



Information about the subject

Degree: Bachelor of Science Degree in Nursing

Faculty: Faculty of Medicine and Health Sciences

Code: 1210306 **Name:** Legislation and Management of Nursing Services

Credits: 4,50 **ECTS Year:** 3 **Semester:** 2

Module: Nursing sciences

Subject Matter: Legislation and management **Type:** Compulsory

Department: -

Type of learning: Classroom-based learning

Languages in which it is taught: Spanish

Lecturer/-s:

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Module organization

Nursing sciences

Subject Matter	ECTS	Subject	ECTS	Year/semester
Nursing bases	12,00	Fundamentals of Nursing	6,00	1/1
		Nursing Methodology	6,00	1/2
Community nursing	10,50	Community Health Nursing I	6,00	1/2
		Community Health Nursing II	4,50	3/2
Nursing at different stages of the life cycle	16,50	Nursing Care in Childhood and Adolescence	6,00	2/2
		Nursing Care of the Elderly	6,00	2/2
		Nursing Care of Women	4,50	3/1
Clinical nursing	12,00	Nursing Care of the Adult I	6,00	2/2
		Nursing Care of the Adult II	6,00	3/1
Mental health nursing	6,00	Nursing Care in Mental Health	6,00	4/1
Legislation and management	4,50	Legislation and Management of Nursing Services	4,50	3/2
Palliative care	4,50	Chronic and Terminal Patient Care	4,50	3/1



Recommended knowledge

None established.



Learning outcomes

At the end of the course, the student must be able to prove that he/she has acquired the following learning outcomes:

- R1 That the student is capable, in the field of nursing, of providing technical and professional health care appropriate to the health needs of the people they serve, in accordance with the state of development of scientific knowledge at any given time and with the levels of quality and safety established in the applicable legal and deontological standards.
- R2 The student must be able to base nursing interventions on scientific evidence and available resources.
- R3 That the student is capable of understanding people without prejudice, considering their physical, psychological and social aspects, as autonomous and independent individuals, ensuring respect for their opinions, beliefs and values, guaranteeing the right to privacy, through confidentiality and professional secrecy.
- R4 That the student is able to promote and respect the right to participation, information, autonomy and informed consent in the decision making of the people assisted, according to the way they live their health-disease process.
- R5 That the student is capable of protecting the health and well-being of the people, family or groups served, guaranteeing their safety.
- R6 The student knows the principles of health and social care financing and how to use available resources appropriately.
- R7 The student must be able to establish evaluation mechanisms, considering scientific-technical and quality aspects.
- R8 That the student knows the health information systems.
- R9 That the student is capable of carrying out nursing care based on comprehensive health care, which implies multi-professional cooperation, integration of processes and continuity of care.
- R10 The student is capable of having a cooperative attitude with the different members of the team.
- R11 That the student knows the Spanish Health System.
- R12 The student must be able to identify the characteristics of the managerial function of the nursing services and care management.



- R13 That the student knows and is able to apply the techniques of group management.
- R14 The student must know the applicable legislation and the code of ethics and deontology of the Spanish nursing, inspired by the European code of ethics and deontology of nursing.
- R15 That the student is capable of providing nursing care based on comprehensive health care, which involves multi-professional cooperation, integration of processes and continuity of care.
- R16 That the student is capable of applying the nursing process to provide and guarantee the well-being, quality and safety of the people assisted.
- R17 That the student knows and applies the principles that support integral nursing care.
- R18 The student will be able to identify care needs arising from health problems.
- R19 That the student is capable of having a cooperative attitude with the different members of the team.
- R20 That the student is capable of providing care, guaranteeing the right to dignity, privacy, intimacy, confidentiality and decision-making capacity of the patient and family.
- R21 The student is capable of individualizing care based on age, gender, cultural differences, ethnicity, beliefs and values.



Competencies

Depending on the learning outcomes, the competencies to which the subject contributes are (please score from 1 to 4, being 4 the highest score):

BASIC		Weighting			
		1	2	3	4
CB1	Students have demonstrated possession and understanding of knowledge in an area of study that is at the core of general secondary education, and is often at a level that, while supported by advanced textbooks, also includes some aspects that involve knowledge from the cutting edge of their field of study.	X			
CB2	Students are able to apply their knowledge to their work or vocation in a professional way and possess the skills usually demonstrated by developing and defending arguments and solving problems within their area of study.			X	
CB3	Students have the ability to gather and interpret relevant data (usually within their area of study) to make judgments that include reflection on relevant social, scientific or ethical issues.			X	
CB4	That students can convey information, ideas, problems and solutions to both specialized and non-specialized audiences.			X	
CB5	Students have developed those learning skills necessary to undertake further study with a high degree of autonomy.			X	
GENERAL		Weighting			
		1	2	3	4
CG0	Good Public Speaking.			X	
SPECIFIC		Weighting			
		1	2	3	4
3c	To apply the process of nursing to guarantee wellbeing and safety for the patient.				X



4c	Knowing and applying the principles that support comprehensive nursing care.			X
5c	To direct, evaluate, and give the integral care for nursing to the individual family and community.	X		
8c	To promote a participation of persons, family, and groups in their own process of health and disease.	X		
13c	To educate, facilitate, and support the health and wellbeing of members of the community whose lives are affected by problems of health, risk, suffering, disease, dependence, and death.	X		
15c	To identify care needs derived from health problems.		X	
17c	. To perform the techniques and procedures of health care at the nursing level, establishing a therapeutic relationship with patients and their families.	X		
18c	To select interventions leading to treating or preventing the problems derived from the deviations of health.		X	
19c	To have a cooperative attitude towards the different members of the team.			X
33c	To know the Spanish Health System.			X
34c	To identify the characteristics of the leading functions of nursing services and care management.			X
35c	To know and be able to apply the methods of leadership to groups.		X	
36c	To know the pertinent legislation, the ethics and deontological code for Spanish nursing, which is inspired by the European ethics code and the deontology of nursing.			X
37c	To provide care, guaranteeing the right to dignity, privacy, intimacy, confidentiality and the patient's and family's capacity to make decisions.		X	
38c	To identify the care taking into account the age, gender, cultural differences, ethnic groups, beliefs and values of each patient.		X	
40c	To know palliative care, pain control, and to be able to give care to alleviate the situation of advanced and terminal patients.	X		



TRANSVERSAL		Weighting			
		1	2	3	4
1	To be able, within the framework of nursing, to give technical and professional care to carers, of the correct needs of these persons in agreement with development of the scientific knowledge in each moment and with the levels of quality and safety that are established by the legal and the deontological norms which are applicable.				X
2	To plan and give nursing care directed towards persons, families or groups with the aim of improving health, evaluating its impact through guidelines of clinical practice which are described in the process by which a health problem is diagnosed, treated or taken care of.			X	
4	To understand the interactive behaviour of the person regarding gender, group or community within a social and multicultural context.		X		
5	To design caring systems directed towards persons, families or groups, evaluating the impact of such systems and establishing the appropriate modifications.			X	
6	To base interventions in nursing on scientific evidence and on the available means.				X
7	To understand people without prejudices, taking into account their physical, psychological, and social aspects, as independent and autonomous individuals, ensuring respect for their opinions, beliefs or values, always guaranteeing their right to privacy through professional confidentiality and secrecy.				X
8	To promote and respect the right to participate in decision taking for the patients in agreement with the way in which they live their process of health – disease				X
9	To promote healthy life spans, to promote taking care of each person by themselves and support the maintenance of preventive and therapeutic measures.		X		
10	To protect the health and well-being of persons, family or groups, guaranteeing their health and safety.				X
11	To establish efficient communication with patients, family, social groups, and companions to promote education for health.		X		
13	To know the principles of the financing of health and to use correctly the means that are available.				X



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14	To establish means of evaluation regarding scientific and technical aspects and those of the quality required.			X
16	To understand the systems of information related to health.			X
17	To promote nursing care based on the attention to health involving multiprofessional cooperation, integration in the process and continuity in the care of patients			X
18	To understand the strategies for taking steps to make patients comfortable and to take care of their symptoms, and to realise that these are directed towards patients and their families and that palliative care must be applied in order to relieve the situation of patients who may be in an advanced, or even terminal, stage.	X		



Assessment system for the acquisition of competencies and grading system

Assessed learning outcomes	Granted percentage	Assessment method
R2, R5, R6, R7, R8, R9, R11, R12, R13, R14, R17, R18	60,00%	Theoretical written exams
R1, R2, R3, R4, R5, R6, R7, R8, R9, R10, R13, R15, R16, R17, R18, R19, R20, R21	40,00%	Practical tests and works
	0,00%	Attendance and active participation

Observations

Evaluation criteria:

In order to take the theoretical written test it is necessary to have delivered on time and passed, the practical tests and assignments.

