



**MERCY
UNIVERSITY**

School of Nursing

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,

A handwritten signature in black ink that reads 'Kenya Beard'.

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

Mercy University
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Introduction

Adherence to Policies

Nursing students must adhere to all policies found in the Mercy University Undergraduate Catalog. <https://www.mercy.edu/academics/catalogs-bulletins-calendars>

The School of Nursing program policies are in effect for all undergraduate nursing students. All policies related to the Clinical and Simulation Labs are found in the Lab Manual.

It is the responsibility of the student to be familiar with Mercy University's policies and policies outlined in the School of Nursing handbook.

Accreditation

The baccalaureate degree in nursing and master's degree in nursing at Mercy University are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, (202) 887-6791.

History of the Nursing Program

In 1977, the baccalaureate nursing program was the first health profession program at Mercy College. The college offered the RN to Bachelor of Science (BS) degree and graduated the first class in 1980. In 1981, the Nursing Program offered the first graduate degree (Family Clinical Nurse Specialist). The MS program focused on family health nursing and evolved into the Adult Nurse Practitioner Track in 2000. The shift in healthcare priorities led to the suspension of these tracks and the development of the Nursing Education and Nursing Administration tracks in the master's program in 2004. The BS and MS programs were accredited by the National League for Nursing from their inception until 1998. Since 1999 the programs have been accredited by the Commission on Collegiate Nursing Education (CCNE).

In 2015, a traditional pre-licensure program began, with the first class graduating in 2019. Also, in 2019, the College of New Rochelle (CNR) teach-out led to a significant increase in the number of nursing students at Mercy University (formerly known as Mercy College). An accelerated second-degree BS and a Family Nurse Practitioner program joined the traditional BS nursing program in the Fall of 2019. The last of these teach-out BS students graduated in May of 2023. In Fall 2021, a weekend accelerated second degree program was established. Students who are enrolled in the accelerated programs attend classes on the Bronx campus; traditional baccalaureate students attend classes on the Dobbs Ferry campus.

With the program expansion and the continued delivery of a strong curriculum, the nursing program, once a part of the School of Health and Natural Sciences, officially became a School of Nursing in July of 2023.

Mercy University Mission Statement

Mercy University is committed to providing motivated students the opportunity to **transform**

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. Integrate and apply knowledge, skills, and attitudes that lead to the improvement in health outcomes while recognizing the diversity of culture, spirituality, ethnicity, socio-economic status, gender, and sexual orientation of all clients.

Faculty/Student Agreement

Faculty Responsibilities to Students:

As the instructor(s), I (we) will:

- Respect the unique qualities and knowledge base of each student
- Be prepared to teach
- Begin classes promptly
- Be open minded
- Use teaching strategies aimed at appropriate learning level and style

- Answer questions to reinforce learning
- Return assignments/tests within a timely manner (approximately, two weeks)
- Return calls/emails within 2-3 business days

Student Responsibilities to Faculty:

The student will:

- Interact with classmates and faculty in a respectful manner
- Come to class on time
- Be prepared for class and eager to learn
- Complete all course assignments prior to class
- Submit assignments by the due date
- Demonstrate professionalism
- Not engage in any activity that disrupts the class, including personal communication or leaving class at times other than assigned breaks and lunch
- Uphold honest and ethical standards, including not attempting to pass another person's work as my own
- Be responsible for participating in all aspects of the course

Communication

- All communication from the School of Nursing will only be sent to the student's Mercy University email.
- Mercy email is assigned to each student upon acceptance into Mercy University.
- Students are responsible for reading all email postings. If a response is indicated, students must respond to emails from faculty (clinical or academic) within 24 hours of receipt.
- **Checking Mercy University email and Blackboard courses on a daily basis is mandatory.**
- Students can forward their Mercy email address to their personal email account (student must do this manually in their Mercy email account).
- Course related communication is through Blackboard email.

PACT (Personalized Achievement Contract)

Each nursing student is assigned a PACT mentor for the duration of their enrollment. Students are encouraged to meet with their PACT mentor each semester prior to registering for courses. It is the **student's responsibility to ensure prerequisites are completed for nursing courses.** PACT mentors can assist students who are experiencing academic or personal difficulties.

Student Representatives and Concerns

Each cohort will elect 1-2 student representatives. These representatives will meet with the Program Director 2-4 times a year. General concerns regarding the School of Nursing or Mercy University should be brought to the representatives and the School of Nursing Program Director. Individual student concerns should be addressed to faculty involved or with their

advisor.

