



School of Nursing Pre-Licensure Student Handbook 2023-2024



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Dear Students,

Congratulations, and welcome to the Mercy University School of Nursing! As the Inaugural Dean, I am excited to welcome you on your journey to and through the nursing profession! This handbook, established by nursing faculty and informed by stakeholders, provides you with critical academic policies and procedures that support you throughout your nursing school journey. Please review this student handbook carefully to understand your rights and responsibilities.

The Mercy team is committed to cultivating a diverse community of students positioned to deliver safe and effective health care. We recognize your value in nursing and are committed to your success! Our 360 approach, based on a comprehensive strategy, builds on your knowledge. We integrate the skills of our elite faculty, stellar staff, and supportive administrators who share the vision of graduating exceptional nurses who become extraordinary healthcare influencers.

At Mercy University's School of Nursing, we take pride in providing an academic milieu where you can learn, grow, and advance in nursing. Every student's destiny is catalyzed by our purpose and mission; to transform students' lives through high-impact education and graduate nurses well-positioned to improve healthcare for their communities. We appreciate that you are the future of nursing and look forward to celebrating your success!

Committed to you,

Dr. Kenya V. Beard EdD, AGACNP-BC, ANEF, FAAN
Dean and Chief Academic Officer
Professor, School of Nursing
2012 Macy Faculty Scholar

their lives through higher education by offering liberal arts and professional programs in personalized and high-quality learning environments, thus preparing students to embark on rewarding careers, to continue learning throughout their lives and to act ethically and responsibly in a changing world.

School of Nursing Mission Statement

The mission of the School of Nursing is to educate individuals who seek to improve access to and the quality of healthcare. We do this by creating empowering learning environments that invite diverse perspectives and support courageous discourse. Dedicated nurse educators provide extraordinary experiences that strengthen the capacity of future nurses, scholars, practitioners, and leaders to advance the right of every individual to achieve their highest level of health and transform the healthcare experience.

Undergraduate Program Outcomes

- I. Integrate concepts from liberal arts and sciences as the basis for nursing education and the practice of professional nursing.
- II. Demonstrate leadership strategies that promote quality improvement, client safety, and organizational effectiveness that promote health.
- III. Evaluate the levels of evidence that guide evidence based on practice in professional nursing.
- IV. Explore ethical management of data, information, knowledge, and technology to facilitate professional nursing care.
- V. Investigate healthcare policies and practices, finances, costs, and regulations that influence professional nursing and the general population while promoting advocacy and social justice particularly for the vulnerable.
- VI. Examine the implications of interprofessional communication and collaboration in improving health outcomes.
- VII. Examine the impact of clinical prevention on health promotion and disease prevention on population health.
- VIII. Integrate the core values characteristic of professional nursing.
- IX.

decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human

invited in writing to consider membership. Outstanding community leaders in nursing are also eligible for membership. Additional information may be found at <http://www.nursingsociety.org/Pages/default.aspx>

Confidentiality

Student materials, grades, records and files are considered privileged and confidential. Student reports, tests, and examinations are stored in locked files or password protected files on Blackboard. Confidential material is only accessible to faculty and clerical staff. Information contained in the student's record will not be released without the written consent of the student. Written consent to release materials will be kept in the student's file. Mercy University may only release information generated by Mercy University. Records received from other persons and schools cannot be distributed by Mercy University. Consent for photographs must be obtained prior to taking pictures of students during the School of Nursing activities.

Students should not share or give their Mercy password to anyone.

RN Licensure

The successful completion of the Nursing Program and the NCLEX exam does not guarantee a New York State Nursing License.

New York State licensure requirements for registered

School of Nursing Administration

Kenya Beard, EdD AGACNP-BC ANEF FAAN – Dean

Susan Wilson, ANP RN – Associate Dean, Pre-Licensure Nursing Program

Susan Moscou, PhD MPH FNP – Associate Dean, Post Licensure Programs

Damien Germino, MS MPA – Director of Finance & Operations

Sylvie Rosenbloom, DNP APRN FNP-BC – Assistant Professor, FNP Program Director

Helene

School of Nursing

NURS 365 Introduction to Health Policy	3
Term Credit Total:	15

Third Year, Second Semester	
Course Number & Title	Credits per Course
General Education Elective	3
NURS 240 Medical Surgical Nursing I	3
NURS 240A Medical Surgical Nursing I Lab	1
NURS 240S Med Surg I Clinical Experience	2
NURS 363 Nursing Research	3
NURS 364 Nursing Informatics	3
Term Credit Total:	15

Fourth Year, First Semester	
Course Number & Title	Credits per Course
General Education Electives	9
NURS 241 Medical Surgical Nursing II	3
NURS 241A Medical Surgical Nursing II Lab	1
NURS 241S Med Surg II Clinical Experience	2
Term Credit Total:	15