Theoretical evaluation: 60% of the grade will correspond to the objective written test. This test will consist of: A questionnaire with 50 multiple-choice questions related to the topics covered in class, each with 4 alternative answers of which only one is correct. It represents up to 60% of the final grade of the course. Every 3 wrong answers will subtract one good answer (at the rate of -33% of the value of a question for each wrong answer). Unanswered multiple-choice questions will neither add nor subtract.

Autonomous activities and directed works: Correspond up to 40% of the grade and is obtained through written work and activities (individual or group; at least four activities in total) on the topics covered that must be delivered through the virtual campus of the web within the deadlines set by each teacher on the teaching platform. A second call will be enabled, in the deadlines and dates indicated by each teacher, this call will only be accessible to those students who having delivered their work in the time established in the first call, have not passed this evaluation tool (ie, have not reached a minimum of 2.0 out of 4.0 points out of 10 possible points for the total grade of the subject). The grade of this section is added to the grade of the "theoretical evaluation" only if the latter is passed. The grade of the assignments is kept for the second call of the theoretical evaluation if it has not been passed in the first call. In order to pass the course, it will be necessary to have obtained 50% of the score of all the evaluation instruments (theoretical written tests, practical tests and assignments...). For the 2nd call, the grade of the evaluation instrument already passed will be kept.



Considerations about the grades: The correctness of the use of language will be assessed.

Spelling mistakes, grammatical inconsistencies and "sms" language that appear in papers or other evaluation instruments will result in the loss of 10% of the grade given to the exercise. Students who have passed the theoretical test, but have not passed any of the remaining evaluation tools, will be given a maximum grade of 4.0 (out of 10). The grade that will be recorded in the minutes of the failed students will be the grade of the exam out of 10. The student will have the opportunity to know the grades of all the evaluation tools included in the teaching guide before the written test. Those students who enjoy a mobility/scholarship program such as Erasmus, Mundus, etc. will have as an indispensable condition to take the exam like the rest of their classmates. The proposed works must be carried out individually, in the case of being considered as group work. It is obligatory to communicate to the teacher their situation and destination in advance or within the first two weeks of the beginning of the academic year.

When a student who has been granted an ERASMUS/MUNDUS/SICUE mobility, plans to carry out his/her mobility in the second term and has to take a second exam in any of the subjects taken, it will be the course coordinator who will set the dates in coordination with the subject responsible and the international coordinator. In these cases, the second call will take place once the mobility period is over and the students will know the dates before leaving for the destination country.

Development of the course in second and successive enrollments: the evaluation criteria are the same as for first registration students.

MENTION OF DISTINCTION:

According to Article 22 of the Regulations governing the Evaluation and Qualification of UCV Courses, the mention of "Distinction of Honor" may be awarded by the professor responsible for the course to students who have obtained, at least, the qualification of 9 over 10 ("Sobresaliente"). The number of "Distinction of Honor" mentions that may be awarded may not exceed five percent of the number of students included in the same official record, unless this number is lower than 20, in which case only one "Distinction of Honor" may be awarded.



Learning activities

The following methodologies will be used so that the students can achieve the learning outcomes of the subject:

- M1 Exposition of contents by the teacher, analysis of competencies, explanation and demonstration of abilities, skills and knowledge in the classroom.
- M2 Group work sessions supervised by the teacher. Case study, diagnostic analysis, problems, field study, computer room, visits, data search, libraries, network, Internet, etc. Significant construction of knowledge through student interaction and activity.
- M3 Supervised monographic sessions with shared participation.
- M4 Application of interdisciplinary knowledge.
- M5 Activities developed in spaces and with specialized equipment.
- M6 Personalized attention and in small groups. Period of instruction and/or orientation carried out by a tutor with the objective of reviewing and discussing the materials and topics presented in the classes, seminars, readings, completion of assignments, etc.
- M7 Set of oral and/or written tests used in the initial, formative or summative evaluation of the student.
- M8 Student study: Individual preparation of readings, essays, problem solving, seminars, papers, memoirs, etc. To expose or deliver in the theoretical classes, practical classes and/or small group tutorials. Work done on the university platform (www.plataforma.ucv.es).
- M9 Group preparation of readings, essays, problem solving, papers, memoirs, etc. To present or deliver in the theoretical classes, practical classes, seminars and/or small group tutorials. Work done on the university platform (www.plataforma.ucv.es).



IN-CLASS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Face-to-face class M1, M2	R1, R2, R3, R4, R5, R6, R7, R8, R9, R11, R12, R14, R15, R16, R17, R18, R20, R21	35,00	1,40
Practice Classes M2, M4	R2, R4, R7, R10, R13, R19	4,50	0,18
Seminar M3	R3, R4, R12	2,00	0,08
Exhibition of group works M9	R1, R2, R5, R6, R8, R9, R10, R11, R13, R14, R15, R18, R19	1,00	0,04
Tutorial M6	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10, R11, R12, R14, R15, R16, R17, R18, R19, R20, R21	1,50	0,06
Evaluation M7	R2, R5, R6, R7, R8, R9, R11, R12, R13, R14, R17, R18	1,00	0,04
TOTAL		45,00	1,80

LEARNING ACTIVITIES OF AUTONOMOUS WORK

	LEARNING OUTCOMES	HOURS	ECTS
Student's self-employment M4, M5, M8	R1, R2, R3, R4, R5, R6, R7, R9, R10, R13, R15, R16, R17, R18, R20, R21	50,00	2,00
Group work M4, M9	R2, R5, R6, R7, R8, R10, R13, R17, R18, R19	17,50	0,70
TOTAL		67,50	2,70



Description of the contents

Description of the necessary contents to acquire the learning outcomes.

Theoretical contents:

Content block	Contents
Unit I: Health Legislation. Health systems and organizations.	<p>Item 1. Spanish Health Legislative Framework.</p> <ol style="list-style-type: none">1.Spanish Constitution.2.General Health Law (Ley 14/1986).3.Normative update of the SNS: period 1991-2000. Ley 15/1997 Nueva forma de gestión del SNS.4.Normative update of the SNS: period 2001- 2012. Ley 41/2002 Reguladora de Autonomía del paciente y de Derechos y Obligaciones en Materia de Información y Documentación clínica. Ley 16/2003 Cohesión y calidad del SNS. Ley 44/2003 LOPS. Ley 55/2003 Estatuto Marco personal estatutario. R.D. 450/2005 Especialidades de Enfermería. Ley 14/2007, de 3 julio sobre Investigación biomédica. R.D. 16/2012 Medidas urgentes de sostenibilidad del SNS, calidad y seguridad de las prestaciones. <p>Item 2. Health Systems and Organizations.</p> <ol style="list-style-type: none">1.Health Systems: definition, objectives, components.2.Health systems: types of health systems.3.National Health Service: principles and characteristics.4.Autonomous Health Services (SNS): decentralized management. <p>Item 3. Valencian Health Service.</p> <ol style="list-style-type: none">1.Health competences and legal framework.2.General principles, financing and functions.3.Care organization and management structure.4.Types of management health services and hospitals.



Unit II: Administrative process.

Item 4. Administrative process: fundamental concepts.

1. Administrative process.
2. Planning and organization: definition, purposes.
3. Analysis of health needs: concept of illness, concept of health problem (WONCA), concept of human need.
4. Study of health needs: identification of problems; interpretation and analysis of the problems detected. Stages of the organization of the needs study.
5. Objectives: Definition, concept, classification, quantification.
6. Activities and resources (financial, material, human).
7. Management planning: Trends in planning models: public and epidemiological health; social Sciences; community health. Planning and level of organization of the health system: regulations; strategic tactic; operative Strategic plans: strategy, mission, vision, values.
8. Management skills: motivation, negotiation and leadership.

Item 5. Indicators and protocols.

1. Use of indicators and protocols in planning.
2. Indicators of the health system: characteristics and categories
3. Indicators of level or quality of life: Sociodemographic, quality of life.
4. Health indicators: positive, negative.
5. Indicators of the use of health services and resources.
6. Protocol: definitions
7. Protocol: characteristics
8. Construction of a protocol: defining lines, phases, script.
9. Protocol quality.
10. Evaluation of the quality of a protocol.
11. Protocols and care systems.