Nursing Program Resources

The clinical skill lab and simulation lab offer state-of-the-art resources. Utilizing a wide array of methodologies including task trainers, human patient simulators and standardized patients (actors who play the role of patients), a variety of clinical focused learning opportunities ranging from fundamental skills to high fidelity simulation are available. The clinical skill lab is available to individual students or small groups to practice for exams, work with tutors, and receive remediation as needed. Open lab hours are available each semester.

Office of ACCESSibility

Mercy University is committed to achieving equal educational opportunities and full participation for persons with disabilities. Persons with disabilities who may need classroom accommodations are encouraged to contact the Office of ACCESSibility before the semester begins to learn about the different accommodations available and the process for obtaining reasonable accommodation(s). Please contact the Office at (914) 674-7523, accessibility@mercy.edu or visit their website at www.mercy.edu/student-affairs/access

Recording Devices in Classes

Cameras, tape recorders, or other recording devices are not permitted for use in the classroom without the express consent of the instructor. Students with a disability who seek permission to use recording devices as a reasonable accommodation in accordance with ADA and Section 504 requirements should direct their request for reasonable accommodation to the Office of ACCESSibility by phone at (914) 674-7523, or by email to accessibility@mercy.edu.

Professionalism

The School of Nursing prepares students to become registered professional nurses who are ethical, competent, knowledgeable, caring, respectful, and compassionate leaders. It is expected that students begin this preparation from the day of admission to the program through graduation and throughout their career. Students are expected to adhere to the American Nurses Association (ANA) Code of Ethics for Nurses.

American Nurses Association Code of Ethics for Nurses (2015)

1. The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of every patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes

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 rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate the principles of social justice into nursing and health policy.

Source: American Nurses Association, Kansas City, MO.

Professional Associations

Student Nurses Association at Mercy University

The Student Nurses Association (SNA) is an organization comprised of undergraduate Mercy University School of Nursing students. Participation in SNA provides students with support from other nursing students, a sense of professional direction and educational opportunities, exposure to nursing health care issues, and the opportunity to develop leadership skills. SNA meets regularly and sponsors several forums for nursing students.

Sigma Theta Tau International

Zeta Omega is the Westchester/Rockland at-large chapter of Sigma Theta Tau International, the international nursing honor society. Sigma Theta Tau International recognizes the development of leadership qualities, fosters high professional standards, encourages creative work, and strengthens commitment on the part of individuals to the ideals and purposes of the profession of nursing. Mercy University is a member of Zeta Omega, which is a consortium of nursing programs from Dominican University and Mercy University.

Candidates for membership are selected based on superior scholastic achievement. Undergraduates who are halfway through their program, have a 3.0 cumulative quality point average (CQPA) and are in the upper 35% of their class are eligible for membership nomination. The Zeta Omega chapter faculty counselor reviews student standing, and eligible students are

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 nurses (RN):

- Good moral character
- Minimum age: 18-years-old
- Meet education requirements
- Meet examination requirements

Moral Character Requirements

You must demonstrate that you are currently of good moral character in order to be licensed or registered as an RN. Please refer to the following link for further explanation of good moral character: <https://www.op.nysed.gov/professions/registered-professional-nursing/license-requirements>

Students are cautioned that graduation from the school does not assure licensure. The decision to grant licensure lies with the Office of Professional Discipline and occurs after a candidate passes the NCLEX-RN. A record of a felony conviction may disallow licensure. The Office of Professional Discipline (OPD) will review each felony conviction on the grounds of remorse, retribution, and rehabilitation.

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 Dill, DHSC CNM – Assistant Professor, Traditional Program Director

Kara Giustino, PNP-BC – Instructor, Accelerated Program Director

Kathleen Apollon-Ferron, MSN RN CCRN – Instructor, Accelerated Weekend Program Director

Marvin Sanon, BS – Nursing Lab & Clinical Simulation Director, Bronx & Dobbs Ferry

Tanya Bartley, DNP MBA MSN CCRN-CMC CEN TNCC – Nursing Lab & Clinical Simulation Director, Bronx

Karen Koziol, MS RNC – Director, Clinical Simulation, Dobbs Ferry

Janella Dilone, MSN FNP-BC RN – Associate Director of Clinical Simulation

Mary Hogan, RN – Administrative Support for Nursing Lab & Clinical Simulation, Bronx

Sandra Farrior, BS – Director, Clinical Placement Team

Sindy Louisma, MPA – Associate Director, Clinical Placement Team

Mauricia Albert-Dalley, AAS – Clinical Placement Coordinator

Jane Fanning, AAS – Clinical Placement Coordinator

Jane Ryan, AAS – Clinical Compliance Coordinator

Elena Chelaru, MA – Clinical Compliance Coordinator

Kristian Nokaj, BA – Administrative Support for Clinical & Operations Teams

Brunie Lopez, MA – Associate Director, Operations Team

Redella Muir, MS – Nursing Operations Manager, Budget Affairs

Erik Morales, MS – Nursing Operations Manager, Student Affairs

Maryanne Allis, BA – Administrative Support

Ruth Evers-Leich – Administrative Support

Bryan Enriquez, BS – Administrative Support

School of Nursing Academic Policies

Attendance

Students are expected to attend all registered classes. Not attending classes for three consecutive class meetings without contacting the instructor will result in a grade of **FW**, which means **stopped attending**. FW grades are calculated into the student’s GPA as an **F**.

