



# The School of Science Health and Technology

## PN Program

### STUDENT HANDBOOK

THE DEPARTMENT OF NURSING

Medgar Evers College, CUNY

1638 Bedford Avenue

Brooklyn, NY 11205

Suite 206-213

2020-2021

# PN PROGRAM

Registered by: New York State Education Department, email: [www.OPPROGS@mail.nysed.gov](mailto:www.OPPROGS@mail.nysed.gov).

Member: Council of Practical Nurse Programs of New York

**Medgar Evers College**  
**City University of New York**  
**School of Science Health and Technology**

***DEPARTMENT OF NURSING***

*Dear Nursing Student:*

*Welcome to the Department of Nursing and your studies toward the PN Certificate. You have worked very hard to get to this point and we congratulate you. The program of study is a rigorous one which will require your full dedication. Much will be required of you, and much will be given to you. The faculty are dedicated in preparing you to become exemplary nurses who will provide care to individuals, families and communities with dignity, compassion, respect and a wealth of knowledge to be safe and effective nurses.*

*The journey at times will appear long and laborious, but with the help of your peers, faculty, family, advisors and trust in your abilities, you will be successful. It is important that you remain focused, recognize your areas of strengths and weakness, and develop a time management plan that is realistic to your life.*

*The faculty and staff of the nursing department, as well as those of the College, are dedicated to your success, feel free to reach out to us whenever you are in doubt, need clarification and even when you are doing well. We are here for you. You are our testimonials, when you succeed, we succeed, when you fail, we fail. Our mantra is creating success, one student at a time. That success begins with you.*

*Best Wishes,  
Dr. Shirley Daniels, Ph.D., MSN, BS, RN  
Chair: Department of Nursing*

## **ACCREDITATION**

- The practical nursing (PN) certificate program is registered with the New York State Education Department.
- New York State Education Department
- The University of the State of New York
- Professional Education Program Review
- 89 Washington Avenue, 2nd Floor, West Wing
- Albany, NY 12234
- Telephone: 518 486 2967 Fax: 518 473 0114

Email: [opprogs@mail.NYSED.GOV](mailto:opprogs@mail.NYSED.GOV)

## **NURSING PROGRAM INFORMATION**

### **I. A BRIEF HISTORY:**

- Medgar Evers College (MEC), established in 1969, with a mandate to meet the educational and social needs of the people located in Central Brooklyn, is highly motivated to achieve its mission. Its mission is to provide high-quality, career-oriented, undergraduate and technical programs in the context of a liberal arts education. In that light, MEC is committed to offering three levels of nursing education.
- The Practical Nurse (PN) Certificate program is a full-time program and is designed to be completed in three semesters. The PN program is one of three nursing programs at MEC. The other two nursing educational programs are the Baccalaureate of Science in Nursing (BSN) upper division BS program for RNs, and the entry level Associate in Applied Science (AAS) Degree Program. The PN program prepares individuals who will be able to perform therapeutic and preventative nursing measures in structured health care settings using fundamental knowledge from the natural and behavioral sciences and the humanities. The PN functions as a technical nurse under the leadership and guidance of the registered nurse.
- Upon completion, the student is qualified to take the National Council Licensure Examination (NCLEX- PN) exam. Successfully passing the exam, the graduate becomes a licensed practical nurse (LPN).

### **II. DEPARTMENT OF NURSING MISSION:**

- The mission of the Department of Nursing is congruent with the mission of the College. Access and excellence are hallmarks of the College and the department. The faculty agrees that education has the power to positively transform the lives of individuals. We are committed to excellence in nursing education. Providing students, a choice of opportunities among its various nursing programs increases access to a nursing career.
- The department promotes success in a nursing career by assessing the readiness of its graduates throughout the educational experience. It is our goal to ensure that our graduates achieve success, employ their skills and technology to enrich their community, our nation and the world. We support lifelong learning and embrace career mobility.
- The department provides degree programs with clear articulation between them. The College has a commitment to students who desire self-improvement, a sound education, an opportunity to develop a personal value system and an opportunity to gain maximum benefits from life experience and from their environment. The department promotes this mission by its commitment to excellence in nursing education.

### **III. DEPARTMENT OF NURSING PHILOSOPHY**

- **The philosophy** of the Department of Nursing is congruent with the mission, goals, and objectives of

the College. Faculty members of the department of nursing believe in preparing students for technical (PN, AAS) and professional (BS) nursing practice. The faculty is committed to preparing students for practice to meet the health and social needs of the diverse population of our local community and a global society of the 21<sup>st</sup> century. The department of nursing aspires to propel its graduates into the ever-expanding horizons of the nursing profession to become a springboard for the attainment of higher academic and professional goals. The faculty further subscribes to the idea that human beings, health, nursing, education, and society represent the organizing framework in developing the curriculum for individual and family centered practice.

### **Education**

- Education has evolved in response to the unique learning needs of our diverse student population. Teaching is directed toward facilitating learning through interactive communication and guided experiences in the acquisition of cognitive, affective and psychomotor skills. Nursing faculty are committed to providing an environment that fosters inquiry, critical thinking, technological preparedness, opportunities for personal growth based on ethical, legal and moral standards, professional development and career mobility. We believe in the diversity of the student population because of its potential for enriching the community. Therefore, we have developed a curriculum approach that provides for a variety of learning modalities that facilitate and encourages adult learners to attain their educational goals through excellence in nursing education.

### **Human Beings**

- Each member of society is a unique human being with basic needs and the potential for individual growth and development. These needs, which are biological, psychosocial, cultural and spiritual, motivate individuals to progress to a higher level of development. We believe that individuals constantly interact with their external environment, including families and communities resulting in dynamic and continuous adjustments in a culturally diverse environment.

### **Society**

- Society has the responsibility to ensure the health, safety and welfare of all persons. Individuals, families, groups, and communities constantly interact with their environment, which influences the way society transmits culture and values through language, the arts, and social organizations. As population patterns change, environmental adjustments become necessary to address the needs of demographically and culturally diverse populations.

### **Health**

- Scientific advances, technology, political and economic factors have created a marked impact on the delivery of health care services leading to a shift toward disease prevention, health promotion, and health maintenance. Therefore, the goal of optimum health of individuals, families, and communities can be achieved through education that enables them to make informed choices about their health care needs. We also believe in access and availability of adequate health care for all, regardless of age, gender, ethnicity, sexual orientation, or socioeconomic factors. Through collaboration, health care providers can monitor and influence, as appropriate, the environment to attain healthier communities. Clients have the right to receive information concerning their health care, as well as, the right to participate in decisions affecting it. Healthcare providers must respect these decisions as they assist clients to adjust and adapt to their wellness-illness continuum in a constantly changing environment.

## **Nursing**

- Nursing, as a dynamic, educative and therapeutic process, involves critical thinking, decision-making, and caring in providing health services to individuals, families, groups and communities. The discipline of nursing, with professional and technical components, is governed by the standards established by the profession and operates within the legal parameters of the nurse practice acts. The nurse prepared at the associate degree level provides technical nursing care to clients in a variety of structured healthcare settings in collaboration with of the professional nurse and other members of interdisciplinary healthcare team. The nurse prepared in a practical nursing program earns a certificate and provides nursing services under the direction of the registered nurse. The nurse prepared at the baccalaureate is a generalist practitioner. In our view, differences exist in the characteristics of each program, in its goals, objectives, competencies, and outcomes, which are designed to reflect programmatic uniqueness.

### **IV. PROGRAM GOALS:**

- Prepare the entry-level technical nurse who will qualify to sit for the National Council Licensure Examination (NCLEX-PN).
- Prepare the graduate who will be accountable and a responsible nursing care provider to clients with common well-defined health problems in structured health care settings.
- Provide a foundation for further study in the discipline of nursing and opportunities, which will encourage pursuit of lifelong learning and professional and personal development.

### **V. PROGRAM LEARNING OUTCOMES**

Graduates of the Medgar Evers College PN Program will:

1. Use established nursing care guidelines to collect data, document and communicate data on the basic needs and health status of multi-cultural clients, patients and their families in structured healthcare settings
2. Assist with the formulation, review and revision of nursing care plans utilizing established nursing diagnosis for clients with common well-defined health problems
3. Perform therapeutic and preventative nursing measures in structured health care settings based upon fundamental knowledge from natural and behavioral sciences and the humanities in providing individualized care to multicultural clients experiencing common well defined health problems
4. Participate in modifying nursing care to clients experiencing common well-defined health problems under the guidance of the registered nurse
5. Assist in the formulation and utilization of current teaching methods in the practice of nursing
6. Provide health promotion and restoration information and support to clients, patients and their families
7. Accept responsibility and accountability for nursing actions in accordance with the Standards of Practice for licensed practical nurses when collaborating in clinical practice with interprofessional members of the health care team.
8. Recognize the need for continued personal growth.

## **VI. EXPECTED LEVEL ACHIEVEMENT**

- 75% of students will complete the PN nursing program curricula within 150% of program length once Nursing major courses are started.
- Seventy-five (75%) percent of graduates will pass the NCLEX on the first attempt. Need confirmation.
- Fifty (50%) percent of PN graduates will be employed as PNs within 12 months of licensure.

## **VII. ADMISSION CRITERIA**

1. Hold a High School Diploma or a General Equivalency Diploma (GED).
2. All requirements for admission to Medgar Evers College (MEC) must be met
3. Completion of MEC/CUNY Skills Assessment Examinations (Reading, Writing, and Mathematics).
4. Maintain a “B-”, or higher, in all Science courses.
5. Completion of College Core requirements
6. Minimum 2.7 cumulative Grade Point Average (GPA) required.
7. Satisfactory score on the National League for Nursing Pre- Admission Examination-RN (Verbal Ability, Mathematics, Science and Composite Score).
8. Science courses must be current (within 5 years) upon application to the clinical phase.

## **VIII. TRANSFER CREDITS**

- The Office of Admissions will review all transcripts and grant credits as appropriate.
- **Science credits older than five (5) years are unacceptable for entrance into the Nursing Program.** B- in is required for all science courses.
- To be eligible for admission into the nursing program, transfer students from other colleges must be in good academic standing, not on academic probation, not academically or administratively dismissed and not barred from continuing enrollment in the nursing program at previously enrolled college (s).
- Credit will not be given for nursing courses taken at other institutions. All nursing courses must be taken at MEC.

## **IX. CRITERIA for the NURSING CLINICAL PHASE**

1. Hold a High School Diploma or a General Equivalency Diploma (GED).
2. All requirements for admission to Medgar Evers College (MEC) must be met
3. Completion of MEC/CUNY Skills Assessment Examinations (Reading, Writing, and Mathematics).
4. Maintain a “B-”, or higher, in all Science courses.
5. Completion of College Core requirements
6. Minimum 2.7 cumulative Grade Point Average (GPA) required.
7. Satisfactory score on the National League for Nursing Pre- Admission Examination-PN (Verbal Ability, Mathematics, Science and Composite Score).

8. Science courses must be current (within 5 years) upon application to the clinical phase.
9. Attend required Information Session by nursing department.
10. Once accepted, students are required to attend clinical orientation prior to the start of the semester.
11. Students are required to pay any additional fees related to program enrollment as determined by the Department.
12. A criminal background check and drug screen is required at the cost of the student.
13. Submit a current (within one year) physical examination and upload to Castle Branch (See attachment). **Note:** a current physical examination is required to be completed prior to the start of **each fall** semester.
14. Submit copy of active BCLS/CPR certification (American Heart Association) **prior** to the start of the fall semester, which must remain valid throughout the academic year. Each semester, students are expected to submit and maintain a valid, active CPR card throughout the program.
15. Submit receipt for the Standardized Content Assessment materials each semester. See Fee Section.
16. All CUNY nursing departments require applicants for admission into nursing clinical to provide documentation in one of the following categories:
  - U.S. Citizenship,
  - Permanent Residency,
  - International student with F-1 Status,
  - Granted Asylum, Refugee Status, Temporary Protected Status, Withholding of Removal, or Deferred Action Status by the U.S. Government.
  - The CUNY Citizenship and Immigration Project provide free counseling to all CUNY students regarding immigration status (<http://web.cuny.edu/about/citizenship.html>). Students can contact The Center for Law and Social Justice located in the [Carroll Street Building](#).

## **XI. FERPA**

- Notification under the Family Educational Rights and Privacy Act (FERPA) of Student Rights concerning Education and Directory Information.
- The FERPA affords students with THE RIGHT TO INSPECT AND REVIEW THEIR EDUCATION RECORDS. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. All requests shall be granted or denied in writing within 45 days of receipt. If the request is granted, you will be notified of the time and place where the records may be inspected. If the request is denied or not responded to within 45 days, you may appeal to the college's FERPA appeals office. Additional information regarding the appeal procedures will be provided to you if a request is denied.

## **XII. AMERICANS with DISABILITIES ACT**

- Students with disabilities and/or learning differences are entitled to receive reasonable accommodations to support their learning at the college. A student must be registered with the Center for the Differently-Abled (B1024), and written documentation must be received by the faculty regarding the accommodations needed.



### **XIII. ACADEMIC ADVISEMENT CENTER**

**Academic Advisors for the SSHT  
1650 Bedford Avenue  
Room 202 Student Service Building  
Brooklyn, NY 11225  
718- 270-5170**

- The Academic Advisement Center is a student-oriented center that assists students with their educational goals by providing information regarding:
  1. Academic policies
  2. Academic advisement
  3. Student counseling
  4. Financial evaluations
  5. Graduation evaluations
  6. Transfer credit information
  7. Student re-admission information
  8. Scholarship referrals
  9. Changes in grades on transcript
  
- Counselors in the Office of Student Affairs (Counseling Office) assists students to:
  1. Deal with stress and anxiety related to educational goals
  2. Deal with crisis situations
  3. Deal with disabilities and related services

### **XIV ACADEMIC POLICIES:**

#### **A. Progression, Retention and Completion**

Each candidate in the PN Program must satisfactorily complete the PN degree curriculum as outlined:

- Sequential completion of all pre-requisite, co-requisite and nursing courses as required.
- Maintain a minimum cumulative GPA of 2.7 and a grade of B- or better in all biology courses.
- Maintain a minimum cumulative GPA of 2.7 and a grade of B- or better in all nursing courses.
- Achieving less than a "B-" in a nursing course is considered a failing grade. Only one failure in a nursing course is allowed. A second failure in a nursing course will result in dismissal from the nursing program.
- Schedule advisement session each semester with assigned nursing faculty advisor while enrolled in the clinical phase of the nursing program.
- Sign the Success contract each semester to abide by the requirements of the nursing program.
- Pass all three (3) course components (lecture, skills lab & clinical). Failure in one component will result in the failure of the course. Failure of skills lab or clinical will result in a lecture grade no greater than "C+."
- A withdrawal from a nursing course may constitute a failure.
- A student is only allowed to withdraw once from a nursing course.
- A second withdrawal from a nursing course constitutes a dismissal from the nursing program.
- Complete the program within 18 months.

## **B. Examination Policy**

In order to optimize the testing environment for all of our nursing students and to support the integrity and security of its examinations, the faculty of the DON will enforce the following guidelines:

- Students with disabilities and/or learning differences are entitled to receive reasonable accommodations to support their learning in the college. After an intake appointment and assessment of student documentation, students who are registered with the Office of Service for the Differently-Abled (B1024) are entitled to receive reasonable accommodations to support their learning in the College. Students may enroll with the program throughout the year and are responsible for alerting faculty to accommodations needed.
- There will be no student access to personal items including but not limited to: backpacks, beverage or food containers, books, cap or hats, cell phones, coats/jackets/outwear with pockets, notebooks, or other electronic devices in any testing area.
- Cell phones are to be turned off and stored while in any testing area.
- Content areas of weaknesses identified on the exam may be reviewed at faculty's discretion. The DON exams are all computerized

## **C. Student Absence during an Examination**

- In the event of an absence from an examination, it is the responsibility of the student to notify the course faculty within 24 hours. Notification must be made to the corresponding faculty's MEC email address. A determination at the faculty's discretion will then be made whether a makeup examination is warranted.

## **D. Student Late for an Examination**

- A student who is late for an examination will be required to complete the examination in the remaining examination period, extra time **will not** be given. Once the student leaves the examination area they cannot return. The course faculty will determine exceptions.

## **E. Student Absence from Final Examination**

- A student who fails to take the final examination (due to extenuating circumstances, i.e. illness, death, etc.) in a nursing course may be assigned an **INC** (absence) grade at the end of the semester. This grade is assigned in a nursing course only if documented illness or other unusual circumstances beyond the control of the student prevented the taking of the final examination. An INC grade may not be assigned to students who are making **UNSATISFACTORY PROGRESS** in the course at the time that they are unable to take the final examination. No student will be able to progress to the next nursing course with an INC grade in any required course related to the nursing curriculum. Students may only progress with a letter grade on the transcript in all required courses. See College Catalog about policies related to INC grade.

## **F. Incomplete Grade (INC)**

- A student will not be given a passing grade in clinical if an INC is given in the nursing lecture. A final grade of INC may be assigned only if illness or other emergency situation prevented the student from completing the course requirements of the final exam (at the discretion of faculty member). The student must be passing the course prior to the final exam with a B- or better and have

appropriate attendance in order to receive an incomplete in the course.

- Students who receive a final grade of INC must take the final exam and receive a passing grade within one month after the originally scheduled exam. It is the student's responsibility to contact the professor to make arrangements to meet the conditions set forth by the department for the removal of the INC grade. The student must meet the conditions set by the professor assigning the grade and the Admission Retention Progression Committee (ARPC). A change of grade will be not considered after one month of the originally scheduled exam date. NOTE: No student will be permitted to progress to the next nursing course with an INC in a required course. If the INC is not removed after one month of the scheduled exam, the INC will change to an F grade and the student will be required to repeat the course. Stop-out criteria will apply.

## **G. Withdrawal from the Nursing Program**

- An attempt is defined as having registered in the course for at least three weeks and appeared on the roster and/or received any grade (academic or administrative).
- A withdrawal from a nursing course is a first attempt.
- Students have one opportunity to withdraw from a nursing course and repeat that course.
- Students repeating a nursing course are required to earn a minimum of B- in order to pass that repeated nursing course.
- To progress in the nursing program, students must complete level requisite courses.
- The second withdrawal from a nursing course constitutes dismissal from the program.
- A student who withdraws for non-academic reasons must provide appropriate documentation to support the withdrawal.

## **H. Re-Admission**

### **Re-Entry is Not Automatic**

Opportunity for re-admission and repeat a nursing course is NOT automatic but based on the following:

- Space availability the next time the course is offered.
- Review of student performance when the course was completed.
- Timely submission of the request (in writing) A student who withdraws from the program and is re-admitted, must follow the curriculum in effect at the time of re-admission.
- Students are directed to petition the Department of Nursing via the Admission Retention and Progression Committee (ARPC), in writing, for re-admission. The request for re-admission must be received by November 1<sup>st</sup> for spring re-admission and April 1<sup>st</sup> for fall re- admission.
- Students who are seeking re-entry must take a re-admission examination with a minimum passing grade of 80% .
- A letter acceptance from the DON is required and kept on file.
- There is no re-entry for students who have failed out the program (failed 2 nursing courses). The student failing 2 nursing courses is encouraged to see the Chair, and an advisor in Academic Advising Center (AAC) to provide guidance relative to other career options.

## **I. Dismissal Policy**

The following student behaviors may lead to program dismissal (involuntary program withdrawal).

- Unexcused absences according to the nursing policy

The Department of Nursing reserves the right to dismiss a student for any serious reason specifically those reasons listed below, but not limited to:

- Any performance or negligence that puts the patient at risk
- Unprofessional conduct (see Rules of the NYS Board of Regents, Part 29, Unprofessional Conduct at <http://www.op.nysed.gov/part29.html>)
- Failure to immediately report a patient care error to clinical instructor and/or responsible staff nursing personnel
- Fraudulent or untruthful charting in a medical chart
- Dishonesty, stealing from the college or clinical agency, plagiarism, cheating on examinations (See Policy on Academic Integrity)
- Use of profanity/threatening behavior in the classroom, laboratories and/or clinical facility or any environment where MEC is represented;
- Disrespectful or aggressive behavior toward faculty, staff, other students and personnel at the Health Care facilities, including all Nursing Program vendors
- Violation of HIPAA

#### **XV. TERMS TO REMEMBER:**

- **Grade Point:** A=4 points, B=3 points, C=2 points, D=1 point for example, a student who earns an “A” grade for a 4 credit course receives 16 points (A=4 points X 4 credits=16 points).

##### **Grades are earned as follows:**

A+=97.0-100	B+=87.1-89.9	C+=77.0-79.9	D+=67.1-69.9
A =93.0-96.9	B =83.0-87.0	C =70.0-76.9	D =63.0-67.0
A - =90.0-92.9	B- =80.0-82.9	D- =60.0-62.9	F = 0.0-59.9

- **Grade Point Average (GPA):** To determine your GPA, divide the number of grade points by the total number of credits earned. For example, 45 grade points divided by 15 credits earned = 3.0 GPA.
- **Change of Major:** A student may obtain permission to transfer from one major/or program to another by getting the permission of the Department which the student wishes to enter. The chairperson of the department to which the student wishes to transfer must sign a Change-of-Major form. Completed forms are submitted to the Registrar’s Office.
- **Curriculum Code:** The BS curriculum code is 45.
- **Reg. Code (Registration):** Four numbers used by the Registrar to identify the course and must be included for course entry in computer.
- **Required Course:** Course needed to complete a certain program of study or curriculum.
- **Subject Code:** Three or four letter abbreviations used to identify a particular subject such as **NUR** for nursing and **NURL** for nursing clinical. Students are required to register

for all components that apply.

- **Withdrawal (W):** The process of officially leaving a class by completing the necessary forms from the Registrar and filing it with the registrar within six (6) weeks of the start of the semester.
- **NC:** No credit grade.
- **WU:** A grade that is placed on your record if you leave a class without officially withdrawing. A “WU” grade will change to an “F” grade after one semester. The office of the Registrar or personnel in the Academic Advisement Center will assist the student, on a case by case basis to change the WU grade to a W grade.

## **XVI. STANDARDS of CONDUCT/ACADEMIC INTEGRITY**

### **A. Standards of conduct relate to the following expectations:**

- Respect the rights of faculty, staff, peers and all other persons at all times.
- Observe school policies as stated in the College Catalogue and other written materials.
- Demonstrate respect for College property and facilities.
- Follow regulations for using and borrowing college library materials.
- Meet financial obligations promptly and honestly.
- Speak truthfully at all times.
- Take examinations without cheating. Honesty is required. A zero (0) grade will be entered for any student caught cheating.
- Avoid plagiarism or putting one’s name on any work done by another.
- Maintain client confidentiality. Ethical behavior is expected by all students as related to the role of the nurse.
- Accept all clinical/ client assignments as given. This is not negotiable.
- Abstain from taking personal belongings of others. Integrity is important.
- Participate in student organization of choice. Skills labs are not available for practice during MEC club hours. MEC seeks to educate a well-rounded individual.
- Politely question directions/ information not clearly understood. Rudeness will not be tolerated.
- Comply with fire and safety regulations.
- Abstain from the use of profane language.
- Demonstrate ethical behavior.
- Abstain from rude behavior.
- Follow grievance procedure as outlined by the department (see XIV).
- Abstain from fighting. Civil charges may be brought against any individual who violates another's civil rights.
- Uphold the good reputation of the College in the community and encourage pride in being associated with the College and the program.

**B. Academic integrity;**

- is the responsibility of every student. “Academic dishonesty is unacceptable and will not be tolerated. Cheating, forgery, plagiarism, falsification of records of official documentation and collusion in dishonest acts undermines the College’s educational mission and the student’s personal and intellectual growth. Medgar Evers College students are expected to bear individual responsibility for their work and to uphold the ideal of academic integrity. Any student who attempts to compromise or devalue the academic process will be sanctioned.” Please review the *MEC Handbook on Academic Integrity Policies and Procedures*.

**C. Academic Dishonesty**

- Engaging in acts of academic dishonesty can end a student’s college career at MEC, and jeopardize future career goals. All alleged cases of academic dishonesty are subject to sanctions. Once administered, the disciplinary file becomes a part of the student’s permanent record

**D. Sexual Harassment:**

- It is the policy of CUNY to promote a cooperative work and academic environment in which there exists mutual respect for all University students, faculty, and staff. Harassment of employees or students based upon sex is inconsistent with this objective and contrary to the University’s non-discrimination policy. Sexual harassment (Title IX) is illegal under Federal, State and City laws, and will not be tolerated within the University. Therefore, MEC promotes a no tolerance policy with respect to sexual harassment.

**XVII. DEPARTMENT OF NURSING GRIEVANCE PROCEDURE**

The University and its Colleges have a variety of grievance procedures for dealing with student-related issues, including disciplinary action for a violation of student conduct standards, admission decisions, tuition and fees matters, financial awards or policies, including satisfactory academic progress, educational policies, procedures, and grading concerns.

For the Department of Nursing , concerns about academic matters should first be addressed through the grievance process;

- Concerns about non-academic matters should be addressed directly with the Chair of the department
- Concerns about academic matters should first be addressed through the grievance process. A student wishing to proceed with his or her complaint is entitled to due process by following the procedure below:

**Step one:** To address and resolve the dispute with the faculty member and/or program coordinator.

The student has the option to proceed to step two if there is failure to obtain a satisfactory agreement.

**Step two: (a)** A letter of complaint should be written and forwarded to the ARPC.

Once the written petition is received, students will receive an acknowledgement from the committee. The committee will respond to the petition within 30 days during the academic semester. If the student does not receive a response from the ARPC within 30 days, the student may then proceed to make an appointment to meet with the DON Chairperson. If there is no resolution, student may proceed to step three.

**Step two: (b)** Once ARPC has met and reviewed a student's petition, the student will be invited to meet with the ARPC to discuss the committee's recommendation(s). The committee's decision(s) is then forwarded to the DON Chairperson. The student will receive a letter from the ARPC chairperson regarding the outcome of the appeal or petition.

If the student wishes to appeal the outcome, the student can proceed to step three.

**Step three:** The student may make an appointment and submit a written petition to the Dean of the School of Science Health & Technology (ABI – x6217). The Dean will convene a meeting with the ARPC to discuss the written grievance. If there is no resolution,

**Step four:** If there is no resolution, the student may petition the Academic Standards Committee.

- The Department of Nursing may or may not accept the recommendation from the Academic Standards committee based on State Regulations and/or Accreditation Standards. To read the CUNY Student Complaint Procedure in its entirety please access the CUNY website at the following web address:

<http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-procedures/Student-Complaints-About-Faculty-Conduct-in-Academic-Settings.pdf>

## **XVIII. CLINICAL POLICIES**

- Refusal of clinical assignment is not permitted, irrespective of client's diagnosis. Refusal to accept and assignment will result in a failing clinical grade. No exceptions.
- Students must maintain professional decorum at all times.
- Faculty reserve the right to dismiss students from the clinical setting for infractions committed.
- If for any reason, a hospital denies a student the privilege of continued practice in that hospital (we are guests), the student is dismissed from the program (as clinical is a required component of each nursing course).
- Students must accept responsibility and accountability for nursing actions in accordance with the Standards of Practice for nurses when collaborating in a clinical practice setting with interdisciplinary members of the health care team.
- Clinical instructors will collect a Nursing Concept Map from each student to place in student's folder each semester.
- A clinical evaluation is required each semester (midterm/final).

- The Clinical grade is pass or fail only.
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**A. Uniforms**—students must be in full uniform in the clinical area, which means:

1. Females: White nursing uniform top/bottom or white bottom and green top.  
Hemline below the knee. Above the knee hemline not permitted.  
White stockings (no bare legs);  
Males: White nursing pants with light blue top. White socks.
2. White oxford shoes with conductive soles. No sneakers of any kind. No clogs.
3. Sweater (if desired): green or white cardigan.
4. No perfume or cologne (as it may cause some patients to become ill).
5. MEC ID in plastic holder. College ID should be available and visible at all times. Some hospitals issue additional ID card. This must be worn at all times.
6. Medgar logo center on left sleeve.

**B. Equipment**

1. Bandage scissors.
2. Stethoscope.
3. Writing pen (black/red ink).
4. Small pocket-sized writing pad or e-book

**C. Hair Care/ Jewelry and Nail Care**

1. Hair neatly styled and **off** the face and uniform collar – no brightly colored hair (i.e. blue, red, etc.)
2. Minimum make-up. All body tattoos should not be visible when student is in clinical uniform.
3. Acceptable: small post earrings, wedding band, & simple watch with a second hand and short, well-manicured nails – no nail polish.
4. Unacceptable: chipped: acrylic wraps or nails, bright colored nails, long nails, or piercings/other jewelry
5. Unacceptable: any attire deemed inappropriate by the hospital or nursing department.
6. Good hygiene and neat appearance of the entire body are required.

**Note:** Student is considered to be out of uniform for any infraction of the above policies. Instructors are authorized to send a student home for infraction of dress code policies. An anecdotal note will be placed in student's file.

**D. Punctuality**

1. Students are to arrive at scheduled class/sites on time.
2. **Students are expected to arrive at clinical practice areas on time & in full uniform;**  
Instructors are authorized to refuse admittance to students who arrive more than ten (10) minutes late. It is the instructor's prerogative to give a 10-minute grace period;  
**a. Students who must be late or absent in emergency situations must follow established rules and must notify his/her assigned instructor.**
3. Each student is required to be in the clinical area promptly at 8 am;  
a. Pre-conference attendance is a necessary and mandatory pre-requisite to giving



nursing care and performing as a team member.

**b. Late students will be dismissed and that day is counted as a clinical absence.**

4. Students must participate in post-conference;
  - a. Students must be present on the assigned unit as assigned (8am-3pm).

**E. Social Media/HIPAA**

- Posting any information related to a client's diagnosis or treatment on social media can result in dismissal from the nursing program. Client information is shared only with members of the health team directly responsible for care. Students are also not to discuss information on elevators or in public spaces in the hospital. Students may not access any information on a hospital medical information system that is not related to their assigned client. Students must comply with the code of conduct outlined in HIPAA training.
- The program adheres to the Privacy and Security rules concerning academic and medical records. The Health Insurance Portability and Accountability Act (HIPAA) outlines the requirements. All students' academic records are maintained in a locked file in the Department office.

**F. Absence**

1. **CLINICAL ABSENCE IS NOT PERMITTED.**
2. Should a student find it necessary to be absent related to i.e. death in the family or major accident/hospitalization documented proof is required. Documentation will be submitted to the clinical and course faculty.
3. There are no absences allowed from lecture, skills lab or clinical. Absences will result in failure. Lateness is not allowed. Continued lateness or excessive lateness will be treated as an absence and will result in failure. Please note that absences are justifiable causes for failure.
4. You must attend your assigned section for any lecture, skills or clinical. There are no make-ups allowed in other sections. Substituting one section for another is not permitted. Only your assigned faculty can give you a grade.

**G. Procedure for Reporting Absence**

- Absence from a scheduled clinical day due to illness or another emergency must be reported to clinical instructor (and the clinical agency if required to do so). The student must inform the clinical instructor and present documented proof of the absence to the clinical instructor. Additionally, the student must inform the lead professor of the course.
- Documentation is required for every clinical absence.

**H. WRITTEN WORK**

- Concept Maps are required for each clinical course;
- Each student will submit one (1) Concept Map per each semester to be placed in student's file;
- A Concept Map is to be written for each client (minimum of 1 Concept Map every other week);
- Students will use proper spelling/grammar; Neatness and legibility are required;
- Drug Cards are required. Students are expected to write a drug card for each drug his/her assigned client is taking (whether student gives the drug or not);

- Charting is required. Charting into medical record must follow proper procedures;
- Students must comply with clinical agency requirements regarding documentation protocols. No documentation is done without the approval of the clinical instructor;
- Prior to writing on the electronic health records (EHR) or an official document, the instructor must approve the written information.
- All papers prepared to meet nursing course requirements are expected to be written according to standards established by the American Psychological Society as set forth by the Publication of the American Psychological Association, Washington, DC.
- Plagiarizing will not be tolerated. As you write your paper you will be using ideas from your textbooks, journals and client records. It is essential that you indicate the source of these ideas. You may do this by using a direct quotation or by paraphrasing and giving credit to the source.

## **H. NURSING SKILLS /COMPUTER LABORATORIES**

1. Nursing laboratories are located in the AB1 Campus located at 1638 Bedford Avenue. Nursing skills lab hours include evenings and weekend hours which are posted within the Nursing department environment. A college laboratory technician (CLT) is available to assist the student in fulfilling assignments (lab availability, supplies, etc.). Independent skills practice is available via referral, by appointment and walk-in. Small group demonstrations, review and tutoring sessions are also available as part of the academic program. Students are expected to: 1) attend regularly scheduled skills lab; 2) practice on own time in the skills and computer laboratories. Satisfactory completion of psychomotor skills in the laboratory is required before a student can be permitted to go into the clinical practice setting. Skills lab policies must be adhered to as described below:
  - Skills lab grade is pass or fail
  - Adhere to lab hours as posted;
  - Wear lab coats while in the skills lab at all times;
  - Students will not wear high heeled or open toed shoes, hats, caps, jewelry, etc. The skills lab is a professional nursing environment. At times students will be required to wear their uniforms.
  - Tardiness is not permitted;
  - As classes are scheduled in the lab, students are required to make appointments for independent practice sessions with CLT for use of labs;
  - Nursing faculty have reserved time for teaching skills lab courses;
  - Studying is not permitted in the skills labs individually or in groups. Students who wish to study are encouraged to use the library, learning center, or other available areas.
  - Independent practice will be available by appointment and only during hours posted;
  - Students are required to leave the laboratory clean and orderly after practice;
  - Students are expected to sign attendance book each time she/he attends skills and computer lab;
  - Students are to handle all equipment with care;
  - Eating, drinking, smoking or gum chewing is NOT permitted in any of the skills labs;
  - Cell phones must be turned off, placed on mute or vibrate when in the skills or computer labs. Students are asked to leave the class if one wishes to take a call or place a call;
  - Children are not permitted in nursing classes or labs.

2. Clinical instructors may at times refer students to the skills lab for extra practice (see Referral Form) due to failure to perform a skill to the satisfaction of the instructor in the clinical setting. Students must abide by clinical instructor's referral by completing the assigned practice within the time period specified and returning the Referral Form to the clinical instructor.

**I. APPROXIMATE FEES/EXPENSES**

Tuition and Fees	CUNY Catalog
Annual physical examination	varies depending on provider
CPR certification BLS(AHA)	\$90
Uniform with emblem, Shoes, equipment	\$200-\$250
Nursing Textbooks	\$1000-\$1200
ATI Testing	\$1050 (\$350 each semester)
Castlebranch (background/drug screen)	\$131
NCLEX Licensure Fee	\$143
NCLEX Examination Fee	\$200

**J. PN CURRICULUM PROGRAM MAPPING**

**Semester I**

Course	Title	Credits
BIO104	Human Body Structure and Function	4
BIOL 104	Human Body Structure and Function (Lab)	0
ENG 112	College Comp I	3
NUR 023	Introduction to Practical Nursing	2
NUR 024	PN Fundamentals of Nursing	5
NURC 024	Skills Lab	0
NURL 024	Clinical	0
		14

**SEMESTER II**

Course	Title	Credits
NUR 024	Nutrition	3
NUR 025	Pharmacology/Calculation	3
NUR 026	PN Medical/Surgical Nursing	6
NURC 026	Skills Lab	0
NURL 026	Clinical	0
		12

**SEMESTER III**

Course	Title	Credits
NUR 028	Maternal Child Health and Psych	5
NURC 028	Skills Lab	0
NURL 028	Clinical	0
NUR 029	PN Medical/Surgical II, Specialities	7
NURC 029	Skills	0
NURL 029	Clinical	0
NUR 030	PN State Board Review	1
		13
Grand Total		39

## **PN COURSE DESCRIPTIONS**

### **NUR 023 Introduction to Practical Nursing**

2 credits; 2 class hours

This course provides the student with an overview of the historical development of nursing in general, and the roles and responsibilities of the practical nurse in particular. Nursing will be introduced to students within the framework of Maslow's basic hierarchy of human needs and the nursing process. Emphasis will be placed on assisting the student to acquire skills in gathering information, which will be needed to build a solid foundation for success in the nursing program. Students will also be introduced to the concepts of the PN Program framework which include health, human beings, education, and nursing.

Pre-requisites: Successful Completion of Admission Process; Letter of Acceptance into the Nursing Major  
Co-requisites: ENGL 112, BIO 104, NUR 024

### **NUR/NURC/NURL 024 PN Fundamentals of Nursing**

5 credits; 3 class hours; 2 hours skills lab; 6 hours clinical

This course introduces the student to the nursing process and assists the student to gain mastery of the nursing process, nursing and communication skills required to provide practical nursing care to clients. The College laboratory focuses on the beginning acquisition of psychomotor practical nursing skills. Clinical experiences permit the student to transfer nursing content and communication skills into practice within a nursing process framework. Students begin to relate the integration of knowledge obtained from nursing, physical science and the humanities to plan nursing care in long term care settings.

Pre-requisites: Successful Completion of Admission Process; Letter of Acceptance into the Nursing Major  
Co-requisites: NURC 024, NURL 024, ENGL 112, BIO 104, NUR 023

### **NUR 025 Nutrition**

3 credits; 3 class hours

This course introduces the P.N. student to the concepts of nutrition and how application relates to the clients' level of wellness and well-being. The student will have the opportunity to identify and discuss the nutritional health practices among diverse urban populations.

Students will learn the dietary significance of carbohydrates, proteins, lipids, vitamins, minerals and other selected aspects of nutrition as they relate to clients across the health care spectrum. Students will explore how culturally diverse populations differ in their nutritional intake and how these differences may impact the client's health status.

Pre-requisites: ENGL 112, BIO 104, NUR 023, NUR 024  
Co-requisites: NUR 026, NUR 027

### **NUR 026 PN Pharmacology and Calculations**

3 credits; 3 class hours

This course is designed to introduce the practical nursing student to basic concepts related to classifications of medications and specific body responses. Emphasis will be placed on the nurse's responsibilities in the administration of medication and drug calculations. During the 2 hour skills lab focus, students are expected to develop skills in calculating drug dosages through extensive practice. Students will also practice administering medications in a simulated environment.

Pre-requisites: ENGL 112, BIO 104, NUR 023, NUR 024

Co-requisites: NUR 025, NUR 026

### **NUR 026 PN Pharmacology and Calculations**

3 credits; 3 class hours

This course is designed to introduce the practical nursing student to basic concepts related to classifications of medications and specific body responses. Emphasis will be placed on the nurse's responsibilities in the administration of medication and drug calculations. During the 2 hour skills lab focus, students are expected to develop skills in calculating drug dosages through extensive practice. Students will also practice administering medications in a simulated environment.

Pre-requisites: ENGL 112, BIO 104, NUR 023, NUR 024

Co-requisites: NUR 025, NUR 026

### **NUR/NURC/NURL 027 Medical & Surgical Nursing I**

6 credits; 4 class hours; 2 skills lab hours; 6 clinical hours

This course introduces the student to the roles, functions and responsibilities of the Practical Nurse in the care of adults with common recurring medical/surgical diagnoses. The student will be guided to plan and provide care while integrating relevant concepts from the physiological, psychosocial, cultural and spiritual domains. Clinical experiences will be provided in acute care settings enabling the student to transfer theory into practice.

Pre-requisites: ENGL 112, BIO 104, NUR 023, NUR 024

Co-requisite: NUR 025, NUR 026

**NUR/NURC/NURL 028 PN Maternal Child Health/Psychosocial Nursing**

5 credits; 3 class hours; 2 skills lab hours; 6 clinical hours

This course introduces the student to maternal child health and psychosocial nursing. The student will explore principles of family centered care, health promotion, illness prevention, theoretical perspectives of human development, the nature of health and communication across the life span in a psychosocial context. The student also explores the roles and responsibilities of the Practical Nurse in the care of clients during the perinatal period and the continuum from infancy through adolescence. Planning care for the infant, child, and pregnant woman, based on anatomical, physiological, and psychosocial differences are emphasized. The influences of ethnicity and culture on childbearing and childrearing are examined. Nursing needs of clients experiencing stress, anxiety, loss, grief, and death are discussed. Classroom content on mental illness and substance abuse will be expanded in clinical experiences. The student will integrate the nursing process, principles of therapeutic communication, safety, and growth and development, and family roles into the care of clients in health care settings. Clinical experiences will be provided to enable the student to transfer theory into practice of the MCH and psychosocial client. The student will spend five weeks in pediatrics, five weeks in obstetrics and five weeks in mental health settings.

Pre-requisites: ENGL 112, BIO 104, NUR 023, NUR 024, NUR 025, NUR 026, NUR 027 Co-requisites:  
NUR 029, NUR 030

**NUR/NURC/NURL 029 PN Medical Surgical Nursing II**

7 credits; 5 class hours; 2 skills lab hours; 6 clinical hours

This course continues the exploration of the roles, functions and responsibilities of the Practical Nurse in the care of adults with selected, specialty oriented medical/surgical problems. The student will be guided to plan and provide care integrating relevant concepts from the physiological, psychosocial and spiritual domains. Clinical experiences in medical/surgical specialty units; observational experiences in the Operating Room, transplant, and renal dialysis units will be arranged. These experiences will aid the student to develop a well-rounded view of nursing and enable him/her to transfer higher concepts of theory into practice.

Pre-requisites: ENGL 112, BIO 104, NUR 023, NUR 024, NUR 025, NUR 026, NUR 027  
Co-requisites: NUR 028, NUR 030

**NUR 030 PN State Board Review**

1 credit; 2 class hours

This course includes didactic and computer exercises to prepare practical nurse students for the NCLEX-PN. The test plan and test taking skills are used as a guide for course presentation. Review questions will reflect the components in the test plan as well as current nursing practice. Diskettes will be used in the computer laboratory experience to realistically simulate the computerized method for taking the NCLEX. Correct answers and the rationale for selection of answers will follow each review, each review test, and comprehensive examination. An important component of this course requires that the student register to take NCLEX-PN. This is to ensure the student the best opportunity to be successful the first time taking the exam. Computer laboratories will be available for student's required practice and self-paced learning. Guided independent study is a major focus of the course.

Pre-requisites: ENGL 112, BIO 104, NUR 023, NUR 024, NUR 025, NUR 026

**MEDGAR EVERS COLLEGE**  
OF THE CITY UNIVERSITY OF NEW YORK  
**SCHOOL OF SCIENCE HEALTH AND TECHNOLOGY**  
**DEPARTMENT OF NURSING**

**Notice to Students on Criminal Background Checks**

Current laws generally permit a state licensing board or agency to deny a license to practice nursing if the applicant has been convicted of a felony or other specified crime. Like many state licensing boards, the Office of the Professions of the New York State Education Department requires that a criminal background be reported and investigated prior to granting a license to practice nursing.

Medgar Evers College Nursing Program does not require a criminal background check for admittance, but the School's educational requirements include placement at one or more hospitals or other off-campus clinical training sites, and these sites frequently require a student to pass a criminal background check before the student can be placed for clinical training. Therefore, all clinical students will be required to have a criminal background check completed prior to the start of the initial clinical practice experience. The cost for this clinical requirement is the student responsibility.

A student may also have to complete more than one criminal background check during the course of the Nursing program at Medgar Evers College, depending on the number of sites where you are placed and the requirements of each site.

If the student receives a negative incident finding from a criminal background check result, the student must resolve that issue before the start of the clinical practice experience. This may require that the student withdraw or not be permitted to register for the course for the semester until the issue is satisfactorily resolved. There are NO alternative clinical placements.

Please note that if a student is not permitted to take part in a clinical practice experience required by the program based on the results of a criminal background check, **the student may be unable to complete the course requirements**. It is important for a student to consider this before enrolling in the Nursing program. Medgar Evers College has no obligation to refund the student's tuition or fees or to otherwise accommodate the student in the event the student is ineligible to complete course requirements based on the results of a criminal background check, or if the student denied a license to practice nursing.

I am aware of the contents of this document and I am entering the program with full awareness of the information above.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**MEDGAR EVERS COLLEGE**  
OF THE CITY UNIVERSITY OF NEW YORK  
**SCHOOL OF SCIENCE HEALTH AND TECHNOLOGY**  
**DEPARTMENT OF NURSING**

**STATEMENT OF NONDISCRIMINATION**

Medgar Evers College, as a unit of The City University of New York, adheres to all federal, state, and local laws and administration of education policies. Medgar Evers College is an equal opportunity and affirmative action institution. The College does not discriminate on the basis of age, sexual orientation, religion, race, color, national or ethnic origin, disability, veteran or marital status in its student admissions, employment, access to programs, and administration of education policies.

**MEDGAR EVERS COLLEGE**  
OF THE CITY UNIVERSITY OF NEW YORK  
**SCHOOL OF SCIENCE HEALTH AND TECHNOLOGY**  
**DEPARTMENT OF NURSING**

**NURSING CODE OF HONOR**

- Upon entering the nursing program each student reads and signs a Code of Honor which is placed in each student's folder as evidence of commitment to a standard of Honor. By honor, we mean exhibiting behavior that is ethical, honest, and trustworthy - in short, behavior that can best be described as professional.
  
- I will actively pursue behaviors that are consistent with professional conduct. I will endeavor to keep professional communications confidential, discussing them only in private, professional settings.
  
- I will perform my nursing practice in a safe manner, consistent with the policy of safe practice as defined by the Department of Nursing. I will maintain a professional relationship with faculty, colleagues, clients and other health care providers.
  
- I agree, with full understanding of the implications that I will not plagiarize in my written work. I will not represent any other person's work as my own. I will not knowingly give or receive information about examinations. I will not utilize any stolen examinations.
  
- If I violate the Department of Nursing Code of Standards or participate in any activity commonly known as cheating, and/or violate professional standards of practice and conduct, I recognize that this will result in disciplinary action including possible expulsion from the Department of Nursing.

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**Signature (Print)**

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**Date**

---

**Signature**

---

**Date**

**MEDGAR EVERS COLLEGE**  
**OF THE CITY UNIVERSITY OF NEW YORK**  
**SCHOOL OF SCIENCE HEALTH AND TECHNOLOGY**  
**DEPARTMENT OF NURSING**

**STUDENT CONTRACT WITH THE DEPARTMENT OF NURSING**

I am aware of the content written in the STUDENT HANDBOOK. Policies and procedures contained therein have been explained to me, and I promise to abide by its content and to adhere to all standards outlined.

---

Student's Printed Name

Date

---

Student's Signature

Date

Cc: Student's File

**MEDGAR EVERS COLLEGE**  
OF THE CITY UNIVERSITY OF NEW YORK  
**SCHOOL OF SCIENCE HEALTH AND TECHNOLOGY**  
**DEPARTMENT OF NURSING**

**SUCCESS CONTRACT**

Students must fully meet the following requirements in order to progress to the next level. Eligibility for progression will be determined by successful achievement of each requirement. To qualify, each nursing student **MUST**:

1. Meet with nursing faculty assigned advisor within 2 weeks of the spring semester;
2. Complete CUNY requirements successfully (reading, writing, math);
3. Maintain minimum grade point average (GPA) of 2.7;
4. Repeat only one (1) nursing course one time;
5. Maintain a B- or higher in all nursing and science courses;
6. Take the End of Semester Proctored exam each semester;
7. Complete at least 10 hours in the computer lab practicing to take the NCLEX-PN
8. Complete 10 hours of independent practice in the skills lab practicing psychomotor (hands-on) skills during EACH semester and 10 hours independent video hours (these hours are in addition to scheduled skills lab hours);
9. Students will only take assigned PN courses that are listed on the PN Curriculum Worksheet while in the nursing program during the fall, spring, summer or winter semesters.
10. Comply with all requirements as outlined in each course syllabus, PN Student Handbook and College Catalog.
11. Student must pass all 3 components of each nursing course to progress to the next level. A failure in one component will result in the failure in all 3 components (lecture, skills lab, clinical lab).

My signature below acknowledges that the above listed criteria have been reviewed with me. I recognize that it is my responsibility to discuss with my nursing faculty advisor any issues that may preclude my achievement of all the above criteria prior to applying for graduation.

**2-week Spring Semester Meeting**

I have read criteria listed above. I have addressed with my Nursing Faculty Advisor any issues I feel may preclude my ability to achieve all the above criteria prior to being permitted to graduate.

\_\_\_\_\_  
Student Signature:

\_\_\_\_\_  
Signature: Nursing Faculty Advisor

\_\_\_\_\_  
Date

**Mid-semester Spring Meeting**

I have addressed with my Nursing Faculty Advisor any issues I feel may preclude my ability to achieve all the above criteria.

\_\_\_\_\_  
Student Signature: Spring

\_\_\_\_\_  
Signature: Nursing Faculty Advisor

\_\_\_\_\_  
Date

**Semester 2 Fall Meeting**

I have met with my Nursing Faculty Advisor to discuss my progress toward the achievement of all the above criteria.

\_\_\_\_\_  
Student Signature: Fall

\_\_\_\_\_  
Signature: Nursing Faculty Advisor

\_\_\_\_\_  
Date

**Semester 3 Spring Meeting**

I have met with my nursing faculty advisor to discuss my progress toward the achievement of all the above criteria prior to applying for graduation.

\_\_\_\_\_  
Student Signature: Spring

\_\_\_\_\_  
Signature: Nursing Faculty Advisor

\_\_\_\_\_  
Date

**MEDGAR EVERS COLLEGE**  
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**SCHOOL OF SCIENCE HEALTH AND TECHNOLOGY**  
**DEPARTMENT OF NURSING**

**SKILLS LAB REFERRAL FORM**

**DATE:** \_\_\_\_\_

**TO:** \_\_\_\_\_

**FROM:** \_\_\_\_\_

**(Student Name)** \_\_\_\_\_ **is being referred by**  
**clinical faculty to** \_\_\_\_\_ **for remediation.**

**Remediate the following activities (List Activities):**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
Signature of Clinical Instructor

\_\_\_\_\_  
Date

**To: Clinical Instructor/Professor: Student Skills Lab Remediation Validation**

Date	Activity	Satisfactory	Unsatisfactory
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
CLT Signature

\_\_\_\_\_  
Date

*DEPARTMENT OF NURSING FACULTY*

*Dr. Shirley Daniels, Assistant Professor, Ph.D., MSN, BS, RN  
Department Chair  
Telephone: 718-270-6224 | Email: daniels@mec.cuny.edu*

*Dr. Janice Bloomfield-Alves, Assistant Professor, Ed.D, RN  
Telephone: 718-270-6231 | Email: jalves@mec.cuny.edu*

*May T. Dobal, Associate Professor, Ph.D, MA, BA, ADN, RN  
Telephone: 718-270-6437 | Email: mdobal@mec.cuny.edu*

*Roger Escarda, Assistant Professor, MSN, BSN, RN  
Telephone: 718-270-6434 | Email: rescarda@mec.cuny.edu*

*Dr. Tonia Grant, Assistant Professor, Ph. D., MSN, BS, RN  
Telephone: 718-270-6267 | Email: tgrant@mec.cuny.edu*

*Dr. Jean Gumbs, Associate Professor, Ph.D., MScN, BScN, RN  
Telephone: 718-270-6434 | Email: jgumbs@mec.cuny.edu*

*Karen Holton, Assistant Professor, MS, BS, RN  
Telephone: 718-270-6098 | Email: kholton@mec.cuny.edu*

*Mabel Korie, Assistant Professor, MS, RN  
Telephone: 718-270-6074 | Email: mkorie@mec.cuny.edu*

*Dr. Georgia McDuffie, Professor, Ph. D, MS, BS, RN  
Telephone: 718-270-6225 | Email: gmcduffie@mec.cuny.edu*

*Ernest Richards, Assistant Professor, MS, MPH, BS, RN  
Telephone: 718-270-6108 | Email: erichards@mec.cuny.edu*

*Cynthia Sterling-Fox, Assistant Professor, MS-FNP, BS, RN  
Telephone 718-270-6257 | Email: cfox@mec.cuny.edu*

**COLLEGE LABORATORY TECHNICIANS**

***Janette Turner, BS, RN***

***Telephone: 718-270-6233 | Email: jaturner@mec.cuny.edu***

**OFFICE SUPPORT STAFF**

***Chinwe Ifeoma, Administrative Coordinator***

***Telephone: 718-270-6222 | Email: chinwe@mec.cuny.edu***

***Anita Meyers, CUNY Office Assistant III***

***Telephone: 718-270-6222 | Email: ameyers@mec.cuny.edu***

***Kerry-Ann Pieters, College Assistant***

***Telephone: 718-270-6222 | Email: kpieters@mec.cuny.edu***



# **The Department of Nursing**

**COURAGE STERNGTH, FORTITUDE**

**PN PROGRAM**