



**The School of Science  
Health and Allied Health**

**STUDENT HANDBOOK**

**THE DEPARTMENT OF NURSING**

**Medgar Evers College, CUNY**

**1638 Bedford Avenue**

**Brooklyn, NY 11205**

**Suite 206-213**

**2023-2024**

# **PN PROGRAM**

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

**DEPARTMENT OF NURSING**

*Dear Nursing Student:*

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

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

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

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

*Enest Richards, MPH, MS, RNPN*  
*PN Program Coordinator*

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## **DEPARTMENT OF NURSING ACCREDITATION BODY**

The practical nursing (PN) certificate program is registered with the New York State Education Department:

- New York State Education Department  
The University of the State of New York  
Professional Education Program Review  
89 Washington Avenue, 2nd Floor, West Wing  
Albany, NY 12234
- Telephone: (518)486-2967; Fax: (518)473-0114
- Email: [opprogs@mail.NYSED.GOV](mailto:opprogs@mail.NYSED.GOV)

## **NURSING PROGRAM INFORMATION:**

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

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

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

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

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

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

- **Education:** Education has evolved in response to the unique learning needs of our diverse student population. Teaching is directed toward facilitating learning through interactive communication and guided experiences in the acquisition of cognitive, affective and psychomotor skills. Nursing faculty are committed to providing an environment that fosters inquiry, critical thinking, technological preparedness, opportunities for personal growth based on ethical, legal and moral standards, professional development and career mobility. We believe in the diversity of the student population because of its potential for enriching the community. Therefore, we have developed a curriculum approach that provides for a variety of learning modalities that facilitate and encourages adult learners to attain their educational goals through excellence in nursing education.
- **Human Beings:** Each member of society is a unique human being with basic needs and the potential for individual growth and development. These needs, which are biological, psychosocial, cultural, and spiritual, motivate individuals to progress to a higher level of development. We believe that individuals constantly interact with their external environment, including families and communities resulting in dynamic and continuous adjustments in a culturally diverse environment.
- **Society:** Society has the responsibility to ensure the health, safety and welfare of all persons. Individuals, families, groups, and communities constantly interact with their environment, which influences the way society transmits culture and values through language, the arts, and social organizations. As population patterns change, environmental adjustments become necessary to address the needs of demographically and culturally diverse populations.
- **Health:** Scientific advances, technology, political and economic factors have created a marked impact on the delivery of health care services leading to a shift toward disease prevention, health promotion, and health maintenance. Therefore, the goal of optimum health of individuals, families, and communities can be achieved through education that enables them to make informed choices about their health care needs. We also believe in access and availability of adequate health care for all, regardless of age, gender, ethnicity, sexual orientation, or socioeconomic factors. Through collaboration, health care providers can monitor and influence, as appropriate, the environment to attain healthier communities. Clients have the right to receive information concerning their health care, as well as the right to participate in decisions affecting it. Healthcare providers must respect these decisions as they assist clients to adjust and adapt to their wellness-illness continuum in a constantly changing environment.
- **Nursing:** Nursing, as a dynamic, educative, and therapeutic process, involves critical thinking, decision-making, and caring in providing health services to individuals, families, groups and communities. The discipline of nursing, with professional and technical components, is governed by the standards established by the profession and operates within the legal parameters of the nurse practice acts. The nurse prepared at the associate degree level provides technical nursing care to clients in a variety of structured healthcare settings in collaboration with of the professional nurse and other members of interdisciplinary healthcare team. The nurse prepared in a practical nursing program earns a certificate and provides nursing services under the direction of the registered nurse. The nurse prepared at the baccalaureate is a generalist practitioner. In our view, differences exist in the characteristics of each program, in its goals, objectives, competencies, and outcomes, which are designed to reflect programmatic uniqueness.

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

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

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

Graduates of the Medgar Evers College PN Program will:

1. Provide safe, quality, nursing care to diverse populations across the lifespan.
2. Assist with the review and revision of nursing care plans and function within the nursing and inter-professional teams to achieve quality patient care.
3. Provide for the needs and preferences of culturally, ethnically, and socially diverse patients and their families.
4. Use established nursing care protocols/guidelines to monitor, document, and communicate data improvement of patient care.
5. Provide health promotion and restoration information, and support using best current evidence for delivery of optimal care to patients and their families
6. Use computer technology to provide patient-centered care.

#### **VI. EXPECTED LEVEL ACHIEVEMENT**

1. 75% of students will complete the PN nursing program curricula within 150% of program length once Nursing major courses are started.
2. Graduates will pass the NCLEX on the first attempt. Need confirmation.
3. Fifty (50%) percent of PN graduates will be employed as PNs within 12 months of licensure.

#### **VII. ADMISSION CRITERIA**

- Hold a High School Diploma or a General Equivalency Diploma (GED).
- All requirements for admission to Medgar Evers College (MEC) must be met
- Completion of MEC/CUNY Skills Assessment Examinations (Reading, Writing, and Mathematics).
- Maintain a "B-", or higher, in all Science courses.
- Completion of College Core requirements
- Minimum 2.7 cumulative Grade Point Average (GPA) required.
- Satisfactory score on the National League for Nursing Pre- Admission Examination-PN (Verbal Ability, Mathematics, Science and Composite Score).
- Science courses must be current (within 5 years) upon application to the clinical phase.
- Any college courses attempted must have a letter grade (no INC)
- Provide proof of personal insurance coverage in case of injury in clinical setting. Students may purchase group health coverage through Health Services Office (S-Building). Each clinical site requires health care coverage.

#### **VIII. TRANSFER CREDITS**

- The Office of Admissions will review all transcripts and grant credits as appropriate.
- Science credits older than five (5) years are unacceptable for entrance into the Nursing Program. B- in is required for all science courses.
- To be eligible for admission into the nursing program, transfer students from other colleges



must be in good academic standing, not on academic probation, not academically or administratively dismissed and not barred from continuing enrollment in the nursing program at previously enrolled college (s).

- Credit will not be given for nursing courses taken at other institutions. All nursing courses must be taken at MEC.

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

- Hold a High School Diploma or a General Equivalency Diploma (GED).
- All requirements for admission to Medgar Evers College (MEC) must be met
- Completion of MEC/CUNY Skills Assessment Examinations (Reading, Writing, and Mathematics).
- Maintain a "B-", or higher, in all Science courses.
- Completion of College Core requirements
- Minimum 2.7 cumulative Grade Point Average (GPA) required.
- Satisfactory score on the National League for Nursing Pre- Admission Examination-PN (Verbal ability Mathematics, Science and Composite Score).
- Science courses must be current (within 5 years) upon application to the clinical phase.
- Attend required Information session given by the nursing department.
- Once accepted, students are required to attend clinical orientation.
- Students are required to pay any additional fees related to program enrollment as determined by the Department.
- A criminal background check and drug screen is required at the cost of the student.
- Submit a current (within one year) physical examination and upload to Castle Branch (See attachment). Note: a current physical examination is required to be completed prior to the start of the semester.
- Submit copy of active BCLS/CPR certification (American Heart Association) prior to the start of the semester, which must remain valid throughout the academic year and program.
- All CUNY nursing departments require applicants for admission into nursing clinical to provide documentation in one of the following categories:
  - U.S. Citizenship,
  - Permanent Residency,
  - International student with F-1 Status,
  - Granted Asylum, Refugee Status, Temporary Protected Status, Withholding of Removal, or Deferred Action Status by the U.S. Government.

## **X. Immigration Center**

- The Immigration Center under the auspices of CUNY Citizenship Now! at Medgar Evers College (CUNY) offers free legal immigration services to the immigrant community. In addition, the Center provides assistance to the community with Naturalization; Deferred Action for Childhood Arrivals (DACA); Relative Petitions; Adjustment of Status; Consular Processing; Certificates of Citizenship; Replacement of Lost/Damaged Immigration Documents; and Diversity Lottery entries.

## **XI. FERPA**

- Notification under the Family Educational Rights and Privacy Act (FERPA) of Student Rights concerning Education and Directory Information:
- The FERPA affords students with THE RIGHT TO INSPECT AND REVIEW THEIR EDUCATION RECORDS. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. If

the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. All requests shall be granted or denied in writing within 45 days of receipt. If the request is granted, you will be notified of the time and place where the records may be inspected. If the request is denied or not responded to within 45 days, you may appeal to the college's FERPA appeals office. Additional information regarding the appeal procedures will be provided to you if a request is denied.

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

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

## **XIII. ACADEMIC ADVISEMENT CENTER**

The Academic Advisement Center is a student-oriented center that assists students with their educational goals by providing information regarding:

- Academic policies
- Graduation evaluations
- Academic advisement
- Transfer credit information
- Student counseling
- Student re-admission information
- Financial evaluations
- Scholarship referrals
- Changes in grades on transcript
- Counselors in the Office of Student Affairs (Counseling Office) assists students to:
- Deal with stress and anxiety related to educational goals
- Deal with crisis situations
- Deal with disabilities and related services

## **XIV. ACADEMIC POLICIES**

### **Progression, Retention and Completion**

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

- Sequential completion of all pre-requisite, co-requisite and nursing courses as required.
- Maintain a minimum cumulative GPA of 2.7 and a grade of B- or better in all biology courses.
- Maintain a minimum cumulative GPA of 2.7 and a grade of C+ or better in all nursing courses.
- Achieving less than a "C+" in a nursing course is considered a failing grade. Only one failure in a nursing course is allowed. A second failure in a nursing course will result in dismissal from the nursing program.
- Schedule advisement session each semester with assigned nursing faculty advisor while enrolled in the clinical phase of the nursing program.
- Pass all three (3) course components (lecture, skills lab & clinical). Failure in one component will result in the failure of the course
- A student is only allowed to withdraw twice from a nursing course.
- Subsequent withdrawal from a nursing course constitutes a dismissal from the nursing

program.

- Complete the program within 18 months.

#### **XV. Examination Policy**

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

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

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

- In the event of an absence from an examination, it is the responsibility of the student to notify the course faculty within 24 hours. Notification must be made to the corresponding faculty's MEC email address. A determination at the faculty's discretion will then be made whether a makeup examination is warranted.
- Personal illness and death of an immediate family member will be considered an excused absence from an exam: however, the student is responsible for providing documentation of the death of the family member and written confirmation of the illness from their health care provider before being permitted to take a make-up exam.
- At the discretion of faculty, any other absence would warrant a zero on the missed exam or the percentage of the missed exam will be added to the final exam (e.g., if the exam missed is worth 25% and the final exam 30%, with the absence, the final becomes worth 55%).

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

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

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

- A student who fails to take the final examination (due to extenuating circumstances, i.e., illness, death, etc.) in a nursing course may be assigned an INC (absence) grade at the end of the semester. This grade is assigned in a nursing course only if documented illness or other unusual circumstances beyond the control of the student prevented the taking of the final examination. An INC grade may not be assigned to students who are making UNSATISFACTORY PROGRESS in the course at the time that they are unable to take the final examination. No

student will be able to progress to the next nursing course with an INC grade in any required course related to the nursing curriculum. Students may only progress with a letter grade on the transcript in all required courses. See College Catalog about policies related to INC grade.

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

- A student will not be given a passing grade in clinical if an INC is given in the nursing lecture. A final grade of INC may be assigned only if illness or other emergency situation prevented the student from completing the course requirements of the final exam (at the discretion of faculty member). The student must be passing the course prior to the final exam with a B- or better and have appropriate attendance to receive an incomplete in the course.
- Students who receive a final grade of INC must take the final exam and receive a passing grade within one month after the originally scheduled exam. It is the student's responsibility to contact the professor to make arrangements to meet the conditions set forth by the department for the removal of the INC grade. The student must meet the conditions set by the professor assigning the grade and the Admission Retention Progression Committee (ARPC). A change of grade will be not considered after one month of the originally scheduled exam date. NOTE: No student will be permitted to progress to the next nursing course with an INC in a required course. If the INC is not removed after one month of the scheduled exam, the INC will change to an F grade and the student will be required to repeat the course. Stop-out criteria will apply.

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

- An attempt is defined as having registered in the course for at least three weeks and appeared on the roster and/or received any grade (academic or administrative).
- A withdrawal from a nursing course is a first attempt.
- Students have two opportunities to withdraw from a nursing course and repeat that course.
- Subsequent withdrawals from the nursing program constitutes dismissal from the program.
- To progress in the nursing program, students must complete level requisite courses.
- A student who withdraws for non-academic reasons must provide appropriate documentation to support the withdrawal.

#### **XXI. Re-Admission**

- Re-Admission is Not Automatic.
- Opportunity for re-admission and repeat a nursing course is NOT automatic but based on the following:
  - Space availability the next time the course is offered.
  - Review of student performance when the course was completed.
  - Timely submission of the request (in writing) A student who withdraws from the program and is re- admitted, must follow the curriculum in effect at the time of re-admission.
- Students are directed to petition the Department of Nursing via the Admission Retention and Progression Committee (ARPC), in writing, for re-admission. The request for re-admission must be received by November 1st for spring re-admission and April 1st for fall re- admission.
- Students who are seeking re-entry must take a re-admission examination with a minimum passing grade of 80%.
- A letter acceptance from the DON is required and kept on file.
- There is no re-entry for students who have failed out the program (failed 2 nursing courses). The student failing 2 nursing courses is encouraged to see the Chair, and an advisor in Academic Advising Center (AAC) to provide guidance relative to other career options.

## XXII. Dismissal Policy

The following student behaviors may lead to program dismissal (involuntary program withdrawal). The Department of Nursing reserves the right to dismiss a student for any serious reason specifically those reasons listed below, but not limited to:

- Unexcused absences according to the nursing policy
- Any performance or negligence that puts the patient at risk
- Unprofessional conduct (see Rules of the NYS Board of Regents, Part 29, Unprofessional Conduct
- Failure to immediately report a patient care error to clinical instructor and/or responsible staff nursing personnel
- Failure to comply with directives from faculty or staff on campus and clinical setting
- Fraudulent or untruthful charting in a medical chart
- Dishonesty, stealing from the college or clinical agency, plagiarism, cheating on examinations (See policy on Academic Integrity)
- Use of profanity/threatening behavior in the classroom, laboratories and/or clinical facility or any environment where MEC is represented
- Disrespectful or aggressive behavior toward faculty, staff, other students and personnel at the Health Care facilities, including all Nursing Program vendors
- Violation of Health Insurance Portability and Accountability Act (HIPAA)

## XXIII. TERMS TO REMEMBER

### Grade Point:

A=4 points, B=3 points, C=2 points, D=1 point for example, a student who earns an "A" grade for a 4-credit course receives 16 points (A=4 points X 4 credits=16 points)

### Grades are earned as follows:

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

**Grade Point Average (GPA):** To determine your GPA, divide the number of grade points by the total number of credits earned. For example, 45 grade points divided by 15 credits earned = 3.0 GPA.

**Change of Major:** A student may obtain permission to transfer from one major/or program to another by getting the permission of the Department which the student wishes to enter. The chairperson of the department to which the student wishes to transfer must sign a Change-of-Major form. Completed forms are submitted to the Registrar's Office.

**Curriculum Code:** The PN curriculum code is 48.

**Reg. Code (Registration):** Four numbers used by the Registrar to identify the course and must be included for course entry in computer.

**Required Course:** Course needed to complete a certain program of study or curriculum.

**Subject Code:** Three- or four-letter abbreviations used to identify a particular subject such as NUR for

nursing lecture and NURL for nursing clinical and NURC for skills lab. Students are required to register for all components that apply.

**Withdrawal (W):** The process of officially leaving a class by completing the necessary forms from the Registrar and filing it with the registrar within six (6) weeks of the start of the semester.

**NC:** No credit grade.

**WU:** A grade that is placed on your record if you leave a class without officially withdrawing. A “WU” grade will change to an “F” grade after one semester. The office of the Registrar or personnel in the Academic Advisement Center will assist the student, on a case-by-case basis to change the WU grade to a W grade.

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

The student handbook provides notice of expected conduct within the classroom, skills lab, and clinical settings. Inappropriate behavior will necessitate the completion of an anecdotal record that will be placed into the student’s file. Any infractions which include but are not limited to cheating on an examination or not following directions in the clinical setting is grounds for immediate dismissal from the program

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

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

##### **Academic Integrity:**

- Academic integrity is the responsibility of every student. “Academic dishonesty is unacceptable and will not be tolerated. Cheating, forgery, plagiarism, falsification of records of official documentation and collusion in dishonest acts undermines the College’s educational mission and the student’s personal and intellectual growth. Medgar Evers College students are

expected to bear individual responsibility for their work and to uphold the ideal of academic integrity. Any student who attempts to compromise or devalue the academic process will be sanctioned.” Please review the MEC Handbook on Academic Integrity Policies and Procedures.

#### **Academic Dishonesty:**

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

#### **Sexual Harassment:**

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

### **XXV. DEPARTMENT OF NURSING GRIEVANCE PROCEDURE**

- The University and its Colleges have a variety of grievance procedures for dealing with student-related issues, including disciplinary action for a violation of student conduct standards, admission decisions, tuition and fees matters, financial awards or policies, including satisfactory academic progress, educational policies, procedures, and grading concerns.
- Concerns about non-academic matters should be addressed directly with the Chair of the department.
- Concerns about academic matters should first be addressed through the grievance process. A student wishing to proceed with his or her complaint is entitled to due process by following the procedure below:

**Step one:** To address and resolve the dispute with the faculty member and/or program coordinator. The student has the option to proceed to step two if there is failure to obtain a satisfactory agreement.

**Step two: (a)** A letter of complaint should be written and forwarded to the Admission, Progression and Retention Committee (ARPC). Once the written petition is received, students will receive an acknowledgement from the committee. The committee will respond to the petition within 30 days during the academic semester. If the student does not receive a response from the ARPC within 30 days, the student may then proceed to make an appointment to meet with the DON Chairperson. If there is no resolution, student may proceed to step three.

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

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

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

Committee.

- The Department of Nursing may or may not accept the recommendation from the Academic Standards committee based on State Regulations and/or Accreditation Standards. To read the CUNY Student Complaint Procedure go to the CUNY website.

## **XXVI. CLINICAL POLICIES** *(Subject to change)*

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

### **Uniform**

Students must be in full uniform in the clinical area, which means:

- Clothing should be neat, clean, and pressed/ironed.
- **Females:** White nursing uniform top with light blue tunic or white bottom and blue top. Hemline below the knee. Above the knee hemline not permitted. White stockings (no bare legs)
- **Males:** White nursing pants with light blue top. White socks.
- White leather nursing shoes. No sneakers of any kind. No clogs.
- Sweater (if desired): blue or white cardigan.
- No perfume or cologne (as it may cause some patients to become ill).
- MEC ID in plastic holder. College ID should be available and visible at
- all times. Some hospitals issue additional ID card. This must be worn at all times.
- Medgar logo center on left sleeve.

### **Equipment**

- Bandage scissors.
- Stethoscope.
- Penlight
- Watch with a second hand
- Writing pen (black)
- Small pocket-sized writing pad or e-book

### **Hair Care/ Jewelry and Nail Care**

- Hair neatly styled and off the face and uniform collar pulled back into a pony tail– no brightly colored hair (i.e., blue, red, etc.)



- Minimum make-up. All body tattoos should not be visible when student is in clinical uniform
- Scents: avoid wearing any detectable odors or fragrances – no perfume or cologne (as it may cause some patients to become ill)
- Acceptable: small post earrings, wedding band, & simple watch with a second hand and short, well-manicured nails – no nail polish, natural eyelashes- no eyelash extensions.
- Unacceptable: chipped: acrylic wraps or nails, bright colored nails, long nails, or piercings/other jewelry
- Unacceptable: any attire deemed inappropriate by the hospital or nursing department.
- Good hygiene and neat appearance of the entire body are required.
- Note: Student is considered to be out of uniform for any infraction of the above policies. Instructors are authorized to send a student home for infraction of dress code policies. An anecdotal note will be placed in student's file.
- Policies subject to change as situations in the department change (Ex. New student issues arising that warrant policy changes)

### **Punctuality**

- Students are to arrive at scheduled class/sites on time.
- Students are expected to arrive at clinical practice areas on time & in full uniform. Instructors are authorized to refuse admittance to students who arrive more than ten (10) minutes late. It is the instructor's prerogative to give a 10-minute grace period.
- Students who must be late or absent in emergency situations must follow established rules and must notify his/her assigned instructor.
- Each student is required to be in the clinical area on time.
- Pre-conference attendance is a necessary and mandatory pre-requisite to giving nursing care and performing as a team member.
- Late students will be dismissed and that day is counted as a clinical absence
- Students must participate in post-conference.
- Students must be present on the assigned unit as assigned.

### **Social Media/HIPAA**

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

### **Absence**

- Clinical Absences are not permitted
- Students are expected to attend all scheduled clinical days. If there is an absence from a clinical experience, students will be required to make up any time missed by completing additional independent skills/simulation lab hours.
- Should a student find it necessary to be absent related to i.e., death in the family or major accident/hospitalization documented proof is required. Documentation will be submitted to the clinical and course faculty.
- There are no absences allowed from lecture, skills lab or clinical. Absences will result in failure. Lateness is not allowed. Continued lateness or excessive lateness will be treated as an absence and will result in failure. Please note that absences are justifiable causes for failure.
- You must attend your assigned section for any lecture, skills or clinical. There is no make-ups allowed in other sections. Substituting one section for another is not permitted. Only your assigned faculty can give you a grade.

- Students are responsible for maintaining the necessary grade level, submitting written work on time, and making up work missed through absence. Failure to meet these standards will result in course failure.

### **Procedure for Reporting Absence**

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

### **Written Work**

- Concept Maps are required for each clinical course.
- Each student will submit one (1) Concept Map per each semester to be placed in student's file.
- A Concept Map is to be written for each client (minimum of one Concept Map every other week).
- Students will use proper spelling/grammar; Neatness and legibility are required.
- Medication Active Learning Templates (MALT) are required. Students are expected to write a MALT for each drug his/her assigned client is taking (whether student gives the drug or not).
- Charting is required. Charting into medical record must follow proper procedures.
- Students must comply with clinical agency requirements regarding documentation protocols. No documentation is done without the approval of the clinical instructor.
- Prior to writing on the electronic health records (EHR) or an official document, the instructor must approve the written information.
- All assignments prepared to meet nursing course requirements are expected to be written according to standards established by the American Psychological Society as set forth by the Publication of the American Psychological Association, Washington, DC.
- Plagiarizing will not be tolerated. As you write your paper you will be using ideas from your textbooks, journals, and client records. It is essential that you indicate the source of these ideas. You may do this by using a direct quotation or by paraphrasing and giving credit to the source.

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

Skills lab policies must be adhered to as described below:

- Nursing skills lab hours include day, evenings and weekend hours which are posted in the Nursing department. A college laboratory technician (CLT) is available to assist the student in fulfilling assignments (lab availability, supplies, etc.). Independent skills practice is available via referral, by appointment and walk-in within specified hours. Small group demonstrations, and review are also available as part of the academic program.

Students are expected to;

- Attend regularly scheduled skills lab
- Practice on own time in the skills and computer laboratories. Satisfactory completion of psychomotor skills in the laboratory is required before a student can be permitted to go into the clinical practice setting. Skills lab policies must be adhered to as described below:
- Skills lab grade is pass or fail
- Adhere to lab hours as posted.
- Wear lab coats while in the skills lab at all times.
- Students will not wear high heeled or open toed shoes, hats, caps, jewelry, etc. The skills lab is a professional nursing environment. At times students will be required to wear their uniforms.
- Tardiness is not permitted.
- As classes are scheduled in the lab, students are required to make appointments for

independent practice sessions with CLT for use of labs.

- Nursing faculty have reserved time for teaching skills lab courses.
- Studying is not permitted in the skills labs individually or in groups. Students who wish to study are encouraged to use the library, learning center, or other available areas.
- Independent practice is available during hours posted.
- Students are required to leave the laboratory clean and orderly after practice.
- Students are expected to sign attendance book each time she/he attends skills and computer lab.
- Students are to handle all equipment with care.
- Eating, drinking, smoking or gum chewing is NOT permitted in any of the skills labs.
- Cell phones must be turned off, placed on mute, or vibrate when in the skills or computer labs. Students are asked to leave the class if one wishes to take a call or place a call.
- Children are not permitted in nursing classes or labs.
- Clinical instructors may at times refer students to the skills lab for extra practice (see Referral Form) due to failure to perform a skill to the satisfaction of the instructor in the clinical setting. Students must abide by clinical instructor's referral by completing the assigned practice within the time period specified and returning the Referral Form to the clinical instructor.

**XXVIII. APPROXIMATE FEES/EXPENSES**

Items	Location / Approximate amount
Tuition and Fees	CUNY Catalog
Annual physical examination	Varies depending on provider
CPR certification BLS (AHA)	\$90
Uniform with emblem, Shoes, equipment	\$200-\$250
Nursing Textbooks	\$1000-\$1200
ATI Testing	\$1050 (\$450 each semester)
Castle branch (background/drug screen)	\$131
NCLEX Licensure Fee	\$143
NCLEX Examination Fee (Pearson Vue)	\$200

**XXIX. PN CURRICULUM PROGRAM MAPPING**

**PN PROGRAM CURRICULUM MAPPING**

**Spring Semester I**

Course	Title	Credit
BIO/BIOLOG 104	Human Body Structure and Function	4
ENGL 112	College Composition I	3
NUR 023	Introduction to Practical Nursing	2
NUR 024 NURC 024 NURL 024	PN Fundamentals of Nursing Skills Clinical	5
Semester Total		14 credits

**Fall Semester II**

Course	Title	Credit
NUR 025	Nutrition	3
NUR 026	PN Pharmacology/Calculations	3
NUR 027 NURC 027 NURL 027	PN Medical/Surgical Nursing Skills Clinical	6
Semester Total		12 credits

**Spring Semester III**

Course	Title	Credit
NUR 028 NURC 028 NURL 028	Maternal Child Health and Psych	5
NUR 029 NURC 029 NURL 029	PN Medical/Surgical Nursing II	7
NUR 030	PN State Broad Review	1
Semester Total		13 credits
Grand Total		39 credits

**XXX. PN COURSE DESCRIPTIONS**

<b>NUR 023 Introduction to Practical Nursing</b>
2 credits; 2 class hours
This course provides the student with an overview of the historical development of nursing in general, and the roles and responsibilities of the practical nurse in particular. Nursing will be introduced to students within the framework of Maslow's basic hierarchy of human needs and the nursing process. Emphasis will be placed on assisting the student to acquire skills in gathering information, which will be needed to build a solid foundation for success in the nursing program. Students will also be introduced to the concepts of the PN Program framework which include health, human beings, education, and nursing.
Pre-requisites: Successful Completion of Admission Process; Letter of Acceptance into the Nursing Major Co-requisites: ENGL 112, BIO 104, NUR 024
<b>NUR/NURC/NURL 024 PN Fundamentals of Nursing</b>
5 credits; 3 class hours; 2 hours skills lab; 6 hours clinical
This course introduces the student to the nursing process and assists the student to gain mastery of the nursing process, nursing and communication skills required to provide practical nursing care to clients. The College laboratory focuses on the beginning acquisition of psychomotor practical nursing skills. Clinical experiences permit the student to transfer nursing content and communication skills into practice within a nursing process framework. Students begin to relate the integration of knowledge obtained from nursing, physical science and the humanities to plan nursing care in long term care settings.
Pre-requisites: Successful Completion of Admission Process; Letter of Acceptance into the Nursing Major Co-requisites: NURC 024, NURL 024, NUR 023, ENGL 112, BIO/L 104,
<b>NUR 025 Nutrition</b>
3 credits; 3 class hours
This course introduces the P.N. student to the concepts of nutrition and how application relates to the clients' level of wellness and well-being. The student will have the opportunity to identify and discuss the nutritional health practices among diverse urban populations. Students will learn the dietary significance of carbohydrates, proteins, lipids, vitamins, minerals and other selected aspects of nutrition as they relate to clients across the health care spectrum. Students will explore how culturally diverse populations differ in their nutritional intake and how these differences may impact the client's health status.
Pre-requisites: ENGL 112, BIO 104, NUR 023, NUR 024 Co-requisites: NUR 025, NUR 026, NUR 027
<b>NUR 026 PN Pharmacology and Calculations</b>
3 credits; 3 class hours
This course is designed to introduce the practical nursing student to basic concepts related to classifications of medications and specific body responses. Emphasis will be placed on the nurse's responsibilities in the administration of medication and drug calculations. During the 2-hour skills lab focus, students are expected to develop skills in calculating drug dosages through extensive practice. Students will also practice administering medications in a simulated environment.
Pre-requisites: ENGL 112, BIO 104, NUR 023, NUR 024 Co-requisites: NUR 025, NUR 026
<b>NUR/NURC/NURL 027 Medical &amp; Surgical Nursing I</b>

6 credits; 4 class hours; 2 skills lab hours; 6 clinical hours
This course introduces the student to the roles, functions, and responsibilities of the Practical Nurse in the care of adults with common recurring medical/surgical diagnoses. The student will be guided to plan and provide care while integrating relevant concepts from the physiological, psychosocial, cultural, and spiritual domains. Clinical experiences will be provided in acute care settings enabling the student to transfer theory into practice.
Pre-requisites: ENGL 112, BIO 104, NUR 023, NUR 024
Co-requisite: NUR 025, NUR 026
<b>NUR/NURC/NURL 028 PN Maternal Child Health/Psychosocial Nursing</b>
5 credits; 3 class hours; 2 skills lab hours; 6 clinical hours
This course introduces the student to maternal child health and psychosocial nursing. The student will explore principles of family centered care, health promotion, illness prevention, theoretical perspectives of human development, the nature of health and communication across the life span in a psychosocial context. The student also explores the roles and responsibilities of the Practical Nurse in the care of clients during the perinatal period and the continuum from infancy through adolescence. Planning care for the infant, child, and pregnant woman, based on anatomical, physiological, and psychosocial differences are emphasized. The influences of ethnicity and culture on childbearing and childrearing are examined. Nursing needs of clients experiencing stress, anxiety, loss, grief, and death are discussed. Classroom content on mental illness and substance abuse will be expanded in clinical experiences. The student will integrate the nursing process, principles of therapeutic communication, safety, and growth and development, and family roles into the care of clients in health care settings. Clinical experiences will be provided to enable the student to transfer theory into practice of the MCH and psychosocial client. The student will spend five weeks in pediatrics, five weeks in obstetrics and five weeks in mental health settings.
Pre-requisites: ENGL 112, BIO 104, NUR 023, NUR 024, NUR 025, NUR 026, NUR 027 Co-requisites:
NUR 029, NUR 030
<b>NUR/NURC/NURL 029 PN Medical Surgical Nursing II</b>
7 credits; 5 class hours; 2 skills lab hours; 6 clinical hours
This course continues the exploration of the roles, functions, and responsibilities of the Practical Nurse in the care of adults with selected, specialty oriented medical/surgical problems. The student will be guided to plan and provide care integrating relevant concepts from the physiological, psychosocial, and spiritual domains. Clinical experiences in medical/surgical specialty units; observational experiences in the Operating Room, transplant, and renal dialysis units will be arranged. These experiences will aid the student to develop a well-rounded view of nursing and enable him/her to transfer higher concepts of theory into practice.
Pre-requisites: ENGL 112, BIO 104, NUR 023, NUR 024, NUR 025, NUR 026, NUR 027
Co-requisites: NUR 028, NUR 030
<b>NUR 030 PN State Board Review</b>
1 credit; 2 class hours
This course includes didactic and computer exercises to prepare practical nurse students for the NCLEX-PN. The test plan and test taking skills are used as a guide for course presentation. Review questions will reflect the components in the test plan as well as current nursing practice. Diskettes will be used in the computer laboratory experience to realistically simulate the computerized method for taking the NCLEX. Correct answers and the rationale for selection of answers will follow each review, each review test, and comprehensive examination. An important component of this course requires that the student register to take NCLEX-PN. This is to ensure the student the best opportunity to be successful the first time taking the exam. Computer laboratories will be available for student's required practice and self-paced learning. Guided independent study is a major focus

of the course.
Pre-requisites: ENGL 112, BIO 104, NUR 023, NUR 024, NUR 025, NUR 026

### **XXXI. CRIMINAL BACKGROUND CHECKS**

- Current laws generally permit a state licensing board or agency to deny a license to practice nursing if the applicant has been convicted of a felony or other specified crime. Like many state licensing boards, the Office of the Professions of the New York State Education Department requires that a criminal background be reported and investigated prior to granting a license to practice nursing.
- Medgar Evers College Nursing Program does not require a criminal background check for admittance, but the school's educational requirements include placement at one or more hospitals or other off-campus clinical training sites, and these sites frequently require a student to pass a criminal background check before the student can be placed for clinical training. Therefore, all clinical students will be required to have a criminal background check completed prior to the start of the initial clinical practice experience. The cost for this clinical requirement is the student responsibility.
- A student may also have to complete more than one criminal background check during the course of the Nursing program at Medgar Evers College, depending on the number of sites where you are placed and the requirements of each site.
- If the student receives a negative incident finding from a criminal background check result, the student must resolve that issue before the start of the clinical practice experience. This may require that the student withdraw or not be permitted to register for the course for the semester until the issue is satisfactorily resolved. There are NO alternative clinical placements.
- Please note that if a student is not permitted to take part in a clinical practice experience required by the program based on the results of a criminal background check, the student may be unable to complete the course requirements. It is important for a student to consider this before enrolling in the Nursing program. Medgar Evers College has no obligation to refund the student's tuition or fees or to otherwise accommodate the student in the event the student is ineligible to complete course requirements based on the results of a criminal background check, or if the student denied a license to practice nursing.
- I am aware of the contents of this document, and I am entering the program with full awareness of the information above.

### **XXXII. STATEMENT OF NONDISCRIMINATION**

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

### **XXXIII. NURSING CODE OF HONOR**

- Upon entering the nursing program each student reads and signs a Code of Honor which is placed in each student's folder as evidence of commitment to a standard of Honor. By honor, we mean exhibiting behavior that is ethical, honest, and trustworthy - in short, behavior that can best be described as professional.



- I will actively pursue behaviors that are consistent with professional conduct. I will endeavor to keep professional communications confidential, discussing them only in private, professional settings.
- I will perform my nursing practice in a safe manner, consistent with the policy of safe practice as defined by the Department of Nursing. I will maintain a professional relationship with faculty, colleagues, clients, and other health care providers.
- I agree, with full understanding of the implications that I will not plagiarize in my written work. I will not represent any other person's work as my own. I will not knowingly give or receive information about examinations. I will not utilize any stolen examinations.
- If I violate the Department of Nursing Code of Standards or participate in any activity commonly known as cheating, and/or violate professional standards of practice and conduct, I recognize that this will result in disciplinary action including possible expulsion from the Department of Nursing.

#### **XXXIV. STUDENT CONTRACT WITH THE DEPARTMENT OF NURSING**

##### **Student Conduct**

- The student handbook provides notice of expected conduct within the classroom, skills lab, and clinical settings. Inappropriate behavior will necessitate the completion of an anecdotal record that will be signed by both the student and faculty and placed in the student's file. Any major infractions which include but are not limited to cheating on an examination or not following directions in the clinical setting is grounds for immediate dismissal from the program.
- I am aware of the content written in the STUDENT HANDBOOK. Policies and procedures contained therein have been explained to me, and I promise to abide by its content and to adhere to all standards outlined.

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

**SKILLS LAB REFERRAL FORM**

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

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

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

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

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

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

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

\_\_\_\_\_  
Date

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

<b>Date</b>	<b>Activity</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**cc: Student file**

## DEPARTMENT OF NURSING FACULTY

**Faculty Profile Table:**

Faculty Profile Table				
Faculty	Education	Office Number	Email Address	Teaching Programs
Janice Bloomfield-Alves Assistant Professor	Ed. D – Dowling College MS, BS, RN	718-270-6231	<a href="mailto:jalves@mec.cuny.edu">jalves@mec.cuny.edu</a>	RN-BS, AAS, PN
Shirley Daniels Chair, Assistant Professor	Ph.D. - University of Phoenix MSN, BS, RN	718-270-6224	<a href="mailto:daniels@mec.cuny.edu">daniels@mec.cuny.edu</a>	RN-BS, AAS, PN
Monika Dixon Assistant Professor	MSN- Chamberlain University BS, RN	718-270-	<a href="mailto:mdixon@mec.cuny.edu">mdixon@mec.cuny.edu</a>	AAS, PN
May T. Dobal Associate Professor	PhD – University of Texas MA, BS, ADN, RN	718-270-6437	<a href="mailto:mdobal@mec.cuny.edu">mdobal@mec.cuny.edu</a>	RN-BS
Jean Gumbs Professor	PhD – Hampton University MScN, BScN,	718-270-6434	<a href="mailto:jgumbs@mec.cuny.edu">jgumbs@mec.cuny.edu</a>	
Karen Holton Assistant Professor	MS- LIU BS, RN	718-270-6098	<a href="mailto:kholton@mec.cuny.edu">kholton@mec.cuny.edu</a>	AAS, PN
Mabel Korie Assistant Professor	PhD – Molloy College MS, RN	718-270-6074	<a href="mailto:mkorie@mec.cuny.edu">mkorie@mec.cuny.edu</a>	RN-BS, AAS, PN
Ann McKenna Assistant Professor	MS – LIU BS, RN	718-270-6229	<a href="mailto:AMcKenna@mec.cuny.edu">AMcKenna@mec.cuny.edu</a>	RN-BS, AAS, PN
Enest Richards Assistant Professor	MS – Mercy College MPH, BS, RN	718-270-6108	<a href="mailto:erichards@mec.cuny.edu">erichards@mec.cuny.edu</a>	RN-BS, PN
Dessa Williams Assistant Professor	MS- Chamberlain University BSN, RN	718-270-6222	<a href="mailto:Dewilliams@mec.cuny.edu">Dewilliams@mec.cuny.edu</a>	AAS, PN

## **COLLEGE LABORATORY TECHNICIAN**

Janette Turner, MS, RN  
College Laboratory Technician  
Telephone 718-270-6233  
email: [jaturner@mec.cuny.edu](mailto:jaturner@mec.cuny.edu)

## **OFFICE SUPPORT STAFF**

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Administrative Coordinator  
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Anita Meyers, MLS  
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**The Department of Nursing**

**COURAGE STERNNGTH, FORTITUDE**

**PN PROGRAM**