Nursing Lab Attendance

All lab absences must be made up during scheduled open lab hours.

- A student who misses two or more labs in a single semester must meet with the program director to discuss how the student will meet the course objectives.
- Missing more than two labs in one semester may result in failure of the lab course.
- Failure of the lab course may affect progression in the program and may delay graduation.

Clinical Attendance

Please refer to ‘The Clinical Experience’ section for additional information regarding absences, lateness, and make-ups.

Traditional BS Nursing Program Curriculum

Curriculum Requirements

- All NURS, BIOL, and CHEM courses must be taken at the Westchester campus.
- General education courses may be taken at any Mercy University campus.

BS Traditional Nursing Program

Program Level: Undergraduate

Catalog Year: 2023-2024

First Year, First Semester	
Course Number & Title	Credits per Course
BIOL 130 Anatomy & Physiology I	3
BIOL 130A Anatomy & Physiology I Lab	1
CINQ 101 Critical Inquiry	3
ENGL 111 Written English & Literary Studies I	3
MATH 116 College Algebra	3
NURS 105 Intro to Professional Nursing	2
Term Credit Total:	15

First Year, Second Semester	
Course Number & Title	Credits per Course

BIOL 131 Anatomy & Physiology II	3
BIOL 131A Anatomy & Physiology Lab	1
CHEM 140 Essentials of Gen, Org, Biochem Lecture	3
CHEM 140A Essentials of Gen, Org, Biochem Lab	1
ENGL 112 Written English and Literary Studies II	3
PSYN 101 Intro to Psychology / SOCL 101 Intro to Sociology	3
Term Credit Total:	14

Second Year, First Semester	
Course Number & Title	Credits per Course
BIOL 117 Nutrition	3
BIOL 265 Microbiology	3
BIOL 265A Microbiology Lab	1
NURS 198 Health Assessment & Promotion Lecture	2
NURS 198A Health Assessment & Promotion Lab	1
NURS 367 Pathophysiology	3
PSYN 233 Developmental Psychology	3
Term Credit Total:	16

Second Year, Second Semester	
Course Number & Title	Credits per Course
COMM 110 Oral Communication	3
NURS 200 Fundamentals of Nursing	3
NURS 200A Fundamentals of Nursing Lab	2
NURS 200S Fundamentals of Nursing Clinical Experience	1
NURS 220 Pharmacology for Nurses	2
NURS 220A Pharmacology for Nurses Lab	1
NURS 361 Contemporary Topics	3
Term Credit Total:	15

Third Year, First Semester	
Course Number & Title	Credits per Course
JRSM 301 Junior Seminar	3
MATH 117 Intro to Statistical Reasoning	3
NURS 226 Parent Child Nursing	2
NURS 226S Parent Child Clinical Experience	1
NURS 227 Pediatric Nursing	2
NURS 227S Pediatric Nursing Clinical Experience	1

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
Term Credit Total:	16

Accelerated Second-Degree BS Nursing Program Curriculum

Curriculum Requirements

- All courses must be taken at the Bronx campus.

Accelerated & Accelerated Weekend Second-Degree BS Nursing Program

Program Level: Undergraduate
Catalog Year: 2023-2024

Year and Term: First Term	
Course Number & Title	Credits per Course
Prerequisites for program: A&P II + lab; Microbiology; Psychology or Human Development; Chemistry	
NURS 198 Health Assessment & Promotion Lecture	2
NURS 198A Health Assessment & Promotion Lab	1
NURS 200 Fundamentals of Nursing	3
NURS 200A Fundamentals of Nursing Lab	2
NURS 200S Fundamentals of Nursing Clinical Experience	1
NURS 220 Pharmacology for Nurses	2
NURS 220A Pharmacology for Nurses Lab	1
Term Credit Total:	12

Year and Term: Second Term	
Course Number & Title	Credits per Course
NURS 226 Parent Child Nursing	2
NURS 226S Parent Child Clinical Experience	1
NURS 227 Pediatric Nursing	2
NURS 227S Pediatric Nursing Clinical Experience	1
NURS 361 Contemporary Topics	3
NURS 367 Pathophysiology	3
Term Credit Total:	12

Year and Term: Third Term	
Course Number & Title	Credits per Course
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
Term Credit Total:	10

Year and Term: Fourth Term	
Course Number & Title	Credits per Course
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 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
Term Credit Total:	12

Orientation

All new students to the School of Nursing are expected to attend orientation conducted by the Program Directors, staff, and faculty. Orientation dates and other information will be provided to all new students at the start of their program.

Academic Progression

Standardized Grading Scale

The passing grade for NURS 220A Nursing Pharmacology Lab is **A-**. The passing grade for all other pre-licensure undergraduate nursing (NURS) courses is a **B-**.¹

Traditional students must obtain a grade of **B-** in the following prerequisite courses:

- BIOL 130/130A: A & P I lecture/lab
- BIOL 131/131A: A & P II lecture/lab
- BIOL 265/265A: Microbiology lecture/lab
- CHEM 140/140A: Essentials of General Organic Biochemistry lecture/lab
- ENGL 111: Written English and Literary Studies I
- ENGL 112: Written English and Literary Studies II
- MATH 116: College Algebra
- MATH 117: Introduction to Statistical Reasoning

Students cannot continue in their sequence until all prerequisite general education and/or

¹ *Effective fall 2023; the passing grade for undergraduate pre-licensure nursing courses will be a C+ which corresponds to a 77. This does not include NURS 220A nursing pharmacology lab which still requires an A-.*

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+]

Standardized Grading Scale

A	93-100	4.0
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.0
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.0
C-	70-72	1.67
D	65-69	1.0
F	Below 65	0.0

Maintenance of Good Academic Standing

The minimum cumulative GPA for good academic standing is as follows:

- First Year GPA is at or above 2.2
- Second Year GPA at or above 2.4 (NURS classes must be at 2.67 or above)
- Third Year GPA at or above 2.4 (NURS Classes must be at 2.67 or above)
- Fourth Year at or above 2.4 (NURS Classes must be at 2.67 or above)

To be eligible for graduation with the bachelor's degree, a student must fulfill the following conditions:

² *Effective fall 2023; the passing grade for undergraduate pre-licensure nursing courses will be a C+ which corresponds to a 77. This does not include NURS 220A nursing pharmacology lab which still requires an A-.*

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

Please refer to the Mercy University Undergraduate Catalog for your program of study Admission Policy in regards to courses which you can transfer in.

Traditional Nursing Link:

https://catalog.mercy.edu/preview_program.php?catoid=18&poid=3708&returnto=1925

Accelerated Second-Degree Nursing Link:

https://catalog.mercy.edu/preview_program.php?catoid=18&poid=3753&returnto=1925

Accelerated Weekend Second-Degree Nursing Link:

https://catalog.mercy.edu/preview_program.php?catoid=18&poid=3767&returnto=1925

Withdrawals

Withdrawal from Nursing (NURS) Courses

Effective with the Fall 2023 semester, a student may withdraw from any nursing (NURS) course **only once** throughout the program.

Examples:

- Permitted – withdraw from NURS 198; retake NURS 198 and pass.
- Not permitted – withdraw from NURS 198; retake NURS 198 and withdraw; the second withdrawal will result in dismissal from the nursing program.
- Not permitted – withdraw from NURS 198; retake NURS 198 and pass; withdraw from any other NURS course. The second withdrawal will result in dismissal from the nursing program.

Students are required to withdraw from all components associated with an NURS course (i.e., lecture, clinical and/or lab). The withdrawal from all components associated with an NURS course will be considered one withdrawal.

Students must withdraw by the University's designated deadline. **Exceptions may be made for medical or emergency withdrawals, with appropriate documentation.**

Examinations and Assignments

Examinations and assignments are part of courses students take. Course instructors in collaboration with course leaders determine the format of the exams and assignments they deem appropriate to assess knowledge. Examinations may include any of the following formats:

- In-class exams

- Take-home exam
- Independent project
- Practical assessment

Criteria for grading of exams and assignments, as well as the **weight** 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 projects for raising an individual grade.

Written Assignments

The writing style and format used for all written assignments adhere to the *Publication Manual of the American Psychological Association* (7th ed).

All papers must be:

- Typed into Microsoft WORD
- Free of typographical errors
- Free of spelling and grammatical errors
- Free of plagiarism
- Free of gender and other forms of bias

Non-adherence to any of the above may affect the overall grade. Students are advised to make an extra copy of all written assignments for their own protection and records.

