Dear William Paterson Nursing Student,

The Patient Protection and Affordable Care Act was passed and enacted in 2010 and upheld by the United States Supreme Court in 2012. You are about to embark on a journey which will make you an integral part of this landmark health care reform. Welcome to the first step in your professional career—your baccalaureate program in nursing!

The faculty and professional staff are pleased that you have chosen William Paterson University. This handbook has been developed to provide you with a wealth of information that you will need throughout your nursing program. **It is important that students refer to the information in the handbook every semester that they are enrolled.**

New information and policy/procedure changes will be posted on the Nursing Student bulletin board which can be found outside of the Nursing Office. Requirements may be revised at any time and students will be notified accordingly. Additional information can be found in the William Paterson University catalog and in the University Student Handbook.

All nursing students have been assigned a nursing faculty member as an advisor. Your advisor is your first contact for developing your plan to complete the nursing major. Students are **REQUIRED** to meet with their advisor at least once a semester to plan courses for the following semester and review progress in current courses. It is the student’s responsibility to contact the advisor to make these appointments. The office hours of faculty are posted on their office doors.

Please feel free to ask questions of faculty and professional staff as well. Faculty post their office hours, phone number, and e-mail address on every course syllabus.

The faculty and staff of the William Paterson University Department of Nursing take pride in our program, its’ students and their accomplishments and wish you great success throughout your Nursing program.

With warm regards,

Nadine M. Aktan, PhD, RN, FNP-BC
Chairperson
I. DEPARTMENT OF NURSING

OVERVIEW

The Department of Nursing is an academic unit of the College of Science and Health. The University offers a Baccalaureate, Masters and Doctor of Nursing Practice degrees in nursing. Upon completion of the generic baccalaureate nursing program, qualified graduates are eligible to take the National Council Licensure Examination for Registered Nurses to obtain a license to practice as a registered professional nurse (R.N.).

MISSION STATEMENT

The William Paterson University Department of Nursing, through its educational programs, is committed to preparing nurses who are accountable for the delivery of culturally sensitive, caring, and competent nursing care to diverse clients in a variety of settings. Graduates of the Baccalaureate, Masters and Doctor of Nursing Practice degree programs are encouraged to pursue life-long learning to effect and enhance self-development, professional growth, critical thinking and leadership.

PHILOSOPHY

The Department of Nursing is an integral part of the University and shares its mission and goals in relation to quality education, research, creative activity, and community service. The faculty actively concurs with the University's commitment to promote student success, academic excellence, and community outreach. The faculty also values diversity and equity as essential to educational excellence and responsible citizenship in an increasingly global economy and technological world.

The beliefs of the faculty provide direction for the organization of the curricula in the Bachelor of Science in Nursing, the Master of Science in Nursing and Doctor of Nursing Practice programs. The faculty believe in the integrity and worth of human beings. Human beings are holistic and continually responding to the environment in order to meet their biological, psychosocial, and spiritual needs. The individual is unique, capable of change, and participates in decision making related to health care needs. The individual warrants respect, dignity, and recognition of personal beliefs and values. All human beings deserve nursing care that is culturally sensitive and caring as they progress through the life span.

The faculty believes health is dynamic and is influenced by complex and technological environments. Health is a social concept existing in individuals, families, communities, and a nation that reflects normative standards referenced by cultural beliefs, personal values, mores, and experiences.

As an academic discipline and practice profession, Nursing's focus of concern is health and the delivery of health care. Nursing as a socially accountable profession exerts an essential influence on the health status of clients/client systems. Nursing's social influence prevails when
the profession continues to recognize and respond to society's evolving health care needs. Nursing explores, examines, proposes, supports, and challenges health care practices and policies to maintain the dialogue that protects the quality of and access to the health system. Nursing is a creative human service provided within an active cooperative relationship with clients.

Nurses influence healthy responses that promote, maintain, and restore health across the life span and they participate in the wellness-illness and end-of-life experiences of those they serve. Baccalaureate nurses use a systematic five step nursing process approach that engages critical thinking, intellectual, interpersonal, and technical competencies in the delivery of professional nursing care. Masters prepared graduates build on those basic competencies and delineate nursing knowledge embedded in clinical practice through research. They are skillful in applying frameworks, models of care, concepts, and rationales for practice. Evidence based principles and research are critical premises for developing quality practice decisions by undergraduate and graduate students. Doctor of Nursing Practice graduates are prepared as thought leaders expected to advance nursing practice and the profession.

The goal of education within the department of Nursing is to promote student growth toward realizing their personal and professional potential. Nursing knowledge and relevant knowledge from the humanities, the natural and behavioral science are foundational for professional nursing and are prerequisites for graduate education.

The Masters’ education incorporates advanced theory, research, and skills into the competencies required in a variety of settings. The advanced prepared nurse provides leadership for the advancement of the discipline, in the scientific community, and in academic and service institutions.

Doctor of Nursing Practice education expands the professional nurse’s theoretical foundations. The nurse applies research, theory and current evidence towards the improvement of the profession of nursing and patient health outcomes. These graduates actively engage in the critical conversation that affects systems of care and health policy at the local, regional and national levels.

Faculty view learning as a continuous interactive and life-long process. The ways of knowing are many and include aesthetic, observational, experimental, intuitive, and rational approaches. Learning requires self-discipline and goal orientation. Faculty ensure that the curriculum includes learning opportunities to develop and apply knowledge, skills and values. Additionally, all graduates must be able to engage the technology driven information systems that are the repositories of health data.

Finally, the faculty believes the graduates of the educational programs are prepared to deliver safe and effective nursing through teaching, research, and collaboration with other professionals and health care consumers.

Rev. 5/89; 5/96; 11/12/07; 2/10; 5/10/13
TERTIAL OBJECTIVES

1. Synthesize knowledge from the humanities, the natural and behavioral sciences and Nursing to implement nursing practice decisions.

2. Engage in critical thinking in all aspects of nursing.

3. Deliver culturally sensitive care reflecting global issues at all levels of prevention.

4. Use and manage information technology in nursing practice.

5. Communicate effectively in professional relationships.

6. Collaborate with patients, families, and other health care providers to design, manage and coordinate health care.

7. Apply economic and management principles in leadership roles.

8. Evaluate research findings as they apply to nursing practice.

9. Practice nursing as prescribed by legal standards and in accordance with ethical principles.

10. Participate in activities consistent with self-development and professional growth.

QUALIFICATIONS FOR LICENSURE

The practice of nursing in New Jersey is regulated by the state of New Jersey Board of Nursing. One of the duties of the Board of Nursing is to examine the qualifications of applicants for a license to practice nursing.

All applicants must submit evidence that she/he "...is of good moral character and has never been convicted or has not pleaded nolo contendere, non vult contendere or non vult to an indictment, information or complaint alleging a violation of any Federal or State law relating to narcotic drugs..."

Revised 2/26/07
Approved Strategic Planning 2/26/2007
A board may refuse to admit a person to an examination or may refuse to issue or may suspend or revoke any certificate, registration or license issued by the board upon proof that the applicant or holder of such certificate, registration or license:

a. Has obtained a certificate, registration, license or authorization to sit for an examination, as the case may be, through fraud, deception, or misrepresentation;

b. Has engaged in the use or employment of dishonesty, fraud, deception, misrepresentation, false promise or false pretense;

c. Has engaged in gross negligence, gross malpractice or gross incompetence which damaged or endangered the life, health, welfare, safety or property of any person;

d. Has engaged in repeated acts of negligence, malpractice or incompetence;

e. Has engaged in professional or occupational misconduct as may be determined by the board;

f. Has been convicted of, or engaged in acts constituting, any crime or offense involving moral turpitude or relating adversely to the activity regulated by the board. For the purpose of this subsection a judgment of conviction or a plea of guilty, non vult, nolo contendere or any other such disposition of alleged criminal activity shall be deemed a conviction;

g. Has had his authority to engage in the activity regulated by the board revoked or suspended by any other state, agency or authority for reasons consistent with this section;

h. Has violated or failed to comply with the provisions of any act or regulation administered by the board;

i. Is incapable, for medical or any other good cause, of discharging the functions of a licensee in a manner consistent with the public’s health, safety and welfare;

j. Has repeatedly failed to submit completed applications, or parts of, or documentation submitted in conjunction with, such applications, required to be filed with the Department of Environmental Protection;

k. Has violated any provision of P.L.1983, c. 320 (C.17:33A–1 et seq.) or any insurance fraud prevention law or act of another jurisdiction or has been adjudicated, in civil or administrative proceedings, of a violation of P.L.1983, c. 320 (C.17:33A–1 et seq.) or has been subject to a final order, entered in civil or administrative proceedings, that imposed civil penalties under that act against the applicant or holder;

l. Is presently engaged in drug or alcohol use that is likely to impair the ability to practice the profession or occupation with reasonable skill and safety. For purposes of this subsection, the term ‘ ‘presently’’ means at this time or any time within the previous 365 days;

m. Has prescribed or dispensed controlled dangerous substances indiscriminately or without good cause, or where the applicant or holder knew or should have known that the substances were to be used for unauthorized consumption or distribution;

n. Has permitted an unlicensed person or entity to perform an act for which a license or certificate of registration or certification is required by the board, or aided and abetted an unlicensed person or entity in performing such an act;

o. Advertised fraudulently in any manner.
American Disabilities Act

The William Paterson University College of Science and Health, Department of Nursing expects that students admitted to the curriculum meet the following physical and mental standards. Students with disabilities (with accommodation) admitted to the nursing curriculum must be able to:

1. See, hear, touch, smell and distinguish colors.
2. Write and speak with accuracy, clarity, and efficiency.
3. Perform gross and fine movements with coordination.
4. Learn, think critically, analyze, assess, solve problems, and reach effective judgments.
5. Maintain emotional stability and accept responsibility and accountability for themselves.

Resources may be allotted to accommodate those with disabilities, however it is the student’s responsibility to contact the Office of Disabilities Services.
II. ACADEMIC POLICIES/PROCEDURES

ACADEMIC STANDARDS

Since the role of the professional nurse affects the health and welfare of other human beings, those whom the Nursing Department recommend for this role must conduct themselves according to principles of high moral standards and honor, and display levels of competence which are consistent to the rigorous demands of the profession. Upon graduation, the Department of Nursing recommends students to the State Board of Nursing for licensure examination. This recommendation includes the ability to begin as a professional practitioner as well as conformance to published departmental academic, social, and professional regulations governing the program. The academic standards for good standing in Nursing are designed to assist these goals. A student whose behavior is deemed contrary to the standards or regulations of the Department, the ANA Code of Ethics and/or the N.J. Nursing Practice Act maybe dismissed from the nursing program.

SUMMARY OF DEPARTMENT OF NURSING ACADEMIC STANDARDS

1. A GPA of 2.0 overall must be achieved by the end of each academic year.

2. A GPA of 2.0 in the major is required at the end of each academic year.

3. Although C- grades cannot be repeated, they count as grades below C in our academic standards policy.

4. A grade below C- in a major course must be repeated in order to improve that grade. Major courses include nursing, nursing co-requisites, General Psychology, Chemistry for Health Sciences, Therapeutic Nutrition and Statistics.

5. A major course may be repeated only once.

6. Students who earn a grade below C in the major must complete one of the academic support programs to which they are referred; i.e., SEC (Science Enrichment Center) or NET (Nursing Enrichment and Tutoring).

7. A) For students admitted before the Fall 2015 semester Nursing students will be dismissed from the major after earning their third grade below C in the major.

B) For students admitted Fall 2015 semester and after Nursing students will be dismissed from the major after earning their second grade below C in the major. All grades below C are counted, even if the course has been repeated.

8. A grade below C minus (D+ or below) in a major course must be repeated in order to improve that grade. Major courses include nursing co-requisites, General Psychology, Developmental Psychology, Anatomy & Physiology I & II, Advanced Anatomy & Physiology, Microbiology, Chemistry for Health Sciences, Therapeutic Nutrition, and Statistics.
## DEPARTMENTAL GRADING

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<th>LETTER GRADE</th>
<th>QUALITY POINTS</th>
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</table>

A value of one one-hundredth above .5 converts that number to a .6

EX: 68.51 = 68.6

69.51 = 69.6

A value of .6 or higher following a full number converts that number to the next integer.

EX: 68.6 = 69

69.6 = 70

Revised 11/5/97; 4/98; 5/17/2007

### Review of Examination Results:

Due to the progressive nature of the nursing curriculum, students have ten business days to review
an exam or quizzes after the grades are posted. Thereafter, no further review/appeal of the exam will be permitted. If you wish to review an exam with your instructor, make an appointment. If you have concerns regarding an exam, put concerns in writing and submit it to the professor who taught the content. No review of previous exams after final exam has been completed. If students are absent from an exam, grades will be posted but review of exam by the class may be delayed until after makeup exams have been taken.
ACADEMIC JEOPARDY

Academic jeopardy exists when a student earns a grade of less than C in a major, pre-requisite, or co-requisite nursing course.

Student Responsibilities and Rights are consistent with the University Undergraduate Catalog as follows

UNIVERSITY PROCEDURES FOR INVESTIGATING COMPLAINTS ABOUT GRADES OR STUDENT ACADEMIC PERFORMANCE

Students who are dissatisfied with treatment by a faculty member in reference to grades or student academic performance should pursue the following procedure. Due process must be followed at each step of this procedure. No grade will be changed by anyone other than the faculty member who assigned it unless there is convincing evidence that the assignment of the original grade was inconsistent with professional standards in the discipline.

Each step in the procedure must be initiated within ten (10) working days of the faculty, chairperson, or departmental response. Dated, written statements are required at each step. Likewise, at each level, the faculty member, chairperson or Department Executive Council (or other appropriate departmental committee) must complete a review of all pertinent written materials prior to rendering a decision and inform the student in writing of the decision within ten (10) working days of receipt of the complaint materials. If the student can verify that she or he has not been able to contact the faculty member, it is understood that the student’s right to appeal will not be jeopardized, and the deadline will be extended. A copy of all materials submitted at each level of the appeal process should be retained by the student. If the student so chooses, he/she will be allowed to appear before the appropriate committee or council at each level of the appeal process.

1. The student must write to the faculty member within ten (10) working days of the receipt of grade or incident related to student academic performance to request an appointment to discuss the complaint. The letter must also include any pertinent documentation to substantiate the student’s complaint.

2. At the meeting with the faculty, the student must present any additional pertinent documents to substantiate the complaint. The faculty member must make available for review at this meeting, materials submitted by the student for evaluation and not yet seen by the student.

3. If the student is unsuccessful in making contact with the faculty member or upon meeting with the faculty member is dissatisfied with the outcome and wished to further pursue the complaint, the student must write to the department chairperson and request an appointment to discuss the complaint. A copy of all materials originally presented to the faculty member must be included. The department chairperson will try to resolve the issue by reaching a settlement that is agreed upon by both the student and the faculty member. Each student who registers a complaint with a department chairperson must be given a copy of this policy. A copy must be attached to the appeal and signed by the student to indicate that he/she has been given a copy of this procedure, has read it and understands it before the appeal can proceed.
4. If the complaint is not resolved at the chairperson’s level, and if the student wishes to pursue the complaint, the student must request in writing that the department chairperson convene the Department Executive Council (or other appropriate department committee) to hear the appeal. The committee must consult with the faculty member involved in the complaint and review the documents provided by the student. The committee will then submit a decision to the department chairperson. When the faculty member involved is the chairperson, the student may request that the dean of the school convene the Department Executive Council (or other appropriate department committee).

5. If not satisfied with the Department Executive Council’s (or other appropriate department committee’s) decision, and if the student wishes to further pursue the complaint, the student must write to the dean of that school requesting that the complaint be brought to the School Council for a decision by the department chairpersons of the school concerned. The chairperson of the department concerned will not take part in the final vote. This decision will constitute the College’s final decision.

6. The faculty unequivocally has the final responsibility with regard to grade.

**APPEAL OF DISMISSAL FROM THE NURSING MAJOR:**

Students who wish to appeal the DISMISSAL decision of the Academic Standards Committee should submit a letter to the Chairperson of the Department stating why they believe they should be reinstated. The Chairperson will convene the department Executive Committee to deliberate on the appeal. The Chairperson will notify the student of the outcome of the deliberations.

If the appeal is denied, students may then appeal to the Dean of the College of Science and Health, which is the final level of appeal. The Dean or the Dean’s designee will notify the student of the outcome.

**ACADEMIC INTEGRITY POLICY**

**A. STANDARDS OF ACADEMIC CONDUCT**

As an academic institution committed to the discovery and dissemination of truth, William Paterson University expects that all members of the University community shall conduct themselves honestly and with professional demeanor in all academic activities.

William Paterson University has established standards of academic conduct because of its belief that academic honesty is a matter of individual and university responsibility and that, when standards of honesty are violated, each member of the community is harmed.

Members of the University community are expected to acknowledge their individual responsibility to be familiar with and adhere to the Academic Integrity Policy.

**NURSING STUDENTS STANDARDS OF CONDUCT**

The student is expected to follow the American Nurses’ Association Code of Ethics for Nurses (2001) and the National Student Nurses’ Association Code of Ethics (2001) for nursing students, Standards of Practice, and the New Jersey Nurse Practice Act.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal
development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

As a student is involved in the clinical and academic environments, ethical principles are a necessary guide to professional development. Therefore within these environments the student will:

- Advocate for the rights of all clients
- Maintain client confidentiality.
- Take appropriate action to ensure the safety of clients, self, and others.
- Provide care for the client in a timely, compassionate and professional manner.
- Communicate client care in a truthful, timely and accurate manner.
- Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
- Promote excellence in nursing by encouraging lifelong learning and professional development.
- Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
- Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
- Use every opportunity to keep faculty informed of learning needs.
- Seek mentoring opportunities from clinical staff, faculty peers.
- Refrain from performing any technique or procedure for which the student has not been adequately prepared.
- Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
- Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
- Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
- Strive to achieve and maintain an optimal level of personal health.
- Support access to treatment and rehabilitation for self and others who are experiencing impairments related to substance abuse and mental or physical health issues with faculty consultation.
- Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adapted and modified with permission from the National Student Nurses’ Association The Code of Ethics (2001). The Code of Ethics in its original form can be found on http://www.nsna.org/pubs/resources/academic_clinical_conduct.asp

Failure to uphold the Nursing Students Standards of Conduct and the William Paterson University of New Jersey Academic Integrity Policy may result in dismissal from class, course, program and/or university.

Approved June 6, 2007- Faculty Organization
NURSING STUDENT HONOR PLEDGE:

I, __________________________________________________________

(Print name)

have received a copy and read the William Paterson University of New Jersey Academic Integrity Policy and the Department of Nursing Students Standards of Conduct and I understand the tenets. I will uphold and not violate the Academic Integrity Policy nor the Standards of Conduct.

Failure to uphold the Nursing Students Standards of Conduct and/or the William Paterson University of New Jersey Academic Integrity Policy may result in dismissal from class, course, program and/or the university.

Name: ________________________________ (signature)

Date: ________________________________

☐ Yes Since completing your last criminal background check have you been arrested, charged or convicted of any crime or offense that you have not reported to the Nursing Department Chairperson? (Minor traffic offenses, such as speeding or parking need not be provided but Motor Vehicle offenses such as driving while impaired or intoxicated must be disclosed.)

Name: ________________________________ (signature)

Revised May 6, 2014
B. VIOLATIONS OF ACADEMIC INTEGRITY

Violations of the Academic Integrity Policy will include, but not be limited to, the following examples:

- **Cheating** during examinations includes any attempt to (1) look at another student’s examination with the intention of using another’s answers for attempted personal benefit; (2) communicate, in any manner, information concerning the content of the examination during the testing period or after the examination to someone who has not yet taken the examination; (3) use any materials, such as note-books, notes, textbooks, or other sources, not specifically designated by the professor of the course for student use during the examination period, or (4) engage in any other activity for the purpose of seeking aid not authorized by the professor.

- **Plagiarism** is the copying from a book, article, notebook, video, or other source material, whether published or unpublished, without proper credit through the use of quotation marks, footnotes, and other customary means of identifying sources, or passing off as one’s own the ideas, words, writings, programs, and experiments of another, whether or not such actions are intentional or unintentional. Plagiarism will also include submitting, without the consent of the professor, an assignment already tendered for academic credit in another course.

- **Collusion** is working together in preparing separate course assignments in ways not authorized by the instructor. Academic work produced through a cooperative (collaborative) effort of two or more students is permissible only upon the explicit consent of the professor. The collaboration must also be acknowledged in stating the authorship of the report.

- **Lying** is knowingly furnishing false information, distorting data or omitting to provide all necessary, required information to the University’s advisor, registrar, admissions counselor, professor etc., for any academically related purpose.

- **Other concerns** that relate to the Academic Integrity Policy include such issues as computer security, stolen tests, falsified records, and vandalism of library materials. No list could possibly include all the possible violations of academic integrity. These examples, should however, give a clearer idea of the intent and extent of application of this policy.

C. FACULTY RESPONSIBILITIES FOR UPHOLDING THE ACADEMIC INTEGRITY POLICY

- Faculty are expected to be familiar with the academic integrity policy. Each faculty member will inform students of the applicable procedures and conditions early in each semester before the first examination or assignment is due.

- Ordinarily, class tests and final exams should be proctored. Proctoring is defined as having a faculty member present in the room. Proctoring is the responsibility of the faculty member teaching the course although, where necessary, that responsibility may be shared with or delegated to faculty colleagues or graduate assistants assigned to the course.
D. RESOLUTION OF ACADEMIC INTEGRITY POLICY VIOLATIONS

1. If a faculty member has sufficient reason to believe that a violation may have occurred on any work submitted for a grade, he/she must attempt to discuss this matter with the student within ten (10) working days of the incident.

2. After discussing this matter with the student, and if the student accepts the proposed penalty, the student waives his/her right to a hearing.

3. Depending on circumstances, as assessed by the faculty member who has discussed the matter with the student, the following penalty could be imposed:
   a. Resubmission of the assignment;
   b. Failure of the assignment;
   c. Failure of the course;
   d. Forced withdrawal from the course with no credit received;
   e. Impose other appropriate penalties with the consent of the student;
   f. Recommendation to the president of suspension or expulsion from the University;

4. With any of the above, the faculty member may have a written record of the sequence of events placed in the student’s permanent record with a copy to the student.

5. If the student does not admit to a violation or disagrees with the proposed penalty he/she must:
   a. Speak directly to the faculty member within ten (10) working days of being informed of a violation or of the proposed penalty. If, after repeated attempts, the student is unable to reach the faculty member within ten (10) working days, the student must notify the department chairperson in writing within that ten (10) day period.
   b. If, after discussion with the faculty member, the student is dissatisfied with the outcome, the student must contact the department chairperson presenting a dated, written, and signed statement describing the specific basis for the complaint. At this time, the student will also provide the faculty member with a copy of these written materials.
   c. The department chairperson will try to resolve the issue by reaching a settlement that is agreed upon by both the student and the faculty member. If the issue is not resolved at the chairperson’s level, the student will request that the chairperson convene the Department Executive Council (or other appropriate department committee) — excluding the faculty member involved — to hear the appeal. The faculty member will submit a written, dated and signed statement of the alleged violation to the council/committee. The student will submit a written, dated and signed statement describing the basis of the complaint. The accuser will assume the burden of proof. When the faculty member involved is the chairperson, then the student will request that the dean of the college convene the Department Executive Council (or other appropriate department committee). The Department Executive council/Committee will submit its decision to the chairperson (or college dean, if the faculty member involved is the chairperson).
   d. If not satisfied with the Department Executive Council’s (or other appropriate department committee’s) decision, the student may ask the
The dean of that college to bring the matter to the College Council. The faculty member will submit a written, dated and signed statement of the alleged violation. The student will submit a written, dated and signed statement describing the basis for the complaint. The accuser will assume the burden of proof. The chairperson of the department concerned will not take part in the final vote (though the written decision from the department chairperson will be part of the record). **The College Council’s decision will constitute the University’s final decision regarding the substantive nature of the case.** Future appeals based on violations of due process are permitted to the limit of the law.

c. Each step in the procedure must be initiated within 10 (ten) working days of the faculty, chairperson, department, or college response. Dated, written, and signed statements are required at each step. Likewise, at each level, the faculty member(s), chairperson, Department Executive Council (or other appropriate department committee) or College Council must complete a review of all pertinent written materials prior to rendering a decision, in writing, within ten (10) working days of receipt of complaint materials. In case the faculty member has verifiably been unable to be contacted, or in other instances of extenuating circumstances affecting students or faculty, it is understood that the student’s right to appeal will not be jeopardized and the time constraints will be extended. Due process must be followed at every step of this procedure. No penalty will be changed by anyone other than the faculty member who assigned it unless there is convincing evidence that the penalty was inconsistent with professional standards of the discipline.

d. Each student who registers a complaint with a department chairperson must be given a copy of this policy. A copy must be attached to the appeal and signed by the student to indicate that he/she has been given a copy of the procedure, read it, and understands it before the appeal can proceed.

**STANDARDIZED TESTING POLICY**

The goal of this policy is to help the undergraduate nursing student be successful in passing the NCLEX-RN examination and become licensed Registered Nurses. The WPUNJ Department of Nursing has selected to implement a standardized testing program to help prepare students for the exam. Examples of this preparation include online practice and proctored exams. Students are required to see course syllabi for specific details. It is **MANDATORY** for ALL pre-licensure students to participate in practice and proctored exams each semester as identified in this policy and individual course syllabi. Exact dates and times of these exams will be determined during each semester based on University exam policy. If the student arrives late for testing, they will be allowed to take the test, but will need to finish by the end of the scheduled exam period. Extra time will not be afforded to the student. Students not attending the assigned test time will not be allowed to make up the test and will forfeit the grade. Students are assessed an NCLEX Prep fee each semester, which covers practice and proctored tests and online remediation materials. However, additional fees may be necessary if standards cited in the syllabus are not met or the faculty deems additional standardized testing to be necessary.
OTHER ACADEMIC POLICIES

A) ADJUSTMENT OF DEGREE REQUIREMENTS FOR THE NURSING MAJOR

Students seeking an evaluation of a course(s) from another college to determine the WPUNJ equivalent course should observe the following:

1. Obtain a conference with your assigned faculty advisor.
2. Upon evaluating your request, your advisor will refer you to the Chairperson or submit the request to the Chairperson.
3. If your request is approved the accommodation will be reflected on the students Degree Evaluations. This can be accessed through the University Student Portal online.

B) LEAVE OF ABSENCE/WITHDRAWAL

Students requesting a Leave of Absence or Withdrawal from the nursing major will meet with the Chairperson of the Department to explore options and/or assure a space in a future class.

C) CRITERIA FOR STUDENT PROGRESSION

Students are expected to progress through the nursing major courses sequentially. A student who does not complete or who fails one of the courses in a semester cluster, may not progress to the next nursing courses until ALL courses in the semester cluster have been completed.

Students who “fall” out of their cohort for any reason must meet with the Department of Nursing Chairperson or Program Assistant to be placed on the list of students expected for the next semester that they wish to re-join the nursing course progression. Seats are available based on existing enrollments and remaining available seats in the courses.

Approved 11/8/2010 Faculty Meeting

D) NURSING ELECTIVE COURSES

Students are required to take one nursing elective course. They may take more than one elective if spaces are available after other students have registered for their first elective. Certain elective courses require faculty approval; please consult the Master Schedule of Courses.

E) TIMELY DEGREE COMPLETION

The Department of Nursing has adopted a policy regarding timely completion of the nursing curriculum in an effort to assure that students have astute knowledge, competent skills and ability to critically think about patient care, i.e. to provide safe patient care, upon graduation from the program. The policy reflects the importance of rapidly changing scientific and process information required to perform safely as a professional nurse. It is intended to protect the public.

- Students who have dropped/left the major after having begun the nursing sequence may not return to the nursing major courses after an absence of three (3) semesters.
- After beginning the nursing clinical sequence, students must complete the program within three (3) years.
### Nursing - General - BS

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Semester 1</th>
<th>Semester 2</th>
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<tbody>
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Academic Technology Policy: Handheld Electronic Devices (HED)
(Personal Digital Assistant (PDA)/Smartphone/Handheld Computers)

This policy defines student usage/responsibility of Handheld Electronic Devices (HED) including Personal Digital assistants (PDA), Smartphones and handheld computers.

Students will be asked to sign the policy annually.

I. Classroom/Simulation Laboratory Usage

No electronics are allowed during any exams. Students may not be able to see/hear/feel these devices during exams. Devices are to be left in purses/backpacks etc. and are not permitted to be on any person. HED’s may not be used as calculators during exams. Students may use a calculator only device or a university computer calculator as permitted by faculty.

Students with disabilities requiring special accommodations must have documented approval from the Office of Disabilities Services and notification given to the Department of Nursing faculty prior to scheduled exam.

Handheld devices with Skyscape applications will be used in class during specified activities. Students agree to only use these devices for the purpose of engaging with the material being taught. They agree to only communicate with others as directed by the faculty.

All phones should be on Silent during every class.

II. Clinical Usage

A. HED’s are to be used in the clinical areas and for lab activities and classroom exercises as directed by faculty. Use of handheld electronic devices in clinical areas is regulated by clinical agencies, local, state and federal regulations and laws.

Students are responsible for adherence to regulations of the Health Insurance Portability and Accountability Act (HIPAA) guidelines when using HED’s. HIPAA guidelines can be found at: Http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html

Students are also responsible for adhering to guidelines of the clinical facility.

B. Personal health identifiers* (PHI) must be removed from any client data students collect on HED’s. Additionally, students must adhere to professional standards for all communication including maintaining confidentiality, proper conduct for communication and communicating appropriate material. If there are any questions/concerns about whether or not certain data can be shared, stored, or transmitted students agree to refrain until clarified by faculty.

Additionally, any electronic device used for the purposes of transmitting educational material that is related to clinical or client interactions must be secured with a password when not in use. This includes computers, phones, HED’s and any other such devices. Any communication about a clinical or client related concept or event must be de-identified before transmission per HIPAA guidelines.

C. HED telephone, camera, and video functions must be turned off during lab sessions and in clinical agencies by placing devices in “airplane”/silent mode. The telephone function may be maintained only in community clinical settings or as permitted as an exception by the faculty.
No pictures will be taken of any person, equipment or location that is related to clinical without prior written consent of the supervisor of that location, the director of nursing, and the faculty member.

D. With the exception of specified course required activities, sending or receiving text or other messages on the HED during class, clinical or lab is not permitted.

No texting, email, or communicating of any type will ever be done in front of a client or clinical agency staff member. At other times, the student must have expressed permission of the clinical agency and their faculty member.

E. Using the internet for personal, non-school functions is strictly prohibited. Inappropriate HED use or violation of HIPAA guidelines is cause for disciplinary action and possible termination from the Nursing Program.

F. Infection control precautions must be maintained when using HED’s in client care areas. Students agree that they will sanitize their handheld device with an antibacterial wipe in accordance with universal precaution standards after all client interactions.

III. Safeguarding of Data

A. The student will implement protective measures, such as encryption, for restricted data to safeguard the confidentiality or integrity of the data in the event of theft or loss. The students will ensure that the device will never be left unattended during use in the clinical setting. The student will use strong password protections and encryption technology as commercially available. The student will ensure proper destruction of all PHI from the device immediately after its intended use. If the device is lost or stolen, it will be immediately reported to appropriate personnel and/or security.

IV. Students will sign this technology policy form prior to entering any clinical setting at any facility annually. This form will be placed in each students file.

Student Agreement

By signing below, I acknowledge that I have read the above and accept the responsibility associated with these statements. I understand that violation of this agreement may be cause of immediate disciplinary actions.

Name _____________________________________________  Date ____________

*Personal health identifiers (PHI) is defined in the HIPAA guidelines of 1996 as any health data that are connected to a client’s identifying information i.e. names or numbers. It requires that the health care worker recognize and protect oral, written and electronic information that could reveal a client’s identity and health-related information.

Adopted 6/29/2011 vote of the Faculty Organization
CLINICAL LABORATORY REGULATIONS

A. HEALTH CLEARANCE

Entry into the first clinical course at the graduate and undergraduate level:

1. History & Physical by either APN or MD.
2. Two Step Mantoux.
3. Laboratory CBC and UA.
4. Rubella, rubeola, varicella, mumps titres. (required)
5. Proof of Hepatitis B vaccine or positive titre.