Fourth Year, Second Semester	
Course Number & Title	Credits per Course
General Education Elective	3
NURS 250 Psych Mental Health Nursing	2.5
NURS 250S Psych Mental Health Clinical Experience	1.5
NURS 251 Community Health Nursing	4
NURS 251S Community Health Clinical Experience	2
NURS 366 Nursing Leadership & Management	3

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NURS 240A Medical Surgical Nursing I Lab	1
NURS 240S Med Surg I Clinical Experience	2
NURS 363 Nursing Research	3
NURS 365 Introduction to Health Policy	3
Term Credit Total:	12

Year and Term: Fifth Term	
Course Number & Title	Credits per Course
NURS 241 Medical Surgical Nursing II	3
NURS 241A Medical Surgical Nursing II Lab	1
NURS 241S Med Surg II Clinical Experience	2
NURS 364 Nursing Informatics	3
NURS 366 Nursing Leadership & Management	3

didactic nursing courses (lecture, lab, clinical) are completed. If a student fails to receive the required minimum grade in a prerequisite course, the student may repeat the course once. Students who fail to receive a passing grade in a prerequisite course and who are retaking it cannot progress to the next sequence of the curriculum of their program. This may require students to register as a part-time student, delay graduation, and delay eligibility to sit for the NCLEX exam. Efforts to support academic success is provided through PACT and faculty advisement.

Failure to attain the required grade on the second attempt in the prerequisite course or a nursing course will result in dismissal from the School of Nursing.

If a student fails to achieve a B- in two prerequisite courses or two nursing courses², they will be dismissed from their program of study.

Grades

No rounding of grades for any assignment or exam

No rounding of final course grade

Ex. A 79.52 [C+] will remain 79.52 [C+]

<u>Standardized Grading Scale</u>		
A	93-100	4.0

A minimum average of C in course grades represented by a cumulative scholastic index of not less than 2.0 in general education courses taken at Mercy University.

Course Transfer Policy

Take-home exam
Independent project
Practical assessment

Criteria for grading of exams and assignments, as well as the _____ of a given exam or assignment is determined by the course instructor and is outlined in the course syllabus. To maintain the integrity of exam items, faculty reserve the right to keep all exams and may return them to students for review only.

Students who must miss an exam, assignment, or deadline, or who need an extension for a particular assignment, must make individual arrangements with the course instructor in advance. Student assignments must be submitted in the designated assignment link in Blackboard unless otherwise stated by the professor. Students are responsible for completing all missed exams or assignments. Program policy does not permit additional assignments or

There will be no review of any final exam, irrespective of whether a student failed the course.

ExamSoft

ExamSoft computer requirements will be sent to the students prior to their first ExamSoft exam.

If the multiple response question includes the number of answers you must choose, all correct answers will receive credit.

Absent Instructor Procedure

On occasions when a faculty member is delayed,

The School of Nursing Associate Dean will refer the appeal to the School of Nursing Dismissal Review Committee for review and recommendations. All parties to the appeal will be permitted to submit any documentation they believe is necessary, including written statements and documentary evidence in the meeting with the Dismissal Review Committee. The Dismissal Review Committee will hold a meeting within two weeks after receipt of the appeal documentation. All parties to the appeal will be permitted to participate in the Dismissal Review Committee meeting.

The student may be accompanied by one person (who has a FERPA on file with Mercy University) who is not professional legal counsel; the person may observe but cannot actively participate in the Committee meeting. The Committee will hear from both parties and may call

The Clinical Experience

Clinical Placement Sites

Mercy University School of Nursing is committed to assisting each student in achieving their

must be completed within 15 days of notification. If the retest is positive, the student will be removed from clinical and all related courses.

Additional background checks, drug tests and fingerprinting may be required for individual facilities. The cost may be the student's responsibility.

Health Clearance for Clinical Courses

The health clearance process consists of completing:

Lab results pertaining to immunization titers

- MMR
- Varicella
- Hepatitis B Antibody and Antigen
- Hepatitis C

Vaccinations

- Tdap/TD
- Flu (to be completed yearly)
- COVID-19 and Booster

Tuberculosis – Quantiferon Blood Test (to be completed yearly)

Annual Health Assessment Form (to be completed yearly)

Health Insurance (to be completed yearly)

N95 fit testing (to be completed yearly)

Evidence of certification in CPR (American Heart Association professional rescuer cardiopulmonary resuscitation certification)

Health Clearance Form Deadlines

Fall Semester: August 1

Spring Semester: November 1

Summer Semester: April 15

The required health forms are available on CastleBranch. Information will be sent to students well in advance of each semester. Completed forms should be uploaded to the CastleBranch site for review and approval.

CastleBranch non-compliance will result in suspension from clinical courses. Tuition reimbursements, if any, will be made according to the University's tuition cancellation policy.

Full CastleBranch compliance must be maintained throughout the semester in which the student is enrolled in a clinical course. Students must notify the clinical instructor and the clinical course coordinator of any health condition that occurs during the semester that, if it had been detected during 0 612 792 reW'nQ EMC /Span #MCID 33/Lang (en-US) BDC q0.0000091C9.144 Tm0 g0 G

Communication

Cell phones should be set to silent or vibrate when at clinical placements. Students are not allowed to take or make personal calls or texts during their clinical practicum hours and never in patient care areas.

Transportation

Transportation to all off-campus programs including clinical placements is the responsibility of the student. Students are responsible for parking fees, if applicable, at the clinical sites. Students are encouraged to make arrangements to carpool and rideshare to clinical sites. Students may be required to travel up to 75 miles each way from their home campus to a clinical site. Mercy University School of Nursing students who decline to proceed to an assigned clinical rotation site will be deemed to have voluntarily withdrawn from the related courses.

Facility On-Boarding Requirements

Facility on-boarding requirements are located on the Clinical Placement Team Blackboard

Clinical Attendance

Lateness:

Students who arrive later than 15 minutes are considered to have a clinical absence.

Absences:

Students who miss one clinical day will be given a warning. Students who miss two clinical days may not pass the course and may need to repeat the course. Students are only permitted to repeat one nursing course during the nursing program.

Notification:

Students must notify their clinical instructor, adjunct, and clinical course coordinator if they will be absent or late. Failure to notify may result in course failure.

Clinical Make-Up

Students who miss any clinical experience are required to make-up the clinical hours missed. The make-up session will take place in either the Clinical Simulation Lab or the clinical placement site or using an alternate experience. The clinical make-up will include comparable learning outcomes as determined by the clinical course coordinator, director of the Simulation Lab, and/or the clinical instructor. Students will receive an incomplete in the course until the clinical make-up occurs. This may delay course progression and/or graduation. Clinical make-up dates will be determined by the Clinical Course Coordinator. Clinical make-up dates will be scheduled within the last two weeks of the semester.

Religious and Military Observance

Students requesting religious observance or military considerations for clinical assignments must submit their request in writing. Those requesting a religious observance must include a signed letter from the head of their religious community on an official letterhead. All requests are to be sent to the designated nursing administrative assistant, according to the following schedule:

April 1 – for Summer Semester Classes. Must cover dates from May 26 to Aug. 31.

June 1 – for Fall Semester Classes. Must cover dates from Sept. 1 to Dec. 31.

November 1 –

uniform, at outside affiliating clinical sites, and in the skills lab and simulation lab.

The dress code for specific sites follows:

Hospital Setting

Required uniforms depend on the particular clinical setting. In a hospital setting, students are required to wear their nursing uniform with the Mercy University School of Nursing logo displayed and ID badge displayed. Footwear should be solid color and dark. Mesh and canvas sneakers as well as footwear with openings are not permitted. The approved uniform may be purchased online from Meridy's uniforms, <https://www.meridys.com>.

Community Health Setting

Required uniforms depend on the agency. Business attire is acceptable unless the clinical agency requires a standardized dress code. Some agencies require blue pants and white tops. The dress code follows:

- Clinging low-cut blouses are not allowed
- Tight knit tops are not allowed
- Tight knit pants are not allowed
- Blue jeans are not allowed
- Sweatpants are not allowed
- Tongue and nose piercing (unless nose piercing is part of your culture) must be removed
- Visible student ID badges that identify the Mercy University School of Nursing Student are required

Uniforms and Appropriate Dress Codes

Required uniforms for other clinical settings vary depending on the particular setting (e.g., psychiatry, pediatric day care, community health, and maternity). Students should consult their clinical instructor and the Clinical Placement Coordinator before the course begins about the appropriate uniform for their particular clinical setting.

- Uniforms must be clean and properly maintained
- Shoes must be clean and properly maintained
- Warm up jackets with the Mercy University logo are permitted
- If the required uniform for a clinical setting is *casual attire*,
 - Students may wear pants or skirt with a blouse or a shirt with a collar
- Inappropriate clothing (never permitted)
 - Blue jeans
 - Denim pants
 - Shorts
 - Tank tops
 - T-shirts
 - Sweatshirts
 - Sweatpants
- Inappropriate footwear (never permitted)

Emergency Information

Cancellation of On-Campus and Off-Campus Classes

In the event of inclement or severe weather or any other emergencies, Mercy University may choose to close or delay its operations completely or in part. Because weather conditions and other emergencies may not affect all campuses equally, this decision may be made on a campus-by-campus basis.

The decision to close or delay day classes for weather-related reasons will be made by 6:00 a.m. and evening classes by 2:00 p.m. on the day of closing. The decision to cease operations for other emergencies may be made at any time during the day, depending on conditions. Please note that this also applies to any off-campus clinical sites.

Students, faculty, and staff can obtain information about closure and delay via:

The Mercy University Information Weather line – (914) 674-7777

Mercy Website – www.mercy.edu