Exam Policies

Exam Review Policy

- Exam review will be conducted within the ExamSoft platform and should take place within 1 week of the exam date, unless a holiday falls on that day, in which case it should take place during the next scheduled class.
- Exam review will be in-person in the classroom during the next scheduled class following the exam. The review will take place under testing conditions with testing space free of any personal items. **See Exam Preparation Policy.**
- The exam review will cover only “incorrect” answers and not the entire exam for a duration of 15 minutes. If a student wishes to review their exam and/or has concern about an exam question, the student has one week from the date of the exam to email their faculty member requesting a meeting.

- **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.

ExamSoft Download

Download will be available 48 hours prior to the scheduled exam. The download will no longer be available 15 minutes before the scheduled exam starts. If a student has not downloaded during this time window, they will now be considered absent from the exam.

Exam Preparation

Prior to starting the exam and/or the exam review, all phones must be turned off and stored with student belongings at the front of the room. No personal items such as, food/beverages, cellular phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, bags, hats (and other head coverings with exception to head coverings worn for religious/medical reasons), coats, books and notes are allowed in their personal testing space. Eye and/or ear wear that provides access to the internet will not be allowed.

The student testing space can have a computer, computer mouse, and a writing implement only. If paper is needed during the exam, this will need to be provided by the faculty member. Each student will write their name on their paper and the paper will be collected by the faculty member at the end of the exam.

Late Arrival to Exam

If a student is 15 minutes late to a scheduled exam, the student will not be allowed to take the exam. They must arrange with the faculty member for a make-up exam within one week of the scheduled exam date. This exam will be different from the original scheduled exam and may be in a different format. A subsequent lateness in the same course will result in a 5-point deduction from the exam total.

Exam Absence

If a student is absent on a scheduled exam day, they must arrange with the faculty member for a make-up exam within one week from the scheduled exam date. This exam will be different from the scheduled exam and maybe in a different format. A subsequent absence in the same course, will result in a 5-point deduction from the exam total.

Multiple Response Exam Questions

Multiple Response 'Select All That Apply' questions that do not include the number of correct answers in the question will be graded using NCLEX plus-minus scoring which allows for partial credit. Students cannot score lower than a zero on these type of questions.

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, unavoidably, and no notice is posted, students should wait at least a half hour before leaving. In the event that an instructor does not show up to class or notify students of their absence, students should inform their Program Director and a Nursing Administrative Assistant within the hour of the class start time.

Course Evaluations

Each student provides feedback on each course and instructor via Blue Survey. Blue Survey is an online course survey, which is completed prior to the end of the semester. Completing course surveys is important so that faculty can ensure program outcomes and student learning outcomes are met as well as overall program assessment.

Students will receive an email at their mercy.edu, their personal email account (if set up forwarding) informing them about the online Survey for Instructors and Courses survey process. Students are given information about the survey and how to access it each semester.

Academic Appeals Policy

The Academic Appeals policy provides students with a process to resolve formal complaints made by students, faculty, or an administrator about academic issues such as grade disputes, cheating, plagiarism, and the enforcement of academic policies.

Grade Appeals for Nursing Courses

Grade appeals specifically for nursing courses are typically only granted if:

- There was a miscalculation in the course grade, or
- Grade was not calculated according to the syllabus **for the section in which you are enrolled**, or
- The student was treated differently than other students **in the same section in which you are enrolled**.

Students will be removed from nursing courses once letter grades are officially posted for which they have not passed the prerequisite courses.

Please check the Mercy University Undergraduate Catalog for complete instructions on academic appeals and polices on cheating and plagiarism:

<https://catalog.mercy.edu/content.php?catoid=18&navoid=1903>

Dismissal Appeals Policy

The purpose of the School of Nursing Dismissal Appeals Policy is to provide a process for the equitable resolution of formal complaints made by a student over an academic dismissal at the Program level.

An **Academic Dismissal** from a program may occur if a student does not meet the criteria outlined by the specific program to remain in good standing. If a student fails to meet these criteria, the Program Director may dismiss the student after a faculty review. The student may appeal the program dismissal through the steps listed below. Before proceeding to a higher-level step, all lower-level steps must first be completed. To the extent that a Program Director or Associate Dean is unavailable, a designee may be appointed for purposes of resolving such issues in a timely manner.

Step One: Program Director – Within two weeks after final grades are posted in which the dismissal occurred, the Program Director will notify the student in writing of the program dismissal. The student may appeal the program dismissal by submitting a request in writing to the designated administrative assistant within two weeks of receiving the dismissal letter, to request a meeting with the Program Director. Each party may bring relevant information and supporting documentation to the meeting to discuss.

The written appeal submitted by the student to the Program Director must include the following information:

1. The date, name, student CWID number, telephone number, and Mercy University email address shown in the upper left-hand corner of the letter.
2. The stated reason(s) the student was dismissed from the nursing program.
3. Identification of the (a) extraordinary and non-recurring circumstances that caused the student's unsatisfactory academic performance and subsequent dismissal from the nursing program; and (b) evidence that the unsatisfactory academic performance is not representative of the student's academic ability.
4. An explanation of why the information provided should result in the reversal of the decision to dismiss the student from the nursing program, and an outlined plan of academic improvement if accepted back into the program.
5. A copy of the student's unofficial Mercy transcript and a printout of the student's grades and exams scores in the course(s) of the semester which they are up for dismissal.
6. The student can provide documentation which supports the claim in their appeal letter.

After the meeting, the Program Director will make a decision on the student's appeal within one week and communicate it in writing to the student. A copy of this decision will be sent to the School of Nursing Associate Dean and the student's assigned PACT Mentor. If the student is dissatisfied with the outcome of this decision, a formal written appeal may be submitted by the student to the School of Nursing Associate Dean within one week after receipt of the Program Director's decision.

Step Two: Associate Dean Dismissal Review Committee – In the event that the issue has not been satisfactorily resolved in Step One, the student has the option to appeal to the School of Nursing Associate Dean. At this step, the student will provide all previous documentation required to the designated administrative assistant, specifically requesting this second step of the appeal.

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 on any witnesses to the matter and review any supplementary documentation. The Committee may ask questions throughout the meeting and may, if necessary, adjourn the meeting to obtain additional information.

After all the interviews have been completed, and documents reviewed, the Dismissal Review Committee will deliberate in closed session. The Committee will make their recommendations to the School of Nursing Dean which may include upholding or overturning the program dismissal.

Step Three: School of Nursing Dean – Within two weeks after receipt of the recommendations from the Dismissal Review Committee, the School of Nursing Dean will review all the relevant documentation. A written decision shall be sent to both the student and Program Director. The decision rendered by the Dean is final; no additional appeals will be permitted.

Any student reinstated in a nursing program following an initial dismissal will be subject to immediate academic dismissal effective upon the occurrence of any additional probationary event(s). The student's past academic history will be considered when determining if a probationary event is warranted. Students dismissed for a second time will not be allowed to appeal to the Program Director or Associate Dean for reinstatement, nor are they permitted to reapply to their nursing program. Failure to comply with any part of this process on the part of the student will result in forfeiture of all rights of appeal as outlined.

Mercy University School of Nursing reserves the right to make changes to this Dismissal Review Policy as it deems necessary, with the changes applicable to all students then in attendance in an accredited nursing program.

The Clinical Experience

Clinical Placement Sites

Mercy University School of Nursing is committed to assisting each student in achieving their educational goals by providing a myriad of clinical experiences. Students will receive a unique assignment which will be communicated via Mercy University email during the open period of registration. Please be advised that students must have a flexible schedule for clinical placement. **Clinical assignments may be scheduled any day of the week (Sunday-Saturday), days and evenings.** Clinical site assignments are not negotiable. The clinical coordinator is not required to consider the personal preferences of a student in making assignments to clinical rotation 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.

Clinical Policies

- **Confidentiality:** Professional nursing students are held accountable to *The Health and Human Services (HHS) Health Insurance Portability and Accountability Act - Standards for Privacy of Individually Identifiable Health Information* (known as the Privacy Rule). Please review: <https://www.hhs.gov/sites/default/files/privacysummary.pdf>
- **Conflict of Interest:** A conflict of interest can arise if a student has a familial, social, or long-term professional relationship with a person who would have direct supervision of the student during the clinical placement. Students are responsible for disclosing to the Clinical Placement Team any actual or potential conflict of interest. If it is deemed to be considered a conflict of interest, the student will be reassigned to another clinical placement.

Clinical Compliance

Prior to attending a clinical experience, students must satisfactorily complete all clinical compliance requirements. The Mercy University School of Nursing and the applicable clinical agency will review the completed forms to ensure that requisite compliance has been met. Mercy University School of Nursing contracts CastleBranch to review and approve all requirements.

Background Checks

To participate in a clinical experience, a criminal background check is required through CastleBranch.

Drug Testing

To participate in a clinical experience, a drug test is required through CastleBranch. If a student has a positive drug screen for cannabis/marijuana, they will be permitted to retest. The retest

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 cancellation of the student's registration or 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 the health clearance process, would have resulted in the student being denied health clearance. In such cases, the student will not be permitted to attend clinical

courses until they have been cleared to do so.

Vaccination Waivers

Waivers for vaccines are only given for valid medical contraindications. In these instances, the student must provide documentation from a medical clinician.

- **Flu vaccine** – An allergy to eggs is no longer a contraindication because an egg-free vaccine is available.
- **COVID-19 Vaccine** – Full vaccination and bi-valent booster is required by our clinical partners. It is rare for a clinical partner to approve an exemption.

Please note that clinical facilities, hospitals, or medical institutions have the right to decline placements to students with vaccination waivers or exemptions.

The program cannot guarantee clinical placements for students who receive vaccination waivers or exemptions. In order to graduate from the nursing program, students must complete their required clinical courses; an inability to complete the required clinical coursework will interfere and could prevent a student from graduating.

Clinical Agencies Policies

Students are obligated to adhere to applicable policies and procedures of the clinical agencies to which they are assigned. Students are required to know and comply with all policies and procedures. Students are not permitted to contact a clinical site or a preceptor about a clinical placement. All clinical inquiries should be directed to the Clinical Placement Team.

Students are not permitted in any clinical area without the supervision of their clinical instructor under any circumstances.

Basic Life Support (BLS) Certification

The American Heart Association BLS certification must be maintained for the entire academic year.

Dosage Calculation Examination

Prior to the start of any clinical nursing course, students must take and achieve a score as below on the dosage calculation exam. If the student fails to achieve the required score after the third attempt the student must withdraw from both the clinical and didactic component of the course and repeat both the next time the course is offered. Students must remediate with faculty after failing to obtain the required score at the first attempt.

- NURS 200, NURS 226, NURS 227, NURS 240: 90%
- NURS 241: 100%

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 platform. The student is responsible for completing the on-boarding requirements for their clinical assignment(s) by the stated deadline. Students **must** adhere to all facility compliance standards which includes mandatory pre-clinical training and clearance approval. Students who do not submit the on-boarding requirements will be removed from their clinical assignments and related courses.

Incidents/Accidents at Clinical Sites

Any accident or injury at a clinical site must be reported **immediately** to the student's Clinical Instructor and as soon as possible to the Clinical Course Coordinator. Most sites will have a policy about reporting incidents that students and faculty must follow. If you are injured at a clinical site, you may have the opportunity to be treated at that site.

Contact with bodily fluids, needle sticks, and/or penetrating injuries pose the risk of infection from bloodborne pathogens. Students should clean the area with soap and water and report such injury **immediately** to their Clinical Instructor and to the Clinical Course Coordinator or Program Director.

A medical evaluation should occur shortly after the incident. In some cases, treatment or prophylaxis may be administered and started immediately.

Program faculty will help direct you to the nearest Emergency Department if the clinical site where the incident occurred is unable to evaluate the incident. Furthermore, if an event occurs, a Mercy University Incident Report Form **must** be completed and submitted to the University within 48 hours of the occurrence. Students are required to submit a written account of the incident to the Clinical Course Coordinator and Program Director.

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 – for Spring Semester Classes. Must cover dates from Jan. 1 to May 25.

Any student who is unable to obtain the required letter but is still requesting a religious observance consideration must submit their request along with an explanation as to why a signed letter is not possible. Please know that the School of Nursing will make every reasonable effort to accommodate a student's religious observation request.

Dress Code for Clinical Sites and the Clinical Education Labs

Mercy University nursing students are required to comply with the dress code when at their clinical placement or in the Nursing Skills Lab conducting activities associated with a clinical course. Students must have an ID badge, which must be worn at all times while they are in

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)

- Open-toe shoes
- Sandals
- Flip-flops
- Mesh shoes
- Canvas shoes or sneakers
- Shoulder-length hair or longer must be tied or pinned up and off the collar
- Facial hair must be neat and trimmed
- Fingernails must be well groomed, short, and clean
- Clear nail polish is permissible
- Artificial nails, tips and extenders are not permitted
- False eyelashes are not permitted
- Tongue and nose piercing (unless nose piercing is part of your culture) must be removed
- Jewelry is not permitted except for a wristwatch, smooth-surfaced ring, and small stud earrings if the ears are pierced
- While in a clinical setting, students are required to wear their Mercy University photo identification card above the waist
 - Clinical sites may issue a separate identification card and require students to carry or wear them while on site
- While in a clinical setting, in addition to complying with the clinical setting's uniform code, students must also comply with its dress code

Nursing Skills Lab Policy

Use of the Nursing Program Laboratories

Purpose: The simulation lab provides a safe, realistic and life-like clinical environment for students to practice nursing skills, techniques and procedures (e.g., handwashing, injections, health assessment, and physical exams) previously covered in nursing coursework without the risk of harm to actual patients. Once learned, these skills can be utilized in actual clinical settings to optimize safe, knowledgeable, and effective nursing care.

Policy: The simulation lab uses standards of best practices to prepare students for their clinical experiences. The **simulation lab is considered a clinical site** and as such, all policies listed in the School of Nursing Student Handbook for clinical responsibilities apply to the simulation lab.

Simulation scenarios used will progress from simple to complex in order to provide hands-on experience to prepare nursing students for clinical practice. The simulation lab provides an interactive environment, and the simulation scenarios provide an opportunity for active, hands-on learning, which are used as a method to assess and evaluate skill acquisition. Learning in the simulation lab eases the transition to clinical nursing practice.

Simulations mimic various clinical settings and help students develop problem solving and decision-making skills for standardized clinical situations. Procedures and techniques may vary in simulation scenarios thus students are shown different approaches to performing a skill

correctly, while adhering to basic concepts. Faculty may present different methods of performing a skill however, the theoretical basis is the same.

The simulation lab is a student-centered learning environment. Students ensure their academic and clinical successes by actively preparing, participating, and reflecting on the simulation activities.

The following guidelines apply to laboratories that are part of specific classes or open lab time where students may practice appropriate skills and techniques. A Lab Safety and Policy manual is located in the School of Nursing administrative offices.

Lab Guidelines

- All lab mannequins are to be treated as if they were live patients.
- The patient bed is considered a patient's private space.
- Students are allowed in the patient beds only when assuming the role of the patient. Shoes must be removed when in a patient's bed.
- Students may only use the labs during designated class times or during **open lab** times.
 - Open lab is defined as a time when the lab is not scheduled for the use of a nursing course or another health professional course.
 - The lab schedule will be posted on the outer doors of the lab.
 - It is the student's responsibility to ensure they are not in the lab when courses are scheduled.
 - Students must sign in/out using the clinical database.
- Students are limited to using the equipment that was previously taught in classroom lectures and labs.
- Students may practice with available equipment.
- Electrical equipment must remain unplugged unless the clinical Simulation Coordinator, faculty member, or lab assistant sets up the equipment.
- Students must clean and return equipment to the appropriate areas and storage units located within each lab.
- Students must report any equipment in need of repair immediately.
- Students must report any unsafe conditions immediately to the Simulation Coordinator.
- Simulations must first be approved by the Simulation Coordinator.
- Food and beverages are **not** permitted in the lab.
- All treatment surfaces must be cleaned and sanitized using appropriate anti-microbial agents.
 - Spray bottles with approved disinfectants will be provided in each lab.
- If linens, towels, or pillowcases are running low, students should notify faculty immediately.
 - Before students use a substantial number of linens or supplies, during open lab, they should notify their instructor who can make sure there is an adequate supply.

Lab Schedule

The lab schedule is posted at the start of each semester on the lab doors and emailed to each student. Open lab hours are also posted and emailed to each student.

Universal Precautions

All students must follow the OSHA guidelines for Universal Precautions (<https://www.osha.gov/SLTC/etools/hospital/hazards/univprec/univ.html>). Universal precautions include the use of gloves, eye protection, protective clothing, and handling sharps. Each student must make use of universal precautions equipment and protocols during every clinical contact, which would reasonably require the use of such protocols and/or equipment. Any student who is uncertain about when and how such protocols and equipment should be used must contact the Clinical Coordinator immediately for appropriate remedial training. Students must notify the Clinical Coordinator immediately if a clinical rotation site appears to have inadequate universal precautions equipment or protocols.

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
- Radio Stations/Cable TV – WFAS 1230 AM; WFAS 103.9 FM; WHUD 100.7 FM; WOR 710 AM; WCBS 880 AM; Channel 12 News (Cable TV)

Students are encouraged to sign-up for emergency alerts through Mercy Connect.

Emergency Procedures of Mercy University

Mercy University uses the NY ALERT emergency notification system to send phone, email, text and/or fax message alerts to students, faculty, and staff when events on or off campus threaten safety.

How to log in:

- Go to <https://users.nyalert.gov/>
- For the first time logging in, click on the blue link "Forgot your User Name and/or Password."
- In the email field, enter the word **mercy** (lower case) along with your Campus Wide ID (CWID) number. For example: mercy102001234 (CWID number can be retrieved at <http://www.mercy.edu/lookup>).
- A temporary password will be emailed to your Mercy email account.

Important Emergency Phone Numbers at Mercy University

EMERGENCY	914-674-9999
POLICE, FIRE, MEDICAL EMERGENCY	911
MERCY UNIVERSITY NON-EMERGENCY	
WESTCHESTER (MAIN OFFICE – 24 HOURS)	914-674-7225
BRONX	718-678-8983
MANHATTAN	212-615-6319
RESIDENCE HALL SAFETY/RECEPTION DESK	914-674-7277
FACILITIES DEPT	914-678-7638

Disclaimer: The policies and guidelines in this Handbook are subject to change.