Item 6. Health economics.

1. Health economics: basic concepts. Methods for the economic evaluation of health activity. Analysis of Cost Minimization, Cost-Effectiveness, Cost-Utility, Cost-Benefit.



Unit III. Clinical Management of nursing care.

Item 7: Process and clinical management:

1. Management by processes.
2. Clinical management: introduction, concepts, workloads, clinical management areas. Tools for clinical management (Clinical guidelines, clinical pathways).

Item 8. Information in the health organization.

1. Integrated health information systems (SIS): main functions, information needs, types of information existing in health organizations, measurement of the health product.
2. Data sources, records: clinical history, Nursing care dossier, report; Minimum set of data (CMBD).
3. Patient Classification Systems (SCP).
4. Workloads.

Item 9. Nursing care models.

1. Model of patient allocation (MAP.)
2. Functional or task model.
3. Model in nursing by teams (MEE).
4. Model of primary nursing (MEP).
5. Referent, clinic and case manager nurse.

Item 10. Ethical management and the values of care.

1. Concept of ethics applied to management.
2. Management by values.
3. Model of participatory by objectives.

Unit IV: Quality in health care nursing care.

Item 11. Healthcare Quality Assurance.

1. Definitions and importance.
2. Quality applied to health care: areas and components.
3. Quality assessment: Donabedian model (structure, process, and results).
4. Standards, indicators, and quality criteria.

Item 12. Management of the quality of care. Patient safety.

1. Definition.
2. Basic tools for quality improvement: Cause-effect diagram (Ishikawa).
3. Patient safety.
4. Control and quality assurance: Quality standards: standardization.
5. Quality management systems applied in Health Care Systems: Certification. Accreditation. Evaluation. Corporate Social Responsibility (CSR).

Workshop: SWOT.

Workshop: SWOT.



Temporary organization of learning:

Block of content	Number of sessions	Hours
Unit I: Health Legislation. Health systems and organizations.	5,00	10,00
Unit II: Administrative process.	7,00	14,00
Unit III. Clinical Management of nursing care.	5,00	10,00
Unit IV: Quality in health care nursing care.	4,50	9,00
Workshop: SWOT.	1,00	2,00



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Addendum to the Course Guide of the Subject

Due to the exceptional situation caused by the health crisis of the COVID-19 and taking into account the security measures related to the development of the educational activity in the Higher Education Institution teaching area, the following changes have been made in the guide of the subject to ensure that Students achieve their learning outcomes of the Subject.

Situation 1: Teaching without limited capacity (when the number of enrolled students is lower than the allowed capacity in classroom, according to the security measures taken).

In this case, no changes are made in the guide of the subject.

Situation 2: Teaching with limited capacity (when the number of enrolled students is higher than the allowed capacity in classroom, according to the security measures taken).

In this case, the following changes are made:

1. Educational Activities of Onsite Work:

All the foreseen activities to be developed in the classroom as indicated in this field of the guide of the subject will be made through a simultaneous teaching method combining onsite teaching in the classroom and synchronous online teaching. Students will be able to attend classes onsite or to attend them online through the telematic tools provided by the university (videoconferences). In any case, students who attend classes onsite and who attend them by videoconference will rotate periodically.

In the particular case of this subject, these videoconferences will be made through:

☒ Microsoft Teams

☒ Kaltura



Situation 3: Confinement due to a new State of Alarm.

In this case, the following changes are made:

1. Educational Activities of Onsite Work:

All the foreseen activities to be developed in the classroom as indicated in this field of the guide of the subject, as well as the group and personalized tutoring, will be done with the telematic tools provided by the University, through:

☒ Microsoft Teams

☒ Kaltura

Explanation about the practical sessions:



2. System for Assessing the Acquisition of the competences and Assessment System

ONSITE WORK

Regarding the Assessment Tools:

☒ The Assessment Tools will not be modified. If onsite assessment is not possible, it will be done online through the UCVnet Campus.

☐ The following changes will be made to adapt the subject's assessment to the online teaching.

Course guide		Adaptation	
Assessment tool	Allocated percentage	Description of the suggested changes	Platform to be used

The other Assessment Tools will not be modified with regards to what is indicated in the Course Guide.

Comments to the Assessment System: