The Hashemite University
Faculty of Nursing
Student Handbook
2022-2023

Student Handbook Contents:

Dean's message

On behalf of our faculty, staff, administration, and students, it is my pleasure to welcome you to our Faculty of Nursing (FON) at the Hashemite University (HU).

Our faculty is committed to EXCELLENCE- INNOVATION- PASSION- INTEGRITY- EFFECTIVENESS. These "guiding principles" include a commitment to excellence in everything we do, the use of innovative approaches to stay ahead of a changing environment, passion and integrity that are well reflected in everything we do, and teamwork to maximize our effectiveness.

The Faculty of Nursing (FON) was established in 1999/2000 with 101 students in the basic baccalaureate program. Since then, there has been an increase in baccalaureate program enrollments. We currently have 950 students formally enrolled in the baccalaureate program, and 35 students in the graduate program; and we anticipate significant growth to continue in these programs.

Our school has a strong tradition of educating the best and the brightest in clinical practice, education and nursing research. Our faculty is expert in its fields and is dedicated to educating the future generation of nurses. The school works both locally and globally to meet our mission of educating and conducting research that advances evidence based nursing. The faculty members at the FON are young, motivated with varied experiences in clinical settings. In addition, some of them are double qualified, which makes our faculty more distinctive. At the FON, all faculty members are using Problem-based Learning (PbL), Evidenced-based Practice (EbP), and Information Technology (IT) in their teaching method. Parts of some courses are taught via simulation. All faculty members are working with the spirit of the team and all are looking for excellence in academia. In 2019/2020, the faculty updated its nursing curriculum plans. In results, the FON was ranked first in "Quality Assurance (QA) Project 2006-2007,"(accredited by American Associations for QA), ranked first in "Quality Assurance (QA) Project in 2007-2008 (coordinated by the Jordanian Higher Education Accreditation Commission), ranked first in the "National Competency Exam" in 2006-2007", and second in the same exam in 2005-2006. In 2008-2009, a master's program in nursing was started in two specialties (oncology, psychiatric and mental Health) and expanded in 2019 to involve maternity and women health as the first program in Jordan. Our programs (Bachelor and Master) are accredited by Jordanian Higher Education Accreditation Commission (HEAC).

I invite you to join our school and experience the great profession of nursing. Trust that it will be an exciting as well as challenging experience.

Prof. Jamila. A.R. A. Abu-Idhail

Dean of the College of Nursing

Introduction

Faculty of Nursing brochure

The Hashemite University (HU) seeks excellence in all aspects of its performance, to have a positive impact on Jordainian society. The vision, philosophy and goals of the faculty of nursing are stemmed from the vision, philosophy and goals of the HU. They are also consistent with the rules and regulations of the Ministry of Higher Education and Scientific Research and the Jordanian Nursing Council.

The faculty of nursing (FON) was established in 1999, it has been granting a bachelor's degree in nursing, which was the first accredited program in Zarqa city, Jordan at that time. The program consists of (137) credit hours, over the course of four academic years. The FON was established based on the urgent need for registered nurses at the local and international levels in order to prepare qualified nurses who can provide healthcare services to individuals, families, and communities in health and illness. The Baccalaureate Nursing Program was accredited by the Higher Education Accreditation Commission in 2010/2011. This accreditation has been renewed by Accreditation and Quality Assurance Commission for Higher Education Institutions in 2022/2023.

In 2010, the Master of Nursing program was established to prepare advanced practice nurses who can function as experts, leaders in their field of specialization, able to manage the healthcare of their patients, and consultants in the different areas of nursing. The faculty grants a master's degree in oncology nursing, psychiatric and mental health nursing and maternal and women's health nursing with (33) credit hours in two tracks (thesis / comprehensive) for two academic years.

The faculty is committed to creating a diverse, multicultural learning community to meet the different short and long term educational needs for students with diverse backgrounds and goals. Particular emphasis is placed on preparing qualified clinical nurses and researchers who are able to meet the challenges of a rapidly changing healthcare system. The number of faculty members is 26 PhD holders, 4 MSc holders and 37 qualified clinical instructors.

In 2006, three departments were created within the faculty of nursing; Adult Health Nursing Department; Maternal, Child and Family Health Department; and Community and Mental Health Department. At the same year, the faculty was ranked the second among other Jordanian faculties in the National Competency Exam. In 2007, the faculty was ranked first in the Quality Assurance Program among other Jordanian Faculties of Nursing and ranked first in the National Competency Exam among other Jordanian Faculties of Nursing.

The Faculty of Nursing is in the process of obtaining international accreditation from the Accreditation Commission for Nursing Education (ACEN). The faculty obtained initial Candidacy accreditation from the Accreditation Commission for Nursing Education (ACEN) on 8-18-2022.

The Mission of the Faculty of Nursing

To offer a quality undergraduate program in nursing that prepare life-long competent, skillful, and adaptive leaders to develop, disseminate, and perform latest evidence- based quality

nursing knowledge in promoting and protecting the health and well-being of all individuals, families and communities, improving nursing profession and developing health care system.

The Vision of the Faculty of Nursing

The Faculty of Nursing will be a benchmark in nursing education and research at the national and international levels. Our graduates will be creative, skillful, caring, knowledgeable nurses who will lead for excellence in health care and health promotion of individuals, families and communities in collaboration with other health disciplines.

Objectives of the Faculty of Nursing

The Faculty of Nursing, with its Bachelor's and Master's programs in Nursing, aims to:

• Developing the competent skills required by the professional standards and code of professional ethics for students.

• Attaining the goals and requirements of students and employers by providing rehabilitation and career enhancement programs that ensure flexibility and freedom of choice.

• Promoting improvement in the fields of knowledge and nursing skills.

• Encouraging personal and professional growth by promoting skills contributing to functional independence.

• Developing nursing practices based on applied research and evidence-based practice.

Student Learning Outcomes (SLO's)

By the end of the program, the graduate of B.Sc. in nursing at Hashemite University will be able to:

SLO 1: Utilize the nursing process to promote health, prevent diseases and provide holistic care of diverse individuals, families, and populations in various health care settings.

SLO 2: Demonstrate competency and safety in providing professional, ethical and evidence based nursing care to individuals, families and communities at all age stages.

SLO 3: apply problem- solving and critical thinking skills in clinical decision making, planning, implementing and evaluating evidence based nursing practice.

SLO 4: Apply leadership principles, management skills and quality improvement techniques within the scope of professional practice to ensure quality of patient-centered care.

SLO 5: Collaborate professionally with individuals, families, communities, and members of the multi-disciplinary health care team to promote health.

SLO 6: Use affordable resources, and use of health care technologies & information in different health care settings.

SLO7: Demonstrate ability for professional growth, self-development and improve performance.

Academic degrees awarded by the college

- Bachelor's degree in Nursing Science
- Master's degree in Nursing Science

International Program Fee Jordanian) (dinar	Parallel Program Fee (JD)	Regular program fee Jordanian) (Dinar	Study Duration in years	Specialty name	Degree
80	70/60	20	4	Nursing	BA
100	-	100	2	Nursing science	Master's

College of Nursing Committees
- Equalization and Bridging Committee
- Academic Advising Committee
- College Alumni Follow-up Committee
- Library Committee
- Website Content Committee
- Study plan committee
- Student Issues and Activities Committee

- Field Training and Operational Coordination Committee

- The Scientific Research Committee of the College

- social Committee

- Budget and Finance Committee

- Accreditation Committee

- Quality Assurance Committee

- Equipment and Laboratories Committee

- Public Safety Committee

- Committee for studies, consultations, communication with the local sector, community service, conferences, seminars and scientific workshops

- Strategic plan development committee

- College Postgraduate Studies Committee

- Committee on Learning Resources, Computing of Materials, and Continuing Education

- Marks, Examinations, Academic Schedule and Monitoring Committee

- Appointment and Promotion Committee

- Incoming Students Follow-up Committee at the College

- External Equations Committee

Faculty Departments and Specializations

1- Department of Community and Mental Health Nursing

The Community and Mental Health Nursing Department is one of three departments at the Faculty of Nursing-Hashemite University. The department contributes courses within the bachelor's degree at the level of the third and fourth years, in addition to the master's program in "Psychiatric and Mental Health Nursing". The department courses are concerned with developing different skills, behaviors and attitudes that enable students to adapt to work conditions and communicate effectively with different types of patients in different situations and conditions.

2- .Department of Adult Health Nursing

Adult Health Nursing department is one of the three departments of the Faculty of Nursing of the Hashemite University, founded in the academic year 2005-2006. It aims to provide both theoretical and practical educational environments for students of the Faculty of Nursing in the bachelor and master programs. This is by providing them with the necessary knowledge and skills in dealing medical care recipient whether they are inside or outside the hospital.

3- .Department of Maternal, Child and Family Health Nursing

The Department of Maternal, Child and Family Health Nursing plays an important role in The Maternal, Child, & Family Health Nursing department is one of three major departments in the Faculty of Nursing at the Hashemite University. The department was established in the academic year of 2005/2006 based on the vision and mission of the faculty. The department mainly prepares students for the Bachelor of Nursing at the third-year level by offering basic courses in maternal, child, and family health nursing. The department offers also a graduate master degree in the field of maternal and women's health nursing. This program focuses on developing advanced nursing skills for health care issues that relates to women during different stages of life.

Nursing Plan

Bachelor Degree Requirements for Nursing Science:

- The student should complete successfully the minimum of (**137**) one hundred and thirty seven credit hours.
- The credit hours are distributed according to the following study plan:

No.	Requirements	Number of Credit Hours
1.	**University Requirements:** A. Mandatory Requirements B. Elective Requirements	27 18 9
2.	**Faculty Requirements** A. Mandatory	23 23
3.	Specialty Requirements A. Mandatory Requirements B. Elective Requirements	84 72 12
4.	**Free Course**	3
	Total	**137**

Teaching Methods	Credit Hours
Face to Face	**83**
Blended	**33**
Online	**21**
Total	**137**

Courses' Code Number

NO.	COURSE
0	Mental Health Nursing
1	Community Health Nursing
2	Clinical Practicum and Professional Adaptation
3	Fundamentals of Nursing
4	Adult Health Nursing
5	Nursing Leadership and Management
6	Maternal - Family Health Nursing
7	Child Health Nursing

Example: -

Maternal–Family Health Nursing "Theory"						1507031361			
1	5	0	7	0	3	1	3	6	1
year		Faculty		Department		Program	Level	Scope	No.

Department's Code Numbers

NO.	Department
1.	Community Health Nursing and Mental Health Nursing
2.	Adult Health Nursing
3.	Maternal- Child –Family Health Nursing

First: University Requirements: (27) twenty-seven credit hours distributed as follows:

1. **Mandatory Requirements (18) Eighteen credit hours distributed as follows:**

Course No.	Course Name	Credit Hours	Weekly Hours		Teaching methods	Pre-requisite
			Theory	Clinical		
2214041117	Military Sciences	3	3	-	Online	-
1714041118	National Education	3	3	-	Online	-
2116011101	Communication Skills in Arabic Language	3	3	-	Online	**Remedial course 0121601099**
2116021101	Communication Skills in English Language	3	3	-	Online	**Remedial course 0121602099**
2114041124	Healthcare Innovation and Entrepreneurship	2	2	-	Online	
2114041125	Life Skills	2	2	-	Online	
2114041123	Leadership and Social Responsibility	2	2	-	Online	

2. **Elective Requirements:**

(9) Nine credit hours the student will select the following list:

Course No.	Course Name	Credit Hours	Weekly Hours		Teaching Methods	Pre-requisite
			Theory	Clinical		
1804001128	Cyber Hygiene	3	3	-	Online	110108099
2210031100	Digital Culture	3	3	-	Online	
1714041101	University of life Students	3	3	-	Online	
1714041102	Introduction to Psychology	3	3	-	Online	
1714041110	Islam Current Issues	3	3	-	Online	-
1714041111	Islamic Thought	3	3	-	Online	-
1714041112	Jerusalem: History and Civilization	3	3	-	Online	-
0111404113	Principles of Art & Beauty in Literature	3	3	-	Online	-
0111404114	Jordan: History and Civilization	3	3	-	Online	-
0121601105	Applied Arabic Language	3	3	-	Online	-
0121602102	Applied English Language	3	3	-	Online	-
0121602103	Artistic Translation	3	3	-	Online	-
0141603101	Italian Language	3	3	-	Online	-
0111404101	Student & the University	3	3	-	Online	-
0111404102	Introduction to Psclology	3	3	-	Online	-
0111404103	Life Skills	3	3	-	Online	-
1714041104	Family and Child Education	3	3	-	Online	-
0111404115	Sociology	3	3	-	Online	-
0111404116	Heritage & Tourism	3	3	-	Online	-
0111404120	Economics & Management	3	3	-	Online	-
0111404121	Law in Our Life	3	3	-	Online	-
0141404193	Palestinian Case	3	3	-	Online	-

0111404122	Principles of Sign Language	3	3	-	Online	-
0110108104	Energy & its Sources	3	3	-	Online	-
0110108113	Biotechnology in the community	3	3	-	Online	-
0110108114	Principles of Vehicle Mechanics	3	3	-	Online	-
0110108115	Computer Ethics	3	3	-	Online	-
0110108130	Health Promotion & Nutrition	3	3	-	Online	-
0110108131	Health Education & First Aids	3	3	-	Online	-
0170108135	Reproductive Health	3	3	-	Online	-
0110108132	Sports & Health	3	3	-	Online	-
0110108133	Environmental Awareness	3	3	-	Online	-
0140108134	Ethics of Science	3	3	-	Online	-
0140108166	Pharmaceutical Edification	3	3	-	Online	-
0121603201	Spanish Language (1)	3	3	-	Online	-
0151404125	Enterpreneurship Principles	3	3	-	Online	-

Second: Faculty Requirements: (23) twenty three credit hours distributed as follows:

Course No.	Course Name	Credit Hours	Weekly Hours Theory	Weekly Hours Clinical	Teaching Methods	Pre-requisite
1701081138	General Chemistry (1)	3	3	-	Face to Face	-
1801041105	General Biology for Medical Sciences	3	3	-	Face to Face	-
2005001211	Human Anatomy	3	3	-	Blended	1801041105 or 110108105
2005001221	Human Physiology	3	3	-	Blended	1801041105 or 110108105
2005001241	Medical Microbiology	3	3	-	Blended	1801041105 or 110108105
2005001251	Nutrition and Health	3	3	-	Online	-
2117021250	Pharmacology for Nursing	3	3	-	Face to Face	140501221
0150702281	Pathophysiology	2	2	-	Face to Face	140501221or 2005001221

Third: Specialty Requirements: 84 Credit Hours
1. Mandatory courses: (72) seventy two credit hours distributed as follows:

Course No.	Course Name	Credit Hours	Weekly Hours Theory	Weekly Hours Clinical	Teaching Methods	Pre-requisite
1907021130	Introduction to Nursing	2	2	-	Face to Face	
1907021131	Fundamentals of Nursing / Theory	3	3	-	Face to Face	140501211 or concurrent & 140501221 or concurrent
1907021241	Adult Health Nursing (1)/ Theory	4	4	-	Face to Face	150702216 or concurrent & 150702281 or concurrent
1907021243	Adult Health Nursing (2)/ Theory	4	4	-	Face to Face	2117021250 or 150702242 & 141702250 or concurrent
1907031314	Scientific Research and statistical methods in Nursing	3	3	-	Face to Face	1907021243

Course No.	Course Name	Credit Hours	Theory	Clinical	Teaching Methods	Pre-requisite
01507011208	Communication Skills	3	3	-	Face to Face	150702241 or 1907021241 concurrent
0150701315	Health Promotion and Disease Prevention	3	3	-	**Blended**	150702241 or 1907021241concurrent
01507011403	Mental Health Nursing/ Theory	3	3	-	Face to Face	150703362 & 150703372
01507011404	Mental Health Nursing/ Clinical	3	-	12	Face to Face	150701403 or concurrent
01507011405	Ethics of Science and Technology	1	1	-	Face to Face	150702241 or 1907021241 concurrent
01507011411	Community Health Nursing / Theory	3	3	-	Face to Face	150703362 & 150703372
01507011412	Community Health Nursing / Clinical	3	-	12	Face to Face	150701411 or concurrent
01507011451	Nursing Leadership and Management/ Theory	3	3	-	Face to Face	150701404 & 150701412
0150701452	Nursing Leadership and Management/ Clinical	3	-	12	Face to Face	150701451 or concurrent

Course No.	Course Name	Credit Hours	Weekly Hours		Teaching Methods	Pre-requisite
			Theory	Clinical		
0150702132	Fundamentals of Nursing / Clinical	1	-	3	Face to Face	150702131 or 1907021131 concurrent
0150702215	Health Assessment / Theory	2	2	-	Face to Face	150702132
0150702216	Health Assessment / Clinical	1	-	3	Face to Face	150702215 or concurrent
0150702242	Adult Health Nursing (1)/ Clinical	3	-	12	Face to Face	150702241 or1907021241 concurrent
0150702244	Adult Health Nursing (2)/ Clinical	3	-	12	Face to Face	150702243 or 1907021243 concurrent
0150702421	Clinical Practicum and Professional Adaptation	3	-	18	Face to Face	150701412 & 150701404
0150702422	Critical Care Nursing	3	3	-	Face to Face	150701404 & 150701412
0150703361	Maternal-Family Health Nursing / Theory	3	3	-	Face to Face	150702244
0150703362	Maternal-Family Health Nursing / Clinical	3	-	12	Face to Face	150703361 or concurrent
150703363	Growth and Development	3	3	-	**Blended**	150702243 or 1907021243
0150703371	Child Health Nursing / Theory	3	3	-	Face to Face	150702244
0150703372	Child Health Nursing / Clinical	3	-	12	Face to Face	150703371 or concurrent

2. Elective Courses: (12) Twelve credit hours Chosen by students from the following courses:

Course No.	Course Name	Credit Hours	Weekly Hours		Teaching Methods	Pre-requisite
			Theory	Clinical		
0170701253	Introduction to Nursing Informatics	3	3	-	**Blended**	150702242 or concurrent
0170701354	Special Topics in Health Informatics	3	3	-	Face to Face	150702244
0150701427	Primary Health Care Nursing	3	3	-	Face to Face	150702244
0150701428	Geriatric Nursing	3	3	-	Face to Face	150702244
0150702423	Emergency Nursing	3	3	-	**Blended**	150702244
0150702425	Pain Management	3	3	-	**Blended**	150703362 & 150701372
0150703463	Nursing Midwifery	3	3	-	**Blended**	15703362 or concurrent
0150703473	Neonatal Health Nursing	3	3	-	**Blended**	150703372 or concurrent
2207011221	Psychosocial Aspects of Nursing care	3	3	-	**Blended**	150702131or 1907021131

Fourth: A Free Course:

(3) Three credit hours are to be taken upon the student's preferences from different faculties.

Course Distribution According to Departments:

First: Community Health Nursing and Mental Health Nursing Department:

Course No.	Course Name	Credit Hours	Weekly Hours		Teaching Methods	Pre-requisite
			Theory	Clinical		
0150701208	Communication Skills	3	3	-	Face to Face	150702241 or concurrent
0150701315	Health Promotion and Disease Prevention	3	3	-	**Blended**	150702241 or concurrent
0150701403	Mental Health Nursing/Theory	3	3	-	Face to Face	150703362 & 150703372
0150701404	Mental Health Nursing/Clinical	3	-	12	Face to Face	150701403 or concurrent
0150701405	Ethics of Science and Technology	1	1	-	Face to Face	150702241 or concurrent
0150701411	Community Health Nursing/Theory	3	3	-	Face to Face	150703362 & 150703372
0150701412	Community Health Nursing/Clinical	3	-	12	Face to Face	150701411 or concurrent
0150701451	Nursing Leadership and Management/Theory	3	3	-	Face to Face	150701412 & 150701404
0150701452	Nursing Leadership and Management/Clinical	3	-	12	Face to Face	150701451 or concurrent
0150701427	Primary Health Care Nursing	3	3	-	Face to Face	1507021244
0150701428	Geriatric Nursing	3	3	-	Face to Face	150702244
170701253	Introduction to Nursing Informatics	3	3	-	**Blended**	150702242 or concurrent
0170701354	Special Topics in Health Informatics	3	3	-	**Blended**	150702242
2207011221	Psychosocial Aspects of Nursing care	3	3	-	**Blended**	150702131or 1907021131

Second: Adult Health Nursing Department:

Course No.	Course Name	Credit Hours	Weekly Hours		Teaching Methods	Pre-requisite
			Theory	Clinical		
1907021130	Introduction to Nursing	2	2	-	Face to Face	
1907021131	Fundamentals of Nursing/Theory	3	3	-	Face to Face	140501211 or concurrent & 140501221 or concurrent
0150702132	Fundamentals of Nursing/Clinical	1	-	3	Face to Face	150702131 or concurrent
0150702215	Health Assessment / Theory	2	2	-	Face to Face	150702132
0150702216	Health Assessment / Clinical	1	-	3	Face to Face	150702215 or concurrent
0190702124 1	Adult Health Nursing (1)/Theory	4	4	-	Face to Face	150702216 or concurrent & 150702281 or concurrent
1907021234	Adult Health Nursing (2)/Theory	4	4	-	Face to Face	150702242 & 141702250 or concurrent
0150702242	Adult Health Nursing (1)/Clinical	3	-	12	Face to Face	150702241 or concurrent
0150702244	Adult Health Nursing (2)/Clinical	3	-	12	Face to Face	150702243 or concurrent
0150702281	Pathophysiology	2	2	-	Face to Face	140501221
0150702421	Clinical Practicum and Professional Adaptation	3	-	18	Face to Face	150701412 & 150701404
0150702422	Critical Care Nursing	3	3	-	Face to Face	150701404 & 150701412
0150702423	Emergency Nursing	3	3	-	**Blended**	150702244
0150702425	Pain Management	3	3	-	**Blended**	150703362 & 150703372

Third: Maternal –Child and Family Health Department:

Course No.	Course Name	Credit Hours	Weekly Hours		Teaching Methods	Pre-requisite
			Theory	Clinical		
1907031314	Scientific Research and statistical methods in Nursing	3	3	-	Face to Face	1907021243
0150703361	Maternal-Family Health Nursing/Theory	3	3	-	Face to Face	150702244
0150703362	Maternal-Family Health Nursing/Clinical	3	-	12	Face to Face	150703361 or concurrent
0150703363	Growth and Development	3	3	-	**Blended**	150702243 or 140503140
0150703371	Child Health Nursing/Theory	3	3	-	Face to Face	150702244
0150703372	Child Health Nursing/Clinical	3	-	12	Face to Face	150703371 or concurrent
0150703463	Nursing Midwifery	3	3	-	**Blended**	150703362 or concurrent
0150703473	Neonatal Health Nursing	3	3	-	**Blended**	150703372 or concurrent

Community Health Nursing and Mental Health Departement

Courses Description

0150701208 Communication Skills: credit hours: 3 (3+0), pre-requisite: 150702241 or concurrent.

General principles, concepts, and skills related to communication are provided to the nursing students to: communicate effectively with patient and his family, their colleagues, health team members, and others in their daily life; understand the human behaviors; and help individuals to adapt with their surrounding environment for the purpose of achieving the optimal level of health. It focuses on stimulating students to develop effective intrapersonal communication skills, and assist them to move from merely understanding of communication principles to apply them in life effectively.

150701403 Mental Health Nursing/Theory: credit hours: 3 (3+0), pre-requisite: 150703362 & 150703372.

The concepts of health, mantal and psychological deseases, and the attitudes of individuals towards mental psycological illness and how to deal with them. Special emphases are placed on the development of interpersonal skills, communication skills, and group processes. The course is based on a holistic and humanistic framework, emphasizing critical thinking, caring, and therapeutic nursing interventions. Nursing process forms the foundation of decision-making and encompasses all significant actions taken by nurses in providing relevant mental health care to all patients.

150701404 Mental Health Nursing/Clinical: credit hours: 3 (0+ 12), pr-requisite:150701403 or concurrent.

The clinical part includes using and applying steps of nursing process as a general framework to get benefit of the course content, and clarify ways of dealing with patient who complain of psychological, mental, emotional, spiritual, or/and sociological problems that have mental or psychological effects. Students are trained in health care institutions or community settings.

150701411 Community Health Nursing/Theory: credit hours: 3 (3+0), pre-requisite: 150703362 & 150703372.

This course deals with the concept of community health, types of health communities, methods of evaluating them, building the necessary plan to maintain community health, the principles of primary and preventive health care provided to individuals , the family, and the community as a whole and the differnt roles of the community health nurse. In addition, this course discuses the role of the primary health in Jordan in promoting community health, especially in rural areas.

150701412 Community Health Nursing/Clinical: credit hours: 3 (0+ 12), pre-requisite: 150701411 or concurrent.

The clinical experience includes home visits, health education for patients, families according to the accurate scientific methods provided within a variety of settings with focus on the way of dealing and communicating with the elderly and providing care in the elderly settings.

150701451   Nursing Leadership and Management/Theory: credit hours: 3 (3+0), pre-requisite: 150701412 & 15 0701404.

this course focuses on understanding various leadership and management concepts, theories, and models, particularly decision-making and problem solving strategies.

150701452 Nursing Leadership and Management/Clinical: credit hours: 3 (0+12), pre-requisite: 150701451 or concurrent.

this course ficuses on applying various concepts, theories, and models of leadership and management. This course aims at providing the students with knowledge and skills needed to help the students to act as leaders and managers after graduation.

150701405 Ethics of Science and Technology: credit hours: 1 (1+0), pre-requisite:150702241or concurrent.

The most important ethics of scientists is a sense of responsibility towards humanity in general, do not seek to abuse what God was built, and from the honesty of science the scientist should stop at what he knows with certainty, and should not do what was he knew merely a guiss. The moral values represent the moral center of gravity in the civilizations of nations, the more adhere moral values, the more they can protect their civilization, the more began to abandon their ethics, they subject their existence to collapse and fall, that is the Sunaah of God in His Universe. And Bioethics is the study of ethical issues that arise in the field of health care and biological sciences, as well as the study of social, legal and economic issues related to ethical issues in order to achieve the principles of independence, justice, benefit and non- harm.

150701315 Health Promotion and Disease Prevention: credit hours: 3 (3+0), pre-requisite: 150701241 or concurrent.

Basic concepts of health from infancy to adulthood up to aging, how the health can be promoted, and preserving the suitable health level are basic components of this course. This course includes developing, practicing and evaluating a holistic health program. Another focus of this course is the application of the general safety measures of the surrounded environment of individuals, families, or/and communities.

150701427 Primary Health Care Nursing: credit hours: 3 (3+0), pre-requisite: 150702244

This course will assist students develop advanced skills in primary health care activities such as health promotion and prevention. Areas such as screening strategies, smoking cessation, nutrition and healthy eating, alcohol management and physical exercise advice and management will be covered. In addition, students will learn to apply the principles of health teaching and adult learning to health promotion.

150701428 Geriatric Nursing: credit hours: 3 (3+0), pre-requisite: 150702244

This course will provide information on the care of the elderly. The theories and concepts of aging, the physiologic and psychosocial changes and problems associated with the process, and the appropriate nursing interventions are discussed.

170701253 Introduction to Nursing Informatics: credit hours: 3 (3+0), pre-requisite: 150702242 or concurrent.

This course focuses on understanding the use of information technology in nursing practice, education, research, and administration. The course intends to increase information technology literacy, knowledge and skills for undergraduate nursing students. Consideration is given to the effective and efficient management of information, including accessing, retrieval and evaluation of information from different courses, documentation and storage of information. Models and theories of nursing informatics are presented. Legal, ethical, economic, and cultural issues in information technology are discussed.

170701354 Special Topics in Health Informatics: credit hours: 3 (3+0), pre-requisite: 170701253

This course provides an introduction to the clinical decision support system (CDSS) and how it can help the healthcare provider to make the decision based on the data analysis, obtain the number of important benefits including: improve quality of care and enhanced health outcomes, and to avoidance of errors and adverse events, furthermore the improved efficiency, cost-benefit, and provider and patient satisfaction. Understand and develop the main types of CDSS such as the , knowledge base (e.g., compiled clinical information on diagnoses, drug interactions, and guidelines) and displays the results to the end user, or using the systems without a knowledge base which is rely on machine learning to analyze clinical data. Demonstrate the implementation of CDSS by using variety of platforms such as: Internet-based, networked EMR, or a handheld device.

This course also, focuses on the main concepts and methods of healthcare business in general and especially in the healthcare informatics. Important content priorities of the course are the basics of Process Management and its potential, methods for analysing and improving processes and the potential of the use of ICT for process support. In addition to the theoretical fundamentals and concepts, the use of special modelling methods, e.g. the event driven process chain (EPC) or Business Process Modelling Notation (BPMN) using professional modelling tools are important topics.

2207011221 Psychosocial Aspects of Nursing care: credit hours: 3 (3+0), pre-requisite: 150702131or 1907021131

This course is designed to provide nursing students with essential knowledge, skills, and attitude about the psychological and social aspects of nursing care. This course introduces students to the basic knowledge requirements for their professional and personal success related to nursing care across the wellness continuum for patients systems across the lifespan. It also provides students

with different strategies for systematic assessment, developing competency in selected psychosocial nursing interventions, and evaluating outcomes. Role development as a psychosocial nurse with attention to the needs of diverse populations is incorporated into this course. This course helps nursing students meet the challenges of providing care to individuals with various psychosocial needs. It offers special attention to psychological and sociocultural-spiritual issues throughout an individual's life span.

Adult Health Nursing Departement
Courses Description

1907021130 Introduction to Nursing/Theory: credit hours: 2 (2+0):
This course aims at introducing the first year nursing students to the nursing profession. It provides the students with the basic, yet vital, concepts and principles of the nursing profession such as professionalism, therapeutic communication, holistic nursing care, team work, and the roles of professional nurse. This course will enrich the students' knowledge about the legal and ethical aspects of nursing which will prepare the students to become professional nurses in the future.

1507021131 Fundamentals of Nursing/Theory: credit hours: 3 (3+0), pe-requisite: 140501211 or concurrent & 140501221 or 1907021130 concurrent
    Basic understanding of certain key concepts and principles, which are fundamental to the practice of nursing, are th major milestones in this course. Historical influences on nursing practice as well as legal and ethical implications for nursing are included. Emphasis on the wellness- illness continuum. The student is introduced to the nursing process as a systematic method of problem solving in which effective communication and interpersonal relationships are central components. Knowledge about human basic needs is provided to meet the needs of the patient. Instructions throughout the course focus on the development of critical thinking skills necessary for the delivery of nursing care.

150702132 Fundamentals of Nursing/Clinical: credit hours: 1 (0+ 3), pre-requisite: 150702131 or concurrent.
    Developing the students' basic nursing skills at the faculty of nursing labs is an essential component of this course. These skills are considered basics to actual nursing practice, which would enable individuals to attain optimum health. In addition, this course aims at developing student's ability in applying the nursing care process in the laboratories; as a preparatory step for the real training process in the hospital and health centers.

150702215   Health Assessment/Theory: credit hours: 2 (2+0), pre-requisite: 150702132.
Introducing the students to the skills required to conduct a comprehensive assessment is a starting point of this course. This course deals with the basic information and skills needed to evaluate an individual's health in a comprehensive manner during the different stages of life. The focus is on the process of collecting information and comprehensive and organized clinical examination of physical, psychological, social and spiritual aspects. The information is then analyzed, the results are interpreted, and any deviation from the normal health condition is distinguished

150702216 Health Assessment/Clinical: credit hours:1 (0+3), pre-requisite: 150702215 or concurrent.
    Practical applications of comprehensive health assessment skills, including the physical, psychological, social, and functional health aspects are basic components of this course. The process of data collection, interpretation, documentation, and dissemination of assessment data are addressed throughout the course.

150702241 Adult Health Nursing (1)/Theory: credit hours: 4 (4+0) , pre-requisite: 150702216 or concurrent & 150702281 or concurrent.
    This course covers the basic concepts and information needed to provide comprehensive nursing care to an adult and his family, and the physiological, and social response of an individual with acute or chronic conditions. The focus is on the professional role of the nurse in the process of evaluating the patient's

condition, planning the nursing process, then performing the necessary nursing procedures to improve the patient's condition and evaluate nursing performance, so that the focus is on medical terminology. Common cases, different diagnostic methods and different nursing procedures.

150702243 Adult Health Nursing (2)/Theory: credit hours: 4(4+0), pre-requisite: 150702242 & 141702250 or concurrent.

Different care modalities, basic knowledge and skills required in providing high quality nursing care for adults with critical health conditions and their families are addressed. Emphases are placed on the roles of the professional nurse in the assessment of the patient's condition, planning of nursing care, nursing intervention, and evaluation of care in critical care settings

150702242 Adult Health Nursing (1)/Clinical: credit hours: 3 (0+12), pre-requisite: 150702241 or concurrent.

Practical applications of theoretical information through the use of the nursing process in assessing, diagnosing, planning, and providing high quality nursing care for adult patients in acute and chronic conditions are essentials of this course. Basic needs and appropriate nursing care for older adults are emphasized. This course will provide the students with opportunity to interact, communicate, and provide nursing care to highly-diversified and carefully-selected patients with different diagnosis.

150702244 Adult Health Nursing (2)/Clinical: credit hours 3 (0+12), pre-requisite: 150702243 or concurrent.

Applications of the theoretical information through the use of nursing process, critical thinking and problem solving skills in providing nursing care of adult patients who are experiencing cardiovascular, pulmonary, neurological, sensor-neural and integumentary problems that require intensive care.

150702281 Pathophysiology: credit hours: 2 (2+0), pre-requisite: 140501221

External and internal stress factors influencing the human body and how the body responds and adapts to such triggers are studied. Special considerations are given to genetic abnormalities, the immune system response, tumor growth and control and other responses of body systems to such changes.

150702421 Clinical Practicum and Professional Adaptation: credit hours: 3 (0+18), pre-requisite: 150701412 & 150701404.

This course deals with independent and comprehensive clinical training in various practical training places, especially hospitals, in order to develop the knowledge structure and different nursing skills of students, which contributes to preparing them as competent nurses after graduation.

150702422 Critical Care Nursing: credit hours: 3 (3+0), pre-requisite: 150701404 &150701412.

This course focus on the integration of knowledge and skills to provide effective and efficient nursing care to critically ill adults, infants and children as well as family and community. In this course, nursing process and nursing theories will be applied to patients (persons, families, groups, and communities) experiencing acute and complex care needs, which may be life-threatening.

150702423 Emergency Care: credit hours: 3 (3+0), pre-requisite: 0150702244

This course focuses on the theoretical knowledge about emergency nursing which is an essential component of health care delivery system. This course is designed to give students

the chance to gain in depth understanding of nature of emergency nursing and role of nurse in meeting different needs of patient. It provides the students with knowledge that will help them to provide efficient nursing care during emergency and disaster situations either in pre-hospital settings or in hospital setting and also in disasters. This module will include three main parts namely basics of emergency, first aid and emergency nursing care for trauma in the different body systems and first aids and emergency nursing care for specific medical emergencies. Critical thinking and problem solving is emphasized.

150702425 Pain Management: credit hours: 3 (3+0), pre-requisite: 150703362 & 150703372.

This course will provide students with the opportunity to be educated on the issues related to end-of-life care and pain management through self assessment, interaction and skill development in order to improve their effectiveness as nurses, employees and in their own personal relationships. The course consists of an introduction, 5 course lessons, a glossary, a reference list, Links to Knowledge, and a posttest. Also, within the course are several reflective and interactive exercises where students can assess their understanding of the material. Also, this course is intended to present an overview of the diagnosis and the comprehensive treatment of a wide range of painful disorders.

Maternal-Child Health Nursing Departement
Courses Description

1907031314 Scientific Research and statistical methods in Nursing: credit hours: 3 (3+0), pre-requisite: -01907021243 or concurrent.

This course addresses principles of critical thinking and the professional nurse as a researcher, and a consumer of research and its results. The content of this course aims to develop and update the learner's ability to differentiate between ways of knowing facts with emphasis on how a scientific inquiry build a knowledge base for the nursing profession. The course focuses on research processes, ethical considerations of nursing research, problem selection and statement, literature review, conceptual and theoretical frameworks, variables, hypothesis, research questions, research designs, sampling techniques, data collection and measurement methods.
This course focuses also focuses on techniques of statistical analysis methods as a core component in the application of the research method in nursing and heath care. It covers theory of probability and distribution, research data summarization using standard descriptive statistical methods, and hypothesis testing using inferential statistics.

150703361 Maternal-Family Health Nursing/Theory: credit hours: 3 (3+0), pre-requisite: 150702244.

Physical, psychological, mental, emotional, social and economical aspects that affect women health care during antenatal, intrapartum, and postpartum stages are stressed out all over stages of the course . Also, this course emphasize on the health assessment and health maintenance of the woman and the newborn. Students also are introduced to birth spacing and fetal development. Issues related to maternal-child health and reproductive care in Jordan also will be discussed.

150703362 Maternal-Family Health Nursing/Clinical: credit hours: 3 (0+12), pre-requisite: 150703361 or concurrent.

Practical applications of theoretical information through applying the nursing process and principles of primary health care for mothers and newborn are major milestones in this course. Women during the childbearing period will be examined. Experience in preventive, supportive,

and therapeutic care is offered through clinical experience in different obstetric and gynecology departments and maternity and childhood centers .

150703371 Child Health Nursing/Theory: credit hours: 3 (3+0), pre-requisite: 150702244.

Concepts of health promotion and maintenance, and the prevention of illness and accidents, in addition to health assessment and selected physiological health problems are the major concepts of this course. Also, various physiological and social issues and health problems that face children such as inorganic failure to thrive, child negligent, and child abuse are discussed. Nursing management relevant to each problem is discussed using the nursing process, developmental theories, new trends, and recent approaches in managing and caring of children.

150703372 Child Health Nursing/Clinical: credit hours: 3 (0+12 clinical), pre-requisite: 150703371 or concurrent.

Practical applications of theoretical knowledge and basic skills in providing holistic care for children and their families are major concepts in this course. Furthermore, students are encourged to use nursing process and problem based-learning for promoting and restoring health of children and their families.

150703363 Growth and Development: credit hours: 3 (3+0), pre-requisite: 150702243 or 140503140.

Growth and development principles through different age stages of human life are assessed. Furthermore, nursing strategies which can be used for health maintenance, growth protection, and safe development will be emphasizesd through this course.

150703463 Nursing Midwifery: credit hours: 3 (3+0), pre-requisite: 150703362 or concurrent.

This course provides general nurses with basic midwifery knowledge; which will help them to be able to direct their own learning; exercise clinical judgment and work in a range of clinical settings including ante and postnatal departments; also, collaborate effectively to promote quality outcomes for women and babies. This course includes description of high risk pregnancy, complication of labour, and post partum complication's nursing care. Also, it includes nursing care of reproductive system diseases. Over the duration of the course, students are also required to follow 3 women throughout their ninth month of pregnancy, birth and the period after birth. This requires students to be on-call to attend the labour and birth.

150703473 Neonatal Health Nursing : credit hours: 3 (3+0), pre-requisite: 150703372 or concurrent.

This elective course provides general student nurses with basic theoretical and practical knowledge to manage the health care needs of newborns/infants in neonatal care units. In addition to its focus on well and normal newborns, it focuses on the pathophysiology, management and evaluation of newborns/infants with acute and chronic health problems. Covered topics will include characteristics of normal newborn babies, fetal growth and development, neonates at risk for different diseases, nursing care of neonates with alterations in respiratory, cardiovascular, gastrointestinal, neurological and urological systems. The course will also focus on specific topics such as neonatal jaundice, Infants of Diabetic Mothers (IDM) and hypoglycemic neonates, nutritional problems, infectious disorders and birth defects.

Course Distribution Plan For Nursing Students
2019-2020
First Year

First Semester						
Course No.	**Course Name**	**Credit Hours**	**Weekly Hours**		**Teaching Methods**	**Pre-requisite**
			Theory	**Clinical**		
2116021101	Communication Skills in English Language/ Mandatory University Requirement (1)	3	3	-	Online	121602099* 111405099
2116011101	Communication Skills in Arabic Language / Mandatory University Requirement (2)	3	3	-	Online	121602099* 111405098
1907021130	Introduction to Nursing	2	2	-	Face to Face	-
1701081138	General Chemistry (1)	3	3	-	Face to Face	-
180104105	General Biology for Health Sciences	3	3	-	Face to Face	-
Total (14) Credit Hours						

Second Semester						
Course No.	**Course Name**	**Credit Hours**	**Weekly Hours**		**Teaching Methods**	**Pre-requisite**
			Theory	**Clinical**		
--------	Elective University Requirement (1)	3	3	-	Online	-
140501211	Human Anatomy	3	3	-	**Blended**	140104105 or 110108105
140501221	Human Physiology	3	3	-	**Blended**	110108105 or 140501211
1907021131	Fundamentals of Nursing/ Theory	3	3	–	Face to Face	140501211 or concurrent & 140501221 or concurrent
150702132	Fundamentals of Nursing/ Clinical	1	–	3	Face to Face	150702131 or 1907021131 concurrent
111404117	Military Sciences/ Mandatory University Requirement (3)	3	3	-	Online	-
Total (16) Credit Hours						

Second Year

First Semester						
Course No.	**Course Name**	**Credit Hours**	**Weekly Hours**		**Teaching Methods**	**Pre-requisite**
			Theory	**Clinical**		
150702281	Pathophysiology	2	2	-	Face to Face	140501221
150702215	Health Assessment / Theory	2	2	-	Face to Face	150702132
150702216	Health Assessment / Clinical	1	-	3	Face to Face	150702215 or concurrent
1907021241	Adult Health Nursing (1)/ Theory	4	4	-	Face to Face	150702216 or concurrent & 150702281 or concurrent
150702242	Adult Health Nursing (1)/ Clinial	3	-	12	Face to Face	150702241 or 1907021241 concurrent
111404118	National Education/ Mandatory University Requirement (4)	3	3	-	Online	-
--------	Elective University Requirement (2)	3	3	-	Online	-
Total (18) Credit Hours						

Second Semester						
Course No.	**Course Name**	**Credit Hours**	**Weekly Hours**		**Teaching Methods**	**Pre-requisite**
			Theory	**Clinical**		
190702243	Adult Health Nursing (2)/ Theory	4	4	-	Face to Face	150702242 & 141702250 or concurrent
150702244	Adult Health Nursing (2)/ Clinical	3	-	12	Face to Face	150702243or 1907021243 concurrent
140501241	Microbiology	3	3	-	**Blended**	110108105 or 140104105
141702250	Pharmacology for non-pharmacy students	3	3	-	Face to Face	140501221
150701208	Communication Skills	3	3	-	Face to Face	150702241or 1907021241 concurrent
--------	Mandatory University Requirement (5)	2	2	-	Online	-
Total (18) Credit Hours						

Third Year

	First Semester					
Course No.	**Course Name**	**Credit Hours**	**Weekly Hours**		**Teaching Methods**	**Pre-requisite**
			Theory	**Clinical**		
1907031314	Scientific Research and statistical methods in Nursing	3	3	-	Face to Face	1907021243
150703361	Maternal-Family Health Nursing/ Theory	3	3	-	Face to Face	150702244
150703362	Maternal-Family Health Nursing/ Clinical	3	–	12	Face to Face	150703361 or concurrent
0150703363	Growth and Development	3	3	-	**Blended**	150702243 or 140503140
---	Elective Specialty Requirement (1)	3	3	-	**Blended**	-
---	Elective Specialty Requirement (2)	3	3	–	**Blended**	-
Total (18) Credit Hours						

	Second Semester					
Course No.	**Course Name**	**Credit Hours**	**Weekly Hours**		**Teaching Methods**	**Pre-requisite**
			Theory	**Clinical**		
140502254	Nutrition and Health	3	3	-	Online	-
150703371	Child Health Nursing / Theory	3	3	-	Face to Face	150702244
150703372	Child Health Nursing / Clinical	3	-	12	Face to Face	150703371 or concurrent
---	Elective Specialty Requirement (3)	3	3	–	**Blended**	-
-	Elective University requirement (3)	3	3	-	Online	-
0150701315	Health Promotion and Disease Prevention	3	3	-	**Blended**	150702241 or concurrent
Total (18) Credit Hours						

Fourth Year

First Semester						
Course No.	**Course Name**	**Credit Hours**	**Weekly Hours**		**Teaching Methods**	**Pre-requisite**
			Theory	**Clinical**		
150701411	Community Health Nursing / Theory	3	3	-	Face to Face	150703362 & 150703372
150701412	Community Health Nursing / Clinical	3	-	12	Face to Face	150701411 or concurrent
150701403	Mental Health Nursing / Theory	3	3	-	Face to Face	150703362 & 150703372
150701404	Mental Health Nursing / Clinical	3	-	12	Face to Face	150701403 or concurrent
---------	Mandatory University requirement (6)	2	2	-	Online	-
----------	Elective Speciality Requirement (4)	3	–	–	**Blended**	–
Total (17) Credit Hours						

Second Semester						
Course No.	**Course Name**	**Credit Hours**	**Weekly Hours**		**Teaching Methods**	**Pre-requisite**
			Theory	**Clinical**		
150702421	Clinical Practicum and Professional Adaptation	3	-	18	Face to Face	150701412 & 150701404
--------	Free Course	3	3	-	Face to Face	-
150702422	Critical Care Nursing	3	3	-	Face to Face	150701404 & 150701412
150701451	Nursing Leadership and Management / Theory	3	3	–	Face to Face	150701412 & 150701404
150701452	Nursing Leadership and Management / Clinical	3	-	12	Face to Face	150701451 or concurrent
150701405	Ethics of Science and Technology	1	1	–	Face to Face	150702241 or 1907021241 concurrent
---------	Mandatory University requirement (7)	2	2	-	Online	-
Total (18) Credit Hours						

Practical Training Policies

Based on the agreements concluded between the Hashemite University and other official bodies such as the Ministry of Health, the Royal Jordanian Medical Services and some other health institutions in the private sector in addition to the Ministry of Education, nursing students at the Hashemite University receive their clinical or practical training in different places in order to achieve the objectives of the practical subjects . This includes the places of practical training hospitals (governmental, private, military, educational), health centers (primary, comprehensive, maternity and childhood, rehabilitation), schools and homes for the elderly, in addition to home visits. , Zarqa, Irbid, and Mafraq .

Clinical Training Policies

Students are responsible for reviewing and complying with all instructions related to clinical and practical training, including those related *to attendance and absence, general appearance and grooming, public safety, use of a movement . Buses and duties*

1-   Attendance

•   Unless the nature of the practical material requires a different arrangement, students are expected to be present in the training places on the days designated for that and in special uniforms at eight in the morning, and they are expected to leave their training places at two in the afternoon.

•   If the student is late for the first time in attending to thetraining place untilhe ,08:15 will be given a first warning.

•   In the case that the student is late for the second time to the place of training until ,08:15 a warning will be given to him and One mark is also deducted from his mark within the "Overall Assessment".

  • In the case that the student is late for the third time in attending the training place until 8:15am, a third warning will be issued to him, and one score will be deducted from his mark in the overall assessment. The student should also refer to the general coordinator of the course.
  • In the case that the student is late to attend the training until 8:30am, 2.5 marks will be deducted from the his mark in the overall assessment. The student should also refer to the general coordinator of the course.

•   Students are expected to fully comply with the training days. Note that, according to the instructions and regulations of the Hashemite University, the student's absence must not exceed 15% of the total hours of the course, which is equivalent to one day of training. Note that it is not allowed for the student absence Except in condition Entry the hospital or condition death From First class or .because of an emergency and persuaded circumistanc.

•   If the student leaves the place of his training, even for a temporary period, he must inform the responsible nurse or teacher

2-   General Appearance and the grooming

- Students are expected Taking care of their personal appearance and adhering to the uniform designated for clinical training for the duration of their stay in the training places Includes:

o Be careful to appear professionally, and this entails maintaining hair styling (while preventing abnormal or striking hairstyles), shaving or limiting the beard for males, and tying the hair or keeping the veil folded inside the dress for females It is forbidden Make-up or manicures accessories ,lenses cosmetic eye ,perminantly.

o Maintain personal hygiene and trim nails.

o Take care to be official wear For training ironed, clean and in accordance with specifications: (for males sky blue shirt, trouser, navy blue fabric loose plain ,cravat Navy blue (optional), black shoes, and apron medical White bears the university logo and card The name student identification; Female: the kit or robes residential according to Specifications Advertiser about her, hijab A princess white Shoe, white Closed, white medical apron bearing (the university logo and the student's name card

- If the student violates the instructions for general appearance and the grooming for the first time, he will be given a first warning.

- If the student violates the general appearance and grooming instructions for the second time, a second warning will be given to him, and one mark will be deducted from his mark in the "comprehensive assessment".

- In thecase that the student violates the general appearance and grooming instructions for the third time, 2.5 will be deducted from his mark in the "comprehensive assessment" and the student must review the general coordinator of the subject.

- In addition to adhering to the special dress, the student must bring a small notebook, scissors, a headset, a ballpoint pen and a small photodetector for the use of the clinical examination.

3-   Public Safety

- Students must maintain the safety of themselves, their colleagues, the medical staff, and the recipients of health and nursing care during their training. Students in particular are prohibited from:

o Performing a venous puncture for healthcare recipients without the supervision of the responsible nurse or teacher.

o Receive doctor's verbal orders, over the phone, or receive emergency lab reports.

o Act as a witness to sign official documents (eg authorization documents for the patient's consent to perform surgeries).

o Carry the keys to the drug locker.

o Giving medicines to health care recipients in general, especially those that are given directly intravenously(IV Push .without the supervision of the responsible nurse or teacher (

o Adding insulin or anticoagulant drugs to intravenous solutions for healthcare recipients without the supervision of the responsible nurse or teacher.

o Inserting or removingsmall lumen feeding tubes orintestinal decompression tubes

- Adhere to infection prevention measures (such as washing hands and wearing gloves) when dealing with health care recipients and handling sharp medical tools according to the protocols followed.

4-   Use a movement bus

- Students are responsible for reaching and leaving clinical training places, but in order to relieve our students. The university provides a service to transport students from the university to some training places and vice versa. Accordingly, in order to maintain the continuity of this service, students must comply with the following.

o   the gathering in the place allotted According to the agreed time and attire the official

o   maintain on me cleanliness Bus with no smoking and eat foods and drinks inside the .bus

o   .Maintain the safety of chairs and bus attachments

o   Prevent employment songs on me mobile phones Or the bus recorder as it is not allowed to talk with voice .loud or singing

        o   A student who is not wearing a special uniform is not allowed to board the bus.

o   Students are not allowed to download or download them on the road for any reason.

o   Adherence to special uniform back and forth.

o   .Avoid quarreling or verbally assaulting others, including the bus driver

- A student violated the bus traffic instructions will be prohibited from using this service throughout the training period in the semester in which the violation was committed. The offending student is responsible for reaching the practical training place on time.

Communicate with others and perform tasks

- Students should act tactfully with patients, visitors, health staff, colleagues and teachers in practical training places, and not create or get involved in any problems. Accordingly, in the event of any problem, the student should go to his teacher and not act alone.
- All students are required to comply with hospital rules and policies, such as the non-smoking policy and the patient secrecy policy.
- All students should avoid gathering outside patient rooms or in patient rest rooms, or in doctors' and nursing rooms or reception areas in departments.

- If the student is absent without a convincing official excuse from a scheduled oral presentation , such as a seminar or case study or health education or the like, he will not be compensated for that at all and his mark shall be considered Zero..

- In the case that the student is late in submitting the practical training requirements according to the time specified by the practical teacher or the coordinator, he will not .receive from him and the mark will be calculated for him as zero. If there is an acceptable excuse for the absence, the training requirements will be delivered on the first working day after the absence.

- Cheating is prohibited. Accordingly, if a student is caught in a cheating incident in relation to practical training, such as transferring another worksheet or other than the medical condition assigned to him without prior notification and approval from the teacher, the cheating regulations in force at Hashemite University will apply to the student.

Instructions for using simulation labs

Simulation laboratories were designed in order to enhance the educational process for :students. Accordingly, the following students are expected

- Commitment to behavioral controls that ensure the continuity of the educational process within laboratories.
- Adhere to the uniform for practical training inside the laboratories, washing hands and wearing paws before using educational toys.
- Refrain from eating, drinking and smoking in laboratories.
- Using educational tools, toys and computers for the purpose for which they were designed and after receiving instructions on how to use them.
- Not to take the laboratory tools outside or change their place without the request of the responsible supervisor
- Use educational tools and educational toys with great care and return them to the situation and shape they were in before use.
- Handling sharp medical instruments according to the established protocols.
- Mobile phones and cameras must be kept closed in laboratories, and it is not allowed to publish or photograph educational exercises
- Writing on educational toys is prohibited, and ink pens andmarkers are not permitted to be used alongside educational toys.
- Do not sit on the beds inside the laboratories.
- Report any defect or injury to laboratory tools or educational toys to the responsible supervisor and immediately.
- Turning on or off the simulators is not a student's job and falls under the responsibilities of the responsible supervisor only.

Scale Tags

1.Grading Scale			
Note. In-course assessment mark is provided in two decimal points and the final exam marks in one decimal.			
Letter Grade	Numeric Value	Range	Description
A+	4.00	> 88.0%	Exceptional performance
A	3.75	84.0 – 87.9	
A $^-$	3.50	80.0 - 83.9	
B $^+$	3.25	76.0 - 79.9	Very good performance
B	3.00	73.0 - 75.9	
B $^-$	2.75	70.0 - 72.9	
C $^+$	2.50	65.0 - 69.9	Satisfactory performance
C	2.25	60.0 - 64.9	
C $^-$	2.00	57.0 - 59.9	
D $^+$	1.75	54.0 - 56.9	Minimally acceptable performance
D	1.50	50.0 - 53.9	
F	0.0	< 50.0	Unacceptable performance

Professional and Ethics

Professional versus unprofessional behavior in the classroom in face-to-face learning, distance learning, or in laboratory/clinical application in different health institutions.

Nursing students should impart professional behavior and avoid unprofessional behaviour. The following examples reflect both professional and unprofessional behavior:

1-   Professional Behaviors:

• Students are required to attend classes, online lectures, clinical laboratories, and campus laboratories.

• Students should focus primarily on the objectives of the course

• Students must inform faculty members of their absence before an appropriate period of time for the lecture or clinical training, unless it is an emergency.

• Students are expected to maintain high standards of academic honesty and integrity in accordance with college and university academic law

• Students are expected to behave as mature, honest, responsible and ethical people.

2-   Unprofessional behaviour:

• Ignore proper dress and/or personal hygiene.

• Delay.

Using abusive language.

• Reckless treatment of patients, their colleagues and faculty members.

• Smoking and/or using alcohol.

• Abuse or misuse of drugs.

• Unexcused absence from clinical training or lectures.

• Unethical behavior as defined in the Jordanian Code of Ethics

3-   Unsafe Clinical Behavior:

The College of Nursing has a responsibility to protect the community. Thus, any student who has been involved in any situation that may have potential consequences for violating safety standards will be subject to immediate expulsion from the clinical field and/or a failing grade in the clinical training subject. Furthermore, the committees responsible for the practical training reserve the right to terminate the clinical training of the offending student in all different health institutions as necessary to maintain the safety of the clinical training and to ensure the quality of patient care. Unsafe clinical behavior occurs when a student:

• violates or threatens the physical integrity of patients, for example: careless use of side rails, restraints; comes unprepared for clinical work; Leaves the bed in a high position.

Violates or threatens the psychological well-being of patients, for example: using clichés •
frequently, discouraging expressing one's feelings and feelings, not recognizing differences in
ability to communicate, not documenting or acting on changes in behavior.

violates or threatens the microbiological integrity of the patient, for example: unrecognized •
violation of aseptic technique and general precautions; The student brings infectious diseases
to the clinical training site; Unrecognized violation of the isolation procedure.

violates or threatens the chemical safety of patients, for example: violates the 5 Drug •
Administration Rights; fail to safely monitor intravenous administration; Fail to identify and
follow up on significant nursing effects related to medication.

Violates or threatens the thermal safety of the customer, for example: failure to observe safety •
precautions during oxygen therapy, heat/cold applications; He leaves an unreliable patient
alone when he smokes.

Inadequately and/or inaccurately uses the nursing process, eg: failure to monitor and/or report •
critical evaluation regarding patients.

Violates principles/learning/objectives previously mastered in implementing nursing care •
skills.

Assumes inadequate autonomy in actions or decisions, eg: Fails to seek supervision when a •
situation is in doubt.

Any other facts or circumstances that are likely to violate the safety standards •.

4-   ethics related to the nursing profession

Honesty: Required in both written and oral communications within the classroom and clinical
settings. Penalties that may be imposed include, but are not limited to, dismissal, expulsion,
student attendance and failure in the course. A student dismissed for dishonesty will not be
eligible for readmission into the nursing program.

Confidentiality: Confidentiality is required with respect to patient information including, but
not limited to, written, printed, oral or observed information and status. A breach of
confidentiality is grounds for dismissal from the nursing program.

Safe Practice: Safe practice is required at all clinical training sites. Students are expected to
demonstrate behavior that leads to safe practice. Failure to demonstrate these behaviors can
result in faculty-set penalties and/or dismissal from the program. Expected behaviors are
outlined in the Clinical Assessment Tool for each semester.

Public Safety

:Laboratory Safety Tips

1.   Students are directed to practice and demonstrate the many nursing skills in the faculty's laboratories with their clinical instructors.

2.   Students must practice safe technique while in the clinical laboratory. Standard precautions should always be followed.

3.   .Students must wear a white lab coat inside the lab

4.   When breaking the ampoules used for training, students should protect their fingers with a gauze cover or alcohol handkerchief and the ampoule should be broken in the opposite direction to their face.

5.   Needles for injectable practice are used in clinical laboratories only when a clinical instructor is present to assist.

6.   Students must demonstrate safety precautions while using needles during training as instructed in class.

7.   .Students should only practice injecting on dummies in the clinical laboratory

8.   Needles and other sharp objects should not be disposed of in the trash or left open in the laboratory at any time.

9.   Fluids can be used for practice and explanation. These fluids are not for internal use, but for dwarf training only.

10.   Students are instructed in the principles of body mechanics before practice when applying these skills.

11.   Students should be careful when practicing their lifting skills and should not lift another heavy student without assistance.

12.   Equipment needed to practice proper body mechanics (bed, wheelchair, stretcher, etc.) is kept in good working order. Any broken part must be reported immediately to the Nursing Laboratory Officer.

13.   .All equipment (wheelchairs, stretchers, beds) are wheeled during training and back

14.   .Simulation equipment (models) require gentle handling

15.   Waste and single-use materials should be disposed of in appropriate containers before leaving the laboratory.

Safety action lines in hospital clinical training

1.   All students must receive the hepatitisB vaccine before beginning clinical practice in ahospital Or prove by examination that he has immunity against hepatitis .B

2.   All students are required to wear a uniform and a white lab coat during the practical training day

3.   Students should be familiar with the care, handling, and proper use of equipment prior to use in the hospital.

4.   Students should only perform nursing skills (such as venipuncture) under the supervision of an instructor or registered nurse.

5.   Students must maintain patient confidentiality.

6.   Students should know how to communicate effectively with patients, their relatives and the health team.

7.   All students are responsible for notifying their teacher(s) if they are taking any medications, which may affect students' ability to provide safe and competent care.

8.   Students must not receive verbal orders, telephone orders from physicians, or lab reports.

9.   Students must not act as a witness to the signing of documents (surgery permits, etc.).

10.   Students must not carry medication/substance keys.

11.   Infection control should be used all the time in the medical field, which includes:

•   hand hygiene

•   Use personal protective equipment when handling blood, body material and secretions.

•   Appropriate handling of patient care equipment and furnishings.

•   Eating and drinking is not allowed inside the clinic area

12.   Take care to prevent injuries when using needles and other sharp objects.

13.   Do not re-stick needles after use and dispose of them in sharps containers.

14.   All sharps thought should be disposed of in sharps containers.

15.   Commitment to public safety rules related to corona disease, such as physical distancing, wearing a mask, washing hands.

16.   If any accident or injury occurs to a clinical area (such as a needle stick) it should be immediately re-transferred to the Clinical Trainer, Staff Health Services or the emergency room for treatment as soon as possible. Follow the college's policies regarding accident or accident reports.

17.   All students should be familiar with healthcare waste management in the clinical area.

•   Medical waste in yellow bag

•   Infectious waste in a red bag

•   Chemical waste in a blue bag

•   Non-hazardous waste in black or white bag

18.   Any student with physical, mental, or educational health problems should inform the course coordinator to help him/her better adapt to the course requirements and thus appropriately achieve the course objectives.

19.   The student must inform the college when there are diseases related to immunodeficiency

20.   The student deals only with patients specified by the clinical coach, for example, it is forbidden to deal with patients suffering from infectious diseases, or patients who are incarcerated.

Prevent exposure to infection

1.   Maintain good health and increase immunity

2.   Frequent hand washing

3.   Carefully assess the risks of situations before starting

4.   Follow all instructions for personal protective equipment

5.   If exposed to any infectious agents (such as tuberculosis, corona, meningitis), the

student must inform the supervisor and then inform the college and complete the recommended

follow-up tests.

- ## Acute injuries and needlestick injuries

For acute/acupuncture injuries, nursing students should immediately wash the area with soap and water and "massage" the area to encourage bleeding. Viruses begin to multiply rapidly once in the bloodstream, so preventing them from entering the bloodstream in the first place is very important.

The student's blood is drawn at Student Health Services as soon as possible

a. HBsAg

b. Antibody to Hepatitis B Surface Antigen (Anti-HBs)**

c. Hepatitis C Antibody

d. Anti-HIV

e. Omit HBsAg & Anti-HBs if the student has a documented seroconversion following a Hepatitis B vaccination series

f. Order CBC and Liver Function Test

Student Services at the Hashemite University

:Student Services and Welfare Department

This department works on taking care of students in many ways as they are the center of the academic and educational process, by providing the services they need, and helping them to overcome the problems they may face in order to improve their efficiency and obtain the highest levels of university adaptation to reach them to distinct educational learning outcomes. :To translate these goals, the department has taken upon itself to provide the following services

:First: Financial Aid

a- Receiving and studying applications for grants and refundable and non-refundable .loans for needy students (Student Fund)

b- Receiving applications for loans and scholarships (higher education) once a year

c- Auditing the grants of the top academic departments and sending them to the Ministry .of Higher Education

d- Employing students in the university facilities for a certain fee, provided that this does :not conflict with the times of their lectures. This is done in two periods

1- Chapter I
2- Chapter II

e- Providing exceptional financial aid to student

:Second: Psychological and Social Counseling Services

It is provided through the Psychological Counseling Division, where its objectives are divided into **developmental** (providing elements and conditions for integrated and balanced growth, including physical, mental, psychological and social aspects), **preventive** (avoiding the occurrence of the problem and disorder by removing the causes that lead to its occurrence), **and curative** (helping to solve problems both at the level of individual or group), through the :following

a- Helping new students to adapt to their new university life and overcome the obstacles .they may face

b- Guiding students and directing them socially, psychologically and academically.

c- Paying attention to the students' various problems and issues and working to solve them or mitigate them, and overcoming any obstacle or difficulty that stands in their way during .their studies

d- Helping students with special needs integrate into the university environment, and .overcome the difficulties they may face by conducting their own studies

e- .Preparing brochures and brochures

f- Preparing for workshops, lectures and seminars on topics of interest to students, which

aim to raise their awareness and provide them with information that contributes to preventing them from falling into difficulties.

Third: Providing care for students of primary harm (those with special needs):

The Disabled Students Welfare Division represents the link between students with disabilities at the university and the local community.

    a- Audio recording of study materials and their conversion from written to audible materials for blind students.

b- Providing sign language translation services for deaf students.

c- Helping students with disabilities of all kinds in writing their exams.

d- Providing courses in sign language for ordinary students and employees of the university.

e- Overcoming the difficulties they may face inside the university.

f- Organizing extra-curricular activities that support their presence within the university.

g- Preparing for workshops and seminars that introduce students, faculty and administrative staff of the university to students with disabilities and their needs.

h- Providing assistance to students with disabilities in the exemption procedures allocated to them.

i- Helping students with disabilities to integrate into the university environment, to overcome the difficulties they may face by conducting their own studies, and to involve them in educational courses that will benefit them.

j- Preparing brochures and brochures for students with disabilities.

Department of cultural and artistic activity:

The Department of Cultural and Artistic Activity, in both its parts, is concerned with working to absorb the creative energies and the cultural situation of youth in all fields of culture and art. And seminars and courses to bring the cultural product - which is mainly from and to students - to broad horizons and more interactive with the local community and the outside community.

The Department of Cultural and Artistic Activity has spaces in various types of arts, where the university choir ensemble accommodates everyone who has the desire and ability to play and sing, and with the same ability, the folklore troupe emerges as a form of production of Jordanian folk culture.

The university studio offers various courses in Arabic calligraphy, drawing and handicrafts within the university's philosophy in line with its role in nurturing various artistic talents. Hence the university theater laboratory, which works on developing theatrical projects and ideas and works on developing individual abilities in the art of theatrical representation.

Based on this, the Department of Cultural and Artistic Activity invites our university students to take the initiative and register in various activities, and to benefit from the extra-curricular facilities and programs that will advance our university and our country. The department includes two divisions:

1. Cultural Activity Division.

2. Technical Activity Division.

:Department of sports activity

:Facilities of the Sports Activity Department

The Department of Sports Activity includes indoor and outdoor playgrounds on which various sports activities are held:

a- **Indoor stadiums**

1.   A multi-purpose indoor gymnasium, where the following games can be played: basketball, volleyball, handball, tennis, badminton, fitness and general exercises, gymnastics, self-defense games, table tennis, in addition to football pentathlon and others One of the games that can be played indoors.

2.   Semi-Olympic swimming pool, closed, heated, and equipped with the latest sterilization methods.

3.   A self-defense hall where the following games can be played: Taekwondo, Karate, and Judo.

4.   Table tennis hall equipped with the latest tables to play the game.

5.   Two (2) international squash courts.

6.   A multi-purpose hall with a wooden floor (parquet) where it is possible to practice various exercises and sports such as: table tennis, badminton, various aerobic exercises, gymnastics and other games, in addition to physical education lectures.

7.   A private room for chess practice.

8.   The fitness hall (Iron), includes the latest equipment for strength training and has programs that include: Regular activities for university students in general, and for university sports teams in particular.

9.   Indoor dormitories: equipped to accommodate (50) people.

10.   A special cabin to receive VIPs.

11.   It contains the cups and prizes obtained by the different university teams and in all games.

b- **Outdoor stadiums**

1.   Tennis courts with international standards.
2.   Basketball courts.
3.   Handball courts.
4.   Five-a-side football pitches.
5.   Volleyball court.
6.   Free activity volleyball court.

The Department of Sports Activity organizes sports courses of different levels in many sports to select the distinguished athletes, to develop the students' sports skills. These courses include:

1.   Educational swimming courses for beginners (not mixed).
2.   Racquet games for beginners (unisex).
3.   Fitness courses.
4.   Courses in group games and according to the students' desire.

5. .Courses in self-defense games for beginners and obtaining multiple belts

6. .The annual tele-match festival for university students

:The department includes the following divisions

.Sports Facilities and Establishments Division .1

.Division of Supervision and Teams .2

.Division of roving and camps .3

King Abdullah II Fund for Development Office/ Vocational Guidance

:Services provided by the office

Providing advice and technical advice to students to enhance their capabilities in obtaining available job opportunities.

Providing the requirements and means for students to move from the academic university environment to the professional and practical environment of the labor market.

Helping students and graduates to define their professional goals and trends, by identifying - the individual skills required in different professions.

Opening channels of communication between the student community in universities, private sector activities and civil society organizations.

Providing university students with training opportunities in companies, banks, hospitals, and leading national institutions.

Receiving grants from the King Abdullah II Fund for Development, the Princess Muna Fund for Nursing Support, Zain Company and the Jordanian Cigarette Company at the beginning of each academic year.

Organizing a set of training courses and workshops, with the aim of refining the student's - personality and providing him with specialized expertise, thus preparing him for the labor market in the most optimal way.

Nominating students to represent the university by participating in creative forums, training - courses, workshops, meetings, youth camps and conferences, on the local, Arab and international levels.

University's library

:Services provided by the library

RFID system for managing and protecting the library's holdings , which is one of the most modern lending systems in the world.

The automatic search service in the general catalog of the library: where the researcher -2 can know the contents of the library by searching the automatic catalog of the library from anywhere in the world where Internet services are available.

The services of Arab and foreign periodicals, in their printed and electronic forms, in various -3 fields of human knowledge.

:Reference services and audio-visual materials -4

an .estimated (20,000) references in various disciplines

The Family and Childhood Library: The Hashemite University library was separate from 5- the universities in Jordan and the Middle East by establishing a library for children. The nature of the furniture, decoration and books for childhood was taken into account when establishing .this library

Also, through cultural agreements between the Hashemite University and a number of 6- foreign embassies in the Hashemite Kingdom of Jordan and some local institutions, some :cultural pillars have been established in the library

A- **The American Corner:** In cooperation with the Embassy of the United States of America in Amman, a large hall has been allocated in the library and has been equipped with furniture, .shelves, publications, electronic devices and screens, in which various activities are held

B- **Social Work Corner:** In cooperation with the Abdul Hameed Shoman Foundation, this corner specialized in community and family service was established and equipped with the necessary furniture and publications related to social work. Also, many activities and special .lectures are held in this corner, benefiting the students of the Hashemite University

C- **The British Corner:** In cooperation with the Embassy of the United Kingdom in Amman, it contains many publications, books and periodicals related to the English language and .literature

D- **The Canadian Corner: The Canadian Corner** was inaugurated in cooperation with the Canadian Embassy in Amman, where a hall was allocated in the main building of the library and equipped with furniture, publications, electronic devices and display screens. This library .is specialized in Francophone culture

Library building :

The total area of the building is about (12,000) square meters and contains three floors :distributed as follows

a. The ground floor includes:

1. .Free reading room
2. .Ongoing journals hall
3. Library of Her Highness Princess Iman bint Abdullah II, the glorified family and .childhood
4. .Hall of Arab and foreign references
5. .Catalogs Hall (computer-based mechanism)
6. .Audio-visual devices
7. .Division of Information Services and Databases
8. .Check out and return counter
9. .Photostatic photography
10. The offices and hall of the technical department in its departments (Supply Division .(and Cataloging and Classification Division
11. .Library management

<u>B. The first floor includes:</u>

1. Hall rack booking.
2. Stores and reading rooms for foreign books.
3. Hall of Arab periodicals vol.
4. Hall of Foreign Periodicals Vol.
5. Internet lab and auditorium.
6. Photostatic photography.
7. Staff rest.
8. The men's chapel and the women's chapel.

<u>c. The second floor includes:</u>

1. Stores and reading rooms for Arabic books.
2. Photostatic photography.

1. The general index (automated index based on the computer**Online - Catalog** and how to use it):

The General Catalog is an arranged collection of bibliographic records indicating the library materials available in the library. Before benefiting from the library, every researcher needs to refer to this index, which has been prepared to serve two main purposes:

1. Providing entrances through which the reader can know whether the material he wants is available in the library, as well as knowing and identifying the available materials related to any topic he wants to view.

2. Giving the reader some information about this material, such as its location and subject in general, in addition to other information related to its place of publication, the name of its publisher, year of publication, number of pages, and any other explanatory notes.

5: 1. Instructions for using the automated (computer-based) index:

1. " To write in Arabic: we press theAlt + Shift key from the right ".
2. " To write in English: we press theAlt + Shift key from the left ".
3. The hamza is neglected at the beginning of the words.

Example: To search for the word " Islam", type " Islam" .

To search under a field :

a- Address : We write the address in the address field
b- Subject : We write the subject in the subject field.
c- Author : We type the author in the author field.

Then we press theEnter " key " .

- It is possible to link more than one field by typing the basic information in each field, then pressing theEnter " key " .
- A number appears in the result count indicating how many titles are in the library.
- It is possible to move to the next or previous title through the "previous record" or "next

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.record" buttons that appear on the screen

- If "No records matching this query" appears, it means that the title, subject, or author .you want to search does not exist in the library

- .To start a new inquiry, click on the "Inquiry" button at the top of the screen

Student Fund System at The Hashemite University

The Student Fund aims to appreciate the practical excellence of students, develop their respect for manual work and meet their needs, by providing grants or loans to them, or employing .them for specific hours inside the university

:The fund's resources consist of

.A- An annual grant provided to the fund from the university's budget

B - Gifts, donations, grants and bequests presented to universities in support of the Student .Fund

.C- The proceeds of the fund's money and investments

.D - Loans recovered from students

Student Fund Executive Instructions:

:First: Grant Instructions

:Scholarships for students aim to

.Encouraging academic excellence for students

.Meet the students' urgent financial needs for needy students

:Scholarships include

-A   The Fund provides scholarships to the top students in the different departments and .years at the university

b- The Fund provides grants to students who are in dire need of emergency financial .assistance, as determined by the committee

For top students at the Hashemite University, quarterly discretionary grants are granted, the value of which is determined at the beginning of each academic year, according to the -:following

The first rank for all years is determined on the basis of the general average for the first and second semesters, provided that the study load is not less than (15) credit hours for each .semester

The top students at the first-year level in each college are given a number of discretionary .grants equal to the number of departments in the college

With the exception of first-year students, the first student in each department is given one discretionary scholarship.

The committee allocates grants to help students in emergency cases if the following conditions are met:-
   a- The application must be registered to obtain a university degree and its financial situation requires urgent assistance.
b-   Not to be an envoy from a government or other authority.
c-   That he does not receive a periodic salary from any party whatsoever.

Second: Loan Instructions:

The loans granted to students aim to encourage them to continue their studies at the university.

For students registered at the Hashemite University to obtain a university degree, quarterly or annual loans are disbursed as the committee deems appropriate according to the following conditions:
   a- That the application proves its need for the loan, according to the principles decided by the committee.
b-   Not to be delegated by an official body, or others.
c-   He shall not be an employee or receive a periodic salary from an official body or others.
d-   That he does not receive sufficient financial aid as the committee deems appropriate in each case.
e-   Not to have a scholarship at the university.
f-   The student must not have been registered and enrolled in the study for at least one semester.
g-   That no disciplinary sanctions have been issued against him.

Third: Operating Instructions:

Employing students aims to develop their respect for work and help meet their financial needs.
   a- Colleges and administrative units inform the Student Fund Committee, before the start of the academic year, about the preparation of students they wish to employ, the number of hours proposed for employment, and the conditions they wish to meet in the student.
b-   After studying the information contained in paragraph (a), the committee determines the annual amounts for each college or administrative unit.
c-   The college or administrative unit announces the employment opportunities available to it.
d-   Colleges or administrative units assign the names of students to be hired to the committee to issue the appropriate decision.

ῐ-   The college or administrative unit maintains a complete record of the students who work in it, showing the following matters:
1.   The student's name, national number, residence address, telephones and place of work.
2.   work nature.
3.   The weekly program with an indication of the weekly hours scheduled for the student.
4.   Note to the college or administrative unit about the student's work.

B- Providing the colleges and administrative units with the Finance Department with monthly schedules showing the names of the working students and the number of hours they worked in accordance with the decision issued by the Student Fund Committee.

C- Every student who does not perform the work assigned to him in accordance with the requirements of the work, the decision to employ him is considered canceled and he is required to refund the amounts he received.

d- Every student who is dismissed from work for disciplinary reasons is prohibited from benefiting from work opportunities for the period determined by the committee.

Incentives for outstanding students in activities accompanying the university curriculum

The university provides incentives and/or financial support for outstanding students in sports activities (including team and individual sports) approved by the Sports Federation of Jordanian Universities and the official sports bodies in Jordan, as well as cultural activities (story, poetry, literary article, recitation) and artistic (singing). , music, drawing, theater, folklore, plastic arts) and social (volunteer work(.

An outstanding student participating in the university's sports, artistic, cultural or social teams . may be granted a financial reward for one time in the academic year in which he achieved achievement or superiority, provided that the number of students of both sexes for all concerned concerned departments in the Deanship of Student Affairs does not exceed (20) according to the following :

أ- dinars if he or his team or team gets first place in the tournament or activity at (200) the level of Jordanian, Arab or international universities.

B - (150) dinars in the event that he or his team or team gets second place in the championship or activity at the level of Jordanian, Arab or international universities.

ج- dinars if he or his team or team gets third place in the tournament or activity at (100) the level of Jordanian, Arab or international universities.

د- dinars in the event that he obtained first place in a championship or activity at (150) the local, regional or international level and was not included in the university's sports, cultural, artistic or social teams in the Deanship of Student Affairs, provided that the president of the university approved by the Dean of Student Affairs his participation in The tournament or activity, provided that the tournament or activity is recognized by the concerned official authorities in Jordan, and documents that indicate that he has won the first place, certified by the authority concerned with the game or activity in Jordan.

E- A distinguished student may not combine two rewards in the same academic year for his distinction, regardless of the number and type of his participation, but he may combine his reward with the reward of his distinguished team if his team deserves a reward.

F - A student who is dismissed from study or university for any reason in the semester that has achieved achievement or excellence loses his right to incentives of all kinds.

2. It is permissible to award an outstanding university team (athletic), provided that the number of students in the approved sports team is in accordance with the instructions of the Jordan Olympic Committee, the concerned sports federations and the Sports Federation of Jordanian Universities, or culturally, artistically or socially, provided that the number of students is in the cultural, artistic, or Social Security, approved by the Dean of Student Affairs), a financial reward for one time in the academic year in which he achieved achievement or excellence, according to the following:

أ- (150) dinars for each participating student in the event that his team or team gets first place in the tournament or activity at the level of Jordanian, Arab or international universities.

B- (100) dinars for each participating student in the event that his team or team gets second place in the tournament or activity at the level of Jordanian, Arab or international universities.

ج- (50) dinars for each participating student in the event that his team or team gets third place in the tournament or activity at the level of Jordanian, Arab or international universities.

D- The distinguished team may not combine two rewards in one academic year, regardless of the number and type of participation, and the higher reward is calculated for it.

Instructions of the Student Council at the Hashemite University

The council is formed on the university campus from the elected students in each faculty according to the established representation and aims to achieve the following:

A- Developing the spirit of loyalty, belonging and pride in the country, land, people and system.

b- Developing the spirit of loyalty, belonging, and conscious and deep pride in the nation's belief, thought, heritage, ideals and values.

C- Supporting student activities in the scientific, cultural, social and sports fields.

D - Strengthening the spirit of cooperation and the concept of social work.

E - Follow up on students' issues, make them aware of their duties, preserve their achievements, and work with the university administration to solve their problems.

F- To develop the spirit of dialogue and respect for the opinion of others.

g- To develop the student's self-awareness of the various issues of the nation, and to promote belonging to the university, the homeland and the nation, within the values of Arab-Islamic civilization and heritage.

H - Providing opportunities for positive interaction between the student body, departments, colleges and university administration.

I - Working on the unity of the class and strengthening the bonds of national unity.

J - Advocating for the issues of the homeland and the Arab Islamic nation.

K- Preparing the student to exercise his humanitarian, social and political role with awareness, creation and responsibility in a society of dignity, freedom, justice and equality.

L- Focusing on belief in virtues, values and good citizenship.

M - Consolidating the values of voluntary work in support of voluntary charitable projects and works.

N - Deepening the student's concept of democracy and his commitment to its principles, ethics and practices, and developing his knowledge of its institutions and the importance of these institutions.

O - Implementation of educational, cultural and social programs that enhance in the student the love of Jordan with all its geographical, human and heritage components.

P - Taking the hand of promising leaders from the students.

P- Providing the student with the skills and competencies that qualify him for conscious participation and responsibility in political life and working to give priority to the national interest.

R- Taking care of and encouraging creative and scientifically distinguished students, and creating the appropriate atmosphere for them to serve their possible studies and scientific research, especially those related to the service of performance development within its comprehensive framework.

The number of members represented in the council is proportional to the number of students registered in the college, and the university council determines the percentage of representation once a year at the first meeting that follows the announcement of the official numbers of

students enrolled in different faculties at the beginning of the second semester of the academic year.

a- Voting in elections is the right of every member of the general assembly, provided that a member has one vote.

b- Council elections take place during the second semester of each academic year and for one year, as follows:

1. Each college in the university is considered one electoral district.

2. Students in each college elect their representatives to the council directly, according to the percentages specified in Article (5) of these instructions.

3. Elections for council membership will take place on one day only, provided that the voting process begins from nine o'clock in the morning until five o'clock in the afternoon.

4. The university president issues the internal rules for conducting elections.

The Council shall hold its first meeting to elect the president, vice-chairman, secretary and members of the committees from among its members, within two weeks from the date of announcing the election results, provided that the times and dates of its meetings shall then be determined.

Board meetings are public.

C-1- The meeting of the Board is legal if attended by the absolute majority of its members.

2- The decisions of the Council shall be issued by a majority vote of its members present.

The Council has the following duties and powers:

Discussing and approving the council's work plan.

Discussing and approving the administrative and financial reports.

Discussing the council's budget and submitting it to the university president to refer it to the university council for discussion and approval.

Recommending to the university president the amendment he deems appropriate to these instructions.

Make decisions and recommendations that it deems appropriate to achieve its objectives.

Important university policies

1.   If you do not register for a semester, you will be considered as having dropped out, and your registration at the university will be considered void unless you submit an acceptable excuse to the competent authority.

2.   You can withdraw from studying one or more subjects within a maximum period of (13) weeks from the start of the first and second semesters, and (6) weeks from the start of the summer semester, and this is done according to a special form obtained from the Admission and Registration Unit.

3.   If you miss more than (15%) of the prescribed hours for one subject without an excuse accepted by the dean of the college in which the subject is offered, you will be deprived of applying for the exam for that subject and you will get a zero for the university in it.

4.   If your total absence with an acceptable excuse exceeds (15%) of the prescribed hours for all semester subjects, you are considered to have withdrawn from that semester, and your study for that semester is considered postponed.

5.   If you wish to withdraw from all the courses you have registered in a semester, you may do so with the approval of the Dean of your college, and you must apply for this at least two weeks before the date of the final exams.

6.   If your cumulative GPA drops below (2.000) points, you will receive a warning, and in order to cancel the warning, you must raise your GPA to (2.00) points or more within two semesters from the date of the warning.

7.   If you are unable to raise your cumulative average to (2) points after the warning in a maximum period of two semesters, you will be dismissed from the major, with the exception

of the student who completed (99) credit hours according to his study plan and with an average of not less than (1.90) points.

8.   If your cumulative average is less than (1.50) points, you will be separated from the major in any semester after the first semester.

9.   You can review your mark in the final exam for any subject within a maximum period of two weeks from the end date of the exams, in return for a fee of two dinars for each request you submit to review one of your grades.

10.   To take advantage of grants, loans and employment, you must visit the Student Services and Welfare Department to fill out the relevant forms during the advertisement period.

11.   The loan you get is a debt that is due to be paid after you graduate from the university, and it is hoped that you will pay it directly so that the university can re-lent it to other students.

12.   Forging university documents or using forged papers for any of the university's purposes may expose you to annulment of the decision to grant you a university degree.

13.   The instructions and instructions issued by the university are approved and official. As for the information that you receive through transportation or other methods, it is inaccurate.

14.   The university was established for you and your children after you, so you must preserve its property and facilities, and your affiliation should be purely to it.

15.   The cleanliness of the university reflects the cleanliness of its students, so keep it clean and beautiful to reflect the civilized face of a lofty scientific edifice.

16.   The Hashemite University is a distinguished scientific edifice. All modern facilities and capabilities have been taken into consideration in its establishment. all you have to do is take advantage of these facilities and equipment that have been created for you.

17.   Feel free to check with your teacher during office hours for review.

18.   Use your mentor and review it in your study plan at the appropriate time during class.

19.   The library is a modern edifice equipped with the latest technologies, so do not hesitate to benefit from it and make the best use of your spare time.

20.   Advertising is the main means of communication with students, so you, the student, have to look carefully at the bulletin boards scattered in the university buildings.

21.   Your university ID is an important document that you must keep and carry with you constantly. And when it is lost, the Department of Student Services reports it within a week.

22.   When you encounter any problem, you should refer to the Deanship of Student Affairs / Department of Student Services, which is concerned with helping you.

23.   Do not hesitate to provide assistance to your colleagues with special needs.

24.   Submit medical excuses issued by a non-university doctor for approval within a week from the date of the report.

25.   Reports approved by physicians other than the university doctor shall be submitted within (72) hours for approval by the university clinic physician.

26.   Medical reports issued by private sector doctors during final exams are not accepted.

27.   Only reports issued by hospitals and centers of the Ministry of Health and the Armed Forces are approved.

28.   When you have completed your enrollment and paid the fees for each class you enroll, you must go to the clinic to place the health insurance label that authorizes treatment for that term.

Hashemite University Nursing Program: Formal Student Complaint/Grievance Policy

Purpose: This formal student complaint/grievance policy outlines the procedures to be followed in the event that a student wishes to raise a concern or grievance related to the program. The policy ensures that all students are treated equitably, grievances are addressed promptly, and resolutions are reached fairly.

Scope: This policy applies to all enrolled students and instructors within the program.

Principles:

1. Fair Treatment: Every student has the right to a fair and just resolution of their concerns or grievances.
2. Timely Resolution: All grievances will be addressed in a timely manner to prevent undue delays in finding a resolution.
3. Individualized Approach: Each grievance will be assessed on an individual basis, recognizing the unique circumstances of the situation.

Policy:

Step 1: Informal Resolution a. The student will initiate discussions with the respective course instructor to seek an informal resolution of the matter. If the issue involves the Program Instructor, the student should contact the Dean of Student Services. b. The involved parties will work collaboratively to find a satisfactory resolution to the situation.

Step 2: Formal Grievance Submission a. If an informal resolution is not reached within three (3) business days of the initial discussion, the student must complete a written grievance form. b. The written form should clearly outline the nature of the grievance, provide details about the events leading up to the grievance, and specify the unresolved aspects of the situation. c. An appointment will be scheduled with the Dean Assistant of Student Services to present the written grievance.

Step 3: Investigation and Resolution a. The Dean Assistant of Student Services, or their designated representatives, will conduct a thorough investigation of the grievance. b. A comprehensive plan of action for addressing the grievance will be formulated. c. The student will receive a written response within seven (7) business days of the receipt of the written grievance. d. The decision regarding the management of the grievance and any necessary corrective action will be determined by the Dean Assistant of Student Services or their designated representatives.

Finality: The decision made by the Dean of Student Services is final and concludes the grievance resolution process.

Amendments: This policy may be amended as necessary, with any changes communicated to all relevant parties.

Effective Date: This formalized policy is effective [October 1, 2023].

Student Grievance Form

Date:

Student Name:

 ID Number:

Program:

Grievance Summary: [Summarize main concern briefly]

Details: [Concise account of events]

Resolution Sought: [Specify desired outcome]

Attachments: [Check if applicable]

Declaration: I confirm the accuracy and understand the process.

Signature: _____ Date: _____

Submit to [Dean of Student Services office] at [1ˢᵗ floor/Nursing School, The Hashemite University].

Hashemite University Nursing Program Policy: Communication of Changes to Program Policies and Procedures

Policy Statement: The Hashemite University Nursing Program is committed to maintaining transparency, consistency, and effective communication with nursing students regarding any modifications to program policies and procedures. This policy ensures that changes are promptly and clearly conveyed to students to facilitate their understanding and compliance.

Scope: This policy applies to all nursing students enrolled in the Hashemite University Nursing Program. It encompasses changes to academic, administrative, and operational policies and procedures.

Principles:

1. **Transparency:** All changes to program policies and procedures will be communicated candidly to students, ensuring they are well-informed about any modifications.
2. **Consistency:** Changes will be uniformly applied across all student cohorts to avoid confusion and ensure equitable treatment.
3. **Timeliness:** Communication of changes will occur in a timely manner, allowing students ample time to adapt and understand the implications.
4. **Accessible Communication Channels:** Changes will be communicated through accessible and reliable channels, ensuring every student can receive the information.
5. **Clarity:** Communication will be clear and comprehensive, providing students with a clear understanding of the nature and impact of the changes.

Procedures:

1. **Identification of Changes:**
   o Proposed changes to program policies and procedures will be reviewed and approved by the Nursing Program administration.
2. **Communication Plan:**
   o The Nursing Program administration will develop a comprehensive plan outlining how changes will be communicated to students.
3. **Communication Channels:**
   o Changes will be communicated through the following channels:
     ▪ School website
     ▪ Campus notice boards
     ▪ Facebook group for nursing school.
4. **Content of Communication:**
   o Communication will include:
     ▪ Clear explanation of the change
     ▪ Rationale behind the change
     ▪ Effective date of the change
     ▪ Any potential impact on students
     ▪ Required actions, if any, from students
5. **Timely Communication:**
   o Changes will be communicated well in advance of their implementation, ensuring students have sufficient time to prepare.

6. **Confirmation of Receipt:**
   o Students may need to confirm receipt and understanding of communicated changes through a designated process.
7. **Support and Clarification:**
   o Dedicated personnel will be available to address student inquiries and provide clarification about the changes.
8. **Record Keeping:**
   o Comprehensive records of all communication related to changes will be maintained for future reference.

Effective Date: This policy is effective from October 1, 2023.

By adhering to this policy, the Hashemite University Nursing Program ensures that changes to program policies and procedures are communicated in a manner that fosters student understanding and compliance.

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