Students must provide the following annually after initial clearance:

1. Health History update (form online).
2. Proof of annual Mantoux.

Students who have not completed the health record requirements will not be permitted in the clinical agencies.

B. FUNCTIONAL HEALTH STATUS

Students with a change in health status affecting functional capacity including pregnancy must complete the Department of Nursing’s Health Status Change form before attending clinical. Pregnant students scheduled to deliver during a clinical semester are highly discouraged from registering for those courses. However if they choose to register and attend classes, they must submit the Department of Nursing’s Health Clearance form completed, signed and stamped by their obstetrician/midwife prior to attending clinical. Students must again submit this form upon returning from delivery or any pregnancy-related clinical absences. Students are advised that any clinical absences may result in the inability to successfully meet the course objectives, thus resulting in failure of the clinical course. In addition to this, all students must abide by the regulations set forth by the clinical agencies. The Department has developed this policy for the safety and well-being of the students and the patients (see below) available online under enrolled nursing students.

Revised Pregnancy Policy 10/8/2009 Department of Nursing Executive Committee

William Paterson University
Department of Nursing
Health Status Change Form

I certify that __________________________’s health status and/or functional capacity is satisfactory and is cleared to participate in the clinical course without limitation. Accordingly, neither the condition nor the treatment of the student interferes with their ability to physically or mentally address the significant care needs of a population.

___________________________________  _________________________
Healthcare providers’ signature       Date

Providers Official Stamp REQUIRED
CARDIO-PULMONARY RESUSCITATION CERTIFICATION

CPR certification from the American Heart Association for Basic Life Support for the Healthcare Provider must be current and valid throughout all clinical courses.

CRIMINAL BACKGROUND CHECK

All nursing students participating in clinical laboratory courses or practicum’s are required to have a criminal background check completed by the departments approved vendor. The Department of Nursing has contracted with Castlebranch, Inc. to complete the investigations. Students must log on to www.certifiedbackground.com and insert the appropriate school code WI21. Students attending certain clinical agencies may be required to complete addition requirements demanded by that facility. The costs of the reports are the sole responsibility of the student. Reports are due annually and should be ordered at least 10 days prior to the beginning of the semester. Once ordered the reports will be reviewed by a member of the Nursing Executive Committee. Reports not deemed “clear” will be shared with the clinical agency for ruling. If the student is denied entrance to a clinical agency the student may appeal to the agency. If the issue cannot be resolved, the student will be advised to select another major at the university.

Obligation to inform the Department of Nursing of any criminal activity

Students who are arrested and are either charged with a criminal offense or subject to an investigation which may lead to a criminal charge or indictment are required to report the facts and circumstances in writing to the Chairperson of the Department of Nursing within ten (10) days of the occurrence. The Department of Nursing has an obligation to inform our clinical affiliates of any such incidents. Detailed information regarding the incident may not be released without your authorization. Failure to authorize the release of this information to an affiliate agency may prevent you from continuing in all nursing laboratory courses. Affiliate agencies upon receiving information may: 1) choose to investigate the incident further 2) communicate with you for more details 3) deny the student further entrance to their facility. Students should be aware any incident that may cause a clinical affiliate to deny admittance into a clinical site will prevent them from completing the nursing program.

Approved October 8, 2009 Executive Committee

DRUG SCREENING AND TESTING: POLICY AND PROCEDURE

Policy Statement

William Paterson University and the Department of Nursing are committed to providing a quality education for students admitted into the Nursing Program. In order to protect the integrity of the Nursing Program and the nursing profession and to safeguard the welfare of nursing students and patients receiving treatment from these students, this policy addresses drug and alcohol testing of nursing students involved in clinical activities. The purpose of this policy is to notify the student and faculty of the University’s rules and testing procedures and to provide assistance and due process for students who test positive for drugs or alcohol. This policy applies to all students admitted to the Nursing Program and is effective immediately.

It is the policy of William Paterson University to comply with federal and state laws and regulations dealing with the usage and detection of drugs and alcohol. This policy is subject to change at the sole discretion of the University and is meant to supplement other relevant University policies including, but not limited to,
the Alcohol and Drug Policy and the Drug-Free Workplace Policy. In addition, students must comply with individual clinical institution drug policies. All costs associated with services beyond those offered on campus are the sole responsibility of the student. Examples of this are: baseline drug testing, drug testing for a cause, remediation, or higher level of drug treatment (such as an inpatient drug treatment facility).

The goals of patient safety and optimizing student performance are at risk when a student is present who is under the influence of these substances. Nursing students involved in clinical activities must uphold the standards of the nursing profession to ