sick, especially the

seriously ill, cannot be entrusted to students and/or future professionals with only a minimum or slightly better performance in the professional or ethical subjects.

- a. In pursuance of this principle, the IDC College of Nursing therefore adopts a cut-off grade of 2.5 in any Nursing Professional or Nursing-related subjects in order for the student to be eligible for promotion to the next level. It therefore reserves the right to require the students to repeat a Nursing subject if he/she obtains a grade lower than the above minimum standard. At the end of each semester a committee of faculty members will assess whether a student will be allowed to continue the Nursing course, or if he/she will be asked to transfer to another course based on his/her performance in the clinical and other areas as evidenced by his/her General Average.
  - b. The IDC-CN requires a student to take the Nursing Aptitude Test (NAT) before a student is promoted to the 2<sup>nd</sup> year level as part of the requirement for ranking.
  - c. The IDC-CN reserves the right to drop students from the Nursing course if he/she incurs:
    - 1) Failure:
      - a) one failure in any Nursing or Nursing-related subject, or
      - b) failure in two minor subjects during any curriculum year, or
      - c) failure twice in the same subject
  - d. The IDC-CN reserves the right not to accept transferees with failure (5.0) in any Nursing professional/Nursing related subject.
5. As a general rule, single applicants are given 1<sup>st</sup> priority. The possibility of pregnancy, sickness in the family, and marital problems may make the prospective married Nursing students unable to attend to her academic and clinical duties, not to mention the administrative problems that may be caused by her disrupted training schedule and special adjustments to be made. These applicants must submit their marriage contract and waiver stating that she should not get pregnant during the entire course. Such waiver should be signed by the husband, the applicant, and the applicant's parents and must be duly notarized.

6. Qualified students who fail to enroll in a semester for valid reasons should notify the office in writing before leaving the college and if he/she will come back, should notify the office not later than two months before the start of the succeeding semester of their intention to re-enroll. This is for the purpose of informing the office earlier so that slots could be reserved for them. Otherwise, their chances of being accepted in the said semester will be forfeited.
7. The student is expected at all times to earn good grades both in academic and clinical performance. He/she must comply with the laws, policies, rules and regulations, and lawful orders of the IDC and the College of Nursing and its affiliate training institution, as well as those of the CHED and other regulatory government agencies. S/he maybe reprimanded, suspended, dropped, or even expelled from the school for breach of discipline or violation of the IDC's code of conduct or disciplinary regulations. Moreover, the student must show good behavior especially in those aspects appropriate or highly acceptable as a nurse.

## **B. SPECIFIC POLICIES:**

### **1. Admission to First Year**

The student seeking admission to first year nursing course must meet the following standards and requirements:

#### **a. Academic Requirements**

- 1) Must have completed the Secondary Education (high school) in a recognized public or private high school.
- 2) Must take the IDC College Entrance Examination.
- 3) Must undergo interview.
- 4) Must take the Nursing Aptitude Test (NAT) to be given at the second semester of the First Year.
- 5) Students who fail to get the NAT on the scheduled date should inform the Nursing office. *(NAT is a requirement for promotion to the Second Year.)*

#### **b. Personal Status**

- 1) Must be at least sixteen (16) years of age and not more than forty (40) years old at the time of admission. Those above 40 years old must be referred to the Dean of the College of Nursing. A certain level of intellectual and emotional maturity is needed in the difficult care of patients especially those who are seriously ill.

- 2) Must be at least 4 feet and 10 inches in height. A very short stature is an impediment to the performance of nursing related functions.
- 3) Must have no gross deformity, physical and neurological defects, chronic illness, mannerisms, or other behavior that may be a serious impediment in the performance of nursing duties, functions and to patient acceptance.
- 4) Must be in good health. As such, student shall be subject to a physical examination by the school physician with all his/her latest laboratory results attached.

**c. Procedural Requirements**

- 1) Must apply to the Office of Admission.
- 2) Take the College Entrance Examination.
- 3) Must pass an interview to be conducted by the Committee on Admissions.
- 4) Must submit the following on or before enrollment time: (enclosed in a long size brown envelope)
  - a) Application form
  - b) 3 pcs. 2 x 2 pictures and 3 pcs. 1 x 1 pictures colored with white background.
  - c) Birth certificate (Authenticated by the National Statistics Office using the security paper, SECPA)
  - d) Certificate of good moral character signed by principal from the high school where the applicant graduated
  - e) Second coursers and those who have stopped schooling should submit or secure Barangay Clearance and employment clearance from their employers
  - f) Police and NBI clearance (*to be submitted a month after the date of enrollment*)
  - g) Original copy of high school card (Form 138)
  - h) Marriage contract for married applicants plus notarized waiver
  - i) NAT results for those who have taken the NAT administered by the Center for Educational Measurement, Inc.

Note: The students are requested to bring their parents during enrollment for proper signing of related documents particularly during orientation.

- 5) Must sign agreement in connection with enrollment in the IDC College of Nursing that he/she will try his/her best to study hard and meet the specified requirements of the nursing course and to comply with all the academic, clinical, behavioral and administrative policies, standards, rules and regulations of IDC and the College of Nursing; and he/she must abide by and accept the decisions of the school and its authorities, especially during his/her enrollment in the Nursing Course as well as the sanctions for violations of the school's policies and rules on student's conduct and behavior.

## **2. Promotional and Admission to the Second Year (Level II)**

- a. Candidates for promotion or admission to the Second Year of the Nursing Course (Level II):
  - 1) Must show high academic performance in all first year subjects of the Nursing Course, especially in any Nursing and Nursing related subjects.
    - a) Obtain a grade of 2.5 in all Nursing and Nursing related subjects regularly scheduled for the first year.
    - b) The students will be ranked according to the following criteria:
      - 75% of the general weighted average (1<sup>st</sup> & 2<sup>nd</sup> semester of the First Year)
      - 25% of the NAT percentile rank.
  - 2) Must undergo and pass the physical exam conducted by the school physician as scheduled. All laboratory examination must be done at the school laboratory.
  - 3) Must remain physically and mentally fit. Additional physical, mental, diagnostic examinations or interviews may be required at the discretion of the Nursing Office or IDC Administration
  - 4) Must show evidence of satisfactory behavior during the first year of the nursing Course especially in those aspects particularly appropriate or highly desirable of a nurse, such as but not limited to, conscientiousness,

diligence and industry; accuracy and strict compliance with the established rules and procedures; self-control and emotional maturity; obedience to and respect for laws and school policies and persons in authority; meticulous observance of policies, rules and regulations of IDC its affiliate hospitals and training agencies and honesty and moral integrity.

- b. Students must pass all the subjects of the Nursing Curriculum up to the semester immediately preceeding the Capping ceremony in order to participate in such ceremonial activity
  - c. Students shall continue to be bound by the same undertaking or agreement that they signed previously upon entrance into the Nursing Course.
3. **Standards for the Third and Fourth Years (LEVEL III and LEVEL IV)**
- a. As a general rule, students are promoted to the Third Year of the Nursing Course only after having taken and passed all the subjects of the lower two years, provided that they obtained a grade of at least 2.5 in all Nursing and Nursing-related subjects of the lower levels.

Students with a grade below 2.5 in any Nursing or Nursing-related subjects shall be placed under academic probation and shall be required to repeat the subject only once. Students who are unable to obtain the above cut-off grade of 2.5 for the second time shall be strongly advised to transfer to another course.

- b. Students shall be dropped from the Nursing Course:
  - a) if they fail twice in the same subject, or
  - b) if they fail in more than fifty percent (50%) of the semestral unit loading during the Third Year.
- c. Students with academic deficiency shall be required to sign the undertaking (agreement) that they must improve their academic and/or clinical performance and meet at least the minimum requirements for their continued enrollment in the Nursing course before being allowed to enroll in the Third or Fourth Years.



- d. At the end of the first semester of the Fourth Year, a comprehensive examination will be given in Competency Appraisal I covering all their knowledge and skills in Nursing subjects for the First and Second Year. Comprehensive examination will be given in Competency Appraisal II during the second semester, covering all the knowledge and skills in Nursing subjects of Third and Fourth year. This shall be treated as a major examination and a student must have a grade of 2.5. In case of failure a removal will be given on the subject/subjects where she/he failed.
- e. The student will not be allowed to join the Commencement Exercises due to incomplete scrubs, 100 hours or more accumulated absences and other analogous cases.
- f. Make up duty may be allowed during semestral break and Christmas break.
- g. For those with 100 hours or more of absences incurred after December of the same school year, make up will be allowed only after graduation rites.

#### 4. **Standards for Shifters**

Shifters are those students who are currently enrolled in the different department of IDC who wish to pursue the Nursing Course.

Second Coursers are those students who completed a 4-5 year Baccalaureate Degrees.

Acceptance and enrollment of the above students in the IDC College of Nursing is governed by the following policies and rules:

- a. Shifters may be accepted into the IDC College of Nursing subject to the availability of slots in the different year levels.
- b. Shifters should apply at the Office of Admission and must comply the academic and NAT requirements and must be recommended by the said office.

- c. Upon acceptance into the College of Nursing, the above mentioned policies and requirements shall likewise apply to all shifters.

## 5. **Transferees**

Transferees are those students coming from other schools intending to enroll in the College of Nursing.

Acceptance and enrolment of the above students in the IDC College of Nursing is governed by the same policies and rules that governs the regular and shifter students after proper evaluation.

## 6. **Miscellaneous Provisions**

- a. Third and Fourth Year students must undergo drug testing.
- b. Incomplete grades (INC) are considered academic deficiencies and must be completed within one semester after the final examination.
- c. As a general rule, subjects shall be taken in sequence in the approved Nursing Curriculum. *NO STUDENT SHALL BE ALLOWED TO ENROLL IN ANY SUBJECT IF THE PREREQUISITE COURSE HAS NOT YET BEEN TAKEN AND PASSED.*
- d. All students are expected to observe and follow meticulously all the policies, rules and standards of IDC and its College of Nursing, especially those embodied in STUDENT CONDUCT AND DISCIPLINE and the policies and rules governing academic and clinical experience.
- e. IDC and its College of Nursing may adopt additional policies, rules and regulations as the need arises for the compliance of all concerned. Amendments may be proposed when warranted.

## C. NURSING APTITUDE TEST (NAT)

### 1. **Qualifications of the Applicant:**

- a. Must have completed and passed all the required subject/course established in the Nursing Curriculum Program for the first semester of first year and must have a general average of 80% for that semester.
- b. At least 16 years of age, but not more than 40 years old.

### 2. **Guidelines and Requirements**

#### a. **Date of the NAT Exam**

- 1) either 2<sup>nd</sup> or 3<sup>rd</sup> Sunday of January

#### b. **Time**

- 1) First batch: 7:30 A.M.
- 2) Second batch: 1:00 P.M.

#### c. **Assembly time**

- 1) 30 minutes before the scheduled time of examination

#### d. **Venue**

- 1) Nursing Campus

#### e. **Testing Fee**

- 1) P 300.00

#### f. **What to Bring**

- 1) 2 pcs. Well-sharpened Mongol # 2 pencil with eraser
- 2) Photocopy of payment receipt

#### g. **Duration of Test Taking Time**

- 1) 2 1/2 hours for test proper excluding the test instruction

#### h. **Procedure of Payment**

- 1) Pay at the business office
- 2) Get the official receipt (OR)
- 3) Have the O.R. photocopied
- 4) Proceed to the guidance office for the encoding of name

#### i. **Posting of Names and Classroom Assignment**

- 1) First week of December (the previous year) at the Nursing Campus and main Campus: (front of Guidance Office)

#### j. **Nature of the Test and the Four Subtest**

- 1) Spatial Perception
- 2) Numerical Facility
- 3) Science and Health Information and Verbal Ability

### **Note:**

- All students are required to wear the prescribed school uniform and school I.D. during the exam.

- NAT results will be released approximately 1 month after the test. Information will be disseminated if the test result is ready to be released. School I.D is needed in claiming the test result.

### 3. **Test Content (Subtest)**

#### a. **Verbal Ability**

This is composed of vocabulary and analogy items. Vocabulary item measures comprehension of a word within the context of the sentence in which it is used. Verbal analogy item measures the ability to discover the implied relationship in a pair of words and recognizing another pair of words within the relationship.

#### b. **Numerical Facility**

It is composed of items dealing with basic concepts in mathematics.

#### c. **Science and Health Information**

This measures knowledge and comprehension of scientific facts, concepts, principles, and laws, terminologies, theories on major conceptual schemes, and evaluation of hypothesis. The health section subtest includes items that measures knowledge and comprehension of prevalent facts about health and some practical nursing applications commonly used in everyday experience.

