

Mercy Hospital College of Nursing and Mercy Hospital School of Practical Nursing, programs of Plantation General Hospital



Mercy Hospital, a campus of Plantation General Hospital – location of Mercy Hospital College of Nursing and Mercy Hospital School of Practical Nursing

Fides, Scientia, Muneris

CATALOG and STUDENT HANDBOOK

College and School Main Office:
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www.mercymiami.com/professionals/college-of-nursing
www.mercymiami.com/professionals/school-of-practical-nursing

Volume XXII

Welcome from the Chancellor

Welcome to Mercy Hospital Nursing programs. I am happy to welcome you to the school. It will take a lot of hard work on your part but the end result will be worth it. I love being a nurse and nurse educator. If I can assist you in any way do not hesitate to ask me. I have over 25 years of nursing education experience that I am willing to share with you. Welcome to the Nursing programs at Mercy. May this be the start of your continued education.

Kindest Regards,

Janice G. Floyd, PhD, MSN, RN

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THE SISTERS OF ST. JOSEPH OF ST. AUGUSTINE, FLORIDA

The Sisters of St. Joseph is a diocesan Congregation with its Motherhouse located in St. Augustine, Florida. The Congregation, established in Le Puy, France in 1650, came to Florida in 1866 at the request of Bishop Agustin Verot, Vicar Apostolic of Florida. The diocesan Congregation was officially established in Florida in 1899.

Bishop Verot had identified the greatest need of the half million recently freed slaves to be education. He had traveled to his home town of Le Puy, France to ask for volunteers. Although many more volunteered, Bishop Verot was able to provide for the travel of eight Sisters of St. Joseph to come to Florida to begin ministry. Without knowledge of the language or the culture of the people of Florida but with great courage, the Sisters responded generously to serve the developing Church of Florida.

Since 1866 the Sisters of St. Joseph have served the growing Church of Florida in the areas of education, health care, social services and parish ministry. In the early years of the Congregation's service the Sisters built a series of residential Academies for the education of girls. Revenue earned from the Academies was used to support the free schools provided for the Afro-American children and numerous other works for the poor and disenfranchised.

That tradition of service to the poor and the Sisters' generous response to the needs of the Church brought them to Miami, Florida in 1905 to begin St. Catherine Academy. Generations of Miamians have benefited from the work of the Sisters of St. Joseph as the initial efforts at St. Catherine branched into numerous parish elementary and high schools, care of unwed mothers, orphans, migrant workers and religious education in parishes.

In 1950 at the request of the Bishop of St. Augustine, Florida, the Sisters opened Mercy Hospital that was, at its opening, sponsored by the Diocese. Serving in various capacities as administrators, nurses, technicians and chaplains, the Sisters developed an outstanding community hospital that rapidly grew to meet the needs of the growing city of Miami. In 1966 the ownership of Mercy Hospital was transferred to the Sisters of

St. Joseph. In May, 2011, Mercy Hospital became part of the HCA family and is part of HCA East Florida Division as a campus of Plantation General Hospital. The Sisters of St. Joseph of St. Augustine have continued to sponsor the Catholic Identity of Mercy, the only acute care Catholic Hospital in Miami-Dade County, Florida.

HISTORY AND OWNERSHIP

Mercy Hospital School of Practical Nursing was founded in 1981 for the purpose of providing an academic avenue for individuals to become licensed practical nurses within a private, hospital-based environment. Mercy Hospital College of Nursing was founded in 2008 for the purpose of providing an academic avenue for licensed practical nurses to become registered nurses. The college of nursing compliments the school of practical nursing. The School of Practical Nursing and the College of Nursing are separate academic institutions. In 2011, Mercy Hospital was acquired by Plantation General Hospital, L.P. Plantation General Hospital L.P. is the parent corporation of Mercy Hospital, a Campus of Plantation General Hospital. Plantation General Hospital, L.P. is part of the larger enterprise known as Hospital Corporation of America (HCA).

Mercy Hospital, a Campus of Plantation General Hospital is administered by a Chief Executive Officer. The Chancellor is the chief academic officer of the nursing programs at Mercy Hospital. The Chancellor reports to the Chief Nursing Officer of Mercy Hospital. The Dean of the College of Nursing is also the Director of the School of Practical Nursing and reports to the Chancellor. The Dean is administratively responsible for the development and administration of the College of Nursing and the School of Practical Nursing. The College of Nursing and School of Practical Nursing function within the general operating policies of Mercy Hospital, a Campus of Plantation General Hospital.

The officers and members of the board of directors of Mercy Hospital, a Campus of Plantation General Hospital include the following:

Officer:

Rolando De Leon, M.D. – Chairman

Members:

Vijay D. Zaveri, M.D. - Chief Of Staff

Deborah Ingram, M.D. - Chief of Staff, Plantation General Hospital

Sister Elizabeth Worley, SSJ

Sister Stephanie, Flynn, SSJ

Sister Kathleen Carr, SSJ

Michael G. Joseph - President East FL Division

Joseph D. Melchiodi - CEO, Mercy Campus

Madeline Nava - CEO Plantation General Campus

HCA MISSION STATEMENT AND VALUE STATEMENTS

The governing organization, Plantation General Hospital, is part of the larger enterprise known as Hospital Corporation of America (HCA).

Above all else, we are committed to the care and improvement of human life. In recognition of this commitment, we strive to deliver high quality, cost effective healthcare in the communities we serve.

In pursuit of our mission, we believe the following value statements are essential and timeless:

- We recognize and affirm the unique and intrinsic worth of each individual.
- We treat all those we serve with compassion and kindness.
- We act with absolute honesty, integrity and fairness in the way we conduct our business and the way we live our lives.
- We trust our colleagues as valuable members of our healthcare team and pledge to treat one another with loyalty, respect and dignity.

**MERCY HOSPITAL, A CAMPUS OF PLANTATION GENERAL HOSPITAL
MISSION STATEMENT**

In witness of Jesus' healing mission, Mercy Hospital strives to improve the well-being of those served through a healthcare delivery system designed to promote wellness and cure illness. As a ministry of the Roman Catholic Church, we are committed to being a transforming, healing presence within our community.

Adopting the spirit of the Sisters of St. Joseph of St. Augustine, Florida in "working to achieve unity of neighbor with neighbor and neighbor with God," we attest to the value of human life in all its cycles. This is done through respect for the unborn and recognition of the transcendent meaning of suffering and death by combining professional excellence with a compassionate concern for the whole person.

We seek to understand and respond to the needs of our community through collaboration with others that share a common mission and vision. With attention to fiscal responsibility, quality services are made available and accessible to those who need them.

**MERCY HOSPITAL, A CAMPUS OF PLANTATION GENERAL HOSPITAL
CORE VALUES**

Compassion

Establish a personal connection with others

Courage

Willingness to stand up for and act according to one's ethical beliefs

Caring

Connect and establish a sense of trust with others through love, respect and kindness

Commitment

Maintain accountability for self and others

Community

Collectively serving and giving

STUDENT ADHERENCE TO CORE VALUES

The behavior of the students of the Mercy academic nursing programs is expected to reflect the core values of the parent institution, Mercy Hospital, A campus of Plantation General Hospital. Each student must follow the policies of nursing education program, Mercy Hospital and affiliating agencies.

A student who is in violation of a college, hospital, or affiliating agency policy is subject to action taken up to and including dismissal.

MISSION

The Mission of Mercy Hospital College of Nursing, a Program of Plantation General Hospital and Mercy Hospital School of Practical Nursing is to prepare graduates to provide safe, compassionate nursing care as a Registered Nurse or Licensed Practical Nurse. Upon award of the Associate of Science Degree in Nursing, the student will be eligible to sit for the NCLEX-RN licensing exam for the Registered Nurse. Upon award of the Diploma of Practical Nursing the student is eligible to sit for the NCLEX-PN exam for the Licensed Practical Nurse.

The Mission and Value Statements of HCA Corporation guides the Philosophy and Framework of Mercy Hospital Nursing Programs, a program of Plantation General Hospital. The Hospital is committed to being a transforming, healing presence within our community. The faculty members believe in the value of human life and recognition of the transcendent meaning of suffering and death by combining professional excellence with a compassionate concern for the whole person and collaboration with others who share a common mission. Professional standards from QSEN (Quality and Safety in Nursing Education), IOM (Institute of Medicine), Massachusetts Nurse of the Future, Family Patient Centered Care, Essentials of Baccalaureate Nursing, and the Florida Board of Nursing Nurse Practice Act guide the development and implementation of the curriculum. Through these beliefs, the college is committed to providing members

of the multicultural South Florida community opportunities to become Registered Nurses or Licensed Practical Nurses or advance their educational preparation through unique educational programs including distance education. The educational continuum continues in a setting that allows students to gradually develop the knowledge, judgment, and skills required to practice professional nursing. The curriculum addresses each of the three domains; cognitive, affective and psychomotor to create a holistic form of the discipline of nursing education.

PHILOSOPHY

The Mission and Value Statements of HCA Corporation guides the Philosophy and Framework of Mercy Hospital College of Nursing and Mercy Hospital School of Practical Nursing. The Hospital is committed to being a transforming, healing presence within our community. The faculty members believe in the value of human life and recognition of the transcendent meaning of suffering and death by combining professional excellence with a compassionate concern for the whole person and collaboration with others who share a common mission.

Through these beliefs, faculty are committed to providing members of the multicultural South Florida community opportunities to become Licensed Practical Nurses and Registered Nurses through unique educational programs that begin with guided experiences so organized that the students' behaviors are continually modified, based on the needs of each individual. The educational continuum continues in a setting that allows students to gradually develop the knowledge, judgment, and skills required to practice nursing.

Utilizing the established Adult Education theory, the curriculum addresses each of the three domains; cognitive, affective and psychomotor to create a holistic form of the discipline of nursing education.

Nursing as a discipline allows levels of practice that begin with the Licensed Practical Nurse and continues with multiple entry points to become Registered Nurses.

Graduates are encouraged to continue their education through the achievement of baccalaureate and graduate degrees.

Faculty members believe that education is a creative process of development in which learning occurs by organized guided experiences. Beyond certifying skills, technical competence, and knowledge, faculty consider the whole person, helping students to become effective advocates and citizens within society. Faculty members establish the framework for teaching and learning and provide supportive feedback to students as they progress.

Learning is a gradual, life-long process that includes evaluating beliefs, understanding concepts and changing behaviors. Learning is most effective when the student is recognized as an individual with particular needs in an academic program that provides an atmosphere for student input, participation and evaluation throughout the learning process. Ultimately, learning is the responsibility of the student, who must be an active participant and accept responsibility for his/her own growth and life-long learning.

Nursing responds to the needs of society which include: the prevention of illness; the promotion, maintenance and restoration of health throughout the lifespan; the alleviation of suffering; and support of the individual and family experiencing the grieving/dying process. The program includes cultural, ethnic and socially diverse concepts with select experiences from regional, national or global perspectives.

Through this Philosophy, the faculty demonstrates respect for the stated Core Values of Mercy Hospital, a Campus of Plantation General Hospital: Compassion, Courage, Caring, Commitment, and Community.

ACCREDITATION AND LICENSURE

Mercy Hospital College of Nursing, a program of Plantation General Hospital:

Mercy Hospital College of Nursing, a program of Plantation General Hospital is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684. Any unresolved complaints may be referred to the Commission for Independent Education at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone (888) 224-6684.

Mercy Hospital College of Nursing, a program of Plantation General Hospital's LPN to RN Associate of Science in Nursing Degree is approved by the State of Florida Board of Nursing. The State of Florida Board of Nursing may be contacted at 4052 Bald Cypress Way, BIN C02, Tallahassee, FL 32399, by phone at 850-245-4125, or at www.floridasnursing.gov.

Mercy Hospital College of Nursing a program of Plantation General Hospital is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES). ABHES is located at 7777 Leesburg Pike Suite 314 N Falls Church, VA 22043. ABHES can be contacted at (703)-917-9503 or at www.abhes.org.

Mercy Hospital College of Nursing, a program of Plantation General Hospital's LPN to RN Associate of Science in Nursing Degree program is accredited by the Accreditation Commission for Education in Nursing (ACEN): The Accreditation Commission for Education in Nursing (ACEN) is located at 3343 Peachtree Road, Suite 850 Atlanta, GA 30326. ACEN can be contacted at (404)-975-5000 or at www.acenursing.org.

Mercy Hospital, a Campus of Plantation General Hospital is accredited by The Joint Commission.

Mercy Hospital School of Practical Nursing, a program of Plantation General Hospital:

Mercy Hospital School of Practical Nursing, a program of Plantation General Hospital is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684. Any unresolved complaints may be referred to the Commission for Independent Education at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone (888) 224-6684.

Mercy Hospital School of Practical Nursing, a program of Plantation General Hospital's sole Practical Nursing Program is approved by the State of Florida Board of Nursing. The State of Florida Board of Nursing may be contacted at 4052 Bald Cypress Way, BIN C02, Tallahassee, FL 32399, by phone at 850-245-4125, or at www.floridasnursing.gov.

Mercy Hospital School of Practical Nursing, a program of Plantation General Hospital is accredited by the Accreditation Commission for Education in Nursing (ACEN): The Accreditation Commission for Education in Nursing (ACEN) is located at 3343 Peachtree Road, Suite 850 Atlanta, GA 30326. ACEN can be contacted at (404)-975-5000 or at www.acenursing.org.

Mercy Hospital, a Campus of Plantation General Hospital, is accredited by The Joint Commission.

ADMINISTRATION

Dr. Janice G. Floyd, PhD, MSN, RN

Chancellor Mercy Hospital College of Nursing and
Mercy Hospital School of Practical Nursing

Elizabeth A. Hernandez, MSN, RN

Dean, Mercy Hospital College of Nursing and
Director, Mercy Hospital School of Practical Nursing

Robert Westfall, MSN, RN

Associate Dean, Mercy Hospital College of Nursing and
Assistant Director, Mercy Hospital School of Practical Nursing

Eyleen Hidalgo, MSN, RN

Chair LPN to RN Associate of Science Degree in Nursing Program of Mercy
Hospital College of Nursing

STAFF

Carolina Basto, M.B.A., Financial Counselor

Mercy Hospital College of Nursing and
Mercy Hospital School of Practical Nursing

Maria A. Fernandez, A.A., A.S., Registration Coordinator

Mercy Hospital College of Nursing and
Mercy Hospital School of Practical Nursing

Eduardo Bergouignan, Office Clerk Receptionist

Mercy Hospital College of Nursing and
Mercy Hospital School of Practical Nursing

ACADEMIC SYSTEM FACULTY MEMBERS

Mercy Hospital College of Nursing, a program of Plantation General Hospital Full-Time Faculty:

Faculty Members:	Undergraduate Degree Institution:	Graduate Degree Institution:
Dr. Enidis Arencibia, RN	B.S.N. – University of Phoenix, Tempe, AZ	M.S.N. - University of Phoenix, Tempe, AZ M.D. - University of Camaguey, Cuba
Ellen Bedu, RN	B.S.N. – University of Miami, Coral Gables, FL	M.S.N. – Barry University, Miami Shores, FL
Dianalay Canizares, RN	B.S.N. Keiser University, Miami, FL	M.S.N. – Keiser University, Miami, FL
Loudine Christophe, RN	B.S.N. –Florida International University, Miami, FL	M.S.N. – Walden University, Baltimore, MD
Paul Haidet, RN	B.S.N. – Kent State University, Kent, OH	M.S.N. – Grand Canyon University, Phoenix, AZ
Geeta Singh, APRN	B.S.N. – University of Miami, Coral Gables, Miami, FL	M.S.N. - Florida International University, Miami, FL
E. Marlene Toussaint, RN	B.S.N. – University of Miami, Miami, FL	M.S.N. – Barry University, Miami Shores, FL

Mercy Hospital College of Nursing, a program of Plantation General Hospital Part-Time Faculty:

Faculty Members:	Undergraduate Degree Institution:	Graduate Degree Institution:
Daceia Sadiku, RN	B.S.N. – Dade Medical College, Miami, FL	M.S.N. – University of Phoenix, Phoenix, AZ
Aileen Sheppard, APRN	B.S.N. –Florida International University, Miami, FL	M.S.N. – Barry University, Miami Shores, FL

Mercy Hospital College of Nursing, a program of Plantation General Hospital Shared Faculty:

Faculty Members:	Undergraduate Degree Institution:	Graduate Degree Institution:
Maryellen Craig, RN	B.S.N. – Wagner College, New York, NY	M.S.N. – Barry University, Miami Shores, FL

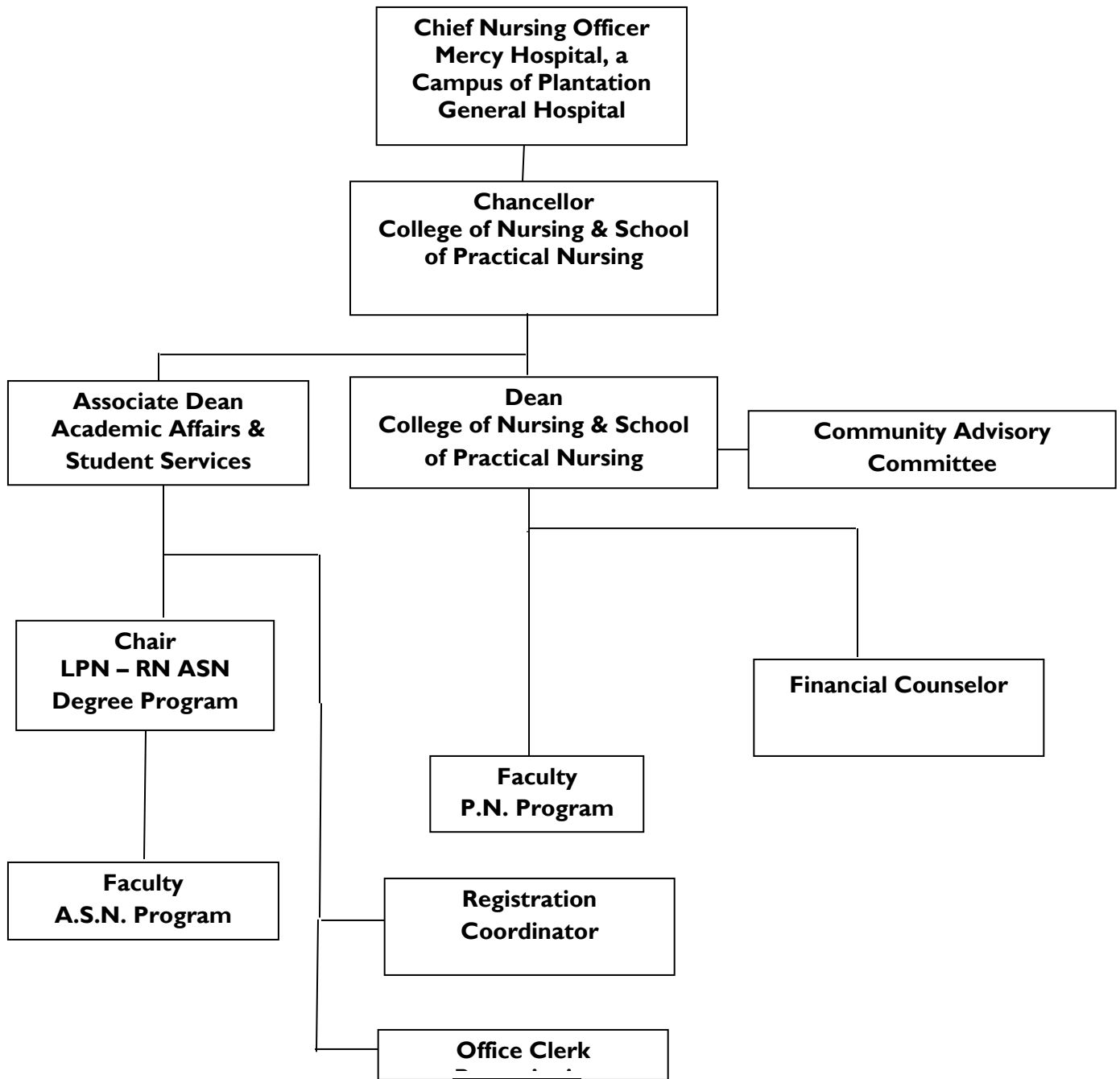
Mercy Hospital School of Practical Nursing, a program of Plantation General Hospital Full-Time Faculty:

Faculty Members:	Undergraduate Degree Institution:	Graduate Degree Institution:
Dr. Sulotte Amilcar, RN	B.S.N. – Florida Atlantic University, Davie FL	D.N.P. – Nova Southeastern University M.S.N. – University of Phoenix, Tempe, AZ
Lizbet Basulto, RN	B.S.N. – Miami Dade College, Miami, FL	M.S.N. - University of Phoenix, Tempe, AZ
Dr. Suzanne Goffredo, RN	A.S. in Applied Sciences in Nursing, County College of Morris, Randolph, NJ	D.N.P. – American Sentinel University, Aurora, CO M.S.N. – Walden University, Baltimore, MD
Peronita Haynes, RN	B.S.N. - Florida Atlantic University, Boca Raton, FL	M.S.N. - Florida Atlantic University, Boca Raton, FL
Consuelo Nelson, RN	B.S.N. – University of New Brunswick, Toronto, ON	M.S.N. - University of Phoenix, Tempe, AZ
Lorena Pacheco, RN	B.S.N. – University of Phoenix Tempe, AZ	M.S.N. – Grand Canyon University, Phoenix, AZ
Jennifer Peters, RN	B.S.N. - Florida International University, Miami, FL	M.S.N. - Florida International University, Miami, FL
Dr. Nelson Sanchez, RN	B.S.N. – Florida International University, Miami, FL	M.S.N. – Florida Atlantic University Ph.D. – Florida International University, Miami, FL

Mercy Hospital School of Practical Nursing, a program of Plantation General Hospital Shared Faculty:

Faculty Members:	Undergraduate Degree Institution:	Graduate Degree Institution:
Maryellen Craig, RN	B.S.N. – Wagner College, New York, NY	M.S.N. – Barry University, Miami Shores, FL

ORGANIZATION CHART



CORE PERFORMANCE STANDARDS

Students must meet all of the Performance Standards to be admitted or progressed in the nursing programs. Core Performance Standards are set to ensure students can meet the requirements of the nursing profession. This form will be verified and signed. The following is a list of these standards and examples of activities and abilities, which define each standard.

Performance Standard:

Nursing Profession Activity/Ability:

Critical thinking ability sufficient for Clinical.

Identify cause /effect relationships in clinical situations.

Judgment.

Develop nursing care plans, evaluate plan of care and revise as appropriate. Analyze and use assessment findings to plan and implement care for clients and families.

Use relevant data to support the decision making process.

Identify priorities of care based on analysis of data.

Manage multiple priorities in stressful situations.

Respond instantly to emergency situations.

Exhibit arithmetic competence that would allow the student to read, understand, and perform calculations for computing dosages.

Solve problems and make valid rational decisions using logic, creativity and reasoning.

Remember multiple messages and information.

Interpersonal abilities to interact with Individuals, Families, and groups from a variety of social, emotional, cultural and intellectual backgrounds.

Establish rapport (relationship) with clients/colleagues.

Maintain therapeutic relationships with clients and colleagues.
Respect the rights of others.
Work effectively in small groups as a team member and leader.
Practice verbal and nonverbal communication.
Recognize times or events that disrupt normal lives and institute appropriate interventions to help adverse situations.

Communication abilities sufficient for Interaction with others in verbal, written, and electronic form.

Write and speak English effectively to be understood by the general public.
Communicate therapeutically with clients, families, and groups in a variety of settings.
Communicate pertinent information verbally and in writing to appropriate people.
Document client data, nursing care completely, and accurately using appropriate terminology.
Obtain a health history from client/family.
Interpret emotion from nonverbal behaviors.
Manage a variety of client expressions (anger, fear, hostility) in a calm manner.
Provide health teaching for clients, families and groups based on assessed needs, available resources, age, lifestyle, and cultural considerations.

Physical Abilities sufficient to move from room to room and maneuver in small spaces.

Lift a minimum of 12-20lbs of weight.
Lift, move, position and transport clients without causing harm, undue pain and discomfort to the client or self.
Transport mobile equipment in a timely and cautious manner.

Exhibit physical mobility and strength sufficient to propel wheelchairs, stretchers, etc. through doorways and close fitting areas alone or with assistance.

Move around in client's room, workspaces and treatment areas without assistive devices.

Stand/walk up to 75% of a nine (9) to twelve (12) hour shift.

Stoop, bend, squat, reach overhead as required to reach equipment, and provide nursing care.

Direct and assist with ambulation of a client.

Navigate stairs.

Gross and Fine motor abilities sufficient to provide safe and effective nursing care.

Perform physical activities necessary to do basic nursing skills such as putting on sterile gloves, donning mask, gown, attaching blood pressure cuff etc.

Use appropriate hand washing technique.

Provide or assist with activities of daily living such as bed bath, hygiene, positioning clients, making an occupied and unoccupied bed.

Manipulate instruments, supplies, and equipment with speed, dexterity, precision, and adequate eye-hand coordination.

Administer oral and parenteral medications.

Perform electronic keyboarding/documentation and extensive writing with pen and pencil. Maintain immobilization device such as traction equipment and casts.

Perform cardiopulmonary procedures.

Auditory abilities sufficient to monitor and assess health needs.

Hear monitor alarm, emergency signals, ringing phones, telephone interactions, and cries for help.

Distinguish sounds with background noise ranging from conversational levels to high pitch sounding alarms.
Perceive and receive verbal communication from clients and members of the health care team.
Tolerate occasional exposure to loud unpleasant noises.
Hear and understand muffled communication without visualization of the communicator mouth/lips and within twenty (20) feet.
Distinguish changes in tone and pitch such as when listening to a client's breathing characteristics.
Distinguish normal from abnormal heart and lung sounds using a stethoscope or modified stethoscope.

Tactile ability sufficient for physical assessment.

Perform palpation, functions of physical examination and those related to therapeutic intervention.
Wear gloves and other protective devices.
Perform all skills requiring the use of hands.
Palpate for pulses, temperature, texture hardness or softness, landmarks etc.
Handle and operate equipment.

Visual ability sufficient for observation and assessment necessary in nursing care.

Perform basic nursing skills such as insertion of a catheter, insertion of an IV, counting respirations, preparing and giving medications.
Observe client response (level of consciousness, breathing patterns) and recognize subtle physical changes.
Read small print gauges, thermometers, measuring cups, syringes and other equipment.
Discriminate colors, changes in color, size, and continuity of body part.

Accurately prepare and administer medicines.
Identify hazards in the environment (safety rails, restraints, water spills and harmful situations (e.g. insects).
Demonstrate sufficient visual ability to load a fine (10-0) suture onto needle holder with/without corrective lens while wearing safety glasses.
Visualize written words and information on paper and on a computer screen.

In addition to these expectations, clinical agencies may require additional expectations that are more stringent. Students must meet these expectations in order to progress in the nursing program.

BACKGROUND CHECK

All students accepted to Mercy Hospital School of Practical Nursing or College of Nursing, programs of Plantation General Hospital will be required to undergo a background check. The candidate will be given the information to complete the background check by the vendor. Cost of the background check will be incurred by the student.

In the event the above protocol is not observed, or if the candidate refuses to undergo the above identified procedure, the candidate will no longer be eligible for enrollment in the program.

Students are responsible for meeting clinical agency background check requirements. Denial by clinical agency will result in ineligibility to complete the program.

A background check will not predict eligibility to test for the NCLEX licensing exam. The ultimate authority of NCLEX licensing examination eligibility resides with the State Board of Nursing.

PHYSICAL FACILITIES

Mercy Hospital, a Campus of Plantation General Hospital provides financial support and the human resources necessary to implement the programs of learning. Physical space has been allocated to the program of learning accommodating enrolled students, which consists of formal classrooms, faculty offices, student lounge, demonstration labs, resource center library and administrative and secretarial offices. All theory classes are scheduled within Mercy Hospital, a Campus of Plantation General Hospital.

A large student lounge is located on 1 West for student leisure or study use. There is also a locker room where each student is assigned a locker for storage and securing personal belongings. Students may use the hospital cafeteria at the same reduced rate as employees. There are also several eating establishments around the campus. A large refrigerator, microwave, coffee maker and telephone are provided for student use in the student lounge. Restrooms are also provided.

INFORMATION TECHNOLOGY ORIENTATION AND SUPPORT

A computer lab housing 10 desktop computers with internet access is provided for student use. The student lounge has 4 computers. In addition, classroom 1509 has 20 computers and a computer lab located on the sixth floor of the hospital has an additional 12 computers available for student use. Internet access is available on all student use computers. A computer lab located on the second floor provides 8 desktop computers. There are 54 total desk top computers for students to access. There are an additional 60 laptop computers in the Atlantic Conference classroom. Students are oriented to information technology during formal orientation inclusive of Kaplan, ATI, and the Populi academic information systems.

LIBRARY ELECTRONIC RECOURSES

A variety of comprehensive, current and readily accessible electronic-learning resources are available to meet the student learning outcomes. The E-Learning resources include the Joanna Briggs Institute Evidence Based Practice Database; OVID full-text, non-embargoed nursing journals and full-text nursing textbooks; CINAHL Plus; and Nursing Reference Center Plus. Students have access to E-Learning resources from the college campus or from home.

The library space has several desk-top computers and study areas. The librarian manages the library as well as provides students orientation to and assistance with E-Learning resources. The librarian assists students with study habits and researching E-Learning resources for assignments. The library maintains 24-hour access to students by identification badge.

STUDENT SERVICES

Student services include the provision for academic advisement, personal advisement, placement advisement, financial assistance advisement, and retention improvement.

Students with Disabilities:

Students with qualified disabilities are admitted to the program provided the qualified disability does not interfere with the potential student's achievement of program objectives. Mercy Hospital strives to meet the requirements of the Americans with Disabilities Act (ADA) regarding the rights of all disabled individuals. Mercy facilities are wheelchair accessible at major entrances. In addition, there are designated parking spaces for the disabled throughout the hospital campus. Restrooms are wheelchair accessible. Students must meet Core Performance Standards (See Core Performance Standards Policy).

Academic Advisement:

The faculty participates on a continual basis in academic advisement and assistance. Each student is evaluated on both theory, lab and clinical performance. Theory, lab and clinical performance is evaluated at predetermined times during each course. The faculty provides academic assistance as needed. For example, a faculty member will schedule regular tutoring sessions to improve pharmacology mathematics scores or will plan remedial time for the students who are in need of enhanced knowledge in a particular subject. The faculty members are committed to the success of the student's acquisition of knowledge as well as the student's application of knowledge to the clinical area. It is however, the responsibility of the student to participate and seek assistance as necessary.

Personal Advisement:

The faculty promotes optimum levels of bio-psychosocial spiritual health in each student.

An advisement and guidance program is designed to provide an avenue of communication through which students may express their views. This process also assists students in making valid decisions. The Dean or designee serves as class advisor and student government organization advisor.

Individual conferences may be initiated by either faculty or student and may include academic, health, social and emotional concerns as outlined in college policy. The faculty member may make recommendations to the Dean or designee for referrals to outside agencies for specific problems relating to emotional, health or social adjustment.

All Mercy academic nursing programs stress the need for personal growth, development and self-direction among students. Opportunities are available for the students to develop their leadership skills and foster political responsibilities through the Student

Organization By-laws. A variety of community-oriented, social and recreational activities are planned and carried out by each class. Students are responsible for organizing and implementing these planned programs through their elected officers. Each class maintains minutes of their student organization meetings. Class meetings are scheduled on student's personal time during breaks or outside of program hours. Students are self-motivated and self-directed in all activities of their organization.

Placement Advisement / Career Services:

During the academic year the Dean or designee facilitates job placement, as available, within the institution for ancillary positions if the student desires to begin work prior to graduation. The nurse recruiter or representative will meet with the students informally to discuss available positions at Mercy Hospital, a Campus of Plantation General Hospital. Other agencies may send recruiters to speak with the students about employment. The Dean and faculty will assist the students' application process by providing references. Six months after graduation, the students receive by mail or email, the student post-graduation survey which inquires about employment history. This information is kept in the Dean or designee's office. While placement assistance is offered, Mercy academic nursing programs do not guarantee employment.

Financial Assistance Advisement:

The Dean or designee carries out the function of financial assistance advisement and are readily available to each student to provide financial assistance advisement. The financial assistance administrator maintains the college's student scholarship related documents and advises students as to the options available to them in order to meet the requirements of the specific scholarship program when scholarships are available.

Retention Advisement:

The goal of all Mercy academic nursing programs is that students are successful in the programs. Tutoring and mentoring of students with study or testing needs will be carried out by the faculty. Study aids such as audiovisual and computer programs are also available to students to assist in their learning needs. The Hospital Librarian is available

to students for assistance with study habits. However, it is the faculty belief that students must take responsibility for their learning needs and it is the responsibility of the faculty to facilitate that learning. Mercy Hospital College of Nursing and School of Practical Nursing, programs of Plantation General Hospital maintain statistics that include student retention and graduation rates. This data is kept in the Dean or designee's office.

TUTORING AND ACADEMIC ASSISTANCE

Students are responsible for learning and using tools that are provided for their success. Students are expected to have textbooks that are required for each course. Textbooks and other resources are also recommended for student use but students must decide if those resources are needed based on past experiences and knowledge level of the student.

Students may come to faculty for tutoring assistance in any course when further explanation is needed or to plan a strategy for studying or for reviewing tests. It is the responsibility of the student to seek assistance as needed from faculty.

Each student is assigned a faculty advisor to assist in academic success and guidance throughout the program.

SECURITY OF STUDENT'S PERSONAL EFFECTS

Lockers are available on a first come, first served basis. The student will be responsible for the security of the locker by placing a key lock or combination lock on the locker.

The student is requested to place all personal belongings and valuables in the locker and secure by locking whenever present in class or on the clinical areas. Under no circumstances will students be permitted to place personal belongings and valuables on the nursing unit during clinical rotations. During clinical rotations, the student must keep personal belongings on their person.

Mercy Hospital and the Mercy nursing academic programs will not assume liability for items left unattended. The student alone is responsible for the safe-keeping of his/her personal belongings.

STUDENT HEALTH MAINTENANCE AND CLEARANCE

Mercy academic nursing programs promote optimum levels of bio-psychosocial and spiritual health in each student. Pre-entrance physical examinations are mandatory. Health maintenance is primarily the responsibility of the individual student. While enrolled, students can be referred to the Emergency Department at their expense.

Students are strongly encouraged to carry their own health insurance. In case of illness or injury or exposure to blood and body fluids occurring at any time, the student is responsible for informing the faculty member immediately. The student is offered the emergency room at Mercy Hospital for evaluation and treatment and is responsible for paying any part of the hospital and/or physician's bill not covered by the student's health insurance.

Prior to complete admission, the student must be given medical clearance to be admitted to a nursing program. The student is required to submit Rubella, Rubeola, Mumps and Varicella titers. Tetanus, Diphtheria, and Pertussis (Tdap) is required with results no older than 10 years. Tetanus may not be substituted for Tdap. Students are required to complete and sign a Hepatitis B Vaccination Declaration Form. Students are also required to be screened for TB prior to admission to the program. The TB screen is required to remain in effect throughout the program. If the TB screening expires prior to the end of a clinical term, it must be updated prior to the start of the next term.

During the program, students are required to either receive the flu vaccine during the program at a specified time indicated by Mercy Hospital or affiliating clinical agencies or indicate flu vaccine declination. If the flu vaccine is declined, the student is required to wear a surgical mask at all times while on campus. It is the responsibility of the student to show documentation of the flu vaccination.

During the program, students are encouraged to practice appropriate health maintenance. Students are requested not to attend the clinical area with a communicable illness.

Student Illness:

Students who become ill while on duty are required to report the illness to their supervising faculty member immediately. The faculty will determine if they are capable of remaining in the clinical area. Students with contagious illness will not remain on the unit.

Students who require immediate treatment will be offered the Emergency Department to be evaluated by the Emergency Department physician. Costs incurred by the visit to the Emergency Department will be the responsibility of the individual student. Students who are ill must submit documentation from their health care provider indicating that the student can meet the Core Performance Standards as outlined in the Catalog and Student Handbook and that the student is able to perform appropriately in the clinical, lab and classroom setting.

Pregnancy:

Pregnant students may continue in the program with the written approval of the student's attending physician/obstetrician. The student will be required to submit a statement written by the student's attending obstetrician indicating the student's expected date of confinement, the student's limitations (if any) and the length of time the student may continue in the program (i.e., attending scheduled classes and clinical rotation). The limitations must not preclude the ability of the student to meet expectations of the nursing clinical duties or student responsibilities.

In the event problems arise concerning the student's ability to carry out her responsibilities in the classroom and in the clinical setting, the student will be withdrawn from the program. The student will be readmitted to the course after the student has

submitted healthcare provider documentation indicating the student is able to perform appropriately in the clinical, lab and classroom setting when space is available. Cost of program readmission will be the responsibility of the student. The readmission to the program will occur as soon as is feasible; based on availability of enrollment.

Referral for Medical Evaluation:

Students, who are referred for medical evaluation due to the inability to meet program objectives, will be required to bring documentation from their primary health care provider indicating that the condition is stabilized and that the student is able to perform appropriately in the clinical, lab and classroom setting.

Substance Use:

Abiding by Mercy Hospital policy, Mercy nursing academic programs are committed to promoting and maintaining an environment free of illegal drugs, substance abuse, and the unauthorized use of prescription drugs.

Students may be required to submit to substance abuse testing consistent with program, hospital or affiliating agency policy, upon reasonable suspicion of policy violation. Refusal to submit to substance abuse testing will result in program dismissal.

ADVISEMENT AND GUIDANCE

The advisement and guidance program is designed to provide an avenue of communication through which faculty or students may express concerns regarding student academic/clinical progress or personal issues. The advisement session may be requested by either the student or the supervising faculty member.

Academic, personal, vocational, and health advisement will be provided to students on an individual basis as needed. Student Advisement is facilitated by the Dean or

designee. Faculty members provide the student with academic advisements completed at designated time intervals throughout the duration of the course.

An Advisement and Guidance report will be completed by the faculty member for each student advised regarding clinical performance or poor standards of professional behavior. The report will indicate nature of conference and plan of action. The advisement record will be maintained in the student's academic file. In the event of a course failure, withdrawal, or termination, the Dean or designee will acknowledge and sign the report.

CLASSROOM DECORUM AND ACADEMIC HONESTY

Mercy nursing education programs promote student professional behaviors of the highest integrity, which are required for the safe practice of nursing. Student ethical behaviors are indicators of the level of professionalism which can be expected in the graduate nurse. Classroom behaviors are indicators of the level of seriousness and dedication to the study of nursing. The foundations of ethical behavior are established during the educational process as reflected in the End of Program Student Learning Outcomes of each program.

Behaviors including sleeping, talking, passing notes, text messaging, studying from other sources in the classroom, reading unrelated material, and leaving the classroom during lecture are considered disruptive to the faculty and other students.

Cell phones or any noise making devices disrupt the class and are considered inappropriate. Such devices, if carried, must be on silent or vibrate mode at all times.

The faculty member reserves the prerogative to ask any student whose behavior is disruptive to the class or faculty to leave the class. Unprofessional, disruptive conduct in class may result in subsequent action taken by the college up to and including dismissal from the program.

Academic dishonesty involves a variety of intentional unethical student behaviors, such as lying, cheating, forgery, and plagiarism. Forgery includes signing the class attendance sheets, assignments or other nursing documents with another person's name. Plagiarism is defined as stealing and using the ideas of others as one's own. Plagiarism can range from improper citation of references to blatant copying of sections or entire works of another.

Cheating may involve looking on another student's paper, passing answers to or receiving answers from a fellow student, giving signals, procuring unauthorized copies of an exam, and using unauthorized written material or notations during an exam. Opening another browser while testing, taking a proctored exam other than at a designated testing site, sharing of information between students having previously taken the course regarding exams, faculty, or assignments is considered cheating and unprofessional behavior.

Students are encouraged to form study groups within the same nursing course. Receiving tutoring or assistance from students within the program but not presently in the same course is not encouraged or permitted. Some course group work is assigned. Each student may be graded on their own work and their own knowledge.

Students are not permitted to take pictures and/or post any information regarding patients, faculty, content in the programs, or other students on social networks such as but not limited to Facebook, YouTube, etc. This behavior is considered unprofessional and may result in dismissal from the program.

PRINTING AND DUPLICATING

Students are required to print their own class handouts. Printing and copying services are not provided to students. The Library has printing ability for journal articles and related material under the supervision of the Librarian.

TESTING

Evaluation of learning is accomplished through the use of criterion referenced tests in computerized and/or paper/pencil format and standardized computerized testing to ensure students are able to meet the End-of-Program Student Learning Outcomes upon completion of the program for classroom activities.

Attainment of theory objectives for each course is documented through the use of written, criterion referenced examinations. A formal item analysis is completed on all tests administered. Course work completion is dependent upon a satisfactory grade. All written exams are based on a 100% score for a perfect test score. Grading information and criteria for successful completion of each program is defined in the course syllabus.

I. Administering Tests:

- a. Prior to any student obtaining a laptop or sitting in front of a computer for testing, All student possessions (backpacks, cellular telephones, water bottles, hats, recording devices of any kind, etc...) must be left in the front or back of the room.
- b. If a student arrives late to a test, no additional time will be permitted. The student can elect to not take the exam.
- c. When testing takes place using a laptop, each student must sign in and out (including signature and time) using the Testing Sign-In Sheet (See Testing Sign-In Sheet).
- d. All students that are testing must be present and have signed in on the Testing Sign-In Sheet for all tests.
- e. If necessary, a calculator will be supplied to the students by the faculty, except during standardized Tests.
- f. There will be no discussion of test items between students and faculty on the day of the test.
- g. Faculty may assign seating to the students for testing purposes.
- h. No questions will be answered during test taking.
- i. All content and standardized tests will be administered in the direct physical presence of the faculty and in the Mercy Academic System designated area.
- j. Students may not open browsers during testing. Doing so is considered academic dishonesty and a grade of zero will be assigned.
- k. If a student needs a break during testing, they must leave their personal belongings in the front of the class.
- l. Note-taking is not allowed during any Standardized Test.
- m. No makeup exams are permitted. Should a student miss an exam:

- i. For the PN program, the final exam grade becomes the missed exam grade. Should a student miss a second exam, the final exam grade becomes the second missed exam grade with a 15% penalty.
- ii. For the ASN program, the final exam grade becomes the missed exam grade with a 10% penalty. Should a student miss a second exam, the final exam grade becomes the second missed exam grade with a 15% penalty.
- n. Tests are administered on dates and times scheduled.
- o. If a student misses a final exam, the student is required to submit a request to the program Dean/Director to take the exam on an alternate date and time. The academic leadership will determine eligibility to take the missed exam.
- p. Standardized exams may not be rescheduled. If a student misses a standardized exam, a grade of zero (0) will be assigned.

II. Reviewing Tests:

- a. Test reviews may be provided by the faculty after a test has been completed by all students enrolled in the course and the results have been analyzed. Test reviews may be held outside of normal class hours at arranged times.
- b. Students must maintain decorum during test reviews. Any student who is disruptive may be asked to leave the review.
- c. No books, papers, writing implements, cell phones, cameras or other communication devices or recording devices are permitted during test reviews.
- d. No arguing of test items are permitted. If the student challenges a test question, the faculty member will give the student the Exam Question Challenge Form (See Exam Question Challenge Form).
- e. Exams are reviewed with a student in such a manner to protect the integrity of the exam. The review may be completed by individual appointment or as directed by program leadership.
- f. Any student who receives a less than passing grade on an individual test is required to make an appointment with the supervising faculty member or their designee and review the test or they will not be able to take the following exam.
- g. No review of materials may be given prior to a standardized form of testing.

LATE ASSIGNMENTS

Assignments may be required as part of theory, lab and clinical. Assignment due dates are indicated in the course syllabus. Late assignments are accepted with a 15% penalty up to three (3) days after the specified due date. Assignments submitted after three (3) days will have a recording of zero (0) and no points awarded for the late assignment.

EXAM QUESTION CHALLENGE FORM

The student should submit this form to the faculty member after they have discussed the exam question with the faculty member first. Challenges must be received within one week of the exam and sent to the nursing program leadership (Chair/Director). The nursing program leadership (Chair/Director) will respond by two days (excluding weekends and holidays) from the day the form is received from the student.

Student Name: _____ Course: _____

Exam Number: _____ Question number: _____

Write the question as best you remember it:

Write the answer as you think was correct: _____

Cite in APA format two (2) sources that support your answer.

Source #I:

Source #II:

Student Signature: _____ Date: _____

Faculty Review/Decision:

Faculty Signature: _____ Date: _____

Program Chair/Director Review:

Program Chair/Director Signature: _____ Date: _____

CLINICAL DECORUM

Students in the clinical setting are assessed for achievement of learning objectives and to ensure that students are conducting themselves in an appropriate manner. Inappropriate activities by a student in the clinical setting include but are not limited to: completing written assignments in a patient's room; congregating together in any area including the lobby or main hallways; being in the nurses station for extended periods of time; leaving a patient care area without faculty permission; and spending extensive time not involved in patient care.

To ensure that patients have an understanding of their medical care, Mercy Hospital has adopted a "No silence in care" code. This means that ANY time the student is in a patient's room or have contact with ANY patient that you explain in layman's term what is occurring during your interaction. This "No silence in care" code allows for patients to have a better understanding of what is occurring to them and allows the patients to ask any questions they may have to improve their overall clinical outcome. This applies to all students.

To ensure that patient's needs are being met, Mercy Hospital has adopted the "No Pass Zone". This means that if a student finds him/herself in a clinical area and a patient call light is lit or a patient calls out for assistance, that you enter the room immediately. We recognize that your ability to help the patient may be limited based on your knowledge and skill base, but by entering the patient's room, you are allowing the patient to verbalize their needs and delegating those needs to the appropriate person. This applies to all students.

Mercy Hospital has adopted the PAIDET rule when communicating with patients. This applies to all students. PAIDET is an acronym that means.....

Pause

Acknowledge the customer.

Introduce yourself.

Duration: Give the time expectation as to the wait or procedure.

Explanation: Provide customers with a clear explanation of the procedure or situation.

Thank the customer for choosing Mercy Hospital

To ensure good communication, make eye contact, respect personal space, LISTEN to the customer, use open and relaxed body language, and always remain calm.

For community-based clinical experiences that involve student participation in invasive or complex nursing activities, students must be directly supervised by a program faculty member or clinical preceptor and such arrangement must be approved by the community-based clinical facility.

CLINICAL PERFORMANCE EVALUATION

The student's clinical performance will be measured by criterion-referenced standards. Clinical performance core competencies and related skills have been defined for each course in the syllabus and clinical evaluation tool. Students must achieve competency by receiving a satisfactory rating in each core competency to pass the clinical portion in a nursing course.

VIRTUAL DECORUM

This policy addresses the virtual components of the nursing academic programs which include the academic information system used (Populi) and other student expectations with regard to social media use.

With regard to the Populi academic information system – students are expected to adhere to the following expectations:

Each student is given access to this system and has the ability to post an identifying picture, chat communication, as well as other information.

When posting an identifying picture, the student is expected to adhere to the following criteria:

- 1) The ID picture must be from the neck up. No full body or half body pictures may be posted. No pictures of anything or person is to be in the picture other than the student.
- 2) The hair style and color must be consistent with expectations outlined in the Dress Code Policy.

When posting a chat discussion, the student is expected to adhere to the following criteria:

- 1) Bulletin board postings should be of a professional nature that promotes a mature on-line learning environment. No derogatory, demeaning or otherwise harmful language/images/web links/videos/pictures/documents/imogi's are to be used in postings. No negative commentary about self, another student, faculty or staff of the college, the hospital or HCA is to be posted.
- 2) Use of bulletin board postings may be used as a means of general communication between students but should be ultimately directed toward the goal of learning.

The student may receive email communication through Populi or through academic program official email and as such, should check for and respond to both.

With regard to the use of social media – students are expected to adhere to the following expectations:

Refrain from inputting into social networking internet sites including, but not limited to Facebook, Twitter, Instagram, LinkedIn, or any other social media site, patient information, academic information of any kind, unauthorized pictures or negative commentary that pertains to actively enrolled or program eligible students, program faculty or staff or administration of the Mercy nursing academic programs or that pertains to staff of Mercy Hospital or HCA.

Violation of any aspect of this policy may result in action up to and including dismissal.

VIDEO OR VOICE RECORDING OR PICTURE TAKING

No student may take or participate in the taking of photographs, video-recordings, or voice recordings by any means of any person or of any geographic region of Mercy Hospital, its campus or any other HCA operated facilities or affiliating clinical agencies unless otherwise approved by the Chancellor or designee and the Manager of Marketing of the hospital. Should a student take or participate in the taking of photographs, video-recordings, or voice recordings without first having written consent by both authorities (Chancellor or designee and Manager of Marketing), disciplinary action up to and inclusive of program dismissal will be taken.

STUDENT MALPRACTICE AND LIABILITY INSURANCE

Mercy Hospital College of Nursing and Mercy Hospital School of Practical Nursing maintain a student general and professional liability insurance policy while performing as a student nurse.

INFECTION CONTROL STANDARDS

The students will follow the procedures of Mercy Hospital and affiliating agencies with regard to Infection Control Standards and procedures. At all times, students will adhere to standard precautions as described by the Center for Disease Control and outlined in orientation. Student nurses will follow Infection Control Standards as stated in the Mercy Hospital Policies.

CONDUCT AND CONDITIONS FOR DISMISSAL

Any student whose conduct, academic standing or clinical performance is unsatisfactory may be dismissed without the ability for readmission.

The following constitute grounds for dismissal:

- Disciplinary action involving misconduct charges including insubordination.
- Academic dishonesty.
- Continued unsatisfactory ratings for personal appearance.
- Continued unsatisfactory ratings in clinical evaluation criteria by the end of a course in which clinical is a part of.
- Failure of a second course
- Failure of a course after withdrawing from the same course.
- Exhibition of poor mental, physical or emotional health that affects the ability to meet course or end of program student learning outcomes.
- Failure to abide by established operating policies of Mercy Hospital or other affiliating agencies.
- Failure to abide by virtual, clinical or classroom decorum expectations outlined in the policies pertaining to same.
- Failure to maintain a clear and active nursing license without restriction throughout the program (LPN to RN ASN degree).
- Continued unsatisfactory ratings in the standards of professional behavior evaluation criteria by the end of a course for which professional behavior is evaluated (PN program only).
- Time missed in excess of nine days per year (PN program only).
- The issuance of a second clinical failure (PN program only).

All students are required to abide by established operating policies of the hospital or agency with whom they are affiliating. Negligence or willful violation of established hospital or affiliating hospital policy will constitute grounds for dismissal.

Prior to actual dismissal, the Dean or designee, as student services officer, will inform the student of the unacceptable behavior and/or unsatisfactory performance and a written advisement report will be placed in the student's academic file. In the event of a program dismissal, the Dean or designees will meet with the student to discuss the dismissal. In the rare event in which the student fails to meet or communicate with the Dean or designees, a certified letter will be sent to the student describing the dismissal and the advisement report indicating the dismissal will be placed in the student's academic file.

STUDENT GRIEVANCE

Any student with a complaint must present the issue to his/her supervising faculty in writing within three working days* of the occurrence. The supervising faculty will be responsible for reviewing the issue utilizing the problem-solving approach and for responding to the student in writing within three working days. Prompt, fair action will keep grievances to a minimum. The faculty will also submit a written report to the Chancellor.

If the student is not satisfied with the initial action taken by the supervising faculty, he/she may request the Chancellor to investigate the situation in question. The request must be submitted in writing to the Chancellor or designee within 3 working days of the receipt of the results provided by the supervising faculty. The student should define the complaint with the specific terms that the student believes should be taken to correct it.

The Chancellor will then investigate the problem which may include a request for additional information and interviews with individuals involved in the incident. The Chancellor will reply to the student in writing within three working days of receipt of the request.

In the event the student still feels that the problem has not been resolved to his/her satisfaction, the student may request a formal grievance in writing to the Chancellor within three working days of receipt of the Chancellor's decision.

Policies published in the catalog are not, in and of themselves, subject to grievance.

The committee will meet and hear the problem within 5 working days*. The student will be provided a decision within 24 hours of the meeting.

The Grievance Committee and Procedure:

The committee will meet and hear the problem within five working days of being presented with a call for a grievance hearing initiated by a student. The grievance committee will provide the student with a decision within 24 hours of the meeting.

The student grievance committee is comprised only of the five members identified below:

- 1 student in the college (selected by grieving student)
- 1 faculty member not directly involved in the grievance issue.
- 1 faculty member chosen by the grieving student.
- 1 student representative not directly involved in the grievance issue.
- The Chancellor

All members of the grievance committee will be provided with any written communication pertaining to the grievance issue at least 24 hours prior to the date of the committee meeting. No outside party may be present during the committee meeting unless specifically requested by a committee member solely for the purpose of providing information directly related to the grievance issue. Any information revealed in the committee meeting as well as correspondence related to the grievance issue will be kept confidential.

The Chancellor will preside over the meeting. The faculty involved in the incident will present the issues and/or infractions to the committee. The student will then be provided the opportunity to rebut; presenting his/her perception of the issues at hand. During the meeting, members may ask questions of the faculty or student pertinent to the situation.

When all questions have been asked and answered to the satisfaction of the committee members, the student and faculty involved in the incident will be asked to leave the room. The committee will then deliberate in private and vote in writing on the matter. The Chancellor will serve as the chairperson of the committee, and will not vote unless there is a tie. In the event of a tie, the Chancellor will cast the deciding vote.

The student will then receive the decision of the Grievance Committee within 24 hours of the meeting. The decision of the committee will be final and binding on all parties.

The formal student grievance protocol is to be utilized only for matters which are considered serious in nature of which may have long term effect on the student's status in the College.

In case of unresolved conflict, contact the Commission for Independent Education at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)-224-6684.

Resolution of most complaints and the vast majority of problems will be resolved by informal discussion or advising sessions with the student or through faculty/student meetings without the need to invoke the formal written process described in this policy. Initiation of the grievance protocol does not preclude the College of taking disciplinary action with the student in an immediate manner.

*working days in this document refers to Monday – Friday (excluding all formal College holidays or days closed).

COURSE NUMBERING SYSTEM

Courses in this catalog are identified by prefixes and numbers. This numbering system is unique to the School of Practical Nursing and College of Nursing, programs of Plantation General Hospital. They all begin with a three capital letter prefix and end with a four number digit. The prefix is assigned by an abbreviation and will indicate what the course is. The four-digit number will be assigned to each course.

OUTSIDE WORK REQUIREMENTS

Outside work is necessary in order to be successful in all programs. The following guidelines are used to establish an estimate on the amount of hours a student must

commit to outside of program hours in order for the student to be successful in any given course:

For every hour of residential (classroom) or direct faculty instruction, a student should set aside at least two hours of work outside of the program hours to maximize success in any given course.

For every hour of laboratory work and other academic work leading to award of credit hours, a student should set aside a minimum of one hour of outside work.

GENERAL RULES FOR COURSE EQUIVALENCIES

It is at the discretion of the receiving institution to offer transfer credit for courses successfully completed. Students are responsible for facilitating the sending of original transcripts directly from academic institutions to Mercy by mail or email. Mercy will not accept transcripts sent by any other means. Mercy will not accept transcripts that are “student copy” or “copy of transcript.” Students are responsible for providing institution catalogs for course validation. The Dean or designee will review the transcripts and transferring catalog for similarities in course information, credit and equivalency required by Mercy programs. The institution, from which the student is attempting to transfer credits, must be fully accredited by an agency recognized by the United States Department of Education. Transcripts from other academic institutions are reviewed for required course completion and acceptance. Science course credits must have been taken within the last ten years and have a grade of “C” or better in order to be considered for transfer.

Courses listed as professional nursing courses required by Mercy nursing education programs must be taken sequentially in the respective Mercy program.

All transcripts from educational institutions located outside of the United States must be translated into English and validated by a United States Department of Education approved provider of translation and validation services.

RELEASE OF TRANSCRIPT

Official transcripts will not be released to a third party unless the student has duly signed consent for release of said records. In addition, all financial obligations must be met prior to release of transcripts.

A nominal fee will be required for the processing of each transcript requested.

The school of practical nursing or college of nursing seal will be embossed on the transcript as well as the stamp marked "Official Transcript". Both will appear on the official record. The signature of Associate Dean must appear on all official transcripts.

TRANSFER OF CREDIT FROM MERCY HOSPITAL ACADEMIC NURSING PROGRAMS TO OTHER INSTITUTIONS

Transferability of credit to another institution is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

PROGRAM DELIVERY

All program instructional delivery is residential. All classes are taught in English.

PROGRAM OUTCOMES DEFINITIONS

Graduation Rate: The number of students who complete the program in no more than 150% of the stated nursing program length, beginning with enrollment on the first day of the first nursing course.

Retention Rate: The total number of students who begin on the first day of class and who graduate the program in 100% of the time.

Job Placement Rate: The total number of graduates placed (who are employed) in the field that they have been trained for divided by the number of graduates eligible for employment for the specified period of time. Specified period of time by our institutional accreditation (July 1 through June 30) or programmatic accreditation (January 1 through December 31).

NCLEX Passage Rate: The total number of graduates who have been successful on the licensure exam divided by those who have taken the exam based on the specified period of time. The specified period of time by our institutional accreditation (July 1 through June 30) or programmatic accreditation (January 1 through December 31).

CURRENT PROGRAM OUTCOMES

PN Program:

PN Program Outcome:	2018	2017	2016
NLEX-PN Passage Rate [1]	88.37%	91.18%	91.78%
Program Completion Rate [2]	83%	86.07%	83.05%
Job Placement Rate [3]	85%	79%	76%

[1] – Source: State of Florida Board of Nursing.

[2] – Source: Mercy Hospital School of Practical Nursing data calculated as those students who completed the program within 150% of the program length.

[3] – Source: Mercy Hospital School of Practical Nursing placement verification data.

LPN to RN ASN Program:

LPN TO RN ASN Program Outcome:	2018	2017	2016
NLEX-RN Passage Rate [1]	97.10%	91.8%	84.21%
Program Completion Rate [2]	80%	90%	83%
Job Placement Rate [3]	82%	77%	79%

[1] – Source: State of Florida Board of Nursing.

[2] – Source: Mercy Hospital College of Nursing data calculated as those students who completed the program within 150% of the program length.

[3] – Source: Mercy Hospital College of Nursing placement verification data.

ACADEMIC PERFORMANCE EVALUATION

Students have access to their academic grades at all times through the academic information system (Populi). At the beginning of the program, students are oriented to the use of the system and are assigned a user name as well as instruction on creating a password for each student's account. Information technology support is available as needed.

CELL PHONE USE

Cell phones/smart phones/communication devices of any kind in the classroom must be turned to Vibrate or Silent mode. Students may not text or listen to voice messages while in the classroom.

To maintain the integrity of the program, cell phones/smart phones/communication device use must be kept to a minimum. It is recognized that life issues and emergencies may occur. Students are requested to notify faculty members when these circumstances occur and cell phone/smart phone/communication device use is needed. During testing, the students are required to place cell phones and any video or voice recording devices at the front of the classroom or in a space separate from the student in the classroom that can be monitored by faculty.

Students are encouraged to use the restroom before testing. In the event of emergent need, faculty will escort the student to the restroom – not accompany student in the restroom. The student in need of the restroom during testing will submit cell phones or any other voice or video recording devices to the faculty member prior to using the restroom.

DRESS CODE

All students are required to wear the "Official" program uniform while present for class, lab and in the clinical areas. Students are required to abide by the dress code anytime they are in uniform.

PN and LPN to RN ASN programs will adhere to the following:

The uniform will have the official college insignia patch attached to the right sleeve of the uniform top. The following are required as part of the official uniform:

- 1) White nursing shoes or all white leather-like sneakers with no insignia or color on the shoe. Shoes must be closed toed and with closed heels. No clogs, canvas sneakers, or porous shoes are permitted.
- 2) Dress uniform for females should be at mid-knee.
- 3) Long-sleeve solid white t-shirt may be worn for warmth.
- 4) T-shirts, bras, underwear, undergarments must be solid white or beige.
- 5) Beard / mustache must be neatly groomed.
- 6) A white or blue cardigan sweater or scrub or lab coat may be worn over the uniform.
- 7) Hair must be off and above the collar at all times. Conservative hair color (brown, black, natural red, blonde or grey) is to be maintained at all times while on the Mercy Hospital campus or affiliating agencies. Pony tails are not permitted at any time.
- 8) A watch with the ability to take time in seconds is required.
- 9) To decrease the chance of infection, no pronged rings, necklaces or bracelets are permitted.
- 10) Nails must be maintained and closely clipped. No nail polish is permitted.
- 11) Any tattoos must remain covered.
- 12) Body piercing is limited to one piercing in each ear lobe. A small professional stud is permitted.

- 13) No hair adornments are permitted unless specifically for religious reasons. If a head wrap is worn for religious reasons, it must be the nursing program color. A religious exemption form is required to be filed with the Chancellor's office.
- 14) Uniforms should be cleaned and pressed on a daily basis.

Clinical areas in other agencies may have more stringent policies. Students should adhere to the policy of the area in which they are present. Any instructor will ask a student to leave the classroom, clinical area or lab if the student is not adherent to the dress code. The student will be counted absent if this occurs.

STUDENT ORGANIZATION BYLAWS

ARTICLE I

NAME AND PHILOSOPHY

SECTION I

This group shall be known as the Nursing Student Organization. Each cohort shall maintain a student organization.

SECTION II

It is the philosophy of this organization that education is a creative process of development in which learning occurs by guided experiences, so organized that student behavior is continually changing.

It is further the belief of this organization that as learning progresses from the simple to the complex, it is most effective when the nursing academic program provides a democratic atmosphere. Therefore, this organization supports open communication and promotes good will, while problem-solving with the faculty and student body.

ARTICLE II

PURPOSE

The purposes of this organization are:

1. Promote individual responsibility for student activities.

2. Support the philosophy and objectives of the nursing education program, including participation in the community advisory committee and faculty meetings.
3. Encourage unity of spirit and purpose within the class.
4. Maintain high standards of practice and promote principles of professional ethics.
5. Facilitate and improve communication between the student organization and faculty
6. Facilitate student participation in activities that enhance awareness of regional, national and global perspectives.

ARTICLE III

MEMBERSHIP

SECTION I

All students currently enrolled shall be members of the student organization.

ARTICLE IV

OFFICERS AND ELECTION

SECTION I

The Dean or designee shall serve as advisor to the class for class activities relating to the student organization throughout the length of the program.

SECTION II

The Dean or designee shall preside over student organization meetings until the officers have been elected.

SECTION III

Officers shall be elected by the end of the first term of a cohort.

SECTION IV

The officers of this organization shall be:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer

SECTION V

Nominations for class officers shall be taken from the floor by the class advisor at a scheduled student organization meeting.

SECTION VI

A list of students nominated for office shall be distributed to all members of the student body by the class advisor.

SECTION VII

Voting shall be by secret ballot at the next scheduled meeting.

SECTION VIII

Officers shall be elected by majority vote and results of the voting shall be communicated to the entire student body.

SECTION IX

Unscheduled officer vacancies shall be filled for the remainder of the term as follows:

- A. President - by the Vice President
- B. All other vacancies by nomination and election

ARTICLE V

DUES

SECTION I

The student body shall decide on the feasibility of dues and the amount at the first formal organization meeting following the election of class officers.

ARTICLE VI

DUTIES OF OFFICERS

SECTION I

The duties of the president shall be to:

- A. Schedule all meetings and prepare an agenda.
- B. Notify the secretary of all meetings.
- C. Preside at all meetings.
- D. Appoint special committees and chairpersons when the need arises, insure that special committees fulfill their function.
- E. Inform class advisor of scheduled class meetings.
- F. Represent the student body regarding issues of concern.
- G. Attend and or appoint class members to attend faculty planning meetings.
- H. Attend and or appoint class members to attend community advisory meetings.
- I. Verbally report to the student organization issues, concerns, and action plans discussed during designated faculty meetings.

SECTION II

The duties of the vice president shall be to:

- A. Perform all duties of the president in his/her absence.
- B. Assist the president in performance of his/her duties as assigned.
- C. Schedule social functions to meet the needs of the class, keep class informed of funds needed to support the social functions.
- D. Record minutes of all meetings in the absence of the secretary.

SECTION III

The duties of the secretary shall be to:

- A. Notify student body of all scheduled meetings.
- B. Keep a record of attendance at all meetings.
- C. Record and preserve the minutes of all meetings.
- D. Send a copy of the minutes of each meeting to the class advisor
- E. Complete special request form for social events and class functions and submit to class advisor as indicated.
- F. Post a current calendar of class events so that it is available to the entire class.
- G. Conduct correspondence for the student body as directed by the president.
- H. Maintain a current set of organization bylaws.

SECTION IV

The duties of the treasurer shall be to:

- A. Report the financial status of the organization at each meeting, including the results of any fund-raising events as soon as possible.
- B. Assist other officers
- C. Conduct other duties as assigned by the President.

ARTICLE VII

MEETINGS

SECTION I

Meetings of the organization shall be held at a time and place defined by the president and the student body.

SECTION II

Special meetings may be called by the president or vice president when necessary.

SECTION III

Notice of agenda shall be posted at least 24 hours in advance.

SECTION IV

Meetings shall not be scheduled on the day of a class examination or during scheduled class, lab or clinical time.

SECTION V

All students are requested to attend organization meetings as scheduled.

SECTION VI

The order of business at any regular meeting shall be:

- A. Commencement - Call to order
- B. Review of previous meeting minutes and approval
- C. Treasurer's report
- D. Reports of special committees
- E. Unfinished business
- F. New business

SECTION VII

An organization meeting may be called at the request of the class advisor.

ARTICLE VIII

COMMITTEES

SECTION I

The president shall appoint all committees.

SECTION II

All committees shall consist of a chairperson appointed by the president and no less than three volunteer members.

SECTION III

Vacancies shall be filled by appointment of the president.

SECTION IV

The chairpersons of all committees are responsible for a written report of committee accomplishment and for reporting recommendations to the student body.

ARTICLE IX

VOTING BODY AND QUORUM

SECTION I

The voting body shall consist of all members of the student body of the program cohort.

SECTION II

Two-Thirds of the membership shall constitute a quorum at any meeting of the organization. A quorum must include the president and/or the vice-president.

ARTICLE X

PARLIMENTARY AUTHORITY

The rules contained in “Robert’s Rules of Order” shall govern meetings of this organization in all cases in which they are applicable and in which they are not inconsistent with the bylaws of this organization.

HAZING

Hazing, an initiation process into an organization or club which often involves humiliating or otherwise harmful tasks, performances, or behaviors is not permitted.

HATE CRIMES

Hate Crimes include any occurrence of criminal homicide, sex offences, robbery, aggravated assault, burglary, motor vehicle threat, arson, larceny-theft, simple assault, intimidation, and destruction\damage\vandalism of property and any other crime involving bodily injury reported to local enforcement agencies or hospital security that shows evidence that the victim was intentionally selected because of the perpetrator’s bias. These crimes are not permitted. In keeping with Federal regulation, administration will report Hate Crimes to Hospital Security and local law enforcement agencies as well as other agencies as required by federal regulations.

CAMPUS CLOSING

In the case of severe weather such as hurricanes, tropical storms, heavy rain and other adverse weather events, the Academic Leadership team will communicate to faculty, staff and students of any anticipation of the need to close, for how long, and when it will be anticipated to re-open.

Notification for emergency situations of all students occurs through the academic information system (Populi) relating to disasters, emergencies or other urgent events via system-wide student simultaneous text and/or email notification.

Time lost due to disasters will, as possible, be scheduled during the same program term. Students must be prepared to adjust to a schedule change accordingly.

COURSE CANCELLATION

Mercy nursing education programs reserve the right to limit the number of students registered in any course, to cancel any courses for which there is insufficient enrollment and to make changes in the schedule as circumstances require. Course cancellations will be announced before the first day of class.

PROGRAM CANCELLATION

Mercy Hospital School of Practical Nursing and College of Nursing, programs of Plantation General Hospital reserve the right to cancel a program if there are fewer than five (5) students enrolled. Program Cancellation will result in a refund of all monies paid.

SMOKE FREE ENVIRONMENT

Mercy Hospital, a Campus of Plantation General Hospital, is a smoke free environment. Smoking is not permitted at any time or at any place on campus.

CAMPUS SECURITY

Mercy Hospital maintains a campus security, crime and statistics report that is updated annually and available to any interested party at any time.

EMERGENCY RESPONSE AND EVACUATION PROCEDURE

In keeping with federal regulation, it is the goal of the Mercy nursing academic programs to maintain an environment free from physical hazards for its students and to have mechanisms in place to maintain a safe environment in case of an emergency.

If there is a significant emergency or dangerous situation involving immediate threat to the health and safety of the students on hospital grounds, the administration of the school will take immediate action to notify the students of the situation and provide them instruction and guidance with the goal of maintaining their safety. The Dean or designee will be responsible for notifying the supervising faculty with regard to any emergency or security threat. The Dean or designee will communicate information of an emergent nature via the entire student body through the academic information system (Populi). The Dean or designee will ensure that all students have been accounted for and notification of governing hospital leadership occurs.

The nursing academic programs administration will coordinate with hospital administration with regard to any further action needed and/or subsequent instruction.

IMPLEMENTING NEW POLICIES/PROCEDURES

The Chancellor or designee of the Mercy academic nursing programs will review new or revised policies/procedures that directly relate to the student. Students will be provided a copy of the new or revised policy and/or procedure. The policy changes may become effective immediately.

A student that is admitted within one cohort, is withdrawn for any reason, and must be readmitted, will be held to the policies in effect at the time of the new admission cohort. New enrollment agreement and catalog may apply to continuation in the program.

**MERCY HOSPITAL SCHOOL OF PRACITCAL NURSING,
A PROGRAM OF PLANTATION GENERAL HOSPITAL**

PRACTICAL NURSING PROGRAM

PURPOSE – PN PROGRAM

The purpose of Mercy Hospital School of Practical Nursing, a Program of Plantation General Hospital is to provide an educational program of practical nursing in which the student will receive the necessary preparation, education and clinical experience to become eligible to take the NCLEX-PN exam in the State of Florida for licensure as a licensed practical nurse. The school desires to serve the community by providing safe, compassionate practical nurses that render care under the supervision of the registered nurse or licensed physician.

Mercy Hospital School of Practical Nursing, a Program of Plantation General Hospital provides a unique, quality education in which learning occurs by guided experience so organized that the student's behavior is continually modified. The student is recognized as an individual with particular needs. The function of the nursing program within the school is more than that of certifying skills and technical competence. Learning progresses from simple to complex as the students' progress in the program to gain depth and breadth as they learn new principles and provides an atmosphere in which there is opportunity for student input, participation, and evaluation in the learning process.

Nursing education is provided in a nationally approved, formalized educational program designed to prepare individuals with the basic knowledge and skills necessary for the practice of nursing. The hospital-based nursing program includes early contact with the patient in the clinical setting thus providing opportunity for the student to initiate the nursing process.

PROGRAM DESCRIPTION – PN PROGRAM

This hospital-based school of practical nursing provides the necessary preparation, education and clinical experience to become eligible for the NCLEX-PN examination in approximately one year. The School of Practical Nursing is located at Mercy Hospital, a

Campus of Plantation General Hospital. Plantation General Hospital L.P. is the parent corporation of Mercy Hospital, a Campus of Plantation General Hospital. Mercy Hospital, a Campus of Plantation General Hospital has a mission statement that relates to the overall mission and value statements of the corporation to meet the health care needs of a multicultural community.

END OF PROGRAM STUDENT LEARNING OUTCOMES– PN PROGRAM

Upon completion of the curriculum, the graduate will:

1. Practice as a beginning health care team member within the framework established by the State Nurse Practice Act.
2. Recognize each person holistically with physiological, emotional, social and spiritual needs, which must be considered for adaptation on the health-illness continuum.
3. Differentiate basic patient needs, which can be met by the LPN from those patient needs, which must be referred to other members of the health care team.
4. Assist the registered nurse with the development, implementation and revision of the nursing care plan to meet the patient's needs.
5. Perform appropriate nursing interventions accurately and safely; based on scientific principles.
6. Document concise, factual patient observations and activities in the medical record according to institutional policies and procedures.
7. Evaluate own effectiveness in the delivery of patient care.
8. Promote therapeutic interpersonal relationships through demonstration of a positive attitude and caring verbal and non-verbal communication.
9. Recognize the necessity of continuing education to promote personal growth and professional development.
10. Work cooperatively with health care disciplines and community resources to deliver optimum care to assigned patients.

PROGRAM OF STUDY– PN PROGRAM

The Practical Nursing Program is designed to be completed in a minimum of three trimesters. Miami Dade College, through articulation agreement, provides instruction on-site for Anatomy & Physiology and Microbiology courses for a total of eleven college credits.

Trimester 1: Practical Nursing Program

Number	Course	Credits	Clock hours
NUR1101	Orientation and Role of the Nurse		6
NUR1103	Fundamentals of Nursing		168
NUR1103 C	Fundamentals of Nursing Clinical		128
NUR1104	Pharmacology in Nursing		40
NUR1104L	Pharmacology in Nursing Lab		20

Miami Dade College provides the following courses during the first trimester:

BSC2085	*Anatomy & Physiology I	3	60
BSC2085L	*Anatomy and Physiology I Lab	1	20
BSC2086	*Anatomy and Physiology II	3	60
BSC2086L	*Anatomy and Physiology II Lab	1	20
Total		8	522 clock hours

Trimester 2: Practical Nursing Program

Number	Course	Credits	Clock hours
NUR1202	Medical Surgical Nursing I		158
NUR1202 C	Medical Surgical Nursing I Clinical		270

Miami Dade College provides the following course during the second trimester:

MCB2010	*Microbiology	3	45
Total		3	473 clock hours

Trimester 3: Practical Nursing Program

Number	Course	Credits	Clock hours
NUR1304	Maternal Nursing		48 hours
NUR1304 C	Maternal Nursing Clinical		96 hours
NUR1305	Pediatric Nursing		48 hours
NUR1305 C	Pediatric Nursing Clinical		96 hours

ADMISSION REQUIREMENTS – PN PROGRAM

Applicants to the School of Practical Nursing will be considered without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, or marital status. Students must meet all of the Performance Standards to be admitted or progressed in the nursing programs. Core Performance Standards are set to ensure students can meet the requirements of the nursing profession. (See Core Performance Standards policy).

The following data will be utilized by the Admissions Committee in evaluating the qualifications of candidates for admission:

1. Official high school transcripts or G.E.D. test scores. Transcripts from an educational institution located outside of the United States must be translated in English by a U.S. Department of Education approved provider of translation services. Transcripts from outside of the United States must be equivalency validated by a U.S. Department of Education approved provider of equivalency validation services.
2. Official college or vocational transcripts for any courses taken.
3. Passing score of 90 or greater on the National League for Nursing PAX-PN pre – entrance screening exam, including verbal ability, math and science. Scoring at or above the minimum passing composite score indicates you have passed the pre-entrance exam. Passing the pre-entrance exam does not guarantee admission.
4. Computer Literacy and Internet Knowledge Test (CLIK) to determine proficiency.
5. Criteria Cognitive Aptitude Test (CCAT) to determine critical thinking and problem-solving. This test score is used in the event there is a tie in applicants for admission.
6. Interview Form completion.

The following are not required for application, but must be completed or show evidence indicating completion before full admission to the program:

- 1) Completion of the medical form by a licensed approved health care provider.

- 2) A negative tuberculin skin test (PPD), QuantiFERON-TB Gold (QFT), or negative Chest X-Ray
- 3) Rubella, Rubeola, Mumps (MMR), and Varicella titers or proof of immunity by a licensed approved healthcare provider.
- 4) Tetanus, Diphtheria, and Pertussis (Tdap) titers are required with results no older than 10 years. Tetanus may not be substituted for Tdap.
- 5) Completed background check initiated within 48 hours of payment of registration fees.
- 6) Drug screen showing no illegal drugs completed within 48 hours of payment of registration fees.
- 7) Evidence of Hepatitis B Vaccine Series completion or declaration form completed.
- 8) Evidence of current Flu vaccine or declination form completed.
- 9) American Heart Association Health Care Provider CPR completed by the first day of school and remaining in effect until graduation.

Expenses relating to all admission requirements are incurred by the applicant / student.

Official high school transcripts from a country other than the United States must be translated into English and validated as equivalent to a United States high school education by a United States Department of Education approved provider of translation and validation services.

Clinical placement sites utilized by the school of practical nursing require the disclosure of background check and drug screen results. Therefore, students are required to submit to background checks and screening for drug use prior to admission and throughout the program. Findings of background checks and drug screening tests may affect a student's ability to participate in or complete the program, and/or obtain or maintain licensure.

TUITION AND FEES – PN PROGRAM

Trimester tuition and fees are due prior to the first day of class each trimester. Tuition is due when assessed unless special “deferred payment” arrangements have been made, setting forth in writing minimum periodic payment amounts and due dates.

If the student elects to pay tuition on a deferral plan, they will be given a monthly bill with a designated due date for each payment during the trimester. If payment is not received on the due date, a 5% late fee will be added to the bill.

Late Fee Terms: If the student elects to pay tuition on a deferral plan, he/she will be given a monthly bill with a designated due date for each payment during the semester. If payment is not received on the due date, a 5% late fee will be added to the bill. All prices for program are printed herein.

Contracts are not sold to a third party at any time. There are no carrying charges, interest charges, or service charges connected or charged with any of these programs unless stated. The method for payment of tuition and fees is by cashier’s check, money order, cash, credit card, or check card. No personal checks are accepted.

A student may not take final exams or advance to the next trimester until financial obligations are met.

School transcripts and diplomas will not be released unless school fees are paid in full.

Tuition fees may be revised. Student will be notified of the revision of tuition and or fees as soon as is possible.

ACADEMIC SCHEDULE – PN PROGRAM

	<u>Fall 2019</u>	<u>Spring, 2020</u>
Last day to complete admissions documentation	June 26, 2019	October 23, 2019
Admissions Committee meeting	July 3, 2019	November 1, 2019
Last day to pay enrollment fee	July 19, 2019	December 5, 2019
Last day to turn in all documentation	August 1, 2019	December 9, 2019
New student orientation	August 16, 2019	January 6, 2019
First day of trimester	August 19, 2019(day one class) August 24, 2019 (Day two class)	January 6, 2020 for day one and day two class.
Last day of classes	December 19, 2019	April 7, 2020 (Day Two Classes) April 24, 2020 for Day one class, 2020
Holidays	Labor Day Thanksgiving	Martin Luther King
College closed on these dates	September 2, 2019 November 28, 2019	January 20, 2020
Graduation	December 20, 2019 (Evening graduation)	April 9, 2020 (Day two class)

GENERAL EDUCATION COURSE REQUIREMENTS – PN PROGRAM

Mercy Hospital School of Practical Nursing maintains an articulation agreement with Miami Dade College that provides for Miami Dade College faculty to teach Anatomy and Physiology (BSC2085, BSC2085L, BSC2086 & BSC2086L) and Microbiology (MCB2010) courses at Mercy Hospital School of Practical Nursing. If the student has already taken the above referenced courses, Mercy Hospital School of Practical Nursing will accept these course credits in transfer from an academic institution accredited by a

United States Department of Education approved accrediting agency. The courses accepted in transfer include the following:

BSC 2085 Anatomy and Physiology I

BSC 2085L Anatomy and Physiology I Lab

BSC 2085 Anatomy and Physiology II

BSC 2085L Anatomy and Physiology II Lab

MCB 2010 Microbiology

ACADEMIC PROGRESSION – PN PROGRAM

Mercy Hospital School of Practical Nursing, a Program of Plantation General Hospital awards the Diploma of Practical Nursing to each student who successfully completes the Practical Nursing Program. Graduates are eligible to make application to the Florida State Board of Nursing for licensure examination.

To be eligible for graduation from Mercy Hospital School of Practical Nursing, a Program of Plantation General Hospital, a student must achieve a minimum grade average of 77% or greater in each academic theory course and receive a “pass” grade in each clinical rotation. A failure occurring anytime while in the program will result in program dismissal. The student must re-apply for admission to the Director in writing. Re-admission is based on space availability.

Students must meet the standards cited above before advancing from one trimester to the next. Students who fail to “pass” the clinical portion of a course must repeat both the academic and clinical portions of the course.

The entire practical nursing program must be completed within one and one half times (150 percent) the length of the program of enrollment. A specific course may not be repeated more than one time, whether the need to repeat the course was due to failure or withdraw.

Withdrawal:

The student contemplating withdrawal will be required to undergo an exit interview with the Dean or designee. The student will also be required to submit a letter to the Dean or designee stating withdrawal intentions.

Advisement and Guidance will be completed by the Director or designee and will indicate that the student withdrew during a particular course along with the actual date of separation. The student's academic standing at the time of withdrawal is documented on the student's official school transcript as a "W." A withdrawal occurring anytime while in the program will result in program dismissal. The student must re-apply for admission to the Director in writing. Re-admission is based on space availability.

A maximum of two withdrawals are allowed during the entire program and only one withdrawal is allowed in one trimester. A student may withdrawal only once from any course in the program. Should a student withdraw from a course, the student must repeat the course with a passing grade. Should the student fail a course that the student previously withdrew from; the student will be dismissed from the program.

No incomplete "I" grades, "leave of absences" (LOA), or probations are given.

Conditions for Interruption due to Unsatisfactory Grades or Progress:

Each student must complete all courses within each trimester to progress to the next trimester. A single course failure will result in dismissal from the program. Should a student fail a single course and desires to return, he / she will be required to undergo readmission to repeat the same course successfully when the course is offered next in the program depending on space availability (See Readmission). There is no probationary period. A second course failure will result in dismissal from the program without eligibility to return.

Readmission:

The student who has a single course withdrawal or a single course failure and is dismissed from the program may submit correspondence to the Director indicating the desire to return. Readmission consideration is based on space availability.

The faculty will review the student's overall standing with regard to academics, professionalism, and clinical competence when considering the re-admission request.

Students that have been unsuccessful (failed or withdrawn) in two classes or in the same class twice, in the nursing program are not eligible for re-admission to the program.

If a student desires to return to the program within one year of their withdrawal, a written request must be submitted to the Director or designee. Provided the student has fulfilled his/her financial obligation to the school, the request for readmission is approved by the Director or designee dependent upon space availability.

If more than one year has elapsed since withdrawal from the program, the student will be required to undergo readmission by re-submission of an application, meeting all requirements for admission, and applying to be re-considered for admission to the program. If out of the program for more than one year, the student must repeat previously successful courses or pass the course final exam with a grade of 77% or better.

Grading System:

The School of Practical Nursing will utilize a 4.0 honor grading system for calculating student grade point averages (G.P.A.). The student's final "numerical" theory grade is issued on the last day of class each trimester. Students must achieve a grade of C- (77% or higher) to pass a course and progress in the program. Students must have a cumulative 2.0 GPA to graduate from the program. The grading is as follows:

Grade:	Range:	GPA:
A	95-100	4.0
A-	93-94	3.8
B+	90-92	3.5
B	87-89	3.0
B-	85-86	2.8
C+	83-84	2.5
C	80-82	2.0
C-	77-79	1.8
D+	75-76	1.5
D	73-74	1.0
D-	70-72	0.5
F	69 or below	0
P	Satisfactory Pass	0
F	Unsatisfactory Pass	0

Quality point weight for each course is determined by dividing the actual number of theory hours by 15. Thus, 15 hours of theory is equal to the weight of one (1) quality point.

Faculty members will be responsible for computing each student's final "numerical" theory grade the last day of class each trimester. The numerical theory grade is converted to quality points utilizing the quality point scale.

Quality point weight for each course is then multiplied by the actual number of quality points earned (final grade) to obtain the total number of quality points for a specific course. The total number of quality points for each course is then added. The total number of quality points is then divided by quality point weight in order to determine the student's individual G.P.A. for the entire trimester. The calculations listed above are inputted into the academic information system (Populi).

Quality Point Weight Scale:

COURSE	CLASS HOURS	QUALITY POINTS
NUR1101 Orientation & Role of the Practical Nurse	6	(Pass/Fail Grade)
Anatomy & Physiology	160	Grade listed from course. Not counted as part of GPA.
NUR1104 Pharmacology & Medication Administration	40	2.67
NUR1103 Fundamentals of Nursing	168	11.2

NUR1202 Medical-Surgical Nursing I	158	10.53
Microbiology	45	Grade listed from course. Not counted as part of GPA.
NUR1304 Maternity Nursing	48	3.2
NUR1305 Pediatric Nursing	48	3.2
NUR1306 Medical-Surgical Nursing II	48	3.2
NUR1307 Graduation Preparation	12	(Pass/Fail Grade)

Quality point weight is calculated by dividing class hours by 15, (i.e. quality point weight of one (1) = 15 class hours).

ATTENDANCE REQUIREMENTS – PN PROGRAM

Reporting Absences:

Students are required to be present and punctual each theory, lab and clinical day. Students will be responsible for contacting the main office ideally prior to the published times of theory, lab or clinical if they will be absent. The student should email or speak to the faculty or staff or leave a message on the main office voicemail.

Theory:

Students are required to be present and punctual for each class day as scheduled. The faculty throughout the day will maintain attendance records. Students who are not present will be marked absent.

Students will be responsible for contacting the School to report all absences. Absences will be entered in the computerized attendance record maintained by the school office clerk. Failure to notify the school will result in an advisement and guidance report. Three advisement and guidance reports for failure to contact the school for anticipated absence will jeopardize the student's standing in the School.

If a student fails to notify the school on the day of their absence, no make-up days will be given.

Leaves of absence will not be granted during the school year. Absences in excess of nine, regardless of cause, will result in dismissal from the school of practical nursing.

Late (tardy) is defined as arriving to a scheduled class after the designated start time of the class (i.e.: class start time is 7:30, late is 7:31).

The student will be responsible for notifying that they arrived late. The absence will be recorded as a late. In the event the student does not approach the faculty (after class) to change the absence to a late - it will remain as an absence in the student's attendance record.

Five episodes of tardiness or leaving school early will constitute one (1) absent day.

Leaving school early is defined as leaving the classroom prior to the designated concluding time and determined by the faculty member facilitating class.

Missing three or more hours of class will constitute an absence.

Any student who has been excessively tardy or absent in arriving to class will receive a written advisement and guidance report by a faculty member. Each episode of tardiness or absence will be evaluated on an individual basis. In the event of excessive absences or tardiness or in the event of extreme extenuating circumstances (death or hospitalization) the Director or designee will determine the disposition of the student's status in the program.

Clinical:

Students are required to be present and punctual each clinical day. Clinical times are designated by the nursing academic leadership for each course.

Students will be responsible for contacting the school to report all absences. Absences will be entered in the computerized attendance record maintained by the school's office clerk.

Two clinical absences are allowed in Trimester I and II and one clinical absence is allowed in Trimester III (in any of the three courses) for reasons of illness or extenuating circumstances. It should be noted that a Clinical Failure for unsatisfactory performance would be counted as a clinical absence. These clinical absences are included in the total nine absences, whether theory or clinical, permitted for the entire three trimester program.

If a student exceeds the clinical absences allowed per trimester, as stated above, the Director or designee and faculty will consider make-up of lost clinical time on an individual basis.

Whenever possible, the make-up of lost clinical time will occur in the same trimester or immediately after the trimester, depending upon availability of faculty and time. The student will be charged a fee for each clinical make-up day.

It should be noted that pending clinical make-up time may delay the issuing of a diploma and / or eligibility to take the State of Florida NCLEX-PN exam.

Situations which may warrant the granting of "make-up" clinical time include, but are not limited to the following:

- A. Student is sent home ill by faculty member or emergency department physician.
- B. Student presents a signed note from private physician indicating his/her recommendation that the student remain at home to recuperate from illness or hospitalization if necessary.
- C. Death in immediate family.
- D. Government business (jury duty, INS, court dates).

Late (tardy) is defined as arriving to a scheduled clinical rotation after the designated starting time (i.e.: clinical start time is 4:00pm, late is 4:01pm).

In the event the student is late to the clinical areas, the student will be sent home and will receive a clinical absence for the day.

In the event the student leaves without faculty approval on a scheduled clinical day, the student will receive a clinical out for this day and this out will be counted as a full day of absence of the total of nine allowed for the entire three semester program. This absence will be noted in the attendance record of the student by the supervising faculty member.

Make up of a complete clinical day will occur regardless of the amount of time out occurring during a single clinical absence for those absences that exceed the maximum allowable in each trimester as specified in this policy. For example: If a student misses 2 hours of a clinical day, then an entire clinical day must be made up.

CLINICAL PERFORMANCE – PN PROGRAM

The student's clinical performance will be measured by criterion-referenced standards. Critical performance behaviors and related skills have been defined for each level of the Program. Clinical objectives enhance the course objectives and allow the student to perform nursing care to patients across the lifespan and health illness continuum. The clinical objectives are measurable learning outcomes which demonstrate student achievement in the clinical area. The clinical objectives are expressed in the clinical evaluation tool to measure the attainment of objectives. The clinical evaluation tool utilizes the NAPNES competencies of graduate practical nursing to ensure the students meet the role specific graduate competencies needed for successful employment. Students must achieve competency by receiving a satisfactory ("S") rating in each critical behavior in order to advance to the next trimester.

Once competency is established by the faculty, the student must continue to demonstrate satisfactory performance throughout the remaining trimesters of the program.

UNSATISFACTORY CLINICAL PERFORMANCE – PN PROGRAM

In the event a student fails to meet performance expectations or exhibits performance of such a nature that could endanger patient safety, (i.e., behavior or clinical skills) the student will receive a "clinical failure" for the day.

The student will receive an advisement and guidance report by the supervising faculty member indicating how specifically the student failed to meet the clinical performance expectations and a mutual action plan for improvement will be developed.

Immediate improvement must be demonstrated for the student to remain in the Program. If a student receives a second clinical failure, the student will have failed the course.

PROFESSIONAL STANDARDS OF BEHAVIOR EVALUATION – PN PROGRAM

Criteria performance methods of evaluation are those Professional Behavior Standards which enable the learner's behaviors to be compared with the professional behaviors needed to be successful in the clinical setting. These behaviors complement the clinical evaluation tool and together mirror the NAPNES competencies of graduate practical nursing to ensure the students meet the role specific graduate competencies needed for successfully meeting the End of Program Student Learning Outcomes.

Each student is measured in relation to his/her ability to maintain the standards of behavior in the desired, acceptable manner.

A Professional Behavior evaluation tool specifically designed for each level will be utilized throughout the entire program to document the students' progression and attainment of objectives.

PROGRAM MATH REQUIREMENTS – PN PROGRAM

Each trimester, the student will take a pharmacology math test. The student must achieve a 90% average on this exam. If the student fails the first test, they may take a second different test. Failure to pass the second test will result in program dismissal. A student who is readmitted after failing the end of trimester pharmacology math exam twice during the first admission will be required to audit the pharmacology course and have two more chances to pass the end of trimester pharmacology exam. Should the readmitted student

not pass the exam after the second attempt, the student will be dismissed without eligibility to return.

Whenever possible, the schedule for the end of second trimester math test will occur after Unit 10 of NUR1202 Medical Surgical Nursing I and the schedule for the third semester math test will be during the second rotation.

THIRD TRIMESTER CLINICAL POLICY – PN PROGRAM

A student can only miss one day of clinical in the entire third trimester. There are three courses in the third trimester. If a student misses one clinical day in one of the three courses, the student has reached the maximum allowable clinical absences. A student who misses more than one clinical day in the third trimester will be subject to action taken by the school up to and including dismissal from the program. Any make up clinical time that occurs is completed as directed by the faculty in concert with the Director or designee.

Any absent days taken in the third trimester are part of the total number of 9 days for the entire program. A student who is absent over 9 days is subject to action taken by the school up to and including dismissal from the program.

GRADUATION – PN PROGRAM

The Diploma in Practical Nursing at Mercy Hospital School of Practical Nursing will be presented to each student who successfully completes the prescribed course of study.

Requirements for the Diploma of Practical Nursing:

1. Full admission to Mercy Hospital School of Practical Nursing, a Program of Plantation General Hospital; Practical Nursing Program.
2. Completion of all 11 general education and science course credits with a minimum of a grade of “C” for each course.

3. Successfully complete the Practical Nursing Program at Mercy Hospital School of Practical Nursing, a Program of Plantation General Hospital with a minimum GPA of 2.0 within two years of admission.

FINANCIAL AID – PN PROGRAM

The trimester tuition fees are due prior to the first day of class each trimester. Fees are due when assessed unless special "deferred payment" arrangements have been made, setting forth in writing minimum periodic payment amounts and due dates. No personal checks are accepted for payment of tuition or fees.

If the student elects to pay tuition on a deferral plan, they will be given a monthly bill with a designated due date for each payment during the trimester. If payment is not received on the due date, a 5% late fee will be added to the bill. The late fee described is based on the installment due for the month. A three (business) day grace period is provided.

A student may not advance to the next trimester until financial obligations are met.

FEDERAL PELL GRANTS – PN PROGRAM

Mercy Hospital School of Practical Nursing is approved by the Department of Education for the awarding of Federal Pell grants to students who meet the established eligibility criteria. The maximum current award is evaluated each year as determined by the Department of Education.

All information concerning the SAR and the disbursements of funds is completed electronically through the Title IV WAN - EDEXPRESS and EDCONNECT. The Director or designated Financial Aid Administrator is the only individual with the access through user and personal password identification numbers to activate the system. All files are saved on the mainframe computer located in the hospital.

The Financial Aid Administrator with the assistance of the Financial Counselor verifies all information on the SAR and requests any pertinent data from the student for verification purposes. The Financial Counselor has the responsibility to access the NSLDS system to ensure students are eligible for financial aid. The information is kept in the students' financial aid file, which is separate from their academic file.

The disbursement of funds to the students occurs three designated times per year based on the clock hours completed by the student who shows satisfactory academic progress. Funds are not disbursed directly to the students. The Director, with the assistance of the Financial Counselor requests the amount to be drawn down from Grant Administration Payment System (GAPS) to the PELL Account at Mercy Hospital. The funds are then transferred to the Revenue Account for the school of practical nursing. A copy of all transactions is kept in the Director's office and the Finance office for auditing purposes.

Each student selected for admission will automatically receive the information for the FAFSA (Free Application for Federal Student Aid), along with his or her acceptance letter. It is the responsibility of the student to complete the FAFSA form and send to the DOE (Department of Education) for processing. The student may also complete the FAFSA application electronically via the Internet. The DOE will send the student a SAR (Student Aid Report) which will indicate the student's expected family contribution or the EFC. Once the SAR is received in the School, the Director/FAA will use the grid provided by the DOE to determine the actual amount of the student's award. A letter will be sent to the student indicating their award amount for the current school year.

The students must then send in all necessary information requested by the FAA in order to verify the SAR. The FAA will not disburse any funds to the revenue account in the hospital on behalf of the students until all verification of information is received and/or discrepancies are corrected. The FAA has the right to withhold funds if any information is correct. If the correct information is not received, the student is responsible for the tuition fees until further notice.

In keeping with compliance with the Department of Education, the school's graduation rate, transfer rates and completion rates are available on request. The school's Campus Security report, which is done yearly with the assistance of the director of security, is available upon request.

In keeping with compliance with the Department of Education, the college graduation rate, transfer rates and completion rates are available on request. The college Campus Security report, completed annually with the assistance of the hospital administration, is available upon request.

COST OF PROGRAM – PN PROGRAM

	<u>Effective August 1, 2019:</u>
Application Fee	\$50.00
Acceptance Fee	\$100.00
ATI Fee	\$500.00
Tuition (per year)	\$7520.00
Clinical Fee (entire program)	\$500.00
Miami Dade College (A&P Fee)	\$914.24
Miami Dade College (Micro Fee)	\$342.84
Student Uniform	\$200.00
Books	\$600.00
Graduation Fee (Pin, Diploma, NLN Comprehensive Exam)	\$200.00
Total:	\$10,927.08

Fees are approximate and subject to change.

Cost of program does not include laptop computer, internet access, watch with second hand or shoes.

REFUND – PN PROGRAM

Tuition and school fees are assessed and due prior to the trimester starting date unless deferred payment plans have been arranged by the student and approved by School Administration. Deferred payment plans are available only in the event a student is not the recipient of SFA funds or private scholarships.

If a student withdraws or is dismissed from the program, tuition and school fees will be refunded in a fair and equitable manner. For students receiving Federal Aid through PELL, student refunds are based on the Department of Education Guidelines for student withdrawal and refund (See “Return of Title IV Refunds” policy). Application processing fees, acceptance fees, ATI Computer testing fees and lab fees are not refundable as they are not returnable. Cost of class materials, supplies, textbooks and uniforms are not refundable as these transactions are made between the student and an independent supplier and become the property of the student.

The academic year is divided into three trimesters or enrollment periods approximately 15 weeks long.

A refund is defined as the difference between amount paid toward School charges and the amount the school can retain for the designated enrollment period.

Should a student’s enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, will result in a refund of all monies paid, with the exception of the acceptance fee (not to exceed \$150.00).

4. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund.
6. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
7. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.

Only the amount attributable to a specific trimester or enrollment period will be used in calculating refunds for that period. The School will subtract any amount still owed by the student (unpaid charges) from the amount retained by the School.

The School will be responsible for returning refunds to the appropriate Student Financial Aid (SFA) Program Accounts before a refund check is issued to the student. The School will return the SFA portion of the refund to appropriate Program Account within 30 days of the date the student formally withdraws or the date the school discovers that the student has unofficially withdrawn.

RETURN OF TITLE IV REFUND – PN PROGRAM

A calculation is made for all financial aid recipients to determine whether a student who completely withdraws during a term has "earned" the monies disbursed. A student "earns" his/her aid based on the period of time they remain enrolled. During the first 60% of the term a student "earns" student aid funds in direct proportion to the length of time he/she remains enrolled. Beyond the 60% point, all aid for the term is considered earned.

A roster will be generated by the Financial Aid Counselor that identifies students who have completely withdrawn from the institution. The Director (or designee) of the School

of Practical Nursing verifies the date of withdrawal.

The percentage of the period that the student remained enrolled is derived by dividing the number of vocational clock hours scheduled to complete by the number of total vocational clock hours in the term. The withdrawal date is the date the student notified the institution of intent to withdraw or the date upon which the student ceases to come to class without notification to the school for the remainder of the term.

The responsibility to repay unearned aid is shared by the institution and the student in proportion to the aid each is assumed to possess. Mercy Hospital School of Practical Nursing, a Program of Plantation General Hospital will use the Return of Title IV Funds form a Clock Hour Program Worksheet to determine the amount the student and/or the institution must refund to the Title IV Pell Grant program. The Financial Aid Counselor and the Director or designee of the practical nursing program will work cooperatively to verify the accuracy of each refund calculation.

Post-Withdrawal Disbursements:

The Financial Aid Office will determine if you are eligible to receive Title IV funds that were awarded but not yet disbursed to you at the time of your withdrawal from the school of practical nursing. If you are eligible for a post-withdrawal disbursement, we will first apply these funds to your outstanding charges (if any). Any remaining amount of the post-withdrawal disbursement will be released to you.

Institution's Return of Funds:

Once the institution's portion of the return of funds has been calculated the OSFA will reduce the student's original financial aid award and return the funds within 45 (forty-five) days to the appropriate program(s) in the order specific in this policy. If this creates a "charge" on the student's account as determined by the Financial Aid Counselor, the Financial Aid Counselor will notify the student of the obligation. The student will be responsible for paying the debt to the School of Practical Nursing immediately. The student will not be allowed to register, receive an official transcript,

and/or receive future financial aid until the debt has been paid in full.

Student's Return of Funds:

Once the student's portion of the return of funds has been calculated, the institution's Financial Aid Counselor will notify the student of the amount he/she must repay if any. The student may pay Mercy Hospital School of Practical Nursing, a Program of Plantation General Hospital the full amount of his/her debt and the School of Practical Nursing will return the funds to the Title IV Pell Grant program within 45 days.

Unearned Title IV aid shall be returned to Title IV Pell Grant Program through the G5-GAPS pay on-line system.

Mercy Hospital School of Practical Nursing, a Program of Plantation General Hospital does not participate in any other Title IV program other than the PELL Grant program.

FERPA WAIVER REQUEST FORM – PN PROGRAM

The FERPA Waiver Form provides a means for students to give the Mercy Hospital School of Practical Nursing permission to discuss and/or disclose their academic records with someone other than themselves.



FERPA WAIVER REQUEST FORM

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law that establishes the rights of students with regard to education records and ensures students of the right to privacy and confidentiality with respect to those records. This form is provided as a means for students to give the Mercy Hospital School of Practical Nursing permission to discuss and/or disclose their academic records with someone other than themselves (i.e. with a parent, guardian, etc.).

Student's Authorization to Release Information:

In signing this waiver, I, _____

give access to my records at Mercy Hospital School of Practical Nursing to the individual listed below:

Name

Relationship to Student

I understand this release authorization remains in effect as long as I am a student at Mercy Hospital School of Practical Nursing or until I revoke this authorization in writing. I have carefully read the forgoing authorization and fully understand the meaning of this waiver form. I affirm that I have signed this authorization voluntarily.

Student's Printed Name

Student's Signature

Date

Return completed form to:
Mercy Hospital School of Practical Nursing
3663 South Miami, Miami, Florida 33133

**MERCY HOSPITAL COLLEGE OF NURSING,
A PROGRAM OF PLANTATION GENERAL HOSPITAL**

LPN TO RN ASN DEGREE

PURPOSE - LPN to RN ASN PROGRAM

The purpose of Mercy Hospital College of Nursing is to prepare pre-licensure nurses to be eligible to sit for the NCLEX-RN licensing exam. The Associate of Science degree is available as an LPN to RN option.

Mercy Hospital College of Nursing, a Program of Plantation General Hospital provides a unique, quality driven education program in which learning occurs by guided experience so organized that the student's behavior is continually modified as stated in the college philosophy. The student is recognized as an individual with particular needs. The function of the student in the College is more than that of certifying skills and technical competence. Learning progresses from simple to complex. Utilizing the established Adult Education theory, the curriculum addresses each of the three domains; cognitive, affective and psychomotor to create a holistic form of the discipline of nursing education.

Nursing education is provided in a formalized program designed to prepare individuals with the basic knowledge and skills necessary for the practice of professional nursing. The hospital-based nursing program includes early contact with the patient in the clinical setting thus providing opportunity for the student to initiate the nursing process.

Learning is a gradual, life-long process of evaluating and changing beliefs, concepts, and behaviors to meet the needs of society. Learning takes place in an Environment in which the student is recognized as an Individual with particular needs. This education process takes place under the guidance of faculty functioning cooperatively in the development, implementation, and evaluation of the total program in order to meet the stated objectives. It is the learner's responsibility to be self-directed in meeting these stated objectives in the overall Health of the Individual and in identifying progress through faculty and self-evaluation toward learning the role of the professional Nurse.

Upon completion of the program, the individual is accountable for continuing professional development through participation in educational programs, membership in nursing organizations and activities which promote personal growth.

PROGRAM DESCRIPTION - LPN to RN ASN PROGRAM

The LPN to RN Associate of Science Degree in Nursing Program at Mercy Hospital College of Nursing, a Program of Plantation General Hospital builds on the vocational knowledge and experience of the Licensed Practical Nurse. Students enter the program as competent practical nurses that develop the knowledge and critical thinking skills to become Registered Nurses. Registered Nurses are prepared to practice as providers and managers of care, participate as members of the health care team and assist patients and families in meeting physical, psychological, social and spiritual needs. Registered nurses provide evidence-based, culturally competent care in a variety of settings. They integrate knowledge of general education and the sciences into their practice and use technology to provide quality professional nursing care. They seek the latest information related to nursing practice including evidence-based practice. The curriculum reflects contemporary practice and nationally established patient health and safety goals. Registered Nurses use concepts of preventive care and community resources to teach patients to become involved in decisions about their own healthcare.

END OF PROGRAM STUDENT LEARNING OUTCOMES LPN to RN ASN PROGRAM

Upon completion, graduates will be able to:

1. Become eligible to sit for the NCLEX-RN licensing exam.
2. Provide caring, safe, and effective professional nursing care to individuals and families.
3. Engage others in therapeutic and collaborative discourse for the benefit of patient outcomes.

4. Integrate knowledge of biological and behavioral sciences into evidence based decisions about patient care.
5. Blend values, ethics, and legal principles with critical thinking to make clinical decisions.
6. Support organizational goals through effective use of human and fiscal resources.
7. Demonstrate a commitment to professional nursing through patient advocacy, professional activism and life-long learning.

PROGRAM OF STUDY- LPN to RN ASN PROGRAM

General Education Course Requirements:

The purpose of general education study is to ensure that the student has a sound academic base. The general education courses are chosen to introduce the students to the commitment to lifelong learning, understanding the scientific basis for their nursing course of study, and providing the student with an understanding of their role in society.

All general education and science courses must be taken at an accredited college or university. All pre-requisite general education and science courses must be completed prior to enrolling in the nursing courses. The following list of courses constitutes the 27 credits of science and general education courses required of all LPN to RN Associate of Science Degree in Nursing program applicants.

Course #	Course Title	Credit Hours
CHM 1033 & 1033L	Chemistry + Lab	4
ENC 1101	English Composition	3
BSC 2085	Anatomy & Physiology I w/ lab	4
BSC 2086	Anatomy & Physiology II w/ lab	4
MCB 2010	Microbiology	3
DEP 2000	Growth & Development	3
Psychology elective	*See below	3
Sociology elective	**See below	3
	Total	27

*Psychology electives. The student must take 3 credits of any of the following electives or similar courses.

CLP 1006	Psychology of Personal Effectiveness	3 credits
CLP 2000	Dynamics of Behavior	3 credits
PSY 2012	Introduction to Psychology	3 credits

**Sociology. The student must take 3 credits of any of the following electives or similar courses.

SYG 2000	Introduction to Sociology	3 credits
SYG 2010	Social Problems	3 credits
ISS 1120	The Social Environment	3 credits

Some of the general education courses may have pre-requisite courses or co-requisite courses. Pre-requisite courses are to be completed prior to the class for which they are pre-requisites. Co-requisite courses are to be completed in conjunction with their assigned course.

Professional Nursing Course Requirements:

The following list of courses constitutes the Professional Nursing Curricula of the LPN to RN ASN Degree. These courses must be taken at Mercy Hospital College of Nursing, a Program of Plantation General Hospital.

Course Numbers	Course Title	Credits: Theory / Clinical	Clock Hours: Theory / Clinical
NUR 2101	Assessment & Physiological Adaptation	4 / 3	64 / 144
NUR 2102	Pharmacology for the Professional Nurse	3 / 0	48 / 0
NUR 2103	Introduction to the Professional Role	3 / 0	48 / 0
NUR 2104	Pharmacology Math	1 / 0	16 / 0
NUR 2205	Maternal Newborn Nursing	2 / 1	32 / 48
NUR 2206	Pediatric Nursing	2 / 1	32 / 48
NUR 2207	Mental Health Nursing	2 / 1	32 / 48
NUR 2308	Physiological Adaptation & Management	6 / 3	96 / 144
	*Escrow credits	9	144 / 432
	Total professional nursing credits	41	512 / 864

* Nine credits accepted in transfer from the original practical nursing education program upon successful completion of all LPN to RN Associate of Science Degree in Nursing program requirements. In addition to the above professional nursing credits, there are 27 pre-requisite general education and science course credits. There are a total of 68 academic credits required to confer the A.S.N. Degree.

Total College Credits:

General Education Courses	27
Professional Nursing Courses	41
Total Credits for Program	68

UNIT OF CREDIT AND CLOCK HOUR DEFINITION - LPN to RN ASN PROGRAM

One college credit of theory is defined by Mercy Hospital College of Nursing, a Program of Plantation General Hospital as one hour of lecture class per week for 16 weeks. One clock hour is equivalent to 50 minutes of direct instruction with a ten minute break. One college credit of clinical is defined as 3 clinical hours per week for 16 weeks.

THE TOTAL NUMBER OF WEEKS TO COMPLETE THE ENTIRE PROGRAM IS 48.

PROGRAM OUTCOMES - LPN to RN ASN PROGRAM

LPN TO RN ASN Program Outcome:	2018	2017	2016
NLEX-RN Passage Rate [1]	97.10%	91.8%	84.21%
Program Completion Rate [2]	80%	90%	83%
Job Placement Rate [3]	82%	77%	79%

[1] – Source: State of Florida Board of Nursing.

[2] – Source: Mercy Hospital College of Nursing data calculated as those students who completed the program within 150% of the program length.

[3] – Source: Mercy Hospital College of Nursing placement verification data.

ADMISSION REQUIREMENTS - LPN to RN ASN PROGRAM

Applicants to the LPN to RN ASN degree will be considered without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, or marital status. Students must meet all of the Performance Standards to be admitted or progressed in the nursing programs. Core Performance Standards are set to ensure students can meet the requirements of the nursing profession. (See Core Performance Standards policy).

The following data will be utilized by the Admissions Committee in evaluating the qualifications of candidates for admission:

1. Official High School transcripts or G.E.D. test scores.
2. Official college transcripts on file for all completed prerequisite science and general education courses and non-elective courses.
3. Official transcript of a completed practical nursing program.
4. National League for Nursing Comprehensive PN exam (the pre-entrance exam) score of 73% or greater on file and administered within the last two years at Mercy Hospital College of Nursing, a Program of Plantation General Hospital.
5. Computer Literacy and Internet Knowledge Test (CLIK) to determine proficiency.
6. Criteria Cognitive Aptitude Test (CCAT) to determine critical thinking and problem-solving. This test score is used in the event there is a tie in applicants for admission.
7. Completed application and submission of application fee.
8. Current and unrestricted LPN license in the State of Florida.

The following are not required for application, but must be completed or show evidence indicating completion before full admission to the program:

- 1) Completion of the medical form by a licensed approved health care provider.
- 2) A negative tuberculin skin test (PPD), QuantiFERON-TB Gold (QFT), or negative Chest X-Ray

- 3) Rubella, Rubeola, Mumps (MMR), and Varicella titers or proof of immunity by a licensed approved healthcare provider.
- 4) Tetanus, Diphtheria, and Pertussis (Tdap) titers are required with results no older than 10 years. Tetanus may not be substituted for Tdap.
- 5) Completed background check initiated within 48 hours of payment of registration fees.
- 6) Drug screen showing no illegal drugs completed within 48 hours of payment of registration fees.
- 7) Evidence of Hepatitis B Vaccine Series completion or declaration form completed.
- 8) Evidence of current Flu vaccine or declination form completed.
- 9) American Heart Association Health Care Provider CPR completed by the first day of school and remaining in effect until graduation.

Expenses relating to all admission requirements are incurred by the applicant / student.

Official high school transcripts from a country other than the United States must be translated into English and validated as equivalent to a United States high school education by a United States Department of Education approved provider of translation and validation services.

Clinical placement sites utilized by the college of nursing require the disclosure of background check and drug screen results. Therefore, students are required to submit to background checks and screening for drug use prior to admission and to the beginning of clinical experiences. Findings of background checks and drug screening tests may affect a student's ability to participate in or complete the program, and/or obtain or maintain licensure.

NUR2104 PHARMACOLOGY MATH PROGRESSION REQUIREMENTS - LPN to RN ASN PROGRAM

All students are required to pass NUR2104 Pharmacology Math with a score of 90% or better by the end of the first semester to progress to the second semester. The student may choose to retake one of two but not both of either unit 1 or unit 2 exams. The third and final exam may not be retaken. If a student fails to pass the course, he/she will be withdrawn from all other first semester courses and be dismissed from the program.

SATISFACTORY ACADEMIC PROGRESSION - LPN to RN ASN PROGRAM

Mercy Hospital College of Nursing maintains academic progression standards applicable to all students in the LPN to RN Associate of Science Degree in Nursing program regardless of financial aid status. Mercy Hospital College of Nursing awards the Associate of Science Degree in Nursing to those students who complete the requirements of the LPN to RN Associate of Science Degree in Nursing program. Graduates are eligible to make application to the Florida State Board of Nursing for RN licensure examination.

To be eligible for graduation from Mercy Hospital College of Nursing, a student must achieve a minimum grade of 77% or greater in each academic theory course and receive a satisfactory rating in each clinical rotation of a course for which there is a clinical component.

Students must meet the standards cited above before advancing from one semester to the next. Students who fail to “pass” either academic or clinical components of any course must repeat both the academic and clinical components of the course. Though the clinical component of a course is evaluated as pass or fail, the overall course grade for those courses with a clinical component results in one final course grade. As such, no final course grades result in a Pass/Fail.

A course failure occurring anytime while in the program will result in program dismissal.

The student must re-apply for admission to the Dean or designee in writing. Re-admission is based on space availability.

No incomplete "I" grades, "leave of absences" (LOA), or probations are given.

Completion of Program within Specified Timeframe:

The entire LPN to RN Associate of Science in Nursing degree program must be completed within the specified time frame of two years from the initial enrollment date. The program is divided into time increments of 16 week long semesters. The program is three semesters long. Active enrollment cannot exceed 18 months (150% of the program). Students must complete the program within 150% of active enrollment. Active enrollment is defined by days the student is actively enrolled in a class. Enrollment begins on the first scheduled day of class. Students are no longer program eligible after 150% of active enrollment.

A student may be program eligible and not be actively enrolled in a program course. An example of this is when a student has failed a course and this same course is not available until three months further in time. During this "wait period," the student is not actively enrolled, but program eligible.

Only two withdrawals are allowed in the program. Further information on effect of student withdrawal is described in the Withdrawal Policy (See Withdrawal Policy).

Conditions for Interruption Due to Unsatisfactory Grades or Progress:

Each student must complete all courses and progression requirements within each semester to progress to the next semester. A single course failure will result in dismissal from the program. Should a student fail a single course and desires to return, he / she will be required to undergo readmission to repeat the same course successfully when the course is offered next in the program depending on space availability (See Readmission). There is no probationary period. A second course failure will result in dismissal from the program without eligibility to return.

Credit Transfer and Advance Placement:

General education and science courses are eligible for credit by transfer. Nursing courses are not eligible for credit by transfer. Transferred credits must be from a college approved by a U.S. Department of Education accrediting agency. General Education and Science courses may be accomplished through CLEP Exams, Proficiency Exams, or enrollment in classes. Science courses may not be older than ten years and must have a grade of “C” or better. No credits may be transferred to the program by means of portfolio or prior learning or experiential learning. These classes must be listed on an official college transcript from an approved educational institution.

All professional nursing courses must be taken from Mercy Hospital College of Nursing, a Program of Plantation General Hospital. Upon successful completion of the final semester of the program, the student will be assigned 9 hours of escrow credit based on previous Practical Nursing education. Mercy Hospital College of Nursing has no proficiency credits, non-credit courses or remedial courses.

Withdrawal:

Withdrawal that occurs later than the date indicated for withdrawal on the course syllabus (after 40% of course completion) will result in a grade of “F.”

The maximum number of times a student may withdraw from a course is one. The maximum number of times a student may withdraw in one semester is one. The maximum number of times a student may withdraw in the entire program is two.

Withdrawal from a course in which a clinical experience is a part will require the student to repeat the lecture and the clinical component upon return to the course.

There are no incompletes “I” or leaves of absence (LOA) at Mercy Hospital College of Nursing.

If a student has a life event requiring a change in life function, an administrative withdrawal can be implemented enabling the student to be withdrawn with no penalty of grade. These events are rare and involve a mutual decision between the Dean or designee and academic administration. The withdrawal may occur only once during the program and must allow for the student to complete the program within the time specified in the curriculum. Upon confirmation of the life event, the college will issue an administrative withdrawal on the transcript of the student. This withdrawal shall not impact the number of withdrawals allowed. The grade of "AW" will be issued on the transcript. The decision, made by the Dean or designee is final and binding.

In addition to a change in life function, the administrative withdrawal (grade of AW) will be implemented by college administration for a student who is no longer eligible to continue in a course for which withdrawal is mandated due to a failure or withdrawal of a co-requisite course within the same semester.

Withdrawal Procedure:

The student desiring to withdraw will be asked to discuss the withdrawal intent with the Dean or designee. The student will also be required to submit correspondence on intention to withdrawal to the Dean or designee. If the withdrawal occurs after the date published on the course syllabus, the student will receive the current grade that is calculated as if the course was completed in totality at the time of withdrawal. This grade will be placed on the student's transcript. The Dean or designee will notify the Financial Counselor, Registration Coordinator and Office Clerk with pertinent information on withdrawal date.

An advisement report will be completed by the Dean or designee and will indicate that the student withdrew during a particular course along with the actual date of withdrawal. A withdrawal prior to the withdrawal date on the syllabus will result in a "W" being entered on the official school transcript. A maximum of two withdrawals are allowed during the entire program.

Readmission:

The student who has a single course withdrawal or a single course failure and is dismissed from the program may submit correspondence to the Dean indicating the desire to return. Readmission consideration is based on space availability.

The faculty will review the student's overall standing with regard to academics, professionalism, and clinical competence when considering the readmission request.

Students that have been unsuccessful (failed or withdrawn) in two classes or in the same class twice, in the nursing program are not eligible for readmission to the program.

If a student desires to return to the program within one year of their withdrawal, a written request must be submitted to the Dean or designee. Provided the student has fulfilled his/her financial obligation to the college, the request to return is approved by the Dean or designee dependent upon space availability.

If more than one year has elapsed since withdrawal from the program, the student will be required to undergo readmission by re-submission of an application, meeting all requirements for admission, and applying to be re-considered for admission to the program.

Grading System:

Mercy Hospital College of Nursing, a Program of Plantation General Hospital utilizes a 4.0 honor grading system for calculating student grade point averages (G.P.A.). The student's final "numerical" theory grade is issued on the last day of class each semester.

Students must achieve a grade of C- (77% or higher) to pass a course and progress in the program. Students must have a 2.0 cumulative GPA to graduate from the program.

The grading is as follows:

Grade:	Range:	GPA:
A	95-100	4.0
A-	93-94	3.8
B+	90-92	3.5
B	87-89	3.0
B-	85-86	2.8
C+	83-84	2.5
C	80-82	2.0
C-	77-79	1.8
D+	75-76	1.5
D	73-74	1.0
D-	70-72	0.5
F	69 or below	0
P	Satisfactory Pass	0
F	Unsatisfactory Pass	0

Calculating Grade Point Average (GPA) for College Transcripts:

A grade point average (GPA) will be calculated at the end of every term. To calculate a GPA for the program, a cumulative term GPA will be added to the transcript. Only courses completed at Mercy Hospital College of Nursing will be calculated into the GPA for programmatic GPA.

Formula for the Cumulative Semester GPA:

The total number of credits taken per semester times the grade points per course equals the number of grade points per semester. The grade points per course are added together to get the total grade points. Total number of grade points is divided by the total number of credits taken in the semester.

Any course, in which the student has received a “W” or “AW”, will be listed as hours attempted but not completed.

A cumulative transfer GPA is calculated upon admission. A cumulative resident GPA is calculated at the end of each semester, as well as at the completion of the program.

When a course is achieved through a passing “CLEP” grade, the “CLEP” grade will be listed on the transcript as a “C”.

The student with the highest cumulative resident GPA is designated as the class valedictorian.

ATTENDANCE REQUIREMENTS - LPN to RN ASN PROGRAM

The attendance policy takes effect on the first scheduled day of class. Students are expected to be present and punctual for each day as scheduled on the syllabus to meet the requirements and objectives of the course. The faculty will maintain attendance records. Students who are not present will be marked absent.

Reporting Absences:

Students are required to be present and punctual each theory, lab and clinical day. Students will be responsible for contacting the main office ideally prior to the published times of theory, lab or clinical if they will be absent. The student should email or speak to the faculty or staff or leave a message on the main office voicemail.

Theory Days:

Students arriving late to class for theory cause disruption to faculty and other students. Faculty members are encouraged to facilitate late student entry during break times. Students missing more than 10% of theory time will receive a grade of "F" for the class.

Clinical Days:

Students arriving late to clinical will be sent home and the entire clinical day will be marked as absent (Example: if Clinical starts at 7:00 a.m., late is 7:01 am). More than one absence from clinical will result in a failure of the course. Any missed clinical must be made up at the program's discretion. Make up of clinical is required to progress. If clinical space is not available, the student will not progress.

Lab Days:

Students arriving late to lab will be sent home and the entire lab day will be marked as absent. More than one absence from lab will result in a failure of the course.

Students will be responsible for contacting the college to report absences in a timely manner. Absences will be entered in the computerized attendance record by faculty members. Failure to notify the college is considered unprofessional behavior and may affect the student's ability to remain in the program.

GRADUATION - LPN to RN ASN PROGRAM

The degree of Associate of Science in Nursing at Mercy Hospital College of Nursing will be conferred to each student who successfully completes the prescribed course of study.

Requirements for the Associate of Science in Nursing Degree:

1. Full admission to Mercy Hospital College of Nursing, a Program of Plantation General Hospital; LPN to RN Associate of Science in Nursing degree program.
2. Completion of all 27 general education and science course credits with a minimum of a grade of "C" for each course.
3. Successfully complete the LPN to RN Associate of Science in Nursing degree program at Mercy Hospital College of Nursing, a Program of Plantation General Hospital with a minimum GPA of 2.0 within two years of admission.

FINANCIAL INFORMATION - LPN to RN ASN PROGRAM

Students are not eligible for governmental financial assistance at this time. However, scholarships may become available at various times. The tuition for the LPN to RN Associate of Science Degree in Nursing program professional nursing courses is \$235.00 per credit hour (Effective August 1, 2019). The semester tuition fees are due prior to the first day of class each semester. Fees are due when assessed unless special "deferred payment" arrangements have been made, setting forth in writing minimum periodic payment amounts and due dates.

If the student elects to pay tuition on a deferral plan, they will be given a monthly bill with a designated due date for each payment during the semester. If payment is not received on the due date, a 5% late fee will be added to the bill. The late fee described is based on the installment due for the month. A three (business) day grace period is provided. A student may not progress or advance to the next semester until financial obligations to the college are met.

In keeping with compliance with the Department of Education, the college graduation rate, transfer rates and completion rates are available on request. The college Campus Security Report is available upon request.

The college does not participate in any Department of Education Loan programs at this time.

COLLECTION OF FEES AND TUITION - LPN to RN ASN PROGRAM

Charges owed by the students and written correspondence with regard to fees, tuition, tuition payments, and related remuneration that is due by the student shall be made directly by the Financial Counselor. Faculty members are precluded from any aspect of the collection of fees and tuition or monies owed to the college or the communication of

same with the student. The Financial Counselor will submit notice of fees due to the student directly.

ACADEMIC SCHEDULE – LPN TO RN ASN PROGRAM

	<u>Fall 2019</u>	<u>Spring 2020</u>	<u>Summer 2020</u>
Last day to complete admissions documentation	June 26, 2019	October 23, 2019	N/A
Admissions Committee meeting	July 11, 2019	October 31, 2019	N/A
Last day to pay enrollment fee	July 29, 2019	November 14, 2019	N/A
Last day to turn in all documentation	August 26, 2019	December 11, 2019	N/A
New student orientation	August 21, 2019	December 11, 2019	N/A
First day of semester	August 26, 2019	January 7, 2020	April 27, 2020
Last day of classes	December 13, 2019	April 25, 2020	August 15, 2020
Holidays	Labor Day Thanksgiving	Martin Luther King Day	Memorial Day Independence Day
College closed on these dates	September 2, 2019 November 28, 2019	January 20, 2020	May 25, 2020 July 4, 2020
Graduation	December 16, 2019 (Alpha 2019)	April 27, 2020 (Gamma 2019)	August 17, 2020 (Beta 2019)

FINANCIAL ADVISEMENT - LPN to RN ASN PROGRAM

The Financial Aid Administrator and the Financial Counselor carry out the function of financial aid advisement and are readily available to each student to provide financial advisement. When scholarships are available, the financial counselor maintains the college's student scholarship related documents and advises students as to the options available to them in order to meet the requirements of the specific scholarship program.

SCHOLARSHIPS - LPN to RN ASN PROGRAM

Students are eligible for financial assistance in the form of a scholarship when funds are available. Students will be notified in writing of scholarship awards, along with the name and address of the scholarship sponsor (if applicable).

COST OF PROGRAM - LPN to RN ASN PROGRAM

Effective August 1, 2019:

Tuition:

A.S. in Nursing Degree Program	
32 Nursing Credits (\$235.00 per credit)	\$7520.00

Additional Fees:

Application Fee (Non-refundable)	\$50.00
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Acceptance Fee: (verification of pre-requisites; NLN score acquisition; student ID; parking; technology fee)	\$400.00
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Laboratory Fee	\$400.00
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**Kaplan Fees (NCLEX RN Exam Prep.)	\$600.00
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Student Uniforms, Shoes (estimated from outside vendors, Uniforms stores)	\$300.00
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Books (estimated from outside vendors: Bookstores)	\$800.00
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Total Estimated Cost of Program	\$10,070.00
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Approximate Additional Costs per Student:

9 Escrow credits (from PN Program)	Earned in PN Program
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27 General Education Credits (estimated at public college rates)	\$3085.56
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Total approximate additional cost:	\$3085.56
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**Kaplan is incorporated as an integrated testing during the program and review in the last semester of the program, assisting the student with the NCLEX RN exam preparation. Mercy Hospital College of Nursing, a Program of Plantation General Hospital believes in providing access to a variety of venues with which to

maximize the success of the student's ability to pass the NCLEX- RN licensure exam.

Cost of program does not include laptop computer, internet access, watch with second hand or shoes.

REFUND - LPN to RN ASN PROGRAM

Tuition and fees are assessed and due prior to the semester starting date unless deferred payment plans have been arranged by the student and approved by College Administration.

All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment. Cancellation after the third (3rd) Business Day, but before the first class day, will result in a refund of all monies paid, with the exception of the acceptance fee (not to exceed \$100.00).

If a student withdraws or is dismissed from a College Program, tuition will be refunded in a fair and equitable manner. Application processing fees, acceptance fees, Kaplan fees, and lab fees are not refundable. Cost of class materials, supplies, textbooks and uniforms are not refundable as these transactions are made between the student and an independent supplier and become the property of the student. The academic year is divided into three semesters or enrollment periods approximately 16 weeks long.

A refund is defined as the difference between amount paid toward college charges and the amount the college can retain for designated enrollment period. Only the amount attributable to a specific semester or enrollment period will be used in calculating refunds for that period. The College will subtract any amount still owed by the student (unpaid charges) from the amount retained by the College.

REFUND PROCEDURE - LPN to RN ASN PROGRAM

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

The student will receive a refund of tuition based on the following percentage of the course completed. Withdrawal or cancellation after attendance has begun, through 20% of completion of the course will result in a Pro Rata refund computed on the number of hours completed to the total hours course hours.

Withdrawal or cancellation after completing more than 20% of the course will result in no refund.

The college will retain the amount of tuition that is proportional to the period of enrollment. Termination Date: When calculating the refund to a student, the date of notification of withdrawal is used in the calculation. The date corresponding to 20% of the course is noted in the catalog and in each course syllabus.

Withdrawal can be made in person, by electronic mail, by Certified Mail or by termination by either party. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.

FERPA WAIVER REQUEST FORM – LPN to RN ASN PROGRAM

The FERPA Waiver Form provides a means for students to give the Mercy Hospital College of Nursing permission to discuss and/or disclose their academic records with someone other than themselves.



FERPA WAIVER REQUEST FORM

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law that establishes the rights of students with regard to education records and ensures students of the right to privacy and confidentiality with respect to those records. This form is provided as a means for students to give the Mercy Hospital College of Nursing permission to discuss and/or disclose their academic records with someone other than themselves (i.e. with a parent, guardian, etc.).

Student's Authorization to Release Information:

In signing this waiver, I, _____

give access to my records at Mercy Hospital College of Nursing to the individual listed below:

Name

Relationship to Student

I understand this release authorization remains in effect as long as I am a student at Mercy Hospital College of Nursing or until I revoke this authorization in writing. I have carefully read the forgoing authorization and fully understand the meaning of this waiver form. I affirm that I have signed this authorization voluntarily.

Student's Printed Name

Student's Signature

Date

Return completed form to:
Mercy Hospital College of Nursing
3663 South Miami, Miami, Florida 33133

GENERAL EDUCATION AND SCIENCE COURSE DESCRIPTIONS

BSC2085

Anatomy and Physiology I

3 semester credits or 60 clock hours

This course emphasizes Anatomy and Physiology topics related to nursing and allied health sciences through the study of the human body. This course includes the structure and body function of the human body with key functions of body systems to be identified.

BSC2085L

Anatomy and Physiology Lab

1 semester credit or 20 clock hours

A laboratory course for BSC2085. This lab is designated to enforce the knowledge of body structure and function taught in Anatomy and Physiology I.

BSC2086

Anatomy and Physiology II

3 semester credits or 60 clock hours

This course is designed to follow BSC2085 and emphasizes the continuation of Anatomy and Physiology topics related to nursing and allied health sciences through the study of the human body. This course includes the structure and function of the human body systems not covered in BSC 2085.

BSC2086L

Anatomy and Physiology II Lab

1 semester credit or 20 clock hours

This laboratory course is for BSC2086. This lab is designated to enforce body structure and function learned in Anatomy and Physiology theory.

MCB2010 Microbiology

3 semester credits or 45 clock hours

This course emphasizes Microbiology as it relates to nursing and allied health sciences through the study of micro-organisms and pathogens. Emphasis on the chain of infection and the effect of infection on the human body will be discussed. This course includes interventions needed to prevent or terminate the spread of pathogens in humans.

CHM1033

Chemistry for Health Professionals

3 semester credits or 48 clock hours

This course emphasizes basic chemistry topics related to nursing and allied health. The course will emphasize the essentials of organic, inorganic and bio-chemistry and its application to physiological body function.

CHM1033L

Chemistry for Health Professionals Lab

1 semester credit or 16 clock hours

This laboratory course is for CHM1033. This lab is designed to strengthen the students understanding of general chemistry.

DEP2000**3 semester credits or 48 clock hours****Growth and Development**

This course is designed to introduce the students to the principles of growth and development with particular interest in the human life span. Topics are discussed that assist in implementation of health care based on needs in various life stages.

ENG1101**3 semester credits or 48 clock hours****English Composition**

This course stresses the importance of approved English grammar in composition. Students will be required to write essays to assist with their understanding of basic writing skills and paragraph development.

Psychology Elective**3 semester credits or 48 clock hours**

Students may take 3 credits from any of the following electives:

CLP1006	Psychology of Personal Effectiveness	3 credits
CLP2000	Dynamics of Behavior	3 credits
PSY2012	Introduction to Psychology	3 credits

Sociology Elective**3 semester credits or 48 clock hours**

Students may take 3 credits from any of the following electives:

SYG2000	Introduction to Sociology	3 credits
SYG2010	Social Problems	3 credits
ISS1120	The Social Environment	3 credits

NURSING PROGRAM COURSE DESCRIPTIONS**NUR1101****Orientation and Role of the Practical Nurse****6 clock hours**

Orientation is designed to welcome the new student into the academic program; to facilitate the student's adjustment to the School and to introduce the student to the philosophy, organization, policies and procedures of Mercy Hospital and Nursing Services. In addition, the role of the practical nurse is examined to provide for an effective transition into the study of nursing.

NUR1103**Fundamentals of Nursing****168 clock hours**

The Fundamentals of Nursing course is designed to introduce the student to the role and function of the practical nurse. The order of presentation follows a logical progression from the perspective of nursing heritage to the current status of nursing in patient care; from simple to the complex.

Co-requisite: NUR1103C

NUR1103C**Fundamentals of Nursing Clinical****128 clock hours**

The Fundamentals of Nursing clinical is designed to introduce the student to the role and function of the practical nurse in the clinical setting. Students will be given the opportunity to apply the principles of communication in the development of therapeutic nurse-patient relationship, provide a safe, therapeutic environment, learn to set priorities for nursing actions based on Maslow's Hierarchy of Needs, perform basic nursing skills safely and effectively, differentiate the roles of health care team members, demonstrate accountability for own actions in learning activities and use critical thinking to differentiate between normal and abnormal.

Co-requisite: NUR1103**NUR1104****Pharmacology for Nursing****40 clock hours**

Basic Pharmacology/Nursing Math is designed to introduce the student to the principles of medication administration, drug classifications, and current drug therapy information. Emphasis is placed on the nurse's responsibilities in the administration of medication.

Co-requisite:**NUR1104L****NUR1104L****Pharmacology for Nursing LAB****20 clock hours**

Clinical experience provides the student the opportunity to administer medications with concern for safety, precision, and attention to specific physiological factors.

Co-requisite: NUR1104**NUR1202****Medical – Surgical Nursing I****158 clock hours**

Medical-Surgical Nursing I is a course with integrated instruction in the care of adult and geriatric patient with selected Medical and/or Surgical problems involving one or more body systems. This course builds upon the principles of nursing care and experiences gained during previous courses. Emphasis is placed on pathology during treatment, nursing care and prevention. Principles of nurse-patient interactions and drug and diet therapy are integrated into nursing interventions to support adaptive processes which are introduced as a framework for nursing care.

Pre-requisites: NUR1103, NUR1103C, NUR1104, NUR1104L**Co-requisite: NUR1202C****NUR1202C****Medical – Surgical Nursing I Clinical****270 Clock hours**

Medical Surgical Nursing clinical is organized for the student to utilize the nursing process to contribute in the assessment, planning, implementation and evaluation of patient care. Emphasis is placed on assisting the Registered Nurse in collecting patient data to identify basic needs and actual/potential health problems and recognize the

assessment data that distinguishes the middle adult from the older adult. The student is taught to organize patient problems, needs and concerns in order of priority. Students are to define expected patient outcomes (goals) which are specific, measurable, attainable and related to the patient's problems and nursing actions/interventions which are consistent with the medical plan. The student will be asked to perform specific nursing interventions, based on scientific principles consistent with the nursing plan of care, and within the scope of practical nursing. Students will also be expected to assist in the education of patient/families regarding activities, procedures, and discharge plans.

Pre-requisites: NUR1103, NUR1103C, NUR1104, NUR1104L

Co-requisite: NUR1202

NUR1304

Maternal Newborn Nursing

48 clock hours

Maternal-Newborn Nursing prepares the student to care for the mother and infant within the family-centered setting by correlating theory to clinical practice. Emphasis is placed on family interaction so that the experience of birth continues to be biopsychosocial and spiritually satisfying for the entire family.

Pre-requisites: NUR1103, NUR1103C, NUR1104, NUR1104L, NUR1202, NUR1202C

Co-requisite: NUR 1304C.

NUR1304C

Maternal Newborn Nursing Clinical

96 Clock hours

Clinical experience in Maternal Nursing provides opportunities for family-centered maternity care on the labor/delivery, nursery, and postpartum units.

Pre-requisites: NUR1103, NUR1103C, NUR1104, NUR1104L, NUR1202, NUR1202C

Co Requisite: NUR1304

NUR1305

Introduction to Pediatric Nursing

48 Clock Hours

This course prepares the student to care for the pediatric patient in the hospital environment by correlating theory to clinical practice. Introduction to Pediatric Nursing emphasizes normal growth and development and provides a foundation to effectively understand the bio-psycho-social and spiritual needs of children and their families. The student is exposed to a variety of disease processes and disorders affecting children. Learning activities are aimed at integrating the nursing process with the care of children.

Pre-requisites: NUR1103, NUR1103C, NUR1104, NUR1104L, NUR1202, NUR1202C

Co-requisite: NUR1305C

NUR1305C

Introduction to Pediatric Nursing Clinical

96 Clock Hours

This clinical experience will prepare the student to demonstrate effective communication with children at the child's level of understanding. The practical nursing student will assist the Registered Nurse in assessing the child's status in relation to health problems. The student will implement safe effective nursing care to meet the needs of children. The

practical nursing student will be required to evaluate the effectiveness of planned interventions for children with health problems and assist the Registered Nurse in meeting the educational needs of the hospitalized child and his family.

Pre-requisites: NUR1103, NUR1103C, NUR1104, NUR1104L, NUR1202, NUR1202C
Co-requisite: NUR1305

NUR1306

Medical Surgical Nursing II

48 Clock Hours

Medical- Surgical Nursing II builds upon the systems approach established in Medical-Surgical Nursing I. The student is introduced to the underlying pathophysiology of more complex disease processes and offered opportunity to function more independently in specific nursing situations. Through utilization of the nursing process, the student formulates a nursing care plan which integrates previously learned theory and clinical skills. This plan of care incorporates more advanced nursing principles assisting the individual and family in adapting to serious illness.

Pre-requisites: NUR1103, NUR1103C, NUR1104, NUR1104L, NUR1202, NUR1202C
Co-requisite: NUR 1306C

NUR1306C

Medical Surgical Nursing II Clinical

96 Clock Hours

Students in the clinical setting will be assisted in developing time management skills in the delivery of care to groups of patients and in effectively prioritizing care. The student will be responsible for utilizing the nursing process in providing holistic nursing care to patients with respiratory, cardiovascular, gastrointestinal, neurological and renal disorders. The practical Nursing students will be providing comprehensive nursing care to an assigned group of patients under the supervision of a Registered Nurse. The practical nursing student will identify situations beyond the LPN scope of practice and refer those situations to the appropriate health team member.

Pre-requisites: NUR1103, NUR1103C, NUR1104, NUR1104L, NUR1202, NUR1202C
Co-requisite: NUR1306.

NUR1307

Graduation Preparation

12 Clock hours

This course is designed to assist the graduate practical nursing student to prepare for the NCLEX PN exam. This process facilitates the students' ability to identify test-taking strategies, describe critical-thinking strategies that may be used for problem-solving, identifying strengths and weaknesses in his or her nursing knowledge base, developing a custom-tailored self-study plan for review and being able to discuss the test plan and objectives of the NCLEX-PN examination.

Pre-requisite: Completion of the practical nursing program.

NUR 2101**Assessment and Physiological Adaptation****7 Semester Credits (4 theory and 3 clinical) or 208 clock hours**

This course addresses the adaptation of individuals and families to selected, common health care problems across all body systems. Students gain knowledge of health assessment of the normal adult. The geriatric individual is included. Physiological, psychological, and environmental adaptation to selected problems is addressed. Students apply concepts in supervised clinical settings.

Pre-requisites: Admission to Program

Co-requisites: Introduction to Professional Nursing, Pharmacology for the Professional Nurse, Pharmacology Mathematics

Course Placement: Semester 1

NUR 2102**Pharmacology for the Professional Nurse****3 Credits or 48 clock hours**

Students examine the pharmacodynamics of prescription, over the counter, and homeopathic preparations and the responsibilities of the Registered Professional Nurse in their safe use. Drug classifications are used to organize concepts and relationships to the physiologic response of body systems. Effects of medications will be related to the therapeutic necessity for physiologic adaptation. Topics include legal responsibilities; dosage calculations for intravenous therapy, body weight, and titration; principles of IV medication administration, and documentation. This course builds on the prior knowledge of the Licensed Practical Nurse. (Theory and Campus Lab)

Pre-requisites: Admission to program

Co-requisites: Assessment and Physiological Adaptation, Introduction to the Professional Role, Pharmacology Mathematics

Course Placement: Semester 1

NUR 2103**Introduction to the Professional Role****3 Credits or 48 clock hours**

In this course students investigate the role of the Registered Professional Nurse in the healthcare setting. Topics include role change and levels of nursing practice; nursing practice settings; models of nursing care; use of best practices; mass casualty/terrorism; professional organizations; effective communication; management principles; and regulatory, ethical and organizational dynamics affecting nursing practice.

Pre-requisites: Admission to program

Co-requisites: Assessment and Physiological Adaptation, Pharmacology for the Professional Nurse, Pharmacology Mathematics

Course Placement: Semester 1

NUR 2104**Pharmacology Math****1 Credit or 16 clock hours**

In this course students build on prior knowledge of mathematics for medication administration to determine correct dosages for complex administration. Calculations include pediatric dosages, intravenous therapy, and titration using dimensional analysis.

Pre-requisites: Admission to program

Co-requisite: Assessment and Physiological Adaptation, Introduction to the Professional Role,
Pharmacology for the Professional Nurse
Course Placement: Semester 1

NUR 2205
Maternal Newborn Nursing

**3 Credits (2 theory and 1
clinical) or 80 clock hours**

Maternal-Newborn Nursing prepares the student to care for the mother and infant within the family-centered setting by application of theory into clinical practice. Emphasis is placed on family interaction so that the experience of birth continues to be biopsychosocial-spiritually satisfying for the entire family. Emphasis is based on the care of high risk mothers and infants with early recognition for complications.

Pre-requisites: Assessment and Physiological Adaptation, Introduction to the Professional Role,
Pharmacology for the Professional Nurse, Pharmacology Mathematics
Co-requisites: Pediatric Nursing, Mental Health Nursing
Course Placement: Semester 2

NUR 2206
Pediatric Nursing

**3 Credits (2 theory and 1
clinical) or 80 clock hours**

This course builds on the Practical Nurse's basic knowledge of pediatrics, focusing on the child as an integral part of the family. Psychological, physiological, and environmental threats that result in non-adaptation to children and families are explored. Emphasis is placed on the application of growth and development concepts. Students apply knowledge of pediatric nursing to pediatric patients in a variety of settings.

Pre-requisites: Assessment and Physiological Adaptation,
Introduction to the Professional Role, Pharmacology for the Professional Nurse,
Pharmacology Mathematics
Co-requisites: Maternal-Newborn Nursing, Mental Health Nursing
Course Placement: Semester 2

NUR 2207
Mental Health Nursing

**3 Credits (2 theory and 1
clinical) or 80 clock hours**

This course focuses on psychobiological theories of adaptation. Emotions and behavior are examined through research on the effect of neurotransmitters, their release and receptors. The therapeutic aspects of care for patients having psychological non-adaptations are investigated, incorporating cultural, developmental, and life-span considerations. Using the nursing process students will interact therapeutically with patients in mental health settings.

Pre-requisites: Assessment and Physiological Adaptation,
Introduction to the Professional Role, Pharmacology for the Professional Nurse,
Pharmacology Mathematics
Co-requisites: Maternal-Newborn Nursing, Pediatric Nursing
Course Placement: Semester 2

NUR 2308
Physiological Adaptation and Management

**9 Credits (6 theory and 3
clinical) or 240 clock hours**

This course exposes students to patients experiencing complex health problems that threaten adaptation. Students apply knowledge of pathophysiology, delegation and management strategies to patient care situations. Delegation and nursing models are included. Preparation for employment and NCLEX-RN is included. Students apply concepts in supervised, acute and skilled care settings, providing care to multiple patients.

Pre-requisites: Assessment and Physiological Adaptation,
Introduction to the Professional Role, Pharmacology for the Professional Nurse,
Pharmacology Mathematics, Maternal-Newborn Nursing, Pediatric Nursing,
Mental Health Nursing

Co-requisites: None

Course Placement: Semester 3

Mercy Hospital College of Nursing and Mercy Hospital School of Practical Nursing

Programs of Plantation General Hospital

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