The purpose of this handbook is to familiarize the student with the policies of the program, so as to give direction to the student throughout their course of study.
TO: Nursing Students

FROM: Nursing Program Directors

DATE: August 2017

Here is the Nursing Student Handbook for the 2017-2018 academic year. Please print and sign this form and return it to your course instructor. By doing so, you agree to read and follow these guidelines.

The Nursing Program Handbook outlines all of the information specific to Mercy College’s Division of Nursing undergraduate programs. Mercy College nursing students are expected to be familiar with the information, requirements, and policies and to abide by them. Failure to do so may impede a student’s progress or may result in disciplinary action and, in some cases, dismissal. In addition to the information provided in the Nursing Program Handbook, students are responsible for knowing and abiding by all Mercy College requirements, policies and procedures which can be located in the undergraduate catalog or the College website.

Mercy College website: https://www.mercycollege.edu

PRINTED NAME: ________________________________________________

SIGNATURE: _________________________________________________

DATE: __________________________
Technical Standards

In order to assure patient and student safety, to meet the program competencies, and for successful completion of the objectives of each nursing course, an individual must be able to independently, with or without reasonable accommodation, meet the following technical standards:

- Ability to learn in the classroom and various educational settings.
- Ability to speak, hear, observe, read, and understand the English language in a manner sufficient to provide safe and effective patient care.
- Ability to communicate in sensitive and effective interactions with patients, families, and members of the health care team.
- Ability to effectively use patient care technologies, information systems, and communication devices that support safe and effective nursing practice.
- Ability to observe patient conditions and respond appropriately to health and illness for purposes of providing safe and effective patient care.
- Ability to assess and monitor patient health needs.
- Ability to meet physical strength and mobility demands of providing clinical care, attending to emergency codes, and performing maneuvers such as CPR.
- Ability to respond promptly to urgent and stressful situations that may occur during clinical education.
- Ability to think critically, solve problems, exercise professional judgement, promptly complete responsibilities, and make decisions for the care of persons, families, and/or communities across the health continuum and in a variety of settings.
- Ability to perform calculations accurately in the provision of safe and effective patient care, including medication administration.
- Ability to show concern for others, compassion, human dignity, ethical conduct, and accountability.
- Ability to adapt to and function effectively to stressful situations in both the classroom and clinical settings.
To be qualified for the Mercy College nursing programs, individuals must be able to meet both academic standards and the technical standards listed previously, with or without reasonable accommodation(s). It is a student’s responsibility to request reasonable accommodations following the procedures outlined in the Mercy College of Ohio Undergraduate Catalog or on the College’s website at www.mercycollege.edu; requests for reasonable accommodations will be reviewed and considered by the College. For further information regarding services and resources for students with disabilities and/or to request accommodations, please contact the Office of Accessibility and Testing Services at 419-251-1784 or ADA504@mercycollege.edu.

These standards are not intended to deter any student who may be able to complete the requirements of the program with reasonable accommodations.

Please indicate below:
☐ I can meet the technical standards with or without reasonable accommodations.
☐ I cannot meet the technical standards with or without reasonable accommodations.

____________________________________   __________________________
Student Signature                      Date

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WELCOME

It is with great pleasure that we welcome you to Mercy College of Ohio. We hope you will find happiness and personal satisfaction while you are here. We realize that you have much to learn and many new adjustments to make in this new experience. This handbook is your guide to enhance your educational experience and relationship with fellow students, the faculty, and others with whom you will be associated during your program of study.

Introduction

The nursing program at Mercy College of Ohio has a rich heritage of compassionate care and excellence in nursing education. More than 3,000 nurses were educated through the Mercy Division of Nursing from its founding in 1918 by the Sisters of Mercy. That program, which led to a diploma in nursing, evolved into the current two-year Associate of Applied Science in Nursing degree.

The College’s nursing program today includes a rigorous college curriculum leading to either a two-year Associate of Applied Science (ASN) in Nursing degree or a four-year Baccalaureate of Science in Nursing degree (BSN). Every graduate acquires a liberal arts education and technical skills background necessary for immediate entry into the nursing field and for further study.

Nursing Mission Statement

Mercy College of Ohio Nursing Programs prepare quality graduates for entry level nursing positions in a variety of healthcare settings and they advance nursing practice through the development and application of critical thinking, clinical judgment, and scholarship.

Definition of Faculty Scholarship

The primary focus of faculty scholarship at Mercy College of Ohio is directed toward teaching. The scholarship of teaching in Mercy’s Nursing Division is guided by the philosophies of the baccalaureate and associate degree programs and by the stated values of the College. Scholarly professors function as role models as well as facilitators of learning. Other prominent themes of faculty scholarship include directing students on the path toward excellence in nursing, promoting the concept of evidenced based practice, instilling the value of life-long learning, exploring innovative methods of teaching and evaluation, perceiving nursing as both science and art, and developing expertise in a specific component of nursing science.
Active Learning

As future nurses, students are preparing to work in a complex healthcare environment that is continually changing. Nurses need to engage in active learning in order to adapt and meet these changing needs. In providing a progressive and contemporary learning environment for nursing students at Mercy College of Ohio, administration and faculty support active learning by engaging the student in the collaborative process of learning. Engaging the student in the learning process fosters the ability to self-direct learning and meet one’s personal learning needs.

The positive benefits of active learning include enhancing critical thinking, prioritization, problem solving, time management, and organizational skills. Furthermore, active, self-directed learning promotes self-responsibility and leads to autonomy and personal and professional integrity.

Learner-centered activities that may be used in the learning environment may include but are not limited to: discussion, dialogue, debate, case studies, group projects, on-line interactions, simulation, games, flipped classroom, reflective journaling, lecture/discussion, role play, student presentation, video tape, and written assignments.

In order for students to reap these positive benefits of active learning, they have several responsibilities.

Students should:
1. Actively participate in classroom activities, such as discussions, case studies, games, role playing, debates, etc.
2. Work as a reliable team member on group projects and presentations.
3. Complete assigned readings prior to class time.
4. Complete assignments in a timely manner.
5. Review material each week.
6. Join a study group.
7. Meet with course faculty and nursing tutor as needed.

Diversity Statement

Mercy College of Ohio strives to be an inclusive environment in which faculty, staff, students and the greater community are respected and embraced regardless of variations in thoughts, experiences, values and traditions.

Civil Rights/Nondiscrimination Statement

Mercy College of Ohio is committed to providing equal opportunities for all persons regardless of race, color, national and ethnic origin, sex, sexual orientation, disability, age, marital status, religion, pregnancy, genetic information, and any other legally-protected class in admissions and educational programs, services and activities, in accord with applicable federal and state law. For more information about Mercy College of Ohio policies, compliance, and consumer information, please visit: www.mercycollege.edu/compliance.

Inquiries and complaints of discrimination may be addressed to the Director of Compliance and Risk Management at 419-251-1710 or 2221 Madison Ave., Toledo, OH 43604.
Associate of Science in Nursing

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PHILOSOPHY OF THE ASSOCIATE NURSING PROGRAM

Mercy College of Ohio provides associate degree education based on the Catholic philosophy underlying the educational efforts of the Sisters of Mercy of the Americas:

**Individual**

Based on fundamental Catholic principles, sacredness of life and human dignity, the individual is viewed as a creature of God, composed of body and soul, endowed with intellect and free will from which stems a person’s dignity and integrity as a unique individual. Each individual has the right to be treated with respect and dignity. The individual is a complex being who has unique values, beliefs and life experiences that influence self-care behavior. Individuals have vast resources for self-directed behavior enabling them to make decisions, set goals, and take action to promote, maintain, and restore health.

**Society**

Society is a complex social system comprised of unique individuals, groups, families, and communities existing within a changing environment. The environment includes spiritual, physical, psychological, cultural, social, technological, economic, geographic, ecological, and political forces. Changes in society influence the values and expectations placed upon healthcare professionals and institutions. The needs and influences of society impact the delivery of nursing care and the continued development of nursing roles that promote the well-being of others.

The nursing program fulfills its community responsibility by developing an awareness of health needs and resources within the community. The program prepares graduates to establish a milieu of trust and to promote the fundamental rights and responsibilities of members of society within the evolving healthcare delivery systems. Faculty and students practice in multiple settings with individuals across the lifespan.

**Health**

Health is a dynamic state of bio-psycho-social-spiritual functioning of a persons, family, group, or community, and is viewed on a continuum throughout the lifespan. All individuals have the right, as well as, a responsibility to maintain health based on their inherent capabilities, depth of knowledge, growth and development, environment, culture, perception of needs, and the accessibility to resources. The deliberative actions that individuals, families, groups and communities take to maintain an optimal state of health are designated as self-care. When self-care actions are not sufficient to maintain health, a self-care deficit results necessitating nursing interventions.

**Nursing**

Nursing is a human service directed toward the achievement of self-care. As a human service, nursing involves acting with compassion and care to assist, guide, support, and provide a developmental environment and to teach individuals, families and communities. The nurse and patient form a healthcare relationship. The patient presents deficits in self-care and the nurse identifies self-care demands based on a holistic assessment of the patient. The nurse, working within established legal, ethical and professional standards, provides services designed to increase the self-care agency of individuals, families and communities. The nurse uses nursing process as the methodology to provide these services.
Learning

Education is a life-long process through which learners develop knowledge, skills and attitudes resulting in cognitive, affective, and psychomotor changes. Learning is a reciprocal process in which the learner and faculty are active and willing participants.

Faculty members facilitate and promote learning in an environment which fosters mutual trust, accountability, responsibility, self-expression, intellectual curiosity, critical thinking, and creativity. Faculty members recognize that learners enrich this environment by bringing to it a diversity of backgrounds, age, education, and life experiences. The success of the learner is dependent upon self-motivation, active participation, and goal directed behavior in the planned curriculum experiences.

Associate Degree in Nursing Education

Associate degree nursing education, which occurs in institutions of higher learning, prepares the graduate with the values, knowledge, and skills needed to practice nursing with integrity and professional competence.

Associate degree nursing education, in conjunction with integration of knowledge from other disciplines, provides a broad theoretical base in nursing, related sciences and general studies; knowledge of the role of the associate degree nurse; the ability to practice in multiple settings; and a foundation for advanced nursing study. An essential component of nursing education is the concurrent integration of theory into the clinical practice setting. The graduate is prepared to function as a manager of care in acute and long-term settings where policies and procedures are specified and guidance is available.

As a member of the health team, this graduate is also able to collaborate with other nursing and health team members and to provide guidance to less skilled workers in the delivery of nursing care.

Professional Development

The faculty is committed to quality associate degree education through a curriculum that allows for flexibility, career mobility, and professional development. Responding to the diverse backgrounds and needs of the learner population, the curriculum provides a strong academic base for nursing practice as well as future career mobility. Educational mobility encourages life-long personal and professional development. The faculty is responsible for planning, implementing and evaluating the nursing education program. Faculty must be academically prepared, proficient in practice, knowledgeable about student needs and aware of changes in nursing practice, healthcare and nursing education. Faculty serves as role models, resource persons and teachers in classroom and practicum settings.
Narrative of Organizational Framework

The nursing faculty of Mercy College of Ohio has developed an organizational framework to provide direction to the nursing curriculum and to promote student learning in a systematic manner. The organizational framework illustrates the articulation between the horizontal and vertical curriculum concepts and Orem’s Self-Care Deficit Theory, all of which are built upon a foundation of basic sciences and humanities.

Basis Foundation

The basic sciences and humanities aid the beginning practitioner in focusing more systematically on essential factors and variables as they relate to the bio-psycho-social dynamics of health/illness. This foundation allows for the expansion of the student’s perspective to facilitate future learning in the nursing major.

Self-Care Deficit Theory

Orem’s Self-Care Deficit Theory is interwoven throughout the curriculum. It provides a structure in which the complex vertical and horizontal curriculum concepts and the foundation of sciences and humanities are united to give meaning to this curriculum and the scope of nursing practice. The faculty accepts and utilizes the concepts of individual, health, nursing, and society as defined by Orem and the Mercy College of Ohio philosophy. The Self-Care Deficit Theory of nursing involves three major concepts: self-care agency, therapeutic self-care demand, and nurse agency.

Self-care agency is the ability of a person to perform self-care actions to maintain life, health and well-being. Self-care is undertaken to meet three types of self-care requisites: universal, developmental, and health deviation. Universal self-care requisites are common to all human beings and are associated with the preservation of human structure and functioning. Developmental self-care requisites are associated with developmental processes and events occurring during the life cycle. Health deviation self-care requisites are associated with pathology, related effects, and medical treatment. The patient presents with deficits in self-care and the nurse identifies therapeutic self-care demands based on a holistic assessment of the patient. The nurse and patient form a healthcare relationship at this point.

Orem describes the ability to nurse as nurse agency. Nurse agency involves specialized abilities that enable the nurse to provide care that compensates for, or aids in overcoming the health related self-care deficits of others. Specific nursing actions include assisting, guiding, supporting, providing a developmental environment, and teaching individuals, families and groups.

Nursing systems may be wholly compensatory, partially compensatory or supportive-educative in nature. The system required in each situation varies according to the level of the patient’s self-care agency.

According to Orem, nursing process is the methodology of practice used to support and promote self-care. Orem’s Self-Care Deficit Theory unifies the curriculum, systematizes the educational experience of the student, and provides the student and the graduate with a framework for practice.
Horizontal Curriculum Concepts

The horizontal concepts are those woven throughout the curriculum and strengthened through repeated exposure. They are taught early in the nursing program in their entirety. The horizontal concepts are identified as follows: nursing process, health/illness, teaching/learning, and the role of the nurse.

The components of the Nursing Process include assessment, analysis, planning, implementation, and evaluation. The nursing process is strengthened and refined by continuous and repeated application in various settings and with various populations. The nursing process is the means by which theory is applied to practice through decision-making and the formation of clinical judgment.

Health/Illness is viewed on a continuum. Studies focus on the concepts of wellness and bio-psycho-social-spiritual functioning necessary to maintain health. Further study builds on this content and demonstrates the progression of the individual along the continuum.

Teaching/Learning content focuses on the process by which teaching/learning occurs. The student has multiple opportunities to enhance skills throughout the nursing program. The student is expected to focus on teaching principles related to patient/family learning. The student is given opportunities throughout the curriculum to apply these basic skills to more complex situations and diverse populations within acute and long term care settings.

The graduate of the Associate Degree program is expected to function in a variety of Roles. A role is the set behaviors, feelings, and attitudes expected of a person in a particular position within society. According to educational outcomes, as stated by the National League for Nursing, the three basic roles to an associate degree nurse are: provider of care, manager of care, and member within the discipline of nursing. The roles are defined early in the curriculum with elaboration of each role occurring during succeeding courses.

Vertical Curriculum Concept

The vertical concepts, sequential and progressive in nature, increase in depth throughout the curriculum. The nursing faculty of Mercy College of Ohio has identified the following as vertical concepts: Self-Care Requisites, Technical Nursing Skills, Scientific Rationale, Interpersonal Relationships and Ethical and Legal Implications.

The Self-Care Requisites basic to Orem’s Self-Care Deficit theory provide structure for the curriculum. The nursing courses are designed to focus on the self-care requisites. Initially, basic nursing skills are practiced in the Skills Laboratory and the clinical setting. Each semester, the student is exposed to additional Technical Nursing Skills that increase in complexity. Opportunities are provided to practice these skills in both acute and long term care settings.

Scientific Rationale specific to human structure and functioning is introduced early in the curriculum. The student is expected to incorporate knowledge from the basic sciences and other disciplines, in order to form sound rationale for nursing practice. As the student progresses through the curriculum, correlation and application of scientific principles becomes more elaborate, allowing for sound decision making for nursing care.
Interpersonal Relationships occur within social systems which exist to fulfill human requisites. Development of a collaborative nurse-patient relationship is essential to nursing. Initial nursing courses emphasize nurse-patient interaction, working with colleagues and basic communication. Succeeding courses focus on nurse interaction with individuals, families, groups of patients and the healthcare team in acute and long term care settings.

Students are taught nursing standards of care, which provide ethical and legal guidelines for effective nursing practice. Faculty members assist the student in developing an appreciation for the relevance of the Ethical and Legal Implications in individual situations.

Learning activities stimulate problem solving, facilitate behavioral changes, and result in the acquisition of associate degree nursing competencies. The faculty members assist the learner to develop increased responsibility for his/her own learning as a student and to incorporate a commitment to life-long learning.

The development of personal goals and professional values are facilitated through self-direction by the learner. The faculty supports the belief that continued personal and professional growth is necessary for self-development within nursing.
## TRACKING OF THE ASN NURSING PROGRAM PHILOSOPHY, MISSION, AND OUTCOMES TO COLLEGE MISSION/VISION/VALUES

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<th>Student Learning Outcomes</th>
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<td>Mercy College of Ohio, a Catholic institution with a focus on healthcare, educates and inspires students to lead and to serve in the global community.</td>
<td>Vision: We will be the leader in educating individuals committed to intellectual inquiry, social engagement, and lifelong learning. Who we are: Mercy College of Ohio is a Catholic, undergraduate institution of higher education founded by the Sisters of Mercy and sponsored by Mercy. Our focus is to provide healthcare and health science related programs, continuing professional education programs, and other community services. We value and provide the integration of general and professional studies as the basis for successful career preparation. Excellence in the teaching and learning experience is rooted in the correlation of theory and practice. Our values: Compassion, Human Dignity, Excellence, Service, Sacredness of Life, Justice.</td>
<td>Respect for each individual Changes in Society influence the values/ expectations placed on Healthcare Professionals and institutions Establish a milieu of trust and to promote the fundamental rights and responsibilities of each person the evolving healthcare delivery systems The nurse works within established legal, ethical and professional standards to provide service. Mission: The mission of the associate degree nursing program and the nursing division is to prepare quality graduates for entry level nursing positions in a variety of healthcare settings and advance nursing practice through the development and application of critical thinking, clinical judgment, and scholarship.</td>
<td>Practice Catholic values within the ethical, legal, and professional standards of nursing practice. Demonstrate accountability and professional behavior in entry level associate degree nursing practice.</td>
<td>Demonstrate awareness of the importance of Catholic values and ethical, legal, and professional standards in the practice of nursing. Practice professional behavior and accountability as applied to the roles of the associate degree nurse: manager of care, provider of care, and member within the discipline of nursing.</td>
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<td>Mercy College of Ohio, a Catholic institution with a focus on healthcare, educates and inspires students to lead and to serve in the global community.</td>
<td>We value and provide the integration of general and professional studies as the basis for successful career preparation.</td>
<td>Nursing is a human service directed toward the achievement of self-care.</td>
<td>Integrate knowledge of the humanities, sciences, and nursing research to provide rationale for nursing practice.</td>
<td>Use knowledge from the sciences, humanities and nursing research to provide rationale for basic nursing practice.</td>
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<td>Responding to the diverse backgrounds and needs of the learner population, the curriculum provides a base for nursing practice as well as future career mobility.</td>
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<tr>
<td>Mercy College of Ohio, a Catholic institution with a focus on healthcare, educates and inspires students to lead and to serve in the global community.</td>
<td>Excellence in teaching and learning experience is rooted in the correlation of theory and practice.</td>
<td>Education is a continuous process.</td>
<td>Integrate health-illness concepts in the provision of care.</td>
<td>Apply health-illness concepts in nursing situations.</td>
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<td>Our focus is to provide healthcare and health science related programs, continuing professional education programs, and other community services.</td>
<td>Faculty facilitates teaching/learning process within an environment that promotes mutual trust, critical thinking and self-development.</td>
<td>Apply the nursing process in assisting the patient to meet self-care requisites.</td>
<td>Use the nursing process with selected patients in acute and long-term settings.</td>
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<td>Faculty is committed to quality AD education through a curriculum which allows flexibility, career mobility and professional development.</td>
<td>Synthesize concepts of the teaching/learning process in the delivery of care.</td>
<td>Use the concepts of the teaching learning process.</td>
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<td>The nurse uses the nursing process as the methodology to provide nursing services.</td>
<td>Demonstrate the consistent performance of safe, effective nursing skills in entry level associate degree nursing practice.</td>
<td>Demonstrate the performance of safe, effective nursing skills in the care of patients across the life span.</td>
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<td>The college seeks educate and inspires students to lead and to serve in the global community.</td>
<td>As a member of the healthcare team, the AD graduate is able to collaborate with other nursing and health team members.</td>
<td>Demonstrate interpersonal skills throughout nursing practice</td>
<td>Employ components of effective communication skills.</td>
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<td></td>
<td>Demonstrate the performance of safe, effective nursing skills in the care of patients across the life span.</td>
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</tr>
<tr>
<td>Program Student Learning Outcomes</td>
<td>Level One Outcomes</td>
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</tr>
<tr>
<td>1. Apply the nursing process in assisting the patient to meet self-care requisites.</td>
<td>1. Use the nursing process with selected patients in acute and long-term settings.</td>
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</tr>
<tr>
<td>2. Integrate health-illness concepts in the provision of care.</td>
<td>2. Apply health-illness concepts in nursing situations.</td>
<td></td>
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</tr>
<tr>
<td>3. Synthesize concepts of the teaching/learning process in the delivery of care.</td>
<td>3. Use the concepts of the teaching learning process.</td>
<td></td>
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</tr>
<tr>
<td>4. Demonstrate accountability and professional behavior in entry-level associate degree nursing practice.</td>
<td>4. Practice professional behavior and accountability as applied to the roles of the associate degree nurse: manager of care, provider of care, and member within the discipline of nursing.</td>
<td></td>
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</tr>
<tr>
<td>5. Using the concepts of the self-care deficit theory of nursing, formulate plans of care for patients across the life span.</td>
<td>5. Apply concepts of the self-care theory in the practice of nursing with patients across the life span.</td>
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<td></td>
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</tr>
<tr>
<td>6. Integrate knowledge of the humanities, sciences, and nursing research to provide rationale for nursing practice.</td>
<td>6. Use knowledge from the sciences, humanities, and nursing research to provide rationale for basic nursing practice.</td>
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</tr>
<tr>
<td>7. Demonstrate the consistent performance safe, effective nursing skills in entry-level associate degree nursing practice.</td>
<td>7. Demonstrate the performance of safe, effective nursing skills in the care of patients across the life span.</td>
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</tr>
<tr>
<td>8. Demonstrate interpersonal skills throughout nursing practice.</td>
<td>8. Employ components of effective communication skills.</td>
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</tr>
<tr>
<td>9. Practice Catholic values within the ethical, legal, and professional standards of nursing practice.</td>
<td>9. Demonstrate awareness of the importance of Catholic values and ethical, legal, and professional standards in the practice of nursing.</td>
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</tr>
</tbody>
</table>
### NURSING 110

**Healthcare Products**

**Basic Hygiene**
- Bath: shaving, tepid sponge bath, sitz bath
- Bed making: underpads (chux)
- Bed positions
- Skin care, Nail & Foot care
- Oral/Denture care: conscious & unconscious
- Yankauer oral suction tube
- Back rubs
- Urinary catheter/Perineal care
- Urinary Catheterization: Male & Female

**Standard Precautions**
- Handwashing
- Sterile technique

**Wound Care:** assessment, dressings
- Gowns/Masks
- Disposal

**Air/Food/Water**
- Feeding
- Body weight: bed scales, standing scale
- EPC/SCD’s cuffs
- Anti-embolism hose
- Oxygen: flow meters, cannula, masks, ambu
- Incentive Spirometer/Cough & Deep Breathe
- Pulse Oximeter
- Specimen Collection: sputum
- Air Mattress/Acrylon pads

**Elimination**
- Intake & Output
- Bed pan/Urinal/Foleys/Speci hats
- Specimen collection: urine, stool (hemoccult)
- Urinary catheter/Urimeter/Condom Catheter/Leg bag
- Enemas: large volume, small volume
- Elimination: history and assessment

**Safety/Activity/Rest**
- Bed Mechanics
- Restraints/Protective devices: soft, mitts, vest
- Transfer activities & Techniques/Devices: slipp slide, hoyer (lifts), stretcher, wheelchair
- Mobility aids: canes, walkers, crutches
- Positioning/Turning: traction, abductor pillow
- Range of Motion (ROM)
- Bedcradles

**Physical Observation/Changes**
- Vital Signs with Pulse ox, Pain Assessment
- Physical Assessment
- Nursing History
- Head to toe assessment

**Drugs & Solutions**
- Calculations/Conversions
- Testing: Po (oral), Parenteral, IV

### NURSING 112

**Medication Administration:** PO, IM, SQ, ID, insulin, heparin, D&S, injection sites

- Peri-op (Pre & Post)
- Discharge Planning

**Casts:** assessment & care of
- Traction: assessment & care of, types

**Principles of Venipuncture:** IV starts
- IV therapy: assessment, site care, Saline locks,
- Cont infusions, IVP, IVPB, tubing changes,
- Infusion Pumps
- IV calculations
- Clinical Lab Simulation

### NURSING 122

**Tubes:** NG/GT/FT etc., assessment care of
- Insertion, Enteral Feedings
- Oropharyngeal Suction: airways
- Stoma Therapy: assessment, care of, equipment, products, pouching, colostomy irrigation
- Fecal Management Systems
- PCA/Pain Management pumps
- Breast & Testicular assessments
- Physical Assessment: History & Head to Toe (GI/GU)
- Virtual IV (VIV)
- Clinical Lab Simulation

### NURSING 123

- Clinical Lab Simulation

### NURSING 232

- Cardiac Monitoring: EKG interpretation (normal)
- Central Lines/PICCs: assessment, site care, blood draws, dressing changes
- Advanced Resp/Cardiac/Peripheral Vascular Assessments
- Drugs & Solutions: advanced calculations- drips (Heparin, Aminophylline, Dopamine, Nitro)
- Clinical Lab Simulation

### NURSING 233

- Newborn assessment
- Post-Partum assessment
- Pediatric physical assessment
- Pediatric calculations: safe dose, conversions

### NURSING 241

- Tracheostomy: assessment, care of
- Tracheal/Endo-tracheal/Naso-tracheal/Nasopharyngeal Suctioning
- Cardiac Monitoring: EKG interpretation (VT, VF)
- Drugs & Solutions: advanced calculations- drips Example: (Heparin, Dopamine, Nitro)

- Clinical Lab Simulation
The following pre-entrance requirements must be with a grade of “C” or better and must be within the past seven years:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credit Hours</th>
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<th>Term Taken</th>
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</table>

Semester I
- NUR 110: Introduction to the Profession of Nursing (5 Credit Hrs)
- BIO 220: Anatomy & Physiology I (4 Credit Hrs)
- ENG 101: English Composition I (3 Credit Hrs)
- PSY 101: Introduction to Psychology (3 Credit Hrs)

Semester II
- NUR 112: Universal Care Requisites I (5 Credit Hrs)
- BIO 221: Anatomy & Physiology II (4 Credit Hrs)
- BIO 201: Nutrition (2 Credit Hrs)
- ENG 102: English Composition II (3 Credit Hrs)

Semester III
- NUR 122: Universal Care Requisites II (4 Credit Hrs)
- NUR 123: Integration of Self-Care Requisites I (3 Credit Hrs)
- BIO 320: Pathophysiology (3 Credit Hrs)
- PSY 201: Lifespan Psychology (3 Credit Hrs)

Semester IV
- NUR 232: Integration of Self-Care Requisites II (5 Credit Hrs)
- NUR 233: Developmental Self-Care Requisites (4 Credit Hrs)
- BIO 210: Microbiology (4 Credit Hrs)
- HUM: Humanities Elective (3 Credit Hrs)

Semester V
- NUR 241: Integration of Self-Care Requisites III (8 Credit Hrs)
- NUR 242: Transition to Practice (3 Credit Hrs)
- REL 301: Medical Ethics (3 Credit Hrs)

Total Credit Hours: 72

*Humanities = Art, Communication, English, Foreign Language, History, IDS, Music & Religious Studies*

*Optional Slower Track Available*

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Advisor Signature: ___________________________ Student Signature: ___________________________
**Name:** ___________________________  **Entry Date:** ________  **Cohort:** __________

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- ______Biology
- ______Chemistry
- ______HS GPA
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<td>BIO 201 Nutrition</td>
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<td>BIO 210 Microbiology</td>
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<tr>
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<th>Semester VIII II (Spring)</th>
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<tbody>
<tr>
<td>NUR 233 Developmental Self-Care Requisites</td>
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<td>REL 301 Medical Ethics</td>
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<th>Semester IX (Summer)</th>
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<tr>
<td>NUR 232 Integration of Self-Care Requisites II</td>
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<th>Semester X (Fall)</th>
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<tbody>
<tr>
<td>NUR 241 Integration of Self-Care Requisites III</td>
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<tr>
<td>NUR 242 Transition to Practice</td>
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**Graduation Date** ______________  **Overall GPA** __________

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# MERCY COLLEGE OF OHIO
## Associate of Science in Nursing Program Worksheet
### Toledo and Youngstown Campus
**(Effective Fall 2017)**

Name: ___________________________________ Entry Date: ________ Cohort: __________

The following pre-entrance requirements must be with a grade of “C” or better and must be within the past seven years:

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<td>Algebra</td>
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<td>Biology</td>
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</tr>
<tr>
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<tr>
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<td>NUR 110 Introduction to the Profession of Nursing</td>
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<tbody>
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<tr>
<td>BIO 221 Anatomy &amp; Physiology II</td>
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<tr>
<td>MTH 104 Mathematical Formulas, Models and Probability</td>
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<tr>
<td>MTH 140 Introduction to Statistics</td>
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<tr>
<td>NUR 122 Universal Care Requisites II*</td>
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<td>NUR 232 Integration of Self-Care Requisites II*</td>
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<tr>
<td>BIO 210 Microbiology</td>
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<td>NUR 244 Clinical Practicum</td>
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<tr>
<td>REL 290 Medical Ethics</td>
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Total Credit Hours: 72

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Total Credit hours: 72

* Humanities = Art, Communication, English, Foreign language, History, IDS, Music & Religious Studies

Graduation Date ________________          Overall GPA ________________

Information on this sheet (printed or written) is for advising purposes only and does not constitute formal admission to the nursing program.

Advisor Signature: ________________________________          Student Signature: ________________________________
# ASN PROGRAM CONTACT NUMBERS TOLEDO

**Dean of Nursing and Allied Health – Dr. Elizabeth Sprunk**  
Phone: (419) 251-1524  
On-Campus Ext: 11524  
Office: M3611

**Director of the Associate Degree Program in Nursing – Professor Carol Campbell**  
Phone: (419) 251-1516  
On-Campus Ext: 11516  
Office: M3612

<table>
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<th>Name</th>
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<td>Austin, Joely</td>
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<td>Dopp, Marissa</td>
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<td>St. Vincent</td>
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ASN PROGRAM CONTACT NUMBERS
YOUNGSTOWN CAMPUS

Chief Operations Officer for the Youngstown location:
Dr. Patricia McAllen
Phone: (330) 480-2379 On-Campus Ext: 2379 Office: 2nd Floor

Director of the Associate Degree Program in Nursing, Youngstown location:
Professor Deborah Zajac
Phone: (330) 480-3319 On-Campus Ext: 3319 Office: 2nd Floor

<table>
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<td>Fabian, Jill</td>
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<td>Fowler, Tina</td>
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<td>Hinrichs, Annette</td>
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<td>Irvine, Darnell</td>
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Philosophy of the BSN Nursing Program

The faculty of the Division of Nursing believes that the education of professional nurses must include the concepts around which nursing knowledge is structured: the individual, society, health, and nursing. The philosophy also includes the faculty beliefs about learning, baccalaureate nursing education, and professional development. The philosophy of the Division of Nursing is congruent with the philosophy of Mercy College of Ohio. The faculty holds the following beliefs:

**Individual**

Based on fundamental Catholic principles, sacredness of life and human dignity, the individual is viewed as a creature of God, composed of body and soul, endowed with intellect and free will from which stems a person’s integrity as a unique individual. The individual is a complex being who has unique values, knowledge, beliefs and life experiences that influences their diverse healthcare needs.

**Society**

Society is an ever-changing, complex social system comprised of unique individuals, families, groups, communities, and populations. The environment includes spiritual, physical, psychological, cultural, social, technological, economic, geographic, ecological and political forces. Changes in society, including an aging population, diverse family and community structures, increasing global interdependence, and economic and political changes influence the values and expectations placed upon healthcare professionals and institutions. The needs and influences of society impact the delivery of nursing care and the continued development of nursing roles that promote the well-being of others. The nursing program fulfills its responsibility to society by caring for the health needs of the diverse patient population. Faculty and students practice in multiple settings with patients across the lifespan.

**Health**

Health is a dynamic state of bio-psycho-social-spiritual function of a person, family, group or community, and is viewed on a continuum throughout the lifespan. All individuals have the right as well as a responsibility to maintain health based on their inherent capabilities, depth of knowledge, growth and development, environment, culture, perception of needs, and the accessibility to resources.

**Learning**

Education is a life-long process through which learners develop knowledge, skills, and attitudes resulting in cognitive, affective, and psychomotor changes. Learning is a collaborative process in which the learner and faculty are active participants. Faculty members facilitate and promote learning in an environment, which fosters mutual trust, accountability, responsibility, self-expression, intellectual curiosity, critical thinking, and creativity. Faculty members recognize that learners enrich this environment by bringing to it a diversity of backgrounds, age, education, and life experiences. The success of the learner is dependent upon self-motivation, active participation, and goal directed behavior in the planned curriculum experiences.
Nursing

The professional nurse assumes the roles of provider of care, manager of care, and a member of the profession of nursing. Baccalaureate-prepared nurses provide patient-centered care that identifies, respects, and addresses patients’ differences, values, preferences, knowledge, and expressed needs. The professional nurse provides direct care across all environments, including health promotion and risk reduction leading to clinical prevention; plus, provides population based healthcare. Professional nurses also design and implement measures to modify risk factors and promote healthy life styles in increasing complex healthcare environments.

As a designer, coordinator, and manager of care, the professional nurse is an active participant in the inter-professional team yet can also delegate, supervise and evaluate care of patients. Nurses are accountable for their professional practice as well as the outcomes of their own and delegated nursing care.

As a member of the profession of nursing, the nurse can advocate for the patient and the profession of nursing. The profession of nursing requires therapeutic use of self, critical thinking, problem solving, psychomotor skills, management of information, effective communication and collaboration of skills.

Baccalaureate Degree Nursing Education

Baccalaureate degree nursing education is provided within institutions of higher learning and prepares graduates with the knowledge, skills, and values needed to practice nursing with competence, compassion, and integrity. Baccalaureate nursing is dependent on understanding and integrating general education, liberal arts, biological sciences, social sciences, and the interrelationship among theory, practice, and research. Baccalaureate nurses are prepared as nurse generalist to function as providers, designers, and managers, of patient care across the healthcare continuum. They are responsible for delegation, prioritization and oversight of care, and for interdisciplinary care collaboration.

Professional Development

Changes in healthcare and the role of baccalaureate nurse generalist mandates that graduates are prepared for flexibility and career mobility. Their nursing education must provide the basis for self-evaluation of practice, both formal and informal. Furthermore, the nursing program must instill professionalism and professional values, the appreciation for life-long personal and professional development, and the integration of evidence based practice.
BSN
CONCEPTUAL DESIGN CURRICULUM

Leadership
Liberal Education
Evidenced Based Practice
Professionalism and Values
Information Technology
Population Health
Healthcare Policy
Communication

BSN Generalist
Description of Organizational Framework

The organizational framework of the baccalaureate nursing curriculum reflects the mission and philosophy of the Division of Nursing. It provides direction encompassing the multi-faceted concepts, theories, skills and values which are essential to professional practice.

Leadership

Basic nursing leadership is the ability to guide and direct nursing practice within an ever changing healthcare system. Leadership skills for baccalaureate graduates include continuous quality improvement, delegation, conflict resolution and evaluation of nursing practice outcomes. The baccalaureate nurse values leadership as a vessel to safeguard care delivery environment.

Evidence Based Practice

Evidence Based Practice (EBP) translates new evidence into standards of nursing practice to improve patient centered care. Baccalaureate graduates use EBP models as process for evaluating and applying scientific evidence to nursing practice issues. Recognizing that dissemination of scholarly practice is crucial baccalaureate graduates share evidence of best practices with the inter-professional team.

Information Technology

Information Technology incorporates traditional and developing methods of discovering, retrieving, and using information in nursing practice. It includes the concepts of communication skills, use of research, informatics, and the use of simulation to assist the professional nurse in positively affecting care outcomes. Information and communication technologies are used to document and evaluate patient care using electronic health records, and provide patient education and enhance the accessibility of care.

Healthcare Policy

The professional nurse applies knowledge of policy, finance and regulatory environments in healthcare. This includes the concepts regarding Ohio Board of Nursing practices; state and national healthcare issues; political activism through maintaining an active role in nursing organizations, such as the National Student Nurse Association. These concepts include a focus on being an advocate for change and also financial implications regarding healthcare.

Communication

The professional nurse will be able to use both intra and inter-professional communication to collaborate with peers and professionals in other disciplines to provide safe, ethical evidence-based care. This consists of conflict management, referral processes, participatory decision making, relationship building, professional role boundaries and concepts of team management / cooperative learning.
Population Health

The nurse generalist practices in a variety of settings, applies knowledge of all aspects of health its alterations, assists individuals, families, and population focus to optimal wellness (restoration) to preserve current health status (maintenance) and or encourage high level wellness (promotion). The goal is to maximize the quality of life and maintain optimal level of functioning in health and illness, including end of life. Application of knowledge of healthcare systems, disease prevention, illness management, and risk reduction is essential in the practice of professional nursing to achieve quality healthcare outcomes.

Professionalism and Professional Values

Professionalism incorporates the core values of compassion, human dignity, and excellence, sacredness of life, service, and justice which are fundamental to the practice of nursing. The American Association of Colleges of Nursing (AACN, 2008) further defined professionalism “as the consistent demonstration of core values evidenced by nurses working with other professionals to achieve optimal health and wellness outcomes in patients, families, and communities” (p.26). Skills that are essential to the role of the nurse are development of communication, collaboration, negotiation, delegation, coordination, evaluation of interdisciplinary work and application of evidence based knowledge.

Liberal Education

Liberal Education including the sciences and the arts provides a solid foundation for the practice and education of professional nurses, social responsibility and knowledge of human cultures and spiritual beliefs is fostered through liberal education. Liberal education provides the baccalaureate graduate with the ability to integrate knowledge, clinical reasoning skills, and values to provide humanistic, safe quality care to patients, familiarize, and communities.

BSN Generalist

The BSN generalist will incorporate the integration of knowledge and skills critical to nursing practice. The BSN generalist will function as the human link between patient and the complex healthcare environment.

Baccalaureate-educated nurses are prepared to care for patients across the lifespan. The increasing globalization of healthcare requires that professional nurses be prepared to practice in a multicultural environment and possess the skills needed to provide culturally competent care. Baccalaureate graduates are expected to focus on lifelong learning.
## PROGRAM OUTCOMES

<table>
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<tr>
<th>College Mission</th>
<th>College Purpose</th>
<th>Nursing Program Philosophy</th>
<th>Nursing Program Purposes</th>
<th>Student Learning Outcomes</th>
<th>Third Level (Junior) Outcomes</th>
<th>Second Level (Sophomore) Outcomes</th>
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<td>Mercy College of Ohio, a Catholic institution with a focus on healthcare, educates and inspires students to lead and to serve in the global community.</td>
<td>Vision: We will be the leader in educating individuals committed to intellectual inquiry, social engagement, and lifelong learning.</td>
<td>Based on fundamental Catholic principles, the individual is a creation of God, composed of body and soul, endowed with intellect and free will. Inherent in this is a person’s dignity and integrity as well as unique values, beliefs, and life experiences.</td>
<td>Foster Catholic values of compassion, excellence, human dignity, justice, sacredness of life and service in the role of the nurse.</td>
<td>Apply principles of legal, ethical and economic policy related to influencing healthcare delivery and practice.</td>
<td>Select which principles of legal, ethical, and economic policy influence healthcare delivery and practice.</td>
<td>Define legal, ethical, and economic policy principles that influence healthcare delivery and practice.</td>
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<td>Who we are: Mercy College of Ohio is a Catholic, undergraduate institution of higher education founded by the Sisters of Mercy and sponsored by Mercy. Our focus is to provide healthcare and health science related programs, continuing professional education programs, and other community services. We value and provide the integration of general and professional studies as the basis for successful career preparation.</td>
<td>As a caring service, nursing involves acting with compassion within established legal, ethical and professional standards.</td>
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<tr>
<td>Mercy College of Ohio, a Catholic institution with a focus on healthcare, educates and inspires students to lead and to serve in the global community.</td>
<td>Our values: Compassion, Human Dignity, Excellence, Service, Sacredness of Life, Justice.</td>
<td>Learning is a life-long process. Faculty believes that integrated liberal education provides a solid foundation for the development of clinical judgment skills required for the practice of nursing. Faculty guidance is necessary to assist the student to bridge general education concepts and nursing practice.</td>
<td>Facilitate integration of general education within the framework of professional nursing education. Prepare graduates for nursing positions in a variety of healthcare settings with diverse populations.</td>
<td>Demonstrate knowledge of liberal education (arts and sciences) in making clinical judgments for diverse populations with complex health problems.</td>
<td>Translate knowledge of liberal education (arts and sciences) in making clinical judgments for diverse populations with complex health problems.</td>
<td>Recognize knowledge of liberal education (arts and sciences) in making clinical judgments for diverse populations with complex health problems.</td>
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<td>We value and provide the integration of general and professional studies as the basis for successful career preparation.</td>
<td>Appropriate integration and application of knowledge from a wide array of fields and disciplines enhances the practice of nursing. Learning is a reciprocal process in which the learner and faculty are active participants. The success of the learner is dependent upon self-motivation, active participation, and goal directed behavior in the planned curriculum experiences.</td>
<td>Foster Self-direction in the pursuit of lifelong learning. Attract and retain a diverse high quality student population and scholarly faculty with a broad base of expertise.</td>
<td>Incorporate professional behavior, the commitment to lifelong learning, and professional values, including legal and ethical aspects into the practice of nursing.</td>
<td>Demonstrate professional behavior, a commitment to lifelong learning, and professional values, including legal and ethical aspects into the practice of nursing.</td>
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<td>Mercy College of Ohio, a Catholic institution with a focus on healthcare, educates and inspires students to lead and to serve in the global community.</td>
<td>Excellence in teaching and learning experience is rooted in the correlation of theory and practice.</td>
<td>Holistic nursing practice is further defined through application of research and essential concepts of nursing theory. Nursing includes therapeutic use of self, critical thinking, problem solving, psychomotor skills, management skills, management of information, effective communication, and collaboration skills.</td>
<td>Promote excellence in professional nursing education. Advance nursing practice through the development and application of critical thinking, clinical judgment, and scholarship.</td>
<td>Demonstrate ability to participate in basic nursing research by sharing evidence-based nursing practices with the inter-professional healthcare team. Discuss leadership skills, quality improvement, and patient safety in caring for populations with complex health problems. Provide therapeutic nursing interventions that assist populations, communities, groups, and individuals across the life span whose lives are affected by illness, distress, disease, disability or death.</td>
<td>Express ability to participate in basic nursing research by sharing evidence-based nursing practices with the inter-professional healthcare team. Discuss leadership skills, quality improvement, and patient safety in caring for populations with complex health problems. Demonstrate therapeutic nursing interventions that assist populations, communities, groups, and individuals across the life span whose lives are affected by illness, distress, disease, disability or death.</td>
<td>Recognize ability to participate in basic nursing research by sharing evidence-based nursing practices with the inter-professional healthcare team. Recognize leadership skills, quality improvement, and patient safety in caring for populations with complex health problems. Identify therapeutic nursing interventions that assist populations, communities, groups and individuals across the life span whose lives are affected by illness, distress, disease, disability or death.</td>
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<td>Effectively communicate and collaborate with interdisciplinary professionals to deliver evidence based patient-centered care.</td>
<td>Identify how collaboration with interdisciplinary professionals is necessary to deliver evidence-based patient centered care.</td>
<td>Recognize that collaboration with interdisciplinary professionals is necessary to deliver evidence-based patient-centered care.</td>
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Employ knowledge and skills of information management in patient care technology.

Integrate holistic care to a diverse population in a variety of healthcare settings.

Demonstrate knowledge and skills used in information management in patient care technology.

Apply holistic care to a diverse population in a variety of healthcare settings.

Indicate understanding of basic knowledge related to information management in patient care technology.

Recognize the concept of holistic care to a diverse population in a variety of healthcare settings.
Mercy College of Ohio  
BSN Skills Laboratory Mapping (Concept Based Curriculum)

NUR 251 – Introduction to Nursing
Medication Administration
- Conversion calculations
- Pediatrics: safe doses

NUR 252 – Nursing Skills & Assessment
Basic Hygiene
- Bath, tepid bath, shaving, sitz bath
- Bed making, use of chux pads
- Skin, nail, hair care
- Oral care: conscious & unconscious patient
- Yankauer suction
- Urinary catheter/Perineal care

Mobility
- Bed mechanics
- Transfer techniques: SLIPP, Slide, gait belts
- Turning & positioning
- Lifting devices: Hoyer, SARA, etc.
- Walker, cane, crutches

Sterile Technique
- Urinary Catheterization: male/female

Vitals, TPR, AP, B/P, Pain, Pulse Oximeter

Wound Care
- Assessment, dressings, drains, specimen collections
- Stoma: assessment, products, irrigation

Elimination
- Enema: large & small volume

Medication Administration
- PO, IM, SQ, ID, topical, injection sites
- Insulin, heparin

Intravenous Therapy
- Assessment, site care
- Saline locks
- Continuous flow
- IV push meds
- IV piggyback meds
- Tubing changes
- Blood administration

Tubes
- Assessment/Insertion
- NG/Gastric: insertion, assessment, irrigation
- Gastrostomy assessment/care

Physical Assessment
- Health History
- Comprehensive & focused bedside assessment of:
  - Adult
  - Child
  - Postpartum
  - Newborn
- Functional
- Spiritual
- Cultural

NUR 335- Population Health Concepts I
Epic Orientation

Standard Precautions
- Hand washing
- Personal protective equipment
- Disposal of biohazard waste

Comfort
- Turn & reposition
- Alternative pain relief measures
- Restraints/-range of motion

Tissue Integrity
- Air mattress, pressure relieving beds

Nutrition
- Feeding
- Intake & output
  - Bed pan, urinal, Foley bags, urometer,
  - urine/stool specimen collection
- Weights: bed scale & standing

Air
- C&DB, incentive spirometer
- Sputum specimen

Intravenous Therapy
- Venipuncture: IV catheter insertion

Elimination
- Fecal management
- Bladder irrigation (Cont. & intermittent)
- Stoma assessment/care

NUR 345 – Population Health Concepts II
Mobility
- Traction care
- Cast care

Air
- Oxygen: flow meters, cannula, mask

NUR 435 – Population Health Concepts III
Intravenous Therapy
- CVC/PICC-care, blood draw

NUR 445 – Population Health Concepts IV
Air/Airway
- Insertion of oral airway
- Suction: oral/nasal/tracheal
- Tracheostomy: care/suction
- Chest tube care
- Ventilators
The following pre-entrance requirements must be with a grade of "C" or better and must be within the past seven years:

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Information on this sheet (printed or written) is for advising purposes only and does not constitute formal admission to the BSN Program.

Advisor Signature: __________________________________ Student Signature: __________________________________  

120
Name: ___________________________________________ Entry Date: ______________________

Advisor: ____________ RN license number and State: ____________ Mercy Employee: ________

Associate Degree (or Diploma) Credit Hours transferred: 39

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<tr>
<th>Oral and Written Communication/Mathematics, Statistics, and Logic</th>
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Total General Education and Science Hours 36

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<th>Nursing Core Courses</th>
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<td>NUR 324 Nursing Informatics</td>
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<td>NUR 374 Population Health Assessment</td>
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<td>NUR 494 Nursing Leadership</td>
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Total Nursing Core Courses 24

Additional Elective Hours (6 credit hours of electives must be from the 300/400 level)

| 300/400 level Humanities or Social Science                                    | 3            | ____  | ____        |
| 300/400 level Humanities or Social Science                                    | 3            | ____  | ____        |
| 300/400 level Humanities or Social Science                                    | ____         | ____  | ____        |
| 300/400 level Humanities or Social Science                                    | ____         | ____  | ____        |
| 300/400 level Humanities or Social Science                                    | ____         | ____  | ____        |

Total Additional Elective Hours 21

Total Bachelor of Science in Nursing (Completion) 120

Information on this sheet (printed or written) is for advising purposes only and does not constitute formal admission to the BSN Program.

- Students must complete at least 36 credit hours at Mercy College prior to degree completion to attain residency.
- All students must have a verified RN license prior to graduation from the RN - BSN program.
BSN Program Contact Numbers

Dean of Nursing and Allied Health – Dr. Elizabeth Sprunk  
Phone: (419) 251-1524  
On-Campus Ext: 11524  
Office: M3611

Director of the Bachelor of Science in Nursing Program – Dr. Deborah Karns  
Phone: (419) 251-1718  
On-Campus Ext: 11718  
Office: M3613

Director of the RN to BSN Program – Professor Janice Servick  
Phone: (419) 251-1781  
On-Campus Ext: 11781  
Office: M3609

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
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<tr>
<td>Alvanos, Lynn</td>
<td>419-251-8940</td>
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<td>Cluff, Jeanne</td>
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<td>Cook, Kate</td>
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<td>Deckelman, Susan</td>
<td>419-251-2088</td>
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<td>Dollarhide, Sarah</td>
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<tr>
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<td>Doll-Speck, Lori</td>
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<td>Dopp, Marissa</td>
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<td>Gibbon, Sharmeta</td>
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<td>Tyler, Laurie</td>
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Administration

Pages 37–40
Health Records Requirements, Fingerprinting, Drug Screening and Background Checks

Please refer to the college website for information on health record requirements, fingerprinting, drug screening and background checks.

Health Services
Please refer to the College Website for information on Health Services.

Student Health Insurance
Mercy College of Ohio has implemented a Hard Waiver Insurance Program that is mandatory for students taking six (6) or more credit hours. See College Website.

Injury or Illness During Clinical
In the event of student injury or illness while at the clinical facility for the clinical experience:

1. The student must report his/her illness or injury to his/her clinical instructor or preceptor.
2. Student injury or illness in the clinical area should be handled according to the facility policy.
3. The student will make an informed decision regarding treatment. Students are responsible for payment of any expenses incurred through accident or illness.
4. The clinical instructor or preceptor must notify the Program Director of the injury or illness.

Medical Emergency on Campus

1. In the event of a medical emergency on the Mercy College Campus involving a student, visitor, or employee, call 911 immediately.
2. Contact the Toledo Mercy Public Safety Department dispatch at 419-251-4444 as soon as you have completed your call to 911. Contact the Youngstown Mercy Health Police at 330-480-3288. Explain the problem, your location, the phone number at your location, and that 911 has been called. Public Safety/Police will meet the 911 responders and escort them to the scene of the emergency.
3. Please report the incident to your Program Director or Dean as soon as possible. Also report the incident to the Vice President of Student Affairs/Dean of Students (419-251-1512) as soon as possible.
4. Report the incident in Mercy Health SafeCare. The SafeCare online reporting tool is found on the Mercy Health HUB under the SafeCare link. Please contact your manager or the above listed persons if you need assistance with SafeCare.
Communication Avenues

Faculty Office Hours

Nursing faculty highly value open communication with each nursing student and diligently try to maintain five (5) scheduled office hours per week throughout each academic term. However, because of committee, college, and teaching responsibilities, this is not always possible or the scheduled office hours may not be conducive to a particular student’s schedule. Consequently, all nursing faculty members have voice mail and e-mail that the nursing student or advisee may use when faculty are not immediately available. Messages also may be left taped to/slipped under office door. Upon receiving the message and determining the need, each faculty member actively attempts to contact that student as soon as possible. It will save time and frustration if students follow the contact procedures suggested above.

At the faculty member’s discretion, individual faculty phone numbers may be given to student by listing phone numbers on the course syllabus. When needed, faculty may be contacted through the College receptionist.

Changes: Names, Addresses, and Phone Numbers

Frequently, the nursing faculty or staff may need to communicate with nursing students. Therefore, it is the student’s responsibility to immediately inform the College of any changes in name, address, phone numbers or email addresses in order to facilitate communication. These changes can be made by each student directly into the Empower system used to register for classes and check grades. It is the student’s responsibility to keep this information up-to-date.

Student Notification of Changes:

Procedure

Changes to policies impacting students will be communicated to the students by the following method:

- An addendum will be distributed to students during class or on the Learning Management System.

Student Participation in Governance

Students have the opportunity to participate in the governance of the Nursing Program by serving on the following committees: Student Nurse Advisory Committee, Skills Lab Committee, Pinning Committee, and Nursing Advisory Board. Representatives are elected from each level of the nursing programs by their classmates or appointed by the Dean, faculty, or professional staff. Students participate at the College level through the opportunity to serve on Student Senate and participation at Town Hall meetings.
Student Organizations Specific to Nursing Students

National Student Nurses Association

National Student Nurses Association (NSNA) is the national organization for student nurses, which offers many programs and benefits for members. Nursing students are encouraged to become members of the NSNA when they begin the program and maintain their membership throughout the program of study.

Men in Nursing

Men in Nursing is a student organization that was formed in October of 2013. Some of the organization’s goals include: Helping to encourage men of all ages to become nurses; support men who are nurses to grow professionally and thus improving the healthcare of Americans; advocate for continued research/education related to men’s health issues. This student organization is fully supported by Advancing Men in Nursing (AAMN), the national organization for men in nursing. We are open to all who have a passion for men in nursing regardless of their gender.

Honor Societies

Alpha Delta Nu

Alpha Delta Nu is a national honor society for Associate Degree Nursing programs founded by the Organization for Associate Degree Nursing (OADN). The Gamma Delta chapter of Alpha Delta Nu was established at Mercy College in April 2014. The objective of the Alpha Delta Nu Nursing Honor Society is to recognize the academic excellence of students in the study of Associate Degree Nursing. The society encourages the pursuit of advance degrees in the profession of nursing as well as continuing education as a life-long professional responsibility (Organization for Associate Degree Nursing, 2015). These qualities are consistent with those valued by Mercy College. The Gamma Delta chapter of Alpha Delta Nu at Mercy College is one of 85 chapters nationwide.

Sigma Theta Tau International

In 1922, six nurses founded Sigma Theta Tau International (STTI) at the Indiana University Training School for Nurses. The name was chosen from the Greek words Storgé, Tharsos and Timé meaning "love," "courage" and "honor." It was incorporated in 1985 as a nonprofit organization in the United States. The mission is to support the learning, knowledge and professional development of nurses committed to making a difference in health worldwide. Our vision is to create a global community of nurses who lead in using knowledge, scholarship, service, and learning to improve the health of the world’s people. Membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing. STTI has more than 125,000 active members in 86 countries with more than 475 chapters on college campuses. Our local chapter—Zeta Theta Chapter at Large, includes Mercy College of Ohio, University Of Toledo, Lourdes University as well as one additional college seeking to join our ranks.
Counseling, Advising and Tutoring Pages 41–43
Personal Counseling Services

Please refer to the College Website for Personal Counseling Services available to all Mercy College students.

Academic Advising

1. Each nursing student is advised by the nursing program advisor. This advisor will be available to the student throughout the entire program.
2. Students will be notified of the registration procedures by e-mail or letter. Online registration may be completed via the web from the college or from personal computers. The student is advised to contact the Nursing Program Advisor prior to registration to ensure that the appropriate courses are scheduled.

Nursing Tutoring Services

Why should I see the Nursing Tutor?

The nursing tutors help nursing students who are having difficulty with understanding a variety of nursing topic areas. The tutors assist with studying, test-taking, and nursing math. They also see students for help in their classes when they are having difficulty understanding a specific topic and even when they are learning to do their care plans. If you are unsure if you should seek help from a tutor for a specific reason, just give them a call and they will figure out the best person for you to see. Keep in mind there is also a writing tutor and a math/science tutor.

How do I schedule an appointment?

All tutoring sessions are by appointment. Appointments are available during the day, evening and Saturday. Appointments tend to get booked up quickly, especially close to mid-term or finals, so planning ahead will be to your advantage. The student may schedule a private or group appointment.

To schedule an appointment on the Toledo campus, go to the Mercy College home page, click on My Mercy. Go to Sign-ups and Scheduling. At the next screen is a drop down menu. Click on the drop down arrow and click on Nursing Tutor. Then, choose the date and time that work best for you. Please call the nursing tutor if you are having trouble signing up for an appointment so help can be provided. At the Youngstown location, call the tutor’s office to make an appointment at 330-480-2874.

What should I expect?

When you make an appointment with the nursing tutor, you should have a good idea of where you are having trouble and what you would like to cover. The more the tutor knows ahead of time, the more prepared they will be, and the more beneficial you will find the appointment. The tutors do not see exams ahead of time or know what your instructor will be asking you. They only see the same materials that you have along with materials although they do have some reference materials that may help you understand content. The tutors also have some NCLEX style questions. However, their primary emphasis will be helping you master the nursing content. If you are not able to understand how to read and answer a nursing question, despite an excellent understanding of nursing content, the tutors can help you with that as well. The tutors will help you with whatever nursing content you choose. You do need to bring all study materials with you to make the most of each session.

When to See the Nursing Tutors

1. At the start of the semester to help you get on track.
2. During the semester when you don’t think you fully understand what you are learning.
3. Before exams to help review topics that seem fuzzy and to practice questions.
4. As you are learning different kinds of math and would like some help.
5. If you need help with care plans or concept maps.
6. Anytime during the semester to review testing, studying, or specific topics.
Scheduling of Nursing Clinical Experiences

1. Students will register for Nursing courses and clinical sections during the registration process, except for “precepted” clinical rotations which are assigned by faculty. Clinical sections may need to be changed due to numbers enrolled or changes in clinical unit availability in a particular semester. The Nursing Division reserves the right to make these changes to ensure quality experiences for all students.

2. Clinical experiences may be assigned according to placement in the program, required courses needed, and cumulative GPA.

3. The student may register for clinical anytime during the period that clinical registration is open. **Once clinical registration closes, if the student wishes to change the clinical, the student is required to complete the Nursing Division Clinical Form.** He/she can obtain this form from the Program Director. Once the form is completed, it should be turned in to the nursing secretary. She will then date and time stamp the form, and hand back a copy for the student’s records. Requests for change will be reviewed as they are received. Changes will only be made if clinical space is available. Requests will not be accepted or reviewed until after clinical registration closes.
Student Academic Protocols

Pages 44–53
Student Academic Protocols for the Nursing Program

General Academic Protocol Statement

1. For continuation or progression through the nursing program students are responsible for meeting the health requirements, immunizations (refer to Health Protocol) and Basic Life Support (BLS) requirements as set forth by the Division of Nursing.

2. American Heart Association (AHA) BLS certification specifically for Healthcare Providers must be current throughout the nursing program. Re-certification is required every two (2) years with renewal through AHA.

3. A decision to be absent from regularly scheduled classes, for whatever reason, including employment, does not excuse the student from the responsibility of examinations, assignments, or the knowledge acquired by attending class.

   Attendance for laboratory/clinical courses is mandatory.

4. Students will not be permitted to enroll in conflicting courses. Students are not permitted to enroll in two clinical sections scheduled on the same day. Students may not leave clinical or class to attend another class or skills lab occurring at the same time as class or clinical.

Academic Integrity-
Please refer to the College Catalog, as this is a College-wide policy.

Nursing Program Social Media/Networking Requirements

1. A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the care team for healthcare purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student’s assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student’s assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

2. To the maximum extent feasible, identifiable patient healthcare information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient healthcare information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

Standards of Progress

1. A student must maintain a minimum 2.0 GPA in all theory courses and a clinical grade of “satisfactory” (in all courses which have a clinical component) to be making satisfactory academic progress toward a nursing degree.

2. A student must complete prerequisite and co-requisite courses successfully in order to enroll in subsequent courses.
**Academic Standing**

1. Academic standing includes performances in both classroom and clinical settings. It is determined by the results of written tests, computerized tests, assignments, projects, oral and written reports, skills lab performance, and clinical evaluations.

2. The grading system for classroom and clinical work as well as attendance requirements are described in detail in this Nursing Student Handbook.

**Program Progression Protocol**

1. **Students are responsible for adhering to the prescribed curriculum sequence, including but not limited to, course prerequisites, co-requisites and mandated sequencing of nursing courses. Deficiencies in prerequisite courses must be removed prior to taking sequential courses in nursing. (Refer to the Program Worksheet in effect for the year of your admission/readmission to the nursing program.)**

2. Once admitted into the nursing program, students must maintain an overall GPA of 2.00 or above. If the GPA falls below 2.0, the student will be dismissed from the nursing program.

3. A grade of “C” or better is required in all nursing theory, clinical, and laboratory courses, as well as required non-nursing support courses and required elective courses.

4. A student requesting a leave of absence must submit a letter to the Dean of Nursing and Student Records office.

5. Students who have not successfully completed clinical courses for two (2) or more consecutive semesters will be required to successfully complete a skills review and practice of all previously learned skills and a written exam for the last successfully completed theory with clinical component course before returning to the program. The written exam is used to determine any remediation needs the student may have.

6. Because of constant changes in nursing practice today, if a student has not successfully completed a nursing course in over two years, the student will be required to repeat previously taken nursing courses.

7. Students must complete the nursing program in five calendar years of initially starting the first nursing course. Failure to meet the program completion timeframe necessitates program dismissal and reapplication to the nursing program according to the admission policies and program requirements in place at that time. If accepted, the student must start the nursing sequence with the first nursing course.
Program Withdrawal Protocol

Withdrawals are to be executed in accordance with College policy. (See Policy for Withdrawal and Financial Aid section in the college catalog). Unless proper forms are filed with the Student Records Office, the withdrawal is not official. **Please note:** Students should have a conversation with the Financial Aid officer before finalizing the decision to withdraw from class.

Returning to Program of Study after withdrawal from the program/course in good standing.

1. Returning to the nursing program is not guaranteed and will be granted only as availability of clinical spaces allows.
2. After withdrawing from a nursing course, the student must send an email to the Program Director within a week of withdrawal from the course outlining intent and plan to retake course.
3. The student must sign an “Intent to Return to the Nursing Program” form found in the Program Director’s office.
4. The student must meet with an Academic Advisor to discuss options and plan of study.

Protocol Covering Students Who Fail

Failing a course after admission to the nursing program will affect a student’s progression in the program. If the failed course is a prerequisite for subsequent courses, the student will not be allowed to progress until the failed course is completed with a grade of “C” or better. When a failed course has been repeated and then passed, the original failure is still considered a failed course for progression.

A student in the nursing program who fails either one nursing course or one non-nursing course may retake the course the next time it is offered provided there is space in the course and they meet the course requirements.

There is no guarantee that the student will have a space in the course the next time it is offered.

It is the student’s responsibility to complete the following:

1. After receiving the failing grade, send an email to the Program Director within one week following the course failure outlining intent and plan for retaking failed course.
2. Sign “Intent to Return to the Nursing Program” form found in the Program Director’s office.
3. Meet with Academic Advisor to discuss options and plan of study.
Repeating Courses

If a student fails a course or withdraws from a course failing:

1. The student may re-register and re-enroll in the course **one** (1) time only. (First course failure only; two failures constitute program dismissal)
2. The course must be completed satisfactorily within **one** (1) year.
3. If the course is a pre-requisite, it must be completed before the student can progress in the program.
4. Tuition and fees must be paid each time the student enrolls in the course.

Program Dismissal

The student may be dismissed from the nursing program in the following circumstances:

1. The student’s grade point average (GPA) falls below a 2.0.
2. A student who fails two (2) nursing courses that are required in the program of study will be permanently dismissed from the nursing program.
3. A student who fails one nursing course and one non-nursing course required in the program of study after starting the nursing coursework will be dismissed from the nursing program.
4. A student who fails two non-nursing courses required in the program of study after starting the nursing coursework will be dismissed from the nursing program.
5. When a student is placed on clinical marginal status for a second time.
6. Should a student’s clinical performance (including skills lab) for any nursing course be deemed unsafe as characterized by dangerous, inappropriate, irresponsible or unethical behavior that actually or potentially places the student, patient, patient’s family, or health team members in jeopardy, the student may be dismissed from the program

*See Clinical Marginal Status Protocol*

Program Readmission Protocol

(Students who have been dismissed from the nursing program)

1. Students who have failed one nursing course and one non-nursing course required in the program of study will be dismissed from the nursing program. The student may apply for readmission, but readmission is not guaranteed.
2. Students who have failed two non-nursing courses required in the program of study will be dismissed from the nursing program. The student may apply for readmission, but readmission is not guaranteed.
3. A student whose GPA falls below 2.0 will be dismissed from the Nursing program. The student may apply for readmission, but readmission is not guaranteed.
4. Students who are readmitted must meet any current admission policies and program requirements.
If Dismissed from the Nursing Program, There are Two Options

Request Readmission to the Nursing Program

1. Fill out the Request for Readmission to the Program of Study Form (found in the Student Record’s Office) and submit it to the Student Records Office within ten calendar days of receiving written notice of program dismissal.

2. Write and send a letter to the Program Director requesting readmission to the program within ten calendar days of receiving written notice of program dismissal. In the letter include the following:
   - Explain why you failed the course.
   - Detail a plan of action to prevent another course failure in the future.

3. Send copies of results of any proctored standardized exam scores that you have taken in the program to the Program Director within ten calendar days of receiving written notice of program dismissal. (I.P. ATI, HESI). Results can be obtained from ATI or HESI website.

4. Once the Program Director has all of the required materials, the Nursing Admission and Progression (AP) Committee will review your request for readmission within 14 business days.

5. A letter will be sent to you with the decision of the Nursing AP Committee via certified mail to the address listed on EMPOWER. Make sure your address in EMPOWER is correct.

6. If you do not agree with the decision and wish to appeal the program dismissal, follow the Appeal for Academic Dismissal process found in the Mercy College catalog.

Appeal for Academic Dismissal

1. Follow the Appeal for the Academic Dismissal Process found in the Mercy College catalog.

Revised 7/20/2017
Grading

1. In nursing courses, the following grading scale applies:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>91-100</td>
</tr>
<tr>
<td>B</td>
<td>86-90</td>
</tr>
<tr>
<td>C</td>
<td>80-85</td>
</tr>
<tr>
<td>D</td>
<td>75-79</td>
</tr>
<tr>
<td>F</td>
<td>0-74</td>
</tr>
</tbody>
</table>

2. To successfully complete a nursing course, the student must achieve an eighty percent (80%) average testing requirements of the course. Course assignments included in the eighty percent (80%) average will be determined by the nursing faculty and stated in each specific course syllabus. Grades for papers, special projects, oral presentations, etc. will be added to the course grade after it is determined that the student has attained this average. If a student does not attain an eighty percent (80%) average in the testing requirements by the end of the course, it will be considered a course failure. Courses that have a majority of their grade derived from activities other than testing are excluded from the rule that grades for papers, special projects etc. will be added to the course grade after it is determined that the student has attained an 80% average. Exam scores will not be rounded. Final course grades will not be rounded.

3. The clinical component of nursing courses is graded satisfactory, clinical marginal status, or unsatisfactory based on attainment of course objectives. The clinical component includes clinical experience and successful skills lab performance. An unsatisfactory in any aspect of the clinical component constitutes a failure in the course.

4. Final exam scores for nursing courses will only be available through Canvas. No final exam scores will be given by phone.

5. According to college policy, final course grades will be available on EMPOWER. Do not call instructors regarding final course grades.

6. If a student fails an exam, it is the student’s responsibility to review the exam with the faculty member prior to the next exam.

7. Instructors hold clinical evaluation conferences with each student at midterm and at the end of the semester.
Testing

Nursing Course Testing Guidelines:
A. Faculty will use both trade and generic names for pharmacology questions.
B. Faculty member will determine seating for all examinations.
C. All personal items, books, backpacks, cell phones, purses, notebooks and other items are not permitted at the student desk area. These items are to be stored at the back or front of the classroom as designated by the faculty.
D. The only personal item allowed on the desk during testing is pencils. Food and beverages are not to be at the desk unless approved by the faculty.
E. The student is to remain sitting during the test. If he/she has a question, the student must raise his/her hand and wait for the faculty to walk over to his/her desk unless faculty instruct students otherwise.
F. Once the test is started, the student is not allowed to leave the classroom.
G. After turning in the completed test to the faculty, the student may not retrieve the test for any reason.
H. If the test is timed, the faculty will let the student know when time has expired. The test must be turned in at that time. Any unanswered questions will be counted as wrong. Time allotted for the test is 1-2 minutes per question, consistent with NCLEX. Students arriving late for test will have the same end time as all students. Extra time is not provided to fill out Scantron/bubble sheet.
I. If any electronic device is responded to or looked at during an exam, a 0% will be given to the test.
J. Tests will be graded within one week of testing. Grades will be posted as the faculty member designates.
K. Students must obtain an 80% average on the course’s testing requirement to pass the course. Exam scores will not be rounded. Final course grades will not be rounded.
L. The original Scantron/bubble answer sheets are not to be passed out to students unless reviewed individually with the faculty member present.
M. A student who chooses to disregard these rules will receive a 0% on the test.
N. The syllabus may be used by faculty to further define the individual course policy for test taking.
Protocol for Make-up Testing:

There are circumstances when an exam is missed. The student is responsible to:

1. Contact faculty prior to missing an exam or as soon as possible by phone.
2. Contact the Testing Center to take missed exam within 48 hours. It is the student’s responsibility to follow-up on scheduling make-up exams in conjunction with the faculty. Lack of complete follow-up may result in a score of zero. In case of extenuating circumstances, (i.e. funeral of immediate family, hospitalization), extended time for make-up will be considered on an individual basis, not to exceed five days. The student must provide documentation for absence.

**Scoring for make-up exams:**

a. The first missed exam will not have a penalty but the exam may be in an alternate format.

b. The second missed exam and any further exams that are missed will have 10% deducted from the exam score.

If the student misses his/her assigned test make-up time, and does not notify the course faculty, the student will be considered a “no call, no show” and receive a 0%.

Please note: College students with documented disabilities have the right to reasonable accommodations under Section 504 of the Rehabilitation Act of 1973 and the ADA. If you require special accommodations, please notify the course instructor during the first week of the term and/or seek help through the Division of Student Affairs, Office of Academic Accessibility, located on the fifth floor of the Madison Building, or on our website at [www.mercycollege.edu/my-mercy/student-formation/academic-accessibility](http://www.mercycollege.edu/my-mercy/student-formation/academic-accessibility).

National Standardized Tests

Standardized tests are designed to be a measure of the student’s knowledge in a specific content area.

These tests are given after completing the unit of instruction covering that content area. Students can obtain a printed report of their test results. Comprehensive achievement test scores are sometimes used by agencies as a means of evaluating student performance as they provide a measure against a national standard in addition to the course grades, which are a measure of ability in a specific college. They also provide information for curriculum evaluation. Students, therefore, should strive to do their best on achievement tests so that scores will match their abilities.

The Standardized Exit Exam is a special comprehensive test designed to help the student identify overall strengths and weaknesses in a given area of the curriculum. These tests are computer tests to familiarize the student with not only the type of testing situation that they will encounter in the licensing examinations, but also the format of the NCLEX.

Guidelines and expectations related to each test are included in course syllabi.

Administration of Tests in the Nursing Program

Each syllabus in the nursing courses will outline the number of tests to be administered over the semester as well as the weighting of the test and comprehensive final. Prior to taking a test, all books and/or other study material brought into the testing area must be placed in a designated area as specified by the instructor. Nothing except a pencil, Scantron sheet, and exam will be allowed at the table/desk. The instructor will provide calculators and Rounding Rules on the day of examinations. Calculations for math questions can be written on the test papers. The student’s name and/or number specified by the instructor are to be placed on all tests and Scantrons.
The ANSWER on the Scantron is the final answer. Scantrons will not be hand graded. Answers on the exam that are not transferred to the Scantron will not be counted.

Test (Exam) Review

It is recommended that all students receiving a grade of 80% or less on the exam meet with their faculty to review the exam within five business days of exam grades being posted. Students who wish to review an exam must contact the instructor for individual appointments within the five business days. No Scantrons will be returned to students. The student’s own exam and the student’s grade sheet will be used for the review. No questions may be copied, photographed, or otherwise duplicated.

At the scheduled exam review, students must sign in, be on time, and stay for the entire review. The scheduled review will take place in a classroom setting. Nothing except grade sheets are to be brought into the room with the student. All books, backpacks, pencils, paper, tape recorders, etc. must remain in a space designated by the instructor. If exams are returned for review, they must be the student’s own exam designated by a name or pre-assigned number.

For individual review in instructor’s office there are to be no more than three students at one time, seated in the office in the instructor’s view, with nothing except the grade sheet as above. Review of quizzes will be up to the individual instructor.

Math Proficiency Testing Protocol

Leveling of proficiency exams

A total of two math proficiency exams are administered throughout the curriculum.

- For the ASN students, one during the first year of student in the nursing curriculum and one during the last year. The assigned courses are:
  - Level One exam: NUR 122
  - Level Two exam: NUR 241

- For the BSN students, one during the second year of the student’s nursing curriculum and one during the last year. The assigned courses are:
  - Level One exam: NUR 335
  - Level Two exam: NUR 435

Time per question and number of questions: The students are allowed one hour for the entire exam. Each exam will consist of 20 questions.

Rounding and Grading: Rounding of answers are in accordance with the Mercy College Nursing Division Rounding Rules. Each math question on the proficiency exams will list instructions about the number of places to round. For example: “Round the final answer to two decimal places or round the final answer to one decimal place or round to the nearest whole number”. These instructions are consistent with the information from the Detailed NCLEX Plan for Educators. The Mercy College rounding rules will be provided to the students during the exam.

Placement of tests in the course: Math testing placement is based on the needs of the individual courses/clinical; however, testing should occur to allow the recommended 2-3 week time frame for remediation between tests. Students needing to repeat the exam will be allowed 2-3 weeks for remediation.

Number of repeats and required passing score: The students are required to pass the math proficiency exam with a score 90%. Students may repeat the math proficiency 2 times. Student remediation will be tracked using a math remediation form. If the student is unsuccessful in achieving a score of 90% on the math proficiency exam after three attempts, then the student will receive a failing grade for the course that the math proficiency is assigned to: Level I – NUR 122, NUR 335, Level II – NUR 241, NUR 435.

Timeframe for remediation and repeat tests: Remediation and repeat testing must be completed prior to the final course exam.
Clinical and Skills Lab
Pages 54–66
**Student Requirements**

All students must have the following requirements prior to the beginning of clinical experiences.

- Student ID number
- Information Security Agreement
- Health Record Requirements, fingerprinting, drug screening and background checks
- Current BLS card from the American Heart Association
- Electronic health record training
- Current Annual Education Update
- HIPAA Tests
- Orientation to glucose monitoring
- Student Health Insurance. (See College Website)

**Nursing Student Clinical Behavior Protocol**

Faculty shares in the concern for the safety of the patients entrusted to the care of the nursing students under their direction. It follows, therefore, that each nursing student become informed and accountable for her/his professional ethics. The faculty has adopted the following rules in addition to the American Nurses Association Code of Ethics. Each student will be responsible for practicing these rules in the performance of the nursing role and as she/he performs nursing duties. (Ohio Administrative Code 4723-5-12)

**All students shall:**

(1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.

(2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

(3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.

(4) A student shall implement measures to promote a safe environment for each patient.

(5) A student shall delineate, establish, and maintain professional boundaries with each patient.

(6) At all times when a student is providing direct nursing care to a patient the student shall:
   (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
   (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
(7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;

(8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;

(9) A student shall not:
   (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
   (b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a patient's property or:
   (a) Engage in behavior to seek or obtain personal gain at the patient's expense;
   (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
   (c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
   (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

   For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:
   (a) Engage in sexual conduct with a patient;
   (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
   (c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
   (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

   For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
   (a) Sexual contact, as defined in section 2907.01 of the Revised Code;
   (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

(18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

(22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the healthcare team for healthcare purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient healthcare information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient healthcare information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-healthcare purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

**Should one of the above behaviors be violated, the student MAY be removed from the clinical setting, receive a clinical unsatisfactory for the day, receive a clinical failure for the course, and be dismissed from the program.**
Clinical Performance

- Written clinical assignments must be handed in when they are due unless prior arrangements have been made with the instructor.
- Clinical practice/clinical laboratory attendance is mandatory. A missed clinical day will hinder the student in meeting the clinical objectives. Inability to meet the objectives results in an **UNSATISFACTORY** in clinical performance and therefore, a **FAILURE** in the nursing course.
- Clinical performance is evaluated according to established, expected behaviors for each course. Clinical evaluations are written for each term and conferences are held with each student at midterm or end of rotation and end of the nursing course. Satisfactory, marginal, and unsatisfactory ratings are used to rate clinical performance. Unsatisfactory clinical performance means an “F” for the course.
- Students who are absent from a scheduled clinical experience may be required to make up the clinical day. Clinical make-up is scheduled at the discretion of the course faculty.
- If a student comes to clinical experience unprepared, he/she will be required to complete the preparation necessary to safely care for the patient. This will be documented and may result in unsatisfactory achievement of course objectives.

Clinical Excused Illness

Students in the clinical education site:

1. Students on crutches and/or wearing casts, splints or other orthopedic devices that interfere with the provision of safe and effective patient care, will be individually evaluated consistent with the policies of the clinical facility. If the appliance precludes safe and effective clinical practice, the student may not be able to meet course objectives.

2. Students must provide medical release documentation from their physician whenever any of the above medical devices exist or following surgery or hospitalization before they will be allowed to participate in patient care activities at clinical sites.

3. Student who have a possible communicable illness or an illness or injury that interferes with the ability to care for patients safely and effectively should exercise judgment and consult with the clinical instructor and/or the assigned contact person at the clinical area before reporting to the clinical education site.

Attendance

Regular, on-time classroom and clinical attendance is necessary for academic success in the nursing program. Classroom and clinical experiences are viewed as essential components of a nursing education. Accordingly, students are expected to fully participate in both classroom and clinical learning experiences. Appropriate personnel must be notified prior to scheduled class or clinical time for unavoidable absences. If absent for three (3) consecutive days due to illness, a physician’s written permission to return to class/clinical is required.
Clinical Dress Code

Students are guests in the clinical settings and are representatives of Mercy College of Ohio. The standards of professional care and dress represent the student as an individual, the Division of Nursing, and the profession of nursing. Uniforms must be purchased from the College approved vendor. Professional persons set examples for others and students are expected to be neat, clean, and well-groomed including the following:

1. Students will wear the accepted nursing division uniform with college insignia and student identification badge. White socks (socks must cover the ankles) must be worn with the uniform with clean white shoes. Shoes need to be all white uniform or athletic shoes. Clogs and open-toed shoes are unacceptable.

2. Beards, mustaches, and side-burns must be clean, well-trimmed, neat and no longer than one inch from the face.

3. Hair should be secured away from the face and worn off the collar during clinical practice. Conservative color and style should be consistent with a professional atmosphere. Non-decorative barrettes and hair clasps may be worn.

4. Make-up should be moderately applied. Perfume/cologne/aftershave should not be worn.

5. Engagement and wedding rings may be worn. No other rings are acceptable. Earrings must be very small and plain posts; no wires. With safety in mind, no hoops or dangling earrings are to be worn. Only two (2) earrings on each earlobe are allowed. Tongue, nose, eyebrow or any other facial piercing ornaments are not allowed. No bracelets or necklaces are allowed.

6. A watch with a second-hand is considered part of the uniform and must be worn when on the clinical unit.

7. Tattoos are not to be displayed at any time. If clothing does not cover the tattoo, it must be covered with appropriate make-up and/or bandage.

8. Clear nail polish may be worn and fingernails must be short and rounded. Because of the growing body of scientific research linking the spread of infection to artificial fingernails, students will not be allowed to have artificial nails while in the nursing program.

9. Chewing gum is not permitted when in uniform and/or in patient care areas.

10. The uniform is worn in nursing practice at all levels. Neat appearing street clothes may be worn to and from the clinical areas requiring scrubs or when researching patient assignment. Lab Coat should be worn when doing patient research. The clinical unit has the right to ask any student to leave that is deemed inappropriately dressed. Jeans, shorts, pajama pants, etc. are not acceptable attire for the clinical unit. The uniform is not to be worn in any other employment.

11. Appropriate undergarments should be worn with the uniform.

12. Lab coats are not to be worn during direct patient care.

13. Identification badges are to be worn at all times in the hospital proper.

14. Hospital attire (scrub gowns, suits, etc. furnished by the hospital) is not to be taken from the hospital.

15. It is the decision of the instructor as to what constitutes acceptable appearance.

16. No smoking while in uniform and/or any clinical site.
Transportation to Clinical Sites

The Division of Nursing utilizes diverse sites for clinical experiences. Each nursing course will include a variety of clinical units in area hospitals as well as outside experiences to enhance learner objectives. Students are responsible for their own transportation and costs incurred during their clinical experiences.

Driving/Transporting Patients

A student is NOT to transport patients in the student’s personal motor vehicle. Students must be aware of and adhere to clinical agency policies.

Confidentiality

All patient care should be confidential. This is a basic nursing responsibility. The patient’s right to privacy must be respected and guarded. The student nurse is expected to maintain confidentiality at all times.

1. Never make a copy of any part of the patient’s medical record.
2. Never discuss a patient’s care or condition in the elevator or cafeteria.
3. Never leave confidential documents in public areas where an unauthorized individual could read them.

Preparing for Clinical Assignments Maintaining Patient Confidentiality

In preparation for clinical assignment, students may NOT print the patient record and medications for use in patient research. As always, students are required to ensure that their clinical paperwork is kept private. Failure to follow this guideline will be considered a HIPAA violation with subsequent counseling process. Healthcare providers consider HIPAA violations very seriously and have not hired new graduates with documented violations.

Sanctions

Violations of the clinical institution policies may result in the restriction of access to clinical site resources. In addition, disciplinary actions up to and including dismissal, may be applicable under the policies and the Student Code of Conduct of the College.

Violation of patient confidentiality is grounds for dismissal.
Code of Conduct

When engaged in nursing functions, the student must do so within legally prescribed bounds and is accountable for his/her own actions. The student has the obligation to adhere to the standards of ethical practice and conduct which are stated by the American Nurses’ Association.

American Nurses’ Association’s Professional Code of Ethics 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 the 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 the ethical environment of the work setting and conditions of employment that are conducive to safe, quality healthcare.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the 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 principles of social justice into nursing and health policy.
Unacceptable Clinical Behavior

1. The Division of Nursing reserves the right to dismiss from the nursing program any student whose clinical performance (including skills lab) for any nursing course is deemed unsafe as characterized by dangerous, inappropriate, irresponsible, or unethical behavior which actually or potentially places student, patient, patient’s family, or health team members in jeopardy. The Nursing Skills Lab is considered a clinical setting.

2. The nursing student must practice within the boundaries of the Nurse Practice Act of the State of Ohio, the clinical course objectives and guidelines, the Mercy College of Ohio Division of Nursing Protocol, and the policies and procedures of affiliating healthcare agencies.

   a. Students must demonstrate continuity of care through the responsible preparation, implementation and documentation of the nursing care of patients. In addition, students must be respectful of all individuals (patient, patient’s family, health team members and self) according to the AHA Patients’ Bill of Rights, and the ANA Professional Code of Ethics.

   b. Examples of unacceptable clinical behaviors include, but are not limited to:

      i. Violation of Mercy College of Ohio policies or Student Code of Conduct. Please refer to the College catalog for details of the Student Code of Conduct and disciplinary procedures.
      ii. Inadequate preparation for clinical experience.
      iii. Refusal to care for an assigned patient based on patient’s characteristics; e.g., race, culture, religious beliefs, or diagnosis.
      iv. Failure to notify nursing faculty and agency of clinical absence. (No call/No show)
      v. Acts of omission or commission in the care of patients, such as physical abuse; placing the patient in a hazardous position, condition, or circumstance; mental/emotional abuse; and medication errors.
      vi. Disruption of patient care related to poor interpersonal relationships with agency health team members, peers, or faculty.
      vii. Any behavior that affects one or more parameters of safe clinical practice and/or jeopardizes the well-being of patients, patient’s families, health team members, peers, or faculty.
      viii. Any behavior, which violates professionalism qualities such as, acts which violate patient confidentiality, solicitation of patient for services leading to personal gain, and other behaviors as listed under “Role of the Nurse” on the Clinical Evaluation Tool.
      ix. Any use of social media, texting, emailing, or other forms of communication with, or about a patient, for non-health purposes or for purposes other than fulfilling the assigned clinical responsibilities.
      x. A student whose actions reflect unacceptable clinical behavior will be given a verbal and written performance report by the clinical faculty member. The student may be placed on clinical marginal status or receive an unsatisfactory grade for unacceptable academic, clinical, or professional performance.
Clinical Marginal Status

Clinical marginal status:

a. A student will receive a clinical marginal if they cannot meet any one sub-objective listed on the clinical evaluation tool. This marginal rating means that the student enters the next nursing course on clinical marginal status. A student can only be on clinical marginal status once during the nursing program of study. This clinical marginal status follows the student throughout the program. A second clinical marginal rating constitutes dismissal from the nursing program.

b. A marginal rating on two or more sub-objectives listed on the clinical evaluation tool constitutes an **unsatisfactory** rating and course failure.

c. Clinical marginal status indicates that the student is demonstrating unacceptable or marginal performance according to clinical grading guidelines (see individual course syllabus and clinical evaluation tools). The skills lab is considered a clinical setting. Examples of unacceptable or marginal performance are included, but not limited to the following:

1) Failure to maintain consistent achievement of clinical behaviors (listed on course clinical evaluation tools) as well as failure to maintain a satisfactory performance of behaviors evaluated in prior courses.

2) Failure to consistently maintain patient and team members’ safety. The faculty of each course determines the parameters of acceptable safe practice as the student progresses through the program.

3) Recurring instances of the following:
   - Inappropriate verbal and/or nonverbal behaviors in the clinical setting
   - Failure to achieve critical clinical behaviors
   - Failure to use logical thought when making basic nursing judgments in clinical situations
   - Inability to apply classroom content in the clinical setting commensurate with the expected level of knowledge and experience.
   - Failure to implement suggestions for improvement made by the instructor
   - Failure to recognize and eliminate potential safety hazards in the clinical setting
   - Failure to assume responsibility for own actions
   - Failure to see guidance from instructor in new and/or uncertain clinical situations
   - Failure to report a personal health problem that could jeopardize patient or own safety
   - Insufficient or superficial clinical preparation, which could jeopardize patient safety and lower the quality of care.
   - Failure to submit required written clinical assignments on the deadlines specified by the involved course faculty member(s)

4) If a student fails to meet one of the required clinical behaviors (listed on the clinical evaluation tool) the student will be given a marginal rating and be placed on clinical marginal status. A second clinical marginal will result in dismissal from the nursing program.
Medication Errors

Errors in medication administration have the potential to cause harm to our patients and thus are regarded by the nursing faculty as unsafe behavior.

ANY VIOLATION OF THE 6 RIGHTS OF MEDICATION ADMINISTRATION (Right Drug, Right Route, Right Patient, Right Time, Right Dose, and Right Documentation) WILL RESULT IN A DISCUSSION SESSION AND MAY RESULT IN CLINICAL FAILURE AND/OR DISMISSAL FROM THE NURSING PROGRAM.

A pattern of errors or failure by the student to recognize the gravity of the situation will result in clinical failure and dismissal from the nursing program.

Intent to administer a medication incorrectly constitutes an error, even when the student does not actually give it to the patient.

These guidelines apply to drugs administered by any route, and parenteral fluids, and enteral fluids.

Time Limits for Improvement of Unsatisfactory Behaviors

When a student is placed on clinical marginal status, the time line for improvement will extend to the next course midterm evaluation time as determined by the course instructor and then maintained throughout the program.

Marginal behaviors must be performed at a satisfactory level during this time frame and then maintained throughout the program of study. Failure to show satisfactory performance in the marginal behaviors within the established timeline will be grounds for dismissal from the nursing program.

NOTE: A second clinical marginal status assigned at the end of any course is cause for dismissal from the nursing program.
Nursing Skills Lab Protocols

Skills Lab Simulation Experiences Dress Code
Students participating in a simulation experience are required to wear their Mercy College nursing uniform during simulations.

Course Skills Testing
Definition: Skills that are identified by faculty as mandatory skills to be evaluated during a specific course.

Guidelines:
1. Skills are to be completed in the Nursing Skills Lab by the deadlines specified in course syllabi.
2. Skill testing is considered an assignment; therefore, if late, current course protocol regarding late assignments will be followed (see syllabi).
3. Students must be able to demonstrate proficiency for a satisfactory performance.
4. Retesting will be required if skill level is unsatisfactory.
5. Retesting will be on student’s own time and is to be scheduled through the Labtimes portion of the Mercy College Nursing Skills Lab website.
   (Youngstown campus students should contact the Skills Lab Coordinator.)
6. In the event of an emergency and you cannot keep an already scheduled appointment, you will need to submit a Labtimes request for cancellation. After submitting a cancellation request, you will need to resubmit an appointment request through Labtimes with three additional availabilities. When canceling, please be aware of course completion deadlines for checkoffs. (Youngstown campus students should contact the Skills Lab Coordinator.)

Importance of Sterile Techniques for skills procedure check-offs:
Sterile technique statement included on every skills check-off sheet:
“To successfully complete the check-off, the student must not break sterile technique more than three (3) times. Any breaks in sterile technique need to be recognized and identified by the student prior to proceeding to the next step of the procedure. If contamination occurs and is not identified by the student, this will result in an unsatisfactory check-off regardless of points awarded.”

Examples of academic dishonesty in the Nursing Skills Lab:
- Looking through unauthorized materials.
- Changing selected testing cards.
- Altering Sign-up forms without approval.
- Assisting other students during testing.
- Utilizing unauthorized calculators.
- Utilizing unauthorized resources during testing (ex: skill packets.)
- Falsifying peer evaluations.

See College Website and Nursing Student Handbook for detailed information regarding consequences of academic dishonesty.
Retesting Protocol

When the student is unsuccessful with the first attempt of a skill, this sheet will be completed by the Nursing Skills Lab Personnel. A copy of this completed form is placed in the student’s file. Students have seven (7) calendar days following each attempt to repeat skills testing. (In the event the first check-off occurs on a Sunday, the repeat testing will be required to be completed by the following Saturday.) However, repeat testing cannot occur on the same day as the unsuccessful attempt.

The student must complete a typed one paragraph reflection identifying the potential implications the unsuccessful performance would have on the patient outcome. A reference related to the unsuccessful portion of the skill, along with an in-text citation in APA format is required. Examples include: effects of medication errors, increased costs due to nosocomial infections, missed findings, etc. The reference can be from a professional journal, nursing reference book, or textbook.

It is highly encouraged and recommended that students practice an adequate amount of time in between each attempt to aid in being successful. The purpose of this documentation is to provide a structured plan to assist the student to complete a required skill successfully.

1st Attempt date:_______ Satisfactory:______ Unsatisfactory:______ Initials:______

2nd Attempt date:_______ Satisfactory:______ Unsatisfactory:______ Initials:______

3rd Attempt date:_______ Satisfactory:______ Unsatisfactory:______ Initials:______

The student was unable to successfully demonstrate the skill within three (3) attempts. This will result in a clinical unsatisfactory grade.

Student Lab Assistants (Work-Study positions) – on the Toledo campus only

1. The Nursing Skills Lab offers an opportunity for students to work as lab assistants provided that you qualify for the work-study program. See the financial aid office for information and eligibility.

2. You must have successfully completed N110 (ASN) or N252 (BSN) of your nursing program in order to be considered for this position.

3. Student Skills Lab Assistants may be available to assist and guide you while utilizing the skills lab. They can assist with lab equipment and help to locate and identify valuable lab resources.
Miscellaneous

Pages 67–74
Clinical Excellence

The Nursing Program recognizes outstanding clinical achievement through the Clinical Excellence Award. The recipients are selected by the nursing faculty and receive the award at the pinning ceremony.

Pinning Ceremony

1. The nursing pin will be awarded to students who have successfully completed all subjects in the nursing curriculum and have fulfilled all other requirements for graduation. The cost of the pin is the student’s responsibility.

2. This special ceremony recognizes your achievement in the preparation for the profession of nursing.

Licensure Requirements

Prospective nursing students are advised that when applying for state licensure examination, they will be required to indicate whether or not they have ever been convicted of a felony or diagnosed with and/or treated for psychiatric disorders. A positive response to this question may disqualify the candidate for licensure. The Ohio Board of Nursing makes all eligibility decisions.
Request for Accommodations for Ohio for the NCLEX® Examination

Accommodation requests include assistance such as extra time, a reduced distraction room or reading assistance. All accommodation requests must be made in advance so that the necessary arrangements can be made. To allow sufficient time to secure the required documentation, it is recommended that you notify the Board, in writing, six months prior to the date you wish to take the NCLEX® examination.

Documentation required must include the following:

1) A letter from the applicant that includes information regarding the specific type of disability involved, the specific type of accommodations requested, and the applicant’s contact information.

2) A letter from the applicant’s nursing education program administrator stating that accommodations of the same type that the applicant is requesting were provided to the applicant during the nursing education program, unless the disability occurred after the completion of the program.

3) Documentation submitted to the Board directly from a qualified professional with expertise in the area of the diagnosed disability, on the professional’s letterhead including:
   - Recent reports, diagnostic test results, interpretations of test results, evaluations and assessments of the applicant demonstrating the need for accommodations due to a disability that substantially limits one or more major life activities.
   - Information regarding the history of the disability, its impact on the applicant’s ability to function, and past accommodations granted to the applicant, if any.

The National Council of State Boards of Nursing may grant accommodations for the examination related to the applicant’s disability. Your request will be forwarded to the National Council of State Boards of Nursing for review and approval. You will be notified whether your request is approved, along with your authorization to test (ATT). If you have questions about accommodations, please contact the Licensure Unit at (614) 466-3947 or by e-mail at

licensure@nursing.ohio.gov.

For other states, check the specific Board of Nursing website.
Division of Nursing
Glossary

Accountability: Acceptance of the responsibility for one’s own actions.

Activities: This word in a course outline indicates methods and/or tools of teaching used to aid the student in the achievement of specific objectives, i.e.; assignments, audiovisual aids, clinical assignments, community agencies, field trips, office visits, pre-and post-clinical conferences, references, etc.

Acute Care Setting: Those areas where patients are acutely ill and require comprehensive and specialized healthcare, i.e. Hospital

Adjunct Nursing Faculty: Part-time contract instructor and teaching assistant.

Administrator: The person with designated authority and responsibility to direct the unit in nursing (NLN – Accreditation Manual for post-Secondary, Baccalaureate and Higher Degree Programs in Nursing, 1997).

Associate Degree Nurse: A graduate of an associate degree nursing program eligible to apply for RN licensure (NLN – Guidelines for the Evaluation of Associate Degree Programs).

Baccalaureate Degree Nurse: A graduate of baccalaureate degree nursing program eligible to apply for RN licensure.

Caring: A central concept to the practice of professional nursing. It encompasses the nurse’s empathy for and connection with the patient, as well as the ability to translate these affective characteristics into compassionate, sensitive, appropriate care (AACN – The Essentials of Baccalaureate Education for Professional Nursing Practice, 1998).

Catholic Nursing: Based on the fundamental Catholic principle that as man is a creature of God, he is entitled to nursing assistance that is based on respect and dignity. Each patient is entitled to excellence in nursing service that encompasses sacredness of life and justice.

Child: A human being of either sex after the time of birth through adolescence.

Class Hours: Allotted time for the presentation and/or utilization of theoretical content. A “class hour” is a fifty (50) minute period.

Classroom Laboratory: A skill/assessment demonstration and/or practice, which is incorporated within the mandatory classroom hours of each course.

Clinical Laboratory: A skill/assessment demonstration and/or practice which is incorporated within the mandatory clinical hours of each course.

Clinical Experience: Actual patient care/skills lab situation, which is planned by the nursing faculty to meet course objectives. This experience could include the care of individuals, families, groups and/or communities. Student performance is evaluated utilizing set course objectives.
**Clinical Day:** Any day (regardless of length or time frame) when the student is assigned to a clinical experience.

**Clinical Site:** Includes the entire facility that the clinical experience takes place (hallways, elevators, cafeterias, smoking areas, parking lots, as well as patient care areas).

**Communication:** To read, write, speak, and listen effectively.

**Community:** A specified population living in a specified geographic area under similar regulations and having common values, interests and needs. Within a community, people interact and share resources.

**Complex Patient:** A patient having unhealthful responses to several Functional Health Patterns.

**Conceptual Framework:** Collection of associated or related concepts supported by appropriate theories and made clear by sub-concepts.

**Concreteness:** Use of specific terminology rather than abstractions in the discussion of the patient’s feelings, experiences, thoughts, and behaviors.

**Continuing Education:** An ongoing program of education to keep faculty aware of current trends in their profession and to assist in the growth and development of the faculty.

**Cooperative Relationships Between Programs:** The process whereby one institution offering a program in nursing contracts with another institution to provide courses for credit that are not provided by the parent institution.

**Critical Thinking:** Critical thinking is self-directed, self-disciplined, self-monitored, and self-corrective thinking (Richard Paul, 1992). It includes questioning, analysis, synthesis, interpretation, inference, inductive and deductive reasoning, intuition, application, and creativity (AACN-The Essentials).

**Disadvantaged:** Groups of people who have not had cultural, educational and/or economic opportunities usually experienced by others in the local area.

**Diverse:** To be composed of different entities.

**Dysfunctional Behavior:** Attitudes, beliefs, thoughts, feelings and behaviors an individual employs that result in the inability to cope and adjust successfully to the stresses of everyday living.

**Educational Objectives:** Terminal objectives; the competencies, behaviors, characteristics of each graduate at the completion of the program (NLN – Guidelines for the Evaluation of Associate Degree Programs).

**Empathy:** Ability to view another’s world from his/her frame of reference and to verbally communicate this understanding.

**Family:** A group of people, including at least one adult, who are related to each other by blood or social contact.
**Functional behaviors:** Attitudes, beliefs, thoughts, feelings, and behaviors an individual employs to maintain or regain a state of optimal health.

**Group:** An open system composed of three or more persons held together by a common interest or bond.

**Healthcare Team:** The patient, significant others and those involved with the patient’s care.

**Health Maintenance:** Positive health behaviors that preserve a current state of health.

**Health Promotion:** Health behaviors that increase optimal wellness.

**High-Level Wellness:** Implies function at the maximum potential, which the individual is capable of within the environment.

**Holistic:** Unity of parts.

**Horizontal Threads:** Integrated concepts woven throughout the curriculum, presented early in the curriculum and strengthened through repeated exposure and application throughout the curriculum.

**Human Diversity:** Encompasses variations of age, gender, religion, culture, race, socioeconomic status, educational level, cognitive ability, and lifestyle preference.

**Information Management:** Traditional and developing methods of discovering, retrieving, and using information in nursing practice (AACN-Essentials).

**Levels:** Major stages of achievement reached by students as they progress through the 100 and 200 level courses in an NLN approved nursing curriculum.

**Multiple Self-Care Deficits:** Health state in which the patient is not able to provide or meet more than one of the universal, health deviation, and/or developmental healthcare requisites. The patient’s health state may be considered unstable.

**Multidimensional:** Many facets or degrees to which a situation extends.

**Nursing Process:** A systematic, rational method of providing nursing care based on scientific problem solving. It provides a framework for planning, implementing, and evaluation nursing care, and helps the nurse use nursing knowledge, solve problems, and be creative.

**Nursing Program Start Date:** Date on which the student begins first nursing course.

**Nursing Program End Date:** Date on which the student completes final requirements.

**Organizational Framework:** Collection of associated or related concepts supported by appropriate theories and made clear by sub concepts.

**Organizing Structure:** The key concepts that provide a structure for the learner to acquire, organize, and use knowledge (NLN – Guidelines for the Evaluation of Associate Degree Programs).
**Patient:** The recipient of nursing care or services. A patient may be individuals, families, groups, or communities. A patient may function independently, interdependently, or dependently. Depending on the context or setting, patients may be termed clients (AACN – Essentials).

**Parent Institution:** The educational agency of which the unit in nursing is an integral part.

**Professional Behavior:** Behavior that upholds the status, methods, character, and standards of a given profession. Adhere to Mercy College’s Core Values and American Nurses’ Association’s “Professional Code of Ethics”.

**Professional Dress:** Clothing that would best represent Mercy College Division of Nursing. This would include dress slacks, suits, dresses and skirts at knee level, sweaters, and shirts that cover shoulders.

**Program Objectives:** Terminal objectives; the competencies, behaviors, and characteristics of each graduate at the completion of the program.

**Program Standards:** Standards by which program effectiveness is documented such as: admission data, enrollment patterns, graduation rates. NCLEX-RN results, patterns of employment, and other standards identified by the program (NLNAC – Accreditation Manual).

**Role of the Nurse:** Derived from the discipline of nursing. A role includes three broad components: provider of care, designer/manager/coordinator of care, and member of a profession (AACN-Essentials).

**Selected Patients:** Patients chosen for clinical experiences based on level of complexity, health needs of patient, and/or learning needs of students.

**Self-Care:** The practice of activities that individuals personally initiate and perform on their own behalf in maintaining life, health, and well-being.

**Skills Lab:** An area provided for the enhancement of student learning through demonstration, practice, remediation, and evaluation of skills and assessment techniques.

**Skills Testing:** Student demonstration of skills that are identified by faculty as mandatory to be completed during a specific course.

**Significant Others:** Family members or individuals who constitute a major support system for the patient.

**Social Media:** forms of electronic communication (as Web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (as videos).

**Social Networking:** A dedicated website or other application that enables users to communicate with each other by posting information, comments, messages, images, etc.
**Student Learning Outcomes:** Behaviors demonstrated by students indicating successful achievement of educational goals for their program of study. A program of study may also have level outcomes that are behaviors demonstrated by students indicating successful achievement of educational goals at each level of the program of study.

**Theory:** A set of interrelated concepts, definitions and propositions that present a systematic view of phenomena by specifying relations among variables with the purpose of describing, explaining, and predicting the phenomena.

**Therapeutic Nursing Interventions:** Activities clearly designed to promote, maintain and restore health.

**Therapeutic Relationship:** An interpersonal relationship in which at least one of the parties has the intent of promoting the growth, development, maturity, improved functioning, and improved coping with the life of the other.

**Therapeutic Use of Self:** Being able to understand one’s own behavior to help others identify felt difficulties and to apply principles of human relations to the problems that arise at all levels of experience (Hildegard Peplau, 1952).

**Unit in Nursing:** Encompasses the program of learning, faculty, students, and resources.

**Variety:** Having different forms or types.

**Vertical Threads:** Those concepts that are sequential and span the nursing program, progressive in nature, and increasing in depth throughout the curriculum.

**Wholly Compensatory Patient:** An individual whose health state requires that they receive total nursing care or assistance. The nursing care required would be inclusive of, but not limited to, such items as complete bed bath, feeding, and toileting assistance. The patient has severe self-care deficits.