#### d. **Spatial Perception**

This is composed of three types of figural items. The first type measures the ability to recognize which of the five given figure is different from the other four. The second type measures the ability to recognized the implied relationship between a given pair of figures and identify which pair of figure in the given choices is similarly related. The third type of item measures the ability to recognize which pattern among the given choices will produce the given solid figure.

## **X.ATTENDANCE**

The rules and policies on attendance shall be followed as required by the entire college including that of the Clinical Duty, and all academic subjects including NSTP and Physical Education.

Class attendance is compulsory. No student shall earn credit in any given subject unless he/she attends at least 80% of the prescribed number of class hours.

Students late for fifteen (15) minutes shall be considered absent. The school's physician may issue a medical certificate. Medical certificates signed by other licensed physicians will be honored. Whenever the student has been absent from a class for three consecutive class meetings, the teacher/clinical instructor concerned will immediately send a report to the student's class adviser and to the office of the Dean. The students' class adviser will call the student correspondingly and notifying the parents or guardian promptly.

Absence of 20% of the number of hours of recitation, lecture, laboratory or any other scheduled work in one subject is automatically considered dropped from that particular subject course.

Excuse slips for tardiness and absences shall be obtained from the office of the Dean within twenty-four hours after the students' return to school or RLE to be presented to the classroom instructor/clinical instructor concerned. Excuses shall be for time missed only. All activities covered by the class during the absence shall be made up by the student to the satisfaction of the teacher and within a reasonable time.

Late enrolment shall be considered as time lost by absence.

Three tardy arrivals shall be equivalent to one hour period absence. Tardy arrivals will be equivalent to one-hour period absence. Tardy arrival is recorded when the student arrives in class after the instructor has called the roll. Absence is non-appearance of the student for the entire class/duty period.

No student shall be allowed to attend classes in any subject in which he/she is not officially enrolled, unless allowed to do so at the discretion of the Dean. Such student shall not, however, be given credit for the subject.

- A. A student is considered late or tardy in class if he/she is late for 15 minutes after the roll call.

- B. Late for more than 15 minutes is considered to be excused absence but the student is allowed to enter the class or go on duty. However he/she must present an excuse slip, explain the reasons why he/she is tardy for that number of minutes.
- C. Three recorded late or tardiness is considered one excused absence.
- D. One excused absence is 8 hours or its equivalent.
- E. One unexcused absence is 8 hours or its equivalent times three.
- F. Valid reasons for excused absence are as follows:
  - a. crises in the immediate family/guardian. e.g. death or sickness.
  - b. sickness with medical certificate.
- G. The student must submit her excuse slip to her C.I. on the day he/she reports to class or duty.
- H. Everybody must be in the Clinical Area 30 minutes before the time (8:00 A.M./4:00PM/12NOC) for morning, afternoon and night linings.

## **XI.POLICIES ON CURRICULAR CHANGES**

### **A. Subject Load**

- 1. A full subject load is one which is equal to the number of units or hours prescribed in the Catalog or other issuance per semester for its curriculum, or its equivalent.
- 2. Students are not allowed an extra load or overload without the proper approval of the CHED. However a graduating student may be permitted to carry an overload of six (6) units with the approval of the Department Head of the academic department concerned.
- 3. Extra loads must be applied for through the Offices of the Dean or Department Head and of the Registrar. The signature of the Dean or Department Head in the registration form does not mean final approval of an extra load.

### **B. Pre-requisite Subjects**

- 1. Students will not be given credit for advance subjects unless the pre-requisite subjects have been previously taken and passed.

**C. Advance Subjects**

1. Irregular students who are under loaded or who have previous academic deficiencies but are allowed to continue in the course may be permitted to take advance subject.

**D. Failed Subject**

1. As a general rule, a student who fails in any subject shall repeat it as soon as possible, i.e., during the semester immediately following when the subject is first offered. Enrollment on failed subjects must be given priority over the taking of advance subject unless all the subjects scheduled for the lower year have been taken and passed.

**E. Reduction of Load**

1. The load of students with previous academic deficiencies may be reduced below the full load at the discretion of the Dean or Department Head to give them more time to study the enrolled subjects.
2. A student shall not be allowed to unduly prolong his/her studies or delay the completion of the graduation from a course by deliberate under loading without justifiable cause.

**F. Dropping from Course**

1. A student who incurs academic deficiencies may be dropped from a course in accordance with the criteria established by the college.

**G. Credits and Grading System**

**1. Credits**

Students are given academic credit in terms of units for academic work done in the college or academic department. One collegiate unit of credit is "one hour lecture and/or recitation each week or a total of at least eighteen hours in semester." Two or three hours of laboratory work, drafting or shop work each week are regarded as equivalent to one hour of recitation and/or lecture.

**2. Minimum Passing Grade**

The minimum-passing grade in this College is 80% in the point system.

**3. Grading System**

A five-point grading system shall be used in the college or department and the grades in all subjects shall be expressed in

terms of this system for purpose of official record and issuance.

The point grades to adopt and their indications or descriptive equivalent are as follows:

<b>Point Grade</b>	<b>Percentage Equivalent</b>	<b>Indications</b>
1.0	98-100	Excellent
1.25	95-97	Superior
1.5	92-94	Very Good
1.75	89-91	Highly Satisfactory
2.0	86-88	Good
2.25	83-85	Fair
2.5	80-82	Satisfactory
2.75	77-79	Passing
3.0	75-76	Minimum Passing
5.0	Below 75	Failed

4. **Other Marks Used**

a. **“Inc.”** – Incomplete

When the student fails to take one or more major periodic or required examinations or to satisfy all the requirements of the course

b. **“Drp”** – Dropped

When the student withdraws from the course

**Incomplete grades** are not final grades but must be removed within one semester the final examination is given. Special completion examinations to remove incomplete grade must be taken during the period scheduled for such examinations. Students who incurred the incomplete grade due to failure to take the original regular major examination for reasons other than incapacitating illness or some other serious reason shall pay a surcharge equivalent to 50% of the completion examination fee.

**Incomplete grades** not removed one semester after the final examination period are considered failures for



practical purpose so that the student must take the subject again.

## **XII.EXAMINATION AND GRADES**

The Vice President for Academic Affairs may authorize the suspension of formal classes for a period not exceeding two days before the preliminary, midterm and/or final examinations to enable the students to review; provided that the teachers shall keep regular hours for consultation work.

### **A. Examination**

The regular period for each term examination shall be two hours. Laboratory examinations may be given a week before the scheduled of each term examinations provided; these shall not interfere with other regular classes.

The College of Nursing follows the schedule of examination based on the College calendar for the academic year as approved by the Commission on Higher Education The schedule shall be posted in conspicuous places at least one week before the scheduled examination.

## **XIII.CAPPING AND CANDLELIGHTING CEREMONY**

### **A. Capping and Candle Lighting Ceremony**

1. The Capping and Candlelighting Ceremony is a very remarkable ceremony in every nursing student as he/she prepares himself/herself to embrace a very noble profession which is the nursing profession. The nurse's cap always plays a special constituent of the nurse's uniform. In the entire existence of the Nursing Profession, the nurse's cap is believed to be the emblem of responsibility, superior knowledge and humane attitude of the individual who wears it. It is worn for adornment and symbolic reasons and carries a personal commitment to the Nursing Profession.
2. It would seem inappropriate for male nursing students to be conferred a nursing cap, instead, a nurse's pin is ceremonially clipped to the left collar of the hospital uniform of every male nursing student. The nurse's pin carries the same significance as the female's nursing cap.
3. The Capping and Candlelighting Ceremony is a very significant and momentous ceremony which gives a student

nurse the opportunity to show his/her acceptance, dedication and commitment to the responsibilities and accountabilities of the nursing profession. Every student nurse marches towards his/her instructor/s and humbly kneeled on the pew to receive his/her most aspired nurse's cap or pin and candle. He/she will then light his/her candle on his/her lamp as emblem of his/her acceptance of the charge of the nursing profession. The Candle lighting symbolizes the light that came from the Lady of the Lamp, who started the sparkle of hope for the nursing profession and showed the world the extraordinary deed her caring heart and hand can do. The lamp lingers an emblem of HOPE for all in the nursing profession: Hope for love, understanding and life.

4. A student nurse is very much aware that this significant event in his/her journey to the nursing profession is to be labouredly earned and achieved. He/she is aware that a student nurse must possess recognizable qualities in order to be eligible for the very remarkable ceremony.
5. The qualifications and requirements are as follows:  
A student nurse must:
  - a. Satisfactorily passed all his/her subjects required in the Nursing Curriculum in the semester immediately preceding the Capping and Candlelighting Ceremony
  - b. Endowed desirable qualities befitting of a nurse such as responsible, diligent, conscientious, committed, humble, prudent and compassionate.
  - c. Possess a satisfactory performance in both academic and clinical areas which did not endanger his/her client, colleague, and superiors.

## **XIV.RING AND PIN CEREMONY**

### **A. Ring and Pin Ceremony**

1. The Ring and Pin Ceremony is an annual celebration in the College of Nursing. It is formally conducted at the culmination of the second semester of fourth year of the nursing students. It pertains to the completion of the student years of academic and clinical groundwork to the nursing profession. This is the moment wherein the nursing student with his/her parents or guardian will march and rise up on stage, receive his/her class ring (optional) and his/her

superiors fasten a college pin to the left collar of his/her prescribed white gala nursing uniform. The Class Ring, College Pin and white Gala Nursing Uniform symbolize his/her loyalty to the nursing profession and to the Alma Mater where he/she satisfactorily completed his/her Bachelor of Science in Nursing degree.

2. Student nurses who satisfactorily completed the requirements for Bachelor of Science in Nursing Course are recommended to participate in the ceremony. The recommendation for participation of the student nurse is done by all mentors, class advisers, level IV academic and clinical chairpersons, academic and clinical coordinators and dean of the College of Nursing.
3. Requirements:  
A candidate for the Ring and Pin Ceremony must:
  - a. Passed all the general subjects and professional courses required in the Nursing Curriculum Program.
  - b. Comprehensively accomplished all the requirements of the Bachelor of Science in Nursing Program like:
    - 1) Total number of Related Learning Experience (RLE) hours
    - 2) Delivery and Operating Rooms (DR/OR) cases/scrubs.
  - c. Dress Code:
    - 1) Male:
      - a) prescribed white gala uniform
      - b) prescribed clean pair of white shoes and socks
      - c) name plate
      - d) clean haircut
      - e) no mustache
      - f) no earrings
      - g) no colored wristwatch
    - 2) Female:
      - a) prescribed white gala uniform
      - b) skin tone stockings
      - c) well pressed cap, hairnet
      - d) no glittering pins and hairclips
      - e) a prescribed clean pair of white shoes
      - f) nameplate
      - g) no earrings
      - h) no colored wristwatch

## **XV.GRADUATION: ITS REQUIREMENTS, RULES FOR HONORS**

### **A. Requirements for Graduation**

The College of Nursing establishes its requirements for graduation in accordance with academic, non-academic and other policies, rules and requirements of the curriculum; the Iloilo Doctors' College; the Commission on Higher Education; the Licensure Boards; and other pertinent and applicable laws and regulations.

These requirements shall include, but not limited to the following:

1. Residence in the Course. As a general rule, the course shall not be completed in less than the prescribed number of calendar years or semester, especially in the case of the course for the regulated professions.
2. Residence in the College. In order to be recommended for graduation or to be recognized as a graduate of the Iloilo Doctors' College-College of Nursing the student must have stayed for the minimum number of curriculum years required by the department provided that the student must have taken at least the last curriculum year in the College for at least a minimum of thirty (30) units of credit, unless last curriculum year prescribes less units than theses.
3. Standards of Conduct. Graduates for graduation in the College of Nursing are presumed to possess good moral character and show good desirable conduct. The College reserves to itself the right to withhold or refuse the graduation of a student for serious violation of disciplinary regulations or established norms of conduct or by reason of conviction of any public crime or misdemeanor.
4. Procedural Requirements.
  - a. Approval of Graduation by the CHED
    - 1) Graduation of all students from the College of Nursing shall be approved by the CHED through the issuance of special orders covering the students' graduation.
    - 2) No student shall be allowed to participate in the commencement exercises unless he/she has satisfactorily completed all the requirements of the course.

- 3) The inclusion, thereof, of the student's name in the list of candidates for graduation of his/her name or picture in the College Annual or other campus publications and issuances shall not be construed that the student is already a full fledged graduate unless he/she has met all the course requirements and his/her graduation approved by the CHED.
5. Students must pass all the subjects of the Nursing Curriculum up to the semester immediately preceding the Graduation Ceremony in order to participate in such ceremonial activity.
6. OR/DR requirements should be completed before the student is recommended for graduation. Should cases in clinical facilities or training agencies be inadequate to meet the required number of OR/DR scrubs, students will be required to undergo completion duty beyond the regular curriculum year (Fourth Year).

#### **B. Graduation with Honors**

The Iloilo Doctors' College-College of Nursing keeping adherence to the IDC policies and standards for graduation and honors is happy to recognize students who have performed exceptionally well in their studies and bestow on them the appropriate honors.

1. The following Graduation Honors may be bestowed on such deserving students in accordance with the policies, rules and criteria established by the College of Nursing which shall include, among other things, the following:

<b>Graduation Honor</b>	<b>Minimum Average</b>	<b>Lowest Grade</b>	<b>Residence in IDC</b>
<b>Required</b>			
Summa Cum Laude	1.25	2.0	Whole four-year (All
course units)			
Magna Cum Laude	1.5	2.5	Last Three Years
Cum Laude	1.75	2.5	Last Two Years

- a. The determination of the above graduation honors shall be based on the weighted average of the grades earned in all subjects applicable to the course, except basic P.E. and ROTC/NSTP, whether obtained in Iloilo Doctors' College or elsewhere, provided that the student shall have no mark of Incomplete, Dropped or Withdrawn, whether the

subject is P.E., ROTC/NSTP or applicable to the course or not, except when such mark resulted from causes other than academic deficiency or difficulty.

- b. Graduation with Honors shall be approved by the Board of Directors of the IECI upon the recommendation of the Committee on Academic Affairs of the IECI and the Dean of the College of Nursing. Exceptional cases may be approved by the IECI Board who may waive any of the above rules and criteria in highly meritorious cases.
- c. The granting of honors to graduating student is a privilege of the College. The College of Nursing, therefore, reserves to itself the right to withhold the same from any student for cause as determined by and upon the recommendation of the Committee on Academic Affairs of the IECI, such as serious or habitual violations of disciplinary regulation or of the established norms of conduct, convictions of any public crime or misdemeanor, or disloyalty to the College and its ideals.

## **XVI.ACADEMIC AWARDS**

### **Roll of Honor**

- A. Students with exceptional academic performance shall be recognized and listed in the Roll of Honors which shall include the following weighted average:

<b>Academic Award</b>	<b>Minimum Average</b>	<b>Lowest Grade</b>	<b>Required Residence in</b>
<b>IDC</b>			
Summa Cum Laude	1.25	2.0	Whole four-year (All course units)
Magna Cum Laude	1.5	2.5	Last Three Years
Cum Laude	1.75	2.5	Last Two Years

- B. A student who is a candidate for an academic award must meet the following criteria:
  - a. A minimum weighted average of all the grades obtained during the entire semesters except those for basic P.E. and NSTP/ROTC, which is required to qualify for the Honor Roll.
  - b. Must have a full academic load, or its equivalent, provided that at least one-half of the subjects and units taken must be in

the curriculum year and semester as indicated in the Bachelor of Science in Nursing Curriculum Program.

- c. Must have no grade of “3.0” or lower in all his/her subjects prescribe in the curriculum.
  - d. Must not have been found guilty of serious or habitual violations of disciplinary regulations or of the established norms of conduct during his/her entire residence in the College.
- C. All academic awards to be given to a graduating nursing student candidate shall be approved by the Board of Directors of the IECI upon the recommendation of the Committee on Academic Affairs of the IECI and the Dean of the College of Nursing. Exceptional cases may be approved by the IECI Board who may waive any of the above rules and criteria in highly meritorious cases.
- D. The granting of the academic award to a graduating nursing student is a privilege of the College. The Iloilo Doctors’ College - College of Nursing, therefore, reserves to itself the right to withhold the same from any student for cause as determined by and upon the recommendation of the Committee on Academic Affairs of the IECI, such as serious or habitual violations of disciplinary regulation or of the established norms of conduct, convictions of any public crime or misdemeanor, or disloyalty to the College and its ideals.

## **XVII. NON-ACADEMIC AWARDS**

### **A. Best in Clinical Practice Award**

This award is given to a graduating student of the College of Nursing who showed his/her exemplary performance in the clinical area and other areas in his/her level of Related Learning Experience (RLE) and upon the recommendation of his/her clinical preceptors, superiors and the members of the committee on Honors and awards of the College of Nursing.

He/She must:

- 1. obtain the highest RLE grade in all areas of the entire period of exposure
- 2. have no absences in clinical duty
- 3. have demonstrated exemplary leadership qualities in all levels or Related Learning Experience

4. have no record of major error in all areas in the entire Related Learning Experience
  - a. major errors include errors endangering the lives of the client, colleague and superior
5. endowed an optimum personality of an ideal nurse:
  - a. attitude and character
  - b. personality and grooming
  - c. good moral character
  - d. positive interpersonal relationship

#### **B. Leadership Award**

This award is given to a graduating student nurse who demonstrated exemplary leadership skills and is actively involve in any student activities and membership to Student Organizations like Senior Council Officers and/or Student Nurses Association of the Philippines (SNAP) Officers. He/She must be actively involved from the first year level up to the fourth year.

1. A student who is a candidate for the leadership award must meet the following criteria:
  - a. A minimum weighted average of all the grades obtained during the entire semesters of his residence in the College of Nursing
  - b. Must have a full academic load, or its equivalent, provided that at least one-half of the subjects and units taken must be in the curriculum year and semester as indicated in the Bachelor of Science in Nursing Curriculum Program.
  - c. Must have no grade of “3.0” or lower in all his/her subjects prescribe in the curriculum.
  - d. Must not have been found guilty of serious or habitual violations of disciplinary regulations or of the established norms of conduct during his/her entire residence in the College of Nursing.
  - e. Must endowed an optimum personality of an ideal nurse such as acceptable attitude and character, commendable personality and grooming, good moral character and positive interpersonal relationship.

#### **C. Certificate of Recognition**

The IDC-College of Nursing awards a certificate of recognition to any graduating student nurse who in his/her entire residence in the College rendered commendable services, gave/brought honor and pride to the College through his/her excellent performance in



various fields of endeavor such as in academic quiz bowls, literary and musical competitions and sports events.

- D. The granting of all non-academic awards to any graduating student nurse candidate is a privilege of the College. The College of Nursing, therefore, reserves to itself the right to withhold the same award from any student candidate for cause as determined by and upon the recommendation of the Committee on Honors and awards of the College of Nursing and the College Dean, such as serious or habitual violations of disciplinary regulation or of the established norms of conduct, convictions of any public crime or misdemeanor, or disloyalty to the College and its ideals.

## **XVIII.COMMENCEMENT AND BACCALAUREATE EXERCISES**

- A. The IDC-College of Nursing requires all graduating student nurse to attend the commencement and baccalaureate ceremonies as scheduled if all requirements for graduation had been accomplished. Any graduating student nurse candidate may graduate in absentia on the following grounds:
1. Sickness
  2. Any serious reason that is supported by strong evidence
- B. Dress Code.
1. Female
    - a. Inside dress should be knee length Sunday dress or casual dress.
    - b. Closed black shoes.
    - c. Skin tone stockings (optional)
    - d. Prescribed Toga
  2. Male:
    - a. Long sleeves shirt with neck tie
    - b. Long pants (black)
    - c. Closed black formal shoes
    - d. Prescribed toga
    - e. Clean hair cut with no mustache

## **XIX.ACADEMIC COSTUMES**

All candidates for graduation is required to wear academic costumes (toga) during the entire baccalaureate service and commencement exercises in accordance with the rules and regulations of the College.

## XX.CONDUCT AND DISCIPLINE

### 1. General Considerations.

The school does not only have the obligation to instruct and train students formally in knowledge and skills but also to help develop and hone their personalities especially their attitudes and behavior towards their fellowmen, authority, human institutions and the materials and other means useful in achieving human development goals. Moreover, the school must also provide the proper, peaceful and healthy atmosphere and safe environment which will be conducive to carrying out its dual objectives of instruction and training and of general personality development.

### 2. Norms of Conduct:

The school must therefore set up norms of conduct to guide its students in the choice of behavior which promotes peace, orderliness and harmony, love and service and avoids harm and unhappiness to oneself and others, violating the rights of others, outrage to their feelings and sensibilities, and damage to or loss of personal and school property.

1. On the positive side, the students of this College are enjoined to:
  - a. observe proper decorum at all times in all places in and out of the campus – to be neat, clean and well groomed and decent in dress; to be orderly, respectful, courteous and decent in speech and conduct; and to comfort themselves in a manner befitting a lady or a gentleman. Long hair among male students is not tolerated.
  - b. uphold the aims, ideals and integrity of the College; speak well of and support and defend the school and its administration before others; and give generous support to all its official activities.
  - c. always wear the prescribed uniform while inside the campus and when assigned to affiliate agencies outside the campus, with the official identification card worn at all times. The ID Cards are absolutely non-transferable. The security guards will not allow students to enter the campus without the proper uniform and ID Cards properly issued to the student himself for security reasons.

Note: Other acts of students that constitute offense which may call for sanctions, kindly refer to Iloilo Doctors' College Handbook.

## **XXI. GUIDELINES IN THE CLINICAL AREA:**

### **A. Conduct and Proper Decorum**

#### **1. Uniforms**

##### **a. School/Classroom Uniform**

###### **1) Male**

- a) White polo short sleeve shirt with school seal at right chest pocket
- b) Navy blue pants
- c) Closed black shoes
- d) White socks
- e) School I.D.
- f) Short-cut hair not touching the shirt collar

###### **2) Female**

- a) Prescribed white blouse with hip bond
- b) School seal attached at the left collar of the blouse
- c) Prescribed pleated skirt which length is 2 inches below the knee
- d) Closed black shoes with 1 ½ - 2 inches heels
- e) Skin tone stockings
- f) School I.D.

##### **b. Clinical/Hospital Uniform**

###### **1) Male**

- a) well-pressed complete clinical (nurse's) uniform
- b) white sando
- c) white underwear
- d) white socks
- e) clean pair of white shoes
- f) school I.D. and nameplate
- g) nursing pin should be worn at the left sided collar
- h) wrist watch (black, silver or gold strap with second hand)
- i) clean-cut haircut (not skin head)
- j) no mustache
- k) no earrings and ear holes
- l) no ring (except wedding ring)
- m) smock gowns must be worn over the white clinical uniform
- n) no tattoo

###### **2) Female**

- a) well-pressed complete Clinical (Nurse's) inside dress
- b) white or skin tone brassier

- c) white sando
- d) well-pressed apron (aprons must not be worn on the street. It must be folded wrong side out and carried well from home to the school and vice versa. Aprons must be worn only while on duty in the hospital.
- e) well-pressed cap
- f) white stockings
- g) hairnet
- h) wrist watch (black, silver or gold strap with second hand)
- i) clean pair of white shoes
- j) school I.D and nameplate
- k) no glittering pins and hairclips
- l) no earrings (except wedding ring)
- m) smock gowns must be worn over the white clinical uniform

**c. Uniform for Special Areas (OR/DR)**

**1) Male and Female**

- a) complete dark blue scrub suits
- b) cap
- c) mask- blue or white
- d) white socks
- e) pair of white OR/DR shoes (shoes may be changed with white clinical shoes outside the area)
- f) nameplate
- g) smock gown should be worn over the scrub suit when outside the special area

**d. CHN Uniform**

**1) Male**

- a) Prescribed CHN Uniform: white shirt jack blouse with school seal at left chest pocket and navy blue pants
- b) White sando
- c) White socks
- d) Closed black shoes
- e) I.D. and nameplate
- f) wristwatch with second hand (no colored bands – only black, gold, silver bands are allowed, no fashion or digital wristwatches)
- g) CHN bag with complete contents

## 2) **Female**

- a) Prescribed CHN Uniform: (white blouse which length must be 2 inches below the 2<sup>nd</sup> hip with school seal at the left collar)
- b) navy blue pants (medium fit)
- c) closed black shoes with at least 1-2 inches heels
- d) white brassier and sando
- e) brushed up hair with black fine hairnet
- f) I.D. and nameplate
- g) wristwatch with second hand (no colored bands – only black, gold, silver bands are allowed, no fashion or digital wristwatches)
- h) CHN bag with complete contents

## **2.Requirements:**

- a. The nursing student must report on duty well-groomed 30 minutes before duty time.
- b. He/She must report to duty with complete requirements:

### **1.Hospital**

- a) black and red ball pens
- b) pair of scissors with engraved name
- c) no other jewelries are allowed except wedding ring
- d) white handkerchief
- e) DTR and jot down notebooks
- f) Ruler
- g) Pencil
- h) red and black pens
- i) pentel pen
- j) dust cloth
- k) padlocks
- l) duty masks
- m) wristwatch with second hand (no colored-only black, gold, silver bands are allowed, no fashion or digital wristwatches.
- n) for PM/NOC/Other outside affiliation: signed waiver with photocopy of parents/guardian specimen signature

### **2.OR/DR**

- a) black and red ball pens
- b) pair of scissors with engraved name
- c) no other jewelries are allowed except wedding ring
- d) white handkerchief

- e) DTR and jot down notebooks
- f) Ruler
- g) Pencil
- h) red and black pens
- i) pentel pen
- j) dust cloth
- k) padlocks
- l) duty masks
- m) wristwatch with second hand(no colored-only black, gold, silver bands are allowed, no fashion or digital wristwatches.
- n) for PM/NOC/Other outside affiliation: signed waiver with photocopy of parents/guardian specimen signature
- o) laboratory results (to be performed in the IDC laboratory):
  - (-) fecalysis (every three (3) months)
  - (-) throat swab (every exposure)

### **3.CHN**

- a) black and red ball pens
- b) pair of scissors with engraved name
- c) no other jewelries are allowed except wedding ring
- d) white handkerchief
- e) DTR and jot down notebooks
- f) ruler
- g) pencil
- h) red and black pens
- i) pentel pen
- j) dust cloth
- k) duty masks
- l) CHN bag with complete contents
- m) black umbrella
- n) signed waiver with photocopy of parents/guardian specimen signature
- o) Psychiatric Nursing only: (-) drug test result

### **Note:**

- a. The student may be allowed to go on duty if he/she lacks one or more requirements, however duly sanctions will be given to equate every lacking requirement.
- b. No student is allowed to roam around anywhere or to any shopping malls, snack houses, or movie house while in clinical or in CHN uniform.

- c. The cell phone is NOT part of the uniform, thus it should not be brought in the hospital premises or other areas of exposure while on duty.

### **3. Conduct and Proper Decorum**

- a. The nursing student must be polite and courteous under all circumstances. Under no circumstance must a student answer back discourteously to her Clinical Instructor, Supervisor, Staff Nurses, Doctor or any hospital staff.
- b. He/She must knock before entering the patient's room.
- c. The student nurse must maintain silence in the area where she is assigned so as not to annoy and disturbed patients. He/She must not make unnecessary noise, giggle or sing when on duty.
- d. Student nurses must avoid holding hands with his/her classmate while on duty and in clinical uniform.
- e. He/She must always be professional in his/her approach to anybody. Over familiarity with patients, hospital personnel or Clinical Instructors must be avoided.
- f. Sitting on patient's bed, bedside chair or couch during duty hours is strictly prohibited to a student nurse.
- g. Loitering around the hospital corridors; social visit to patients, classmates or friends on duty in the other department is never allowed to a student nurse.
- h. A student nurse is advised to have always something to work on.
- i. Accepting any gift from the patients or from their folks is prohibited.
- j. A student nurse is not allowed to sleep or have a nap during duty hours, especially at NOC shift.
- k. A student nurse must exhibit a positive attitude towards work and make adaptive modification based on patient's need.
- l. A student nurse is expected to accept constructive criticism and makes appropriate changes.
- m. A student nurse is expected to participate actively in learning activities in the area where she/he is assigned like endorsement and ward classes.
- n. A student nurse is expected to perform functions with self direction, assertiveness and organization.
- o. A student nurse must observe courtesy, tact, and professionalism at all times.
- p. A student nurse must respect patients' rights and must provide emotional and spiritual support to them as needed.

- q. A student must cooperate with the ward policies and hospital regulation where he/she is assigned.
- r. A student nurse is expected to submit complete requirements on time.
- s. A student nurse is not allowed to eat in the patients' ward, bedside or in the nurses' station.

#### **4.Absences and Tardiness**

- a. Everybody must report for duty 30 minutes before duty time every Monday and Thursday as set for the devotional period and 15 minutes before official duty time for the pre-duty lining. Three recorded lates or tardiness is considered one excused absence and means eight (8) hours or its equivalent make up duty.
- b. A student is considered late or tardy if she/he is late for less than 15 minutes. However, he/she is allowed to go on duty.
- c. Late for 15 minutes or more is considered to be an excused absence but the student is still allowed to go on duty. However she/he must present an explanation letter and excuse slip, explaining the reasons why he/she is tardy for that number of minutes.
- d. One excused absence is 8 hours or its equivalent.
- e. One unexcused absence is 8 hours or its equivalent times three.
- f. Excused absence are as follows:
  - 1) Crises in the immediate family/guardian. E.g. death or sickness.
  - 2) Sickness with medical certificate.
  - 3) The student must submit her excuse slip to her C.I. on the day she/he reports to duty.

#### **5.Evaluation of Clinical Performance**

- a. Two (2) days prior to termination of duty in a certain department, all students must pass their requirements to their respective clinical instructor for checking. Failure to do so, would mean no clearance and no grades.
- b. A clearance slip is signed by the C.I. to indicate that the student is ready to proceed to the next department. She will not be accepted by the next C.I. if she/he cannot present a clearance slip.



- c. The student must be responsible in getting her requirements duly signed and recorded by the C.I. in the O\_DR areas, SCRUBS must be signed by the C.I. before the student leaves the area. The C.I. must fill up the log book.

#### **D. Policies in the Clinical Area**

1. The student is expected to know the personnel in each department she/he is assigned and must show respect and courtesy to them at all times.
2. The students are expected to know substantially the patients assigned to her/him to be able to render good nursing care. She/He is also expected to identify and learn something about other patients to be able to help when asked. Therefore she/he should listen during the endorsement and go with the C.I.'s rounds.
3. The student is expected to know the Clinical Instructor assigned to follow up students in the area.
4. The student is expected to know all the routines and procedures done in the clinical area or in the ward and be able to apply them intelligently and effectively.
5. The student is expected to function intelligently and effectively as a member of the health team and to exert effort to learn well from experience. He/She is not allowed to do any procedure to the patient without direct supervision of the C.I. or the staff nurse, like giving medications, injections, following up of IV fluids, flushing of tubes, like NGT, catheters, and other special procedures.
6. The student must inform her/his C.I. immediately if she commits an error in any procedure or a misdemeanor. She/he must write an incident report in 4 copies within 24 hours and must submit it to her/his C.I. The report must be forwarded to the office of the Clinical Coordinator then to the Dean.
7. The student is not allowed to insert IV. Needles or IV injections.
8. Cell phones are not allowed in the hospital premises and other areas of affiliation. Student nurses are not allowed to use the hospital phone for personal purposes or reasons.
9. The student nurses are not allowed to gather patient's data from the hospital's record section when they are not on duty. He/She must wear a smock gown and must secure a letter of permission from his/her clinical instructor to be addressed to the staff nurse on duty when doing so for the purposes of case studies and patient assignment in team nursing.
10. A Cardinal rule –

**“ ALWAYS ASK WHEN IN DOUBT”.**

## E. Disciplinary Measures for Errors made in the Clinical Area

<i>ERROR</i>	<i>SANCTIONS</i> (no. of hours)
<b>Medications, Treatment, Nursing Procedures</b>	
a. Administration of Medications:	
1. Giving a medication to a wrong patient	90
2. Giving a wrong medication to a patient	90
3. Giving wrong medication to wrong patient	180
4. Wrong Timing	90
5. Wrong Rate	80
6. Wrong Dosage	80
7. Wrong Route	80
8. Failure to follow up rate of I.V.F.	90
9. Giving medication to NPO patients	80
b. Assuming the responsibilities of the graduate nurse ( Staff Nurse )	
1. Giving I.V. medications	80
2. Insertions of I.V. needles	80
3. Receiving verbal or phone orders from the Doctor	80
4. Team leader giving advice to members to give medications, recopy charts without supervision of C.I.	40
5. Flushing of clogged up I.V fluids	40
c. Wrong procedures or short cutting procedures in performing treatments or administering medications:	
1. Careless application of heat and cold	80
2. Wrong I.V.F. follow up	80+replacement Of IV Fluids
3. Carrying medication and or equipments for treatment without using a medicine or hypo tray	40
4. Administering medication and performing treatment with cards but without C.I.'s signature or counter signature	40
5. Administering medications and performing treatments without medication cards	60
6. Leaving medications at bedside table	40
7. Giving medications prepared by another person	80
8. Giving N.G.T. feeding w/o checking the patency and placement of tube	90

d. Performing procedures specifically emphasized without supervision from the C.I. or staff nurse	
1. Administration of medications and injections	80
2. Flushing of tubes e.g. N.G.T. catheters, etc.	80
3. Following up of I.V.F. and blood transfusions	80
4. Pulling out tubes like N.G.T. catheters etc	80
5. Clamping of tubes like N.G.T. catheters	80
e. Recording/Charting:	
1. Recording in the wrong sheet	40
2. Recording in the wrong chart	40
3. Recording medications and treatments that are not given as given and those given as not given	40
4. Issuing prescription without C.I.'s counter signature	24
f. Diets:	
1. Giving diets to patients who are on NPO	80
2. Giving diet to patients scheduled for diagnostic procedure	80 hrs. + pay diagnostic procedure
3. Giving diet to patient scheduled for surgery	80hrs + pay One (1) Day Hospital Room accommodation of patient for the delay
4. Serving a wrong diet to the patient	40
5. Reporting a wrong diet to the Kitchen	40
6. Serving a spoiled or cold diet or N.G.T. feeding	40
7. Failure to report the diet to the kitchen	40
g. Laboratory:	
1. Sending a wrong laboratory request slip	40
2. Failure to mark "SENT" or "REPORTED" the specific laboratory examination in the doctor's order sheet and flagging, for those examination that have been reported or sent	40
3. Marking the specific laboratory examination on the doctor's order sheet with SENT or REPORTED without giving or sending the request slip to the laboratory	40
4. Failure to instruct patients properly for certain laboratory examination	40
5. Using a non-sterile specimen bottle instead of sterile one.	40

h. Operating Room:

1.Failure to save specimen for histopathologic examination	80
2. Wrong instrument, needle or sponge count	90
3. Wearing a smock gown inside the OR	24
4. Unsterilizing supplies unnecessarily	40
5. Wrong procedure in scrubbing and gowning	40

i.Others:

1.Entering the isolation room without observing proper isolation techniques	40
2.Patient falling off bed, stretcher, wheel chair etc.	80
3. Discharging patient with abnormal conditions (febrile, etc.) without referring to the C.I. or staff nurse	

• Level II	20
• Level III	40
• Level IV	60

**F. Behavior in the Clinical Area**

1. Insubordination	40 hrs.& above depending on Committee discretion
2. Unexcused Absences	No. of hours absent x 3
3. Excused absences	No. of hours absent or its equivalent
4. Studying another subject while on duty	40
5. Leaving the departments without the permission from C.I. or staff nurse	40
6. Loitering in other departments while on duty	40
7. Exchange of duty hours or patient assignment to another classmate without the permission of the C.I	40
8. Visiting sick friends and relatives in the hospital without permission slip from the C.I. or staff nurse and C.I.	40
9. Entertaining visitors while on duty	40
10. Rendering nursing care to a sick friend or relatives admitted in other department without permission from the C.I. or staff nurse	40
11. Eating in the nurse's station, patient's room, in the ward while on duty	40

12. Reading non-professional books or magazines, pocketbooks, comics while on duty.	
Likewise, borrowing the same from patients	60
13. Sleeping during duty hours.	80
14. Using hospital telephone for personal use while on duty	80
15. Improper use of hospital forms or charts	40
16. Getting hospital supplies for personal use	40
17. Tampering of records or announcements or notices	100
18. Playing cards, etc, in the patient's room	80
19. Reporting in the Clinical area smelling of liquor or cigarettes	120
20. Smoking and drinking alcoholic beverages while on duty	120
21. Bringing and/or using mobile phones in the hospital premises, and other areas of exposure	100 + hospital sanctions if caught by hospital personnel
22. Vandalism	120

#### **G. Improper Grooming and Attitude**

This includes wrinkled and stained uniforms; untidy caps, dirty worn-out shoes, long fingernails, use of strong perfumes, heavy make-up, no hairnet, using rubber bands or glittering pins on the hairnet, colored or dyed hair, chemise or under shirt, socks, long hair that touches the collar, with halitosis, body odor and male students with beards, no nameplates/I.D. - 1<sup>st</sup> offense: warning + 8 hrs. for each item.

#### **H. Lockers**

Students are provided with lockers during duty hours and they should vacate after for the use of the next shift.

NOTE: Other errors not included in the guide will depend on Committee's discretion.

## **XXII.FACILITIES/STUDENT SERVICES**

### **A. Laboratory Rooms/Nursing Arts Laboratory**

1. **Biology, Chemistry and Nutrition Laboratories** operate and serve as facilities of learning experiences to nursing students in performing their laboratory and experimental activities in all Biology, Chemistry and Nutrition Classes.

2. **Nursing Arts Laboratory**

The Nursing Arts Laboratory is a well-lighted and well ventilated area divided into demonstration and simulation rooms for practice and return demonstration of nursing students.

It simulates some major areas in the hospital setting and is equipped with basic instruments, equipments and supplies to help the students develop their competences in performing nursing procedures.

- a. **Main Objective**

To produce and develop clinically, competent and quality nurses in the future globally.

- b. **Specific Objectives:**

- 1) to provide the students a pseudo actual hands- on practice or the different nursing procedure before applying them in actual hospital setting.
- 2) to facilitate and enhance mastery of nursing skills of each students in dealing with real-life hospital scenario.
- 3) to boost the morale of each nursing students of Iloilo Doctors' College that would give them an edge over those of other school.

- c. **Specification**

The Nursing Arts Laboratory (NAL) has a total area of 425.2095 sq.m which is located at the ground floor, 2<sup>nd</sup> floor & 3<sup>rd</sup> floor of nursing main building. Ground floor NAL has a total area of 192.1195 sq. m. which is divided into: 2 air conditioned amphitheater style demonstration rooms that accommodates a maximum of 50 students each (RM 105- 63.245 sq.m) and (RM 107 – 63.94 sq. m) and a simulation room (RM 106) with a total area of 65.9345 sq.m divided into 1 Delivery room (10.72 sq.m) Operating room (15.8004 sq.m) Stock room (18.0844 sq. m) and main simulation room (21.33 sq. m.) equipped with the following:

- 1) 4 hospital beds
- 2) 1 orthopedic bed

- 3) 1 birthing bed with mannequin
- 4) 1 pediatric crib
- 5) 6 bedside tables & foot stools
- 6) 1 wheelchair
- 7) IV stand
- 8) nurse station
- 9) lavatory & running water
- 10) 1 unit fire extinguisher with records of refill & expiry date.
- 11) 1 unit computer set with printer
- 12) 1 utility cabinet
- 13) 2 units air conditioner (mountain type & hanging type)
- 14) built in / display cabinet
- 15) comfort room
- 16) Basic demonstration model
  - a) Birthing bed
  - b) Newborn model
  - c) Adult bixesual model with following contraption for:
    - Basic life support
    - Tracheostomy care
    - Colostomy care
    - Enema
    - Parenteral / Intravenous (IV therapy)

**d. Delivery Room consists of the following:**

- 1) Birthing model/ birthing bed
- 2) Bassinette
- 3) BP apparatus
- 4) OB pack
- 5) Newborn pack
- 6) Oxygen tank
- 7) Gown/ gloves
- 8) Weighing scale
- 9) Drop lights
- 10) OB instruments
- 11) IV stand

**e. Operating Room consists of the following:**

- 1) Operating table
- 2) Cardiac monitor
- 3) Defibrillator with ECG monitor
- 4) 1 unit ventilator
- 5) Oxygen tank

- 6) Mayo table
  - 7) Stretcher
  - 8) OR lamp
  - 9) 1 unit air condition
  - 10) Linen hamper
  - 11) Simulated mannequin
  - 12) OR instrument
  - 13) Syringe infusion pump
  - 14) Thoracic suction machine
- f. The second floor has a total area of 192.1195 sq.m. divided into 1 demonstration room (RM 211 – 55.38 sq.m) and simulation room (RM 212 – 54.39 sq. m) which consist of the following:
- 1) 8 hospital beds
  - 2) Bed tables & foot stools
  - 3) Lavatory with running water
  - 4) IV stands
  - 5) Bedside commode
  - 6) Linen hamper/ trolley
  - 7) Mannequins
  - 8) Nurses station
  - 9) Comfort room
  - 10) Electric fans
- g. The Nursing Arts Laboratory (NAL) Extension Room in the 3<sup>rd</sup> floor of the Nursing Building has a total area of 123.32 sq.m divided into 1 demonstration room accommodating 50 students (RM 307 – 63.35 sq. m.) and simulation room ( 37-59.97 sq.m) which consists of the following:
- 1) 8 hospital beds
  - 2) Bedside tables and foot stools
  - 3) Lavatory with running water
  - 4) Comfort room
  - 5) Display cabinet
  - 6) Nurses station
  - 7) Comfort room
  - 8) Electric fans
  - 9) Facilities
    - a) 2 lecture and simulation air conditioned rooms
    - b) 2 lecture and demonstration room with electric fan
    - c) 1 simulation room with air condition
    - d) 2 simulation room with electric fan



- e) fire extinguisher with records of refill & expiry date
- f) 2 first aide emergency kit
- g) furniture's arranged accordingly to conform with hospital set-up
- h) adequate lighting and ventilation

#### **h. Equipments and Supplies**

##### **1) Visual Aids**

- a) Television set
- b) DVD player
- c) Carousel and slides for film showing
- d) Over head projectors

##### **2) Demonstration Models**

- a) CPR model (adult/ child / infant)
- b) Breast model
- c) Child model
- d) Fetus with placenta
- e) Fetal development
- f) Fetus delivery
- g) Human anatomy
- h) Infant model
- i) IV therapy model
- j) Mannequins
- k) Penis model
- l) Pregnant torso
- m) Torso model
- n) Internal organs model

#### **i. Mechanical Model**

- 1) Defibrillator with ECG
- 2) Ventilator
- 3) Blood pressure monitoring
- 4) Syringe infusion pump
- 5) Thoracic suction machine
- 6) Suction Machine

#### **j. Utilization, Maintenance and Improvement**

Regular reporting for maintenance and repair of equipments to ensure safety and in good working condition. Materials are labeled and stored in safe cabinets accessible to students for use during demonstration & practice. Proper use & care of special equipments is maintained. Stocks are periodically updated

by regular requisition. Records of maintenance & requisition are available.

k. **Exhibits / Other information**

Display cabinets available with the materials for basic procedure and various demonstration models. Procedure manuals and checklist is available to guide students on their hands on activities.

**XXIII. STUDENT NURSES' ASSOCIATION OF THE PHILIPPINES – ILOILO DOCTORS' COLLEGE CHAPTER/NURSING STUDENT COUNCIL (SNAP/NSC):**

**Officers and Job Description**

The Student Nurses' Association of the Philippines – Iloilo Doctors' College Chapter is organized by the Nursing Student Council serves as the highest governing student organization in the College of Nursing which main and greatest objective is to achieve student empowerment. It is mandated by the nursing students through elections. The organization aims to encourage students' active participation in activities and issues concerning the College of Nursing as well as the Iloilo Doctors' College itself. It serves as the implementing arm of the IDC Supreme Council.

**PREAMBLE**

We, the students of Iloilo Doctors' College imploring the aid of the Almighty God, and adhering to the principles and ideals of democracy, academic freedom, and a dynamic society, in order to establish a truly dependent Student Nurses Association to maintain the laws of good order, to maintain high standards of cooperation and unity among the nursing student sector that shall promote and protect students' rights and welfare, and to serve as an instrument for the articulation of our ideals and sentiments and to encourage and support all forms of worthwhile student activities, do ordain and promulgate the Constitution attesting to uphold its integrity.

**Article I NAME, NATURE**

Section 1.The Constitution shall be known as the Student Nurses Association of the Philippines (SNAP) – Iloilo Doctors' College Chapter Constitution.

Section 2.The Student Nurses Association of the Philippines (SNAP) – Iloilo Doctors' College Chapter is the duly authorized/recognized organization of the nursing students. It represents the entire student body of the College of Nursing of

Iloilo Doctors' College. The functions of the SNAP-IDC Chapter should be such that through them, nursing students shall be able to exercise academic freedom and to apply academic means, participate in maintaining and improving the environment in which the freedom of each is tempered by equality for all, and in the process develop their leadership potentials and values needed in nation building.

## **Article II DECLARATION OF PRINCIPLES AND OBJECTIVES**

### **Section 1. Principles**

- a) The Student Nurses Association of the Philippines (SNAP) – Iloilo Doctors' College Chapter believes that access to academic freedom in tertiary level of all educational institutions should be guaranteed to everyone;
- b) Education should be provided to every student for his self-actualization and the development of his capacity for the service of society;
- c) Education should develop man's physical, mental, emotional, social, cultural, and spiritual potential to the fullest;
- d) Education should enhance reflective, critical thinking in order to make informed judgment free of dogmas and myths;
- e) Education should promote general awareness through mass interaction and other means of communication out of divergence for the attainment of truth and justice;
- f) Educational institutions should foster greater involvement in community life, since both the school and the community are concerned with the welfare of the students; and
- g) Educational institutions should provide students' representation in the formulation of policies concerning them.

### **Section 2. Objectives**

- a) To foster and facilitate nursing students' needs and interest;
- b) To promote and defend academic freedom in the nursing department of Iloilo Doctors' College;
- c) To safeguard and promote the rights and general welfare of the nursing students;
- d) To develop the spirit of unity among nursing students;
- e) To develop and create a responsible studentry in the nursing department who will put educational opportunity to optimal use;

- f) To serve as a vital forum for the articulation of student ideas and sentiments that should lead to the matters affecting the activities of the institution in particular and the nation in general; and
- g) To develop social awareness and instill national consciousness among nursing students.

### **Article III MEMBERSHIP**

The Student Nurses Association of the Philippines (SNAP) – Iloilo Doctors’ College Chapter shall be composed of all registered nursing students in Iloilo Doctors’ College – College of Nursing on the current semester/summer.

### **Article IV ELECTION**

Section 1. The election for the Student Nurses Association of the Philippines (SNAP) – Iloilo Doctors’ College Chapter shall be held within two weeks from the first day of classes of the first semester after the school year.

Section 2. Officers elected in the Students Nurses Association of the Philippines (SNAP) – Iloilo Doctors’ College Chapter must be a legitimate officer in his or her level council specifically the president, vice president, secretary, treasurer, auditor, and business manager.

### **Article V ADVISERS**

Section 1. The SNAP Adviser must be a full time member of the Iloilo Doctors’ College – College of Nursing.

Section 2. SNAP Advisers shall be recommended by the officers to be approved by the Dean.

### **Article VI ORGANIZATION OF STUDENT COUNCIL**

The Student Nurses Association of the Philippines – Iloilo Doctors’ College Chapter is the supreme nursing student organization of Iloilo Doctors’ College herein referred to as SNAP. The SNAP – Iloilo Doctors’ College Chapter shall have the jurisdiction over the entire student body of the Nursing Department in Iloilo Doctors’ College.

Section 1. The Powers of the Student Nurses Association of the

Philippines (SNAP) – Iloilo Doctors’ College Chapter

1.1 Exercise legislative and executive power among the Nursing Student body.

1.2 Adapts its own internal rules of government.

1.3 Represent the students in all policy-making bodies of the College when so provided by the law and the College

code in all occasions and events where the Nursing Students need representation.

- 1.4 Organize, coordinate, and direct all nursing student activities designed to improve the students' general welfare as well as to prepare the students for constructive citizenship.
- 1.5 Foster and assist the students in creating a united front and concerted action in attaining collective goals.
- 1.6 Make recommendations and proposals to the duly constituted authority on matters regarding nursing student affairs and activities.

## Section 2.Composition

The Student Nurses Association of the Philippines (SNAP) – Iloilo Doctors' College Chapter shall be composed of the President, one (1) over-all Vice President and five (5) Vice Presidents in each year level and from the Health Aide department, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Business Manager, Assistant Business Manager, Auditor, Assistant Auditor, PRO, Assistant PRO, two members of the technical committee, and one chairman.

## Section 3.Term of Office

The officers of the Student Nurses Association of the Philippines (SNAP) – Iloilo Doctors' College Chapter shall hold office for the term of one (1) year and the preceding summer. The duly elected officers may hold office immediately after the election. They may be re-elected in the same or higher position as long as they are a member of the Council of their year level.

## Section 4. Structures and Functions

### 4.1 Administrative and Supervisory Branch

The administrative and supervisory branch of the Student Nurses Association of the Philippines (SNAP) – Iloilo Doctors' College Chapter is composed of the President, one (1) over-all Vice President and five (5) Vice Presidents in each year level and from the Health Aide department, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Business Manager, Assistant Business Manager, Auditor, Assistant Auditor, PRO, and the Assistant PRO.

### **The President**

Qualifications:

1. Must be a senior nursing student duly registered in the Iloilo Doctors' College – College of Nursing in the current semester;
2. Must not have a grade lower than 2.25 in any major and minor subjects and 2.5 in RLE subjects during the semester prior to election; and
3. Must not have any “incomplete” and “dropped” grades.

**Functions:**

- a. Shall be the chief administrative and advisory officer of the SNAP-IDC.
- b. Shall have the power to issue orders or decrees subject to the approval of the 2/3 vote of the legislative body. The legislative body will be composed of all the officers during the school year.
- c. Shall preside over-all meetings of the administrative and supervisory branch of the SNAP-IDC, and can call emergency meetings of necessary.
- d. Shall sign all resolutions, documents, and communications of the SNAP-IDC.
- e. Shall represent the SNAP-IDC in his capacity as president on occasions and events the SNAP-IDC needs representation except those provided in this Constitution.
- f. Shall serve as ex-officio member of all committees in the SNAP-IDC.
- g. May assign from time to time duties to any officer of the SNAP-IDC.
- h. Shall accept or reject the resignation of any member of the SNAP-IDC.
- i. Shall assume powers implied by his position as President of the SNAP-IDC in any affair of the nursing student body.
- j. May temporarily designate an officer of the SNAP-IDC in cases of vacancy in lower offices until such time that a qualified person will serve the remaining term of office of the predecessor.

**The Over-All Vice President**

**Qualifications:**

1. Must be a junior or senior nursing student duly registered in the Iloilo Doctors' College – College of Nursing in the current semester.

2. Must not have a grade lower than 2.25 in major and minor subjects and 2.5 in RLE subjects during the semester prior to election; and
3. Must not have any “incomplete” or “dropped” grades.

**Functions:**

- a. Assist the President in all matters where his assistance is required.
- b. Take over the functions of the President whenever his office is vacant by reason of impeachment, resignation, absence, and physical and mental capacity.
- c. Perform such duties as the President may assign him from time to time.

**The (5) Vice Presidents**

**Qualifications:**

1. Must be a duly registered student of the Iloilo Doctors’ College – College of Nursing in the current semester.
2. Must be the President of each year level in the Nursing and Health Aide Department.
3. Must not have a grade lower than 2.25 in major and minor subjects and 2.5 in RLE subject during the semester prior to election; and
4. Must not have any “incomplete” and “dropped” grades.

**Functions:**

- a. Coordinate with the Council Officers in each year level where he/she belongs.
- b. Perform such duties as the President may assign him from time to time.

**The Secretary**

**Qualifications:**

1. Must be a duly registered nursing student of the Iloilo Doctors’ College – College of Nursing in the current semester/summer.
2. Must not have a grade lower than 2.25 in major or minor subjects and 2.5 in RLE subject during the semester prior to election; and
3. Must not have any “incomplete” and “dropped” grades.

**Functions:**

- a. Keep the journal of minutes of the meeting.
- b. Keep all papers in correspondence of the same.
- c. Perform such other duties that the President may assign him from time to time.

**The Assistant Secretary**

**Qualifications:**

1. Must be a duly registered nursing student of the Iloilo Doctors' College – College of Nursing in the current semester/summer.
2. Must not have a grade lower than 2.25 in major or minor subjects and 2.5 in RLE subject during the semester prior to election; and
3. Must not have any “incomplete” and “dropped” grades.

**Functions:**

- a. Coordinate and work hand in hand with the Secretary on the activities to be done.
- b. Perform such duties in accordance with the guidelines given by the Secretary.
- c. Perform such other duties that the President may assign him from time to time.
- d. Check and record the attendance of the officers during meetings, both scheduled and emergency.

**The Treasurer**

**Qualifications:**

1. Must be a duly registered nursing student of the Iloilo Doctors' College – College of Nursing in the current semester/summer.
2. Must not have a grade lower than 2.25 in major or minor subjects and 2.5 in RLE subject during the semester prior to election; and
3. Must not have any “incomplete” and “dropped” grades.

**Functions:**

- a. Act as the custodian of the funds of SNAP-IDC.
- b. Keep the records of the funds of SNAP-IDC.
- c. Disburse the same in accordance with the appropriation of the SNAP-IDC.
- d. Submit financial statements or reports to the Auditor and the President for liquidation of the funds.



### **The Assistant Treasurer**

#### **Qualifications:**

1. Must be a duly registered nursing student of the Iloilo Doctors' College – College of Nursing in the current semester/summer.
2. Must not have a grade lower than 2.25 in major or minor subjects and 2.5 in RLE subject during the semester prior to election; and
3. Must not have any “incomplete” and “dropped” grades.

#### **Functions:**

- a. Coordinate and work hand in hand with the Treasurer as the custodian of the funds of SNAP-IDC.
- b. Perform such duties in accordance with the guidelines given by the Treasurer.
- c. Perform such duties the President may assign him from time to time.

### **The Business Manager**

#### **Qualifications:**

1. Must be a duly registered nursing student of the Iloilo Doctors' College – College of Nursing in the current semester/summer.
2. Must not have a grade lower than 2.25 in major or minor subjects and 2.5 in RLE subject during the semester prior to election; and
3. Must not have any “incomplete” and “dropped” grades.

#### **Functions:**

- a. Keep an inventory and take care of all SNAP-IDC properties.
- b. Supervise all business and fund raising activities of SNAP-IDC.
- c. Perform such other duties as the President may assign to him from time to time.

### **The Assistant Business Manager**

#### **Qualifications:**

1. Must be a duly registered nursing student of the Iloilo Doctors' College – College of Nursing in the current semester/summer.
2. Must not have a grade lower than 2.25 in major or minor subjects and 2.5 in RLE subject during the semester prior to election; and

3. Must not have any “incomplete” and “dropped” grades.

Functions:

- a. Coordinate and work hand in hand with the Business Manager in keeping an inventory of the SNAP-IDC properties.
- b. Perform such duties in accordance with the guidelines given by the Business Manager.
- c. Perform such other duties as the President may assign him from time to time.

### **The Auditor**

Qualifications:

1. Must be a duly registered nursing student of the Iloilo Doctors' College – College of Nursing in the current semester/summer.
2. Must not have a grade lower than 2.25 in major or minor subjects and 2.5 in RLE subject during the semester prior to election; and
3. Must not have any “incomplete” and “dropped” grades.

Functions:

- a. Audit the Book of Account of the SNAP-IDC every semester and submit a report to the Advisers.
- b. Examine all disbursements of the SNAP-IDC.
- c. Perform such other duties as the President may assign him from time to time.

### **The Assistant Auditor**

Qualifications:

1. Must be a duly registered nursing student of the Iloilo Doctors' College – College of Nursing in the current semester/summer.
2. Must not have a grade lower than 2.25 in major or minor subjects and 2.5 in RLE subject during the semester prior to election; and
3. Must not have any “incomplete” and “dropped” grades.

Functions:

- a. Coordinate and work hand in hand with the Auditor in auditing the Book of Account of the SNAP-IDC.
- b. Assist the Auditor in examining all the disbursements of the SNAP-IDC.

- c. Perform such other duties as the President may assign him from time to time.

### **The PRO**

#### **Qualifications:**

1. Must be a duly registered nursing student of the Iloilo Doctors' College – College of Nursing in the current semester/summer.
2. Must not have a grade lower than 2.25 in major or minor subjects and 2.5 in RLE subject during the semester prior to election; and
3. Must not have any “incomplete” and “dropped” grades.

#### **Functions:**

- a. Coordinate with all the class presidents in activities by the SNAP-IDC.
- b. Responsible for disseminating information to officers regarding meetings, emergency conferences, and elections.
- c. Perform such other duties as the President may assign him from time to time.

### **The Assistant PRO**

#### **Qualifications:**

1. Must be a duly registered nursing student of the Iloilo Doctors' College – College of Nursing in the current semester/summer.
2. Must not have a grade lower than 2.25 in major or minor subjects and 2.5 in RLE subject during the semester prior to election; and
3. Must not have any “incomplete” and “dropped” grades.

#### **Functions:**

- a. Coordinate and work hand in hand with the PRO in disseminating information to persons and officers involved regarding meetings, emergency conferences, and elections.
- b. Perform such duties in accordance with the guidelines given by the PRO.
- c. Perform such other duties as the President may assign him from time to time.

## **Article VII TECHNICAL COMMITTEE**

The Technical Committee shall be in charge of all computer jobs, documentation of all activities, and projects of the Student Nurses Association of the Philippines.

Section 1. The committee members shall be appointed by the President and approved by the body and Advisers.

Section 2. The committee shall be composed of two members and a chairman.

Section 3. Any member of the SNAP organization can be designated as a member of the technical committee.

Section 4. Term of office shall be co-terminus with the appointing officer.

Section 5. The technical committee shall be under the jurisdiction and direct supervision of the Student Nurses Association of the Philippines (SNAP) – Iloilo Doctors' College Chapter.

## **XXIV. SECTION ORGANIZATION**

The IDC-College of Nursing requires each class section of every year level to hold an organization. The section organization serves as the organic unit of the Student Council. Its officers and members are composed of nursing students officially enrolled and assigned by the College of Nursing office and of the Registrar to a unit of a College.

### **A. Powers and Jurisdiction**

The sections organization has the following powers and jurisdiction:

1. The functions of the officers and members are limitly carried out and confined within the section only.
2. This serves as the implementing and coordinating body of the SNAP-IDC-CN Student Council.
3. It aims to promote the general welfare of the students by organizing effective effort to attain collective goals.
4. It manages, directs and administers its affairs and business in accordance with the Student Councils' constitution and by laws.
5. It enjoys the protection of the council from direct or indirect exploitation in unjust treatment.
6. It exercises other powers as provided and defined by higher authorities and superiors with the approval of the College Dean and the Office of the Student Affairs and Services.
7. It takes necessary action when necessity arises with the approval of the Office of the College of Nursing and Office of the Student Affairs and Services.

**B. Officers and Members**

The section organization elects its class officers as follows:

1. President
2. Vice President
3. Secretary
4. Asst. Secretary
5. Treasurer
6. Asst. Treasurer
7. Auditor
8. Asst. Auditor
9. Business Manager
10. Asst. Business manager
11. Two PROs
12. Two PCOs
13. Muse
14. Escort

Members of the section organization are duly registered nursing students and assigned by the office of the College of Nursing to a specific section.

**C. Adviser**

The class adviser for every section organization is designated by the Dean of the College of Nursing. He/She must be a faculty force of the Nursing Department. The roles and functions of the Section adviser must be determined and defined by the College Dean.

## XXV. APPENDICES

### A. Agreement in Connection with enrollment in IDC-College of Nursing (In Duplicate)

ILOILO DOCTORS' COLLEGE  
West Avenue, Molo, Iloilo City

#### AGREEMENT IN CONNECTION WITH ENROLLMENT IN THE IDC COLLEGE OF NURSING

KNOW ALL MEN BY THESE PRESENTS:

I, \_\_\_\_\_, single and resident of \_\_\_\_\_, in connection with my admission to and enrollment in the College of Nursing of the Iloilo Doctors' College or IDC, with the conformity of my \_\_\_\_\_(relation), \_\_\_\_\_(name), hereby agree and bind myself of my own free will to the following terms and conditions, to wit:

1. That I will do my best to study and pass all the subjects of the Nursing Curriculum with grades acceptable to or prescribed by the policies and standards of the IDC College of Nursing, particularly the Nursing and Nursing-related subjects wherein I have to obtain a grade of at least 2.5;

2. That I will attend all my classes, required conferences and seminars, other academic activities, except for reasons of incapacitating illness or other causes acceptable to the school, and that I shall comply with the required make-up classes to complete my deficiencies;

3. That I will abide by and comply with all the policies, standards, rules and regulations of the IDC and its College of Nursing, as well as those of the CHED and other regulatory government agencies and affiliate training institutions, especially: a) IDC Circular No. 09-07-01: ADMISSION, PROMOTION AND RETENTION POLICIES AND STANDARDS FOR THE COLLEGE OF NURSING (attached herewith as Annex "A"); b) IDC Policies and Rules governing Clinical Experience; and c) STUDENT CONDUCT AND DISCIPLINE, and accept all decisions of IDC or the Nursing Administration in connection with the implementation of said policies, standards and rules;

4. That I will voluntarily withdraw from or discontinue my enrollment in the Nursing Course because of:

a. Poor or unsatisfactory performance on my part in the academic and/or clinical area as evidenced by the following deficiencies:

1. A failure in Nursing or Nursing-related subjects (Anatomy and Physiology, Biochemistry and Microbiology and Parasitology), or

2. Failure in any two minor subjects during any curriculum year, or
  3. Failure twice in the same subject, or
  4. Serious deficiencies or errors in the clinical areas, or
  5. Failure to obtain the minimum passing grade of 2.5 or general weighted average of 80% required for continued enrollment or admission to the higher years;
  - b. Poor physical and/or mental health;
  - c. Serious violations of the policies and rules on student conduct and discipline;
5. That I will abide by and accept all the decisions of the IDC Administration and its College of Nursing concerning my disqualification from continued enrollment in the Nursing Course for failure to meet the policies and standards of the school and shall hold Iloilo Doctors' College, its College of Nursing as well as its administrators and teachers blameless and not liable for any damage, consequences or implications that may arise from such decisions or actions.
6. That the safe conduct during my travel to and from my home, boarding house or place of clinical assignment is my legal, moral and personal responsibility and that of my parents or guardian and I shall not hold the school liable for any untoward happening or consequence that may occur during such travel after due diligence and care has been exercised by the school instructors and administrators.

IN WITNESS WHEREOF, I have hereunto set my signature this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ in the city of Iloilo, Philippines.

---

Signature of Student

MRS. LERINA T. ALABADO, R.N., Ed.D  
Dean, College of Nursing

## CONFORMITY OF PARENT OR GUARDIAN

KNOW ALL MEN BY THESE PRESENTS:

I, \_\_\_\_\_, Filipino, of legal age and a resident of \_\_\_\_\_, \_\_\_\_\_ (relation) of \_\_\_\_\_ hereby state:

1. That I have fully read and understood the contents of the Agreement signed by my \_\_\_\_\_ in connection with his/her enrollment in the College of Nursing of Iloilo Doctors' College;

2. That I fully agree with and hereby express my conformity to terms and conditions stated therein;

3. That I shall hold the Iloilo Doctors' College, its College of Nursing, as well as its administrators and teachers blameless and not liable for any damage or untoward consequences or implications arising from any decisions or actuations made by the above named persons and entities in connection with the enrollment of my \_\_\_\_\_ in said IDC College of Nursing.

IN WITNESS WHEREOF, I have hereunto set my signature this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in the City of Iloilo, Philippines.

\_\_\_\_\_  
Signature of Parent/Guardian

MRS. LERINA T. ALABADO, R.N.,Ed.D

Dean, College of Nursing

COPY FOR THE COLLEGE OF NURSING

### A G R E E M E N T

We, the undersigned, hereby acknowledge receipt of the above Circular on ADMISSION, PROMOTION AND RETENTION POLICIES AND STANDARDS FOR THE COLLEGE OF NURSING.

We hereby agree to abide and comply with all the policies, standards and rules stated therein and to accept the sanctions and decisions of the IDC Administration and its College of Nursing in connection with the implementation of the provisions of the said circular.

IN WITNESS WHEREOF, we have hereunto set our signatures this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
STUDENT/APPLICANT

(Signature over printed/typed name)

\_\_\_\_\_  
PARENT/GUARDIAN

(Signature over printed/typed name)

WITNESSES:

1. \_\_\_\_\_  
(Signature over printed/typed name)

2. \_\_\_\_\_  
(Signature over printed/typed name)



A G R E E M E N T

We, the undersigned, hereby acknowledge receipt of the above Circular on ADMISSION, PROMOTION AND RETENTION POLICIES AND STANDARDS FOR THE COLLEGE OF NURSING.

We hereby agree to abide and comply with all the policies, standards and rules stated therein and to accept the sanctions and decisions of the IDC Administration and its College of Nursing in connection with the implementation of the provisions of the said circular.

IN WITNESS WHEREOF, we have hereunto set our signatures this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
STUDENT/APPLICANT

(Signature over printed/typed name)

\_\_\_\_\_  
PARENT/GUARDIAN

(Signature over printed/typed name)

WITNESSES:

1. \_\_\_\_\_  
(Signature over printed/typed name)

2. \_\_\_\_\_  
(Signature over printed/typed name)

**ILOILO DOCTORS' COLLEGE**  
**West Avenue, Molo, Iloilo City**

**BACHELOR OF SCIENCE IN NURSING**  
**(CMO # 14 Series of 2009)**

**FIRST YEAR**

**FIRST SEMESTER**

Course No.	TITLE	RLE				Units
		Lec	Lab	SL	C	
___ CHM 101 A	General Chemistry (Organic & Inorganic)	3	2	0	0	5
___ ENG 100	Introductory English	3	0	0	0	3
___ FIL 101A	Komunikasyon sa Akademikong Filipino	3	0	0	0	3
___ PHI 100A	Philosophy of the Human Person	3	0	0	0	3
___ PSY 101A	General Psychology with DAP	3	0	0	0	3
___ TFN	Theoretical Foundation in Nursing	3	0	0	0	3
___ PHE 101A	Physical Fitness	2	0	0	0	2
___ NSTP I	National Service Training Program	3	0	0	0	3
___ IDC 100	IDCian Culture and Values	1	0	0	0	1
	<b>TOTAL</b>	<b>24</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>26</b>

**SECOND SEMESTER**

___ ENG 101A	Study and Thinking Skills	3	0	0	0	3
___ FIL 102A	Pagbasa at Pagsulat Patungo sa Pananaliksik	3	0	0	0	3
___ BSC 105	Human Anatomy and Physiology	3	2	0	0	5
___ CHM 103	Biochemistry	3	2	0	0	5
___ NCM 100	Fundamentals of Nursing Practice	3	0	2	0	5
___ MTH 101A	College Algebra	3	0	0	0	3
___ PHE 102A	Rhythmic Activities	2	0	0	0	2
___ NSTP II	National Service Training Program	3	0	0	0	3
	<b>TOTAL</b>	<b>23</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>29</b>

**SUMMER**

___ SSC 102 A	Philippine History, Government and Constitution	3	0	0	0	3
___ PHI 101A	Logic & Critical Thinking	3	0	0	0	3
___ HA	Health Assessment	2	0	1	0	3
	<b>TOTAL</b>	<b>8</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>9</b>

## SECOND YEAR

### FIRST SEMESTER

___ SSC 103	Rizal's Life Works and Writings	3	0	0	0	3
___ PHY 101B	General College Physics	2	1	0	0	3
___ BSC 106	Microbiology and Parasitology	3	1	0	0	4
___ ENG 102	Writing in the Discipline	3	0	0	0	3
___ NCM 101	Care of Mother and Child and Family	4	0	0	0	4
___ NCM 101 RLE	Related Learning Experience	0	0	1	3	4
___ CHN 101	Community Health Nursing	3	0	0	0	3
___ CHN 101 RLE	Related Learning Experience	0	0	0.5	1.5	2
___ PHE 103A	Individual/Dual Sports	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2</u>
	TOTAL	20	2	1.5	4.5	28

### SECOND SEMESTER

___ MTH 103B	Biostatistics	3	0	0	0	3
___ ENG 103	Speech and Oral Communication	3	0	0	0	3
___ BSC 202	Pharmacology	3	0	0	0	3
___ NCM 102	Care of Mother, Child, Family and Population group at Risks or with Problems	5	0	0	0	5
___ NCM 102 RLE	Related Learning Experience	0	0	1	5	6
___ Nutr 101D	Nutrition and Diet Therapy	3	1	0	0	4
___ PHE 104A	Team sports and Games	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2</u>
	TOTAL	19	1	1	5	26

### SUMMER

___ CMP	Informatics	2	1	0	0	3
___ Educ 102	Principles & Strategies in Health Education	3	0	0	0	3
___ PHI 102A	Bioethics	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3</u>
	TOTAL	8	1	0	0	9

## THIRD YEAR

### FIRST SEMESTER

___ SSC 101B	Socio-Anthropology with Population Education	3	0	0	0	3
___ NCM 103	Care of Clients with Problems in Oxygenation Fluid & Electrolyte Balance, Metabolism & Endocrine	8	0	0	0	8
___ NCM 103 RLE	Related Learning Experience	0	0	1	5	6
___ HUM 101B	Humanities (World Civilization & Literature)	3	0	0	0	3
___ N301	Nursing Jurisprudence	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3</u>
	TOTAL	17	0	1	5	23

### SECOND SEMESTER

___ ECO 101D	Economics with taxation and Land Reform	3	0	0	0	3
___ NCM 104	Care of Clients w/ Problems in Inflammatory & Immunologic Response Perception and Coordination	5	0	0	0	5
___ NCM 104 RLE	Related Learning Experience	0	0	1	3	4
___ NCM 105	Care of Clients with Maladaptive Patterns of Behavior	4	0	0	0	4
___ NCM 105 RLE	Related Learning Experience	0	0	0	2	2
___ RSch 100A	Nursing Research 1	2	0	1	0	3
___ Elect 1	Elective Course 1	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2</u>
	TOTAL	16	0	2	5	23

## FOURTH YEAR

### FIRST SEMESTER

___ NCM 106	Care of Clients w/ Problems in Cellular Aberrations Acute Biologic Crisis including Emergency & Disaster Nursing	6	0	0	0	6
___ NCM 106 RLE	Related Learning Experience	0	0	2	3	5
___ NCM 107	Nursing Leadership & Management	4	0	0	0	4
___ CA 1	Competency Appraisal 1	3	0	0	0	3
___ RSch 100B	Nursing Research 2	0	2	0	0	2
___ ENG 200	Integrated English	2	0	0	0	2
___ Elect 2	Elective Course 2	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2</u>
TOTAL		17	2	2	3	24

### SECOND SEMESTER

___ NCM 107 RLE	Nursing Leadership & Management	0	0	0	3	3
___ CA 2	Competency Appraisal 2	3	0	0	0	3
___ INP	Intensive Nursing Practicum	<u>0</u>	<u>0</u>	<u>0</u>	<u>8</u>	<u>8</u>
		3	0	0	11	14

Prepared by:

**MRS. LERINA T. ALABADO, R.N., Ed.D**

Dean, College of Nursing

**B. Guidelines for RLE affiliation in Angel Salazar Memorial General Hospital, San Jose, Antique**

**GUIDELINES TO BE FOLLOWED FOR ANTIQUE AFFILIATION**

1. Each student must submit waiver for affiliation signed by parents/guardian with a photo copy of the signatory to the adviser, few days prior to the departure for Antique.
2. The group is supposed to go home on the second week. Any student, who wishes to go home weekly, must submit 2 copies of “special waiver” made and signed by parents/guardian with residence certificate attached. One copy to be given to the school c/o class adviser and one copy to the matron.
3. All students must be oriented by their class adviser beforehand on what to prepare for Antique affiliation. (Please see checklist)
4. Assembly time for departure for Antique is 9:00 – 10:00 am at IDC Nursing Covered Court. In case the student will be left behind, they must be accompanied by their parents in going to Antique. Departure for Iloilo is on Sunday at 6:00 am.
5. All students must attend the orientation on dormitory rules and regulations on the day of their arrival to be done by the matron. Courtesy call to the Medical Director and Chief Nurse will be done on Monday. This will be followed by orientation and tour of the hospital to meet the personnel, see the physical setup and to know the SOP of the hospital.
6. Each batch will have to stay for 21 days on a 6 days (Monday to Saturday) rotation. They go on duty in 4 areas, namely OR/DR/ER (am/pm/noc shifts), OB WARD, MEDICAL, PEDIA and SURGICAL WARD exposure is on am shift only.
7. Students who will stay behind are entitled for an on-call duty in OR-DR:
8. The students are allowed to bring books as references for case study purposes.
9. Each student is responsible for their valuables.
10. Each student is required to bring her/his own bed linens, pillowcases and hangers.
11. Payment for daily board and lodging and laundry **WILL BE CHARGED FOR EACH STUDENT** (payment should be done to the landlady in Antique). A sample computation of the charges is as follows:

<b>Board and Lodging</b>	P charge (per day)
	<u>x 21 days</u> -
	P board and lodging expenses

**Laundry**                      + P laundry charge  
P Total expenses (+ pocket money for personal allowance)

**DORMITORY RULES AND REGULATIONS (The Dormitory and Antique affiliations are extension of IDCCN and still covered by the school regulations)**

1. All students must abide strictly to dormitory rules and regulations. Any violation is subjected to disciplinary action since this is an extension of the college.
2. All students are under the management of the dormitory matron.  
Matron on Duty: Mrs. Allyn Rose Cebuano – 8 am – 4 pm  
Mrs. Felicita Panaligan – 4 pm – 12 mn & 12 mn – 8 am
3. Students are only allowed to go out once a week, Saturday 3:00 – 5:00 pm and Sundays from 3:00 to 6:30 pm and may be extended only during Sunday for church services. They should ask permission from the matron on duty. Students are only allowed to go out at the downtown or town proper. They are not allowed to go to the beach.
4. Student should have a buddy or by groups when they go out for security reasons.
5. Student should log-out before going out, state the time of leaving and log-in upon arrival, state the time of coming in.
6. Report immediately to the matron on duty or C.I. any untoward manifestations, event or actions for proper management.
7. Report immediately any missing items and out of order equipments to the matron.
8. Smoking and drinking alcoholic drinks and vandalism are ***STRICTLY PROHIBITED.***
9. Observe silence always. Be considerate with others.
10. Vandalism or writing of any sort on the walls is prohibited.
11. Help maintain cleanliness and orderliness of the dorm. Practice “clean as you go” attitude. Put off electric fans, lights before leaving the dorm.
12. Lights will be off at 10:00 PM.
13. Turn over all locker keys to the caretaker/matron before you leave for duty.
14. Gate of the dorm is locked after 12:00 MN. Students who wish to go to the dormitory for some reasons must inform his or her CI, so the latter could text the matron on duty. Students should bring the necessary things needed (like sanitary napkins, snacks, etc.) to avoid returning back to the dorm.

15. Observe the following bell codes:  
     1 bell – MEETING  
     2 bells – MEAL IS READY  
     3 bells – CURFEW  
     4 bells – WAKE UP TIME for AM duty @ 5:00 AM.  
     Continuous bells – EMERGENCY
16. Curfew is 5:00 o'clock pm except those on duty.
17. Sign in the LOG BOOK every time you go in and out.
18. Visiting hours is Saturday and Sunday 3:00 – 5:00 pm.
19. Entertain your visitor in the receiving room or place designated (not in the room).

## **FOOD AND LAUNDRY REGULATIONS**

### **Food**

1. Always observe meal schedules:  
     Breakfast                      6:00 – 9:00 AM  
     Lunch                          11:30 – 2:00 PM  
     Dinner                         6:30 – 9:00 PM
2. Inform the matron for any food allergies, make suggestions for food preferences.
3. No eating inside the bedrooms.
4. Mineral water is for drinking only, and should not be used for tooth brushing and washing.
5. Tooth brushing is not allowed on sink or lavatory; it is used for washing dishes only. Tooth brushing should be done outside the clothesline area.

### **Laundry**

1. Laundry services are on 3 week basis only.
2. Dropping of laundry is from Monday to Saturday. Sunday is rest day for laundry staff. Cut-off time for dropping is 6:00 am daily and collection time is 7:00 daily Monday thru Saturday.
3. Uniform, civilian clothes, towels, bed sheets, sando, pantylets', and men's socks are accepted for laundry. Underwear and lady's stockings are not accepted.
4. All items for laundry must have name labels written in a conspicuous part of the item for easier identification. Unlabeled items will not be accepted for laundry.
5. All laundered items will be returned on the same day. However, if the weather does not cooperate, priority is given to uniforms (will be released and assured to return not later than 7:00 am the following day) the rest of the items will be returned late in the afternoon.
6. Transparent plastic is used for protecting uniforms during transport and must be returned back to the laundry.

7. Clothes which have the tendency to stain must be wrapped in a plastic and marked “galubad”...so it will be returned separately.
8. List down your clothes dropped in a laundry; checklist must be accomplished when they are received.

Prepared by:  
**MRS. AURORA F. NISMAL**  
Team Leader, Antique Affiliation

Noted by:

**MRS. MA. JOSEPHINE B. PROVIDO, RN, MAN**  
Clinical Coordinator

Approved by:

**MRS. LERINA T. ALABADO, R.N., Ed.D**  
Dean, College of Nursing



**C. Student's Information Data Sheet**

**(Information Data Sheet)**

**Iloilo Doctors' College  
College of Nursing  
West Avenue, Molo, Iloilo City**

**Name:** \_\_\_\_\_ **Sex:** \_\_\_\_\_ **Yr. & Sec.** \_\_\_\_\_  
**CityAddress:** \_\_\_\_\_ **Tel No.** \_\_\_\_\_  
**ProvincialAddress:** \_\_\_\_\_  
**Date of Birth:** \_\_\_\_\_ **Place of Birth:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Civil Status:** \_\_\_\_\_  
**Nationality:** \_\_\_\_\_ **Religion:** \_\_\_\_\_  
**Name of Parents/Guardian:** \_\_\_\_\_ **Tel. No.** \_\_\_\_\_  
**Address:** \_\_\_\_\_

\_\_\_\_\_ **Semester, SY 200** \_\_\_\_\_ **- 200** \_\_\_\_\_

<u>SUBJECTS</u>	<u>TIME</u>	<u>DAY</u>	<u>ROOM</u>	<u>INSTRUCTOR</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\_\_\_\_\_  
**Student's Signature**

D. Waiver



**ILOILO DOCTORS' COLLEGE**  
**College of Nursing**  
**West Avenue, Molo, Iloilo City**

**WAIVER**

\_\_\_\_\_  
Date

To Whom It May Concern:

This is to certify that I, the parent/guardian of Mr./Ms. \_\_\_\_\_, a student of this college, am holding the College free of any responsibility for whatever may happen to my son/daughter in the course of their \_\_\_\_\_ affiliation, after exercising due care, because of his/her irresponsible behavior.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent/Guardian's Signature

**E. Special Incident Report Form**

(Accomplish in 4 copies)



ILOILO DOCTORS' COLLEGE  
COLLEGE OF NURSING  
West Avenue, Molo, Iloilo City

**SPECIAL INCIDENT REPORT**

NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_ DEPT. \_\_\_\_\_ DATE: \_\_\_\_\_  
NAME OF PATIENT: \_\_\_\_\_ AGE: \_\_\_\_\_ PHYSICIAN: \_\_\_\_\_  
DIAGNOSIS: \_\_\_\_\_  
NATURE OF INCIDENT: \_\_\_\_\_  
TIME AND DATE: \_\_\_\_\_ PERSON NOTIFIED: \_\_\_\_\_

**DETAILED EXPLANATION OF THE STUDENT:**

Signature of the Student \_\_\_\_\_

Remarks of the Person Notified:

Signature: \_\_\_\_\_

Remarks of the Guidance Committee:

Signature: \_\_\_\_\_

Signature of Chairman: \_\_\_\_\_ Secretary: \_\_\_\_\_

F. **Make-up Slip**



ILOILO DOCTORS' COLLEGE  
**COLLEGE OF NURSING**  
West Ave., Molo, Iloilo City

**MAKE-UP SLIP**

Name: \_\_\_\_\_

Year & Section: \_\_\_\_\_

Department: \_\_\_\_\_

Total Number of Hours Completed:

\_\_\_\_\_

Day\_\_\_\_\_Time\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of CI / Staff:

\_\_\_\_\_Date \_\_\_\_\_

\_\_\_\_\_Date \_\_\_\_\_

**Note: Return this to the Clinical Coordinator**

G. **Excuse Slip**



**ILOILO DOCTORS' COLLEGE  
COLLEGE OF NURSING**

**EXCUSE SLIP**

\_\_\_\_\_

Date

Name: \_\_\_\_\_ Course/Year: \_\_\_\_\_

I am sorry for having been \_\_\_\_\_

\_\_\_\_\_

(Date)

(State reason/s)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subjects	Instructor's Initial

( ) Excused      Excused Absences \_\_\_\_\_

( ) Unexcused      Unexcused Absences \_\_\_\_\_

( ) Others      Tardiness \_\_\_\_\_

\_\_\_\_\_

**Principal/Head/Dean**

(Please return this slip to the Adviser after Instructor's signature is obtained.)

**B. Special Waiver for IV/Parenteral Medication  
Administration Return Demonstrations Form**



**ILOILO DOCTORS' COLLEGE**

College of Nursing  
West Avenue, Molo, Iloilo City  
**W A I V E R**

---

Date

**To Whom It May Concern:**

I, \_\_\_\_\_, a BSN I- \_\_\_\_ student, willingly submit myself to undertake and perform the RETURN DEMONSTRATIONS on the Administration of Parenteral Medications through Intramuscular injection and Skin Testing as required in RLE 100. I understand that the procedure requires us to perform and administer it to a fellow classmate and that he/or she agrees to take part in the said activity. Even with thorough supervision, any misbehavior and misdemeanor on my part will not make the school and/or my clinical instructor liable for the said act. I am totally aware that I am responsible for my actions during the activity.

---

Signature Over Printed Name

**CONFORME:**

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Signature of Partner Over Printed Name

---

Signature of Parent/Guardian over Printed Name

C. Application for Graduation Form



ILOILO DOCTORS' COLLEGE  
College of Nursing  
West Avenue, Molo, Iloilo City

\_\_\_\_\_  
Date

APPLICATION FOR GRADUATION

I would like to apply for graduation from the \_\_\_\_\_ as of  
\_\_\_\_\_, 200\_\_\_\_\_.

PERSONAL DATA

Primary course completed at \_\_\_\_\_ School-Year Graduated \_\_\_\_\_

Elementary course completed at \_\_\_\_\_ School-Year Graduated \_\_\_\_\_

High School course completed at \_\_\_\_\_ School-Year Graduated \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Home Address \_\_\_\_\_

Name to be printed in the diploma:

\_\_\_\_\_  
USE BLOCKLETTER

\_\_\_\_\_  
Applicant's Signature

Approved for Graduation:

\_\_\_\_\_  
Dean/Principal

**ILOILO DOCTORS' COLLEGE**  
**West Avenue, Molo, Iloilo City**

**STATEMENT OF CANDIDATE FOR GRADUATION IN CONNECTION**  
**WITH HIS PARTICIPATION IN THE COMMENCEMENT EXERCISES**

I, \_\_\_\_\_, a candidate for graduation from the \_\_\_\_\_ Course in the College, in order to be allowed to participate in the Commencement Exercises 20\_\_\_\_ of the said College, do hereby bind myself, of my own free will, to the following conditions and stipulations:

1.           That I shall consider myself as a full-pledged graduate from my course only after having (a) completed or complied with all the requirements of the Course and (b) my graduation then from duly approved by the Department of Education, Culture and Sports through the issuance of the Special Order (S.O.) covering my graduation;
2.           That the Commencement Exercises of 20\_\_\_\_, in which I am allowed to participate, shall be deemed by me only as a simple ceremony, without any implications whatsoever that I am already a full-pledged graduate from my course with all the honors, rights and privileges appertaining thereto, the proclamations, words and acts of the school officials to the contrary not with standing, until I have complied with all the conditions and stipulations in paragraph 1 above;
3.           That, likewise, the inclusion of my name in the list of conditions for graduation, or my name or picture in College Annual, or other campus publications or issuance shall not be construed by me that I am already a full-pledged graduate until I have complied will all the conditions and stipulations in paragraph 1 above;
4.           That I recognize that I have not yet completed or complied with all the requirements of my course on the date of my graduation and that I shall therefore endeavor to complete or comply with such remaining requirements as soon as possible;
5.           That I shall held the Iloilo Doctors' College blameless for any untoward consequences or implication that may arise in connection with my participation in the said Commencement Exercises.

IN WITNESS WHEREOF, I have hereunto affixed my signature this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, in the City of Iloilo, Philippines.

Witnesses:

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
School Representative

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Typed/printed name

\_\_\_\_\_  
Typed/printed name



## K. Nursing Student's School and Duty Uniforms



SCHOOL UNIFORM



CHN UNIFORM



OR /DR SCRUB SUIT



## MALE CLINICAL UNIFORM



## FEMALE CLINICAL UNIFORM

## **XXVI. REFERENCES**

- A. Circular No. 11-04-01 RE: Admission, Promotion and Retention Policies, and Standards for the College of Nursing
- B. Circular No. 09-04-29 RE: Student Conduct and Discipline for the College of Nursing
- C. Iloilo Doctors' College Student Handbook Revised 2008
- D. Pampers-MCNAP Aral-Alaga Nursing Scholarship Guideline
- E. Manual on CMO #14 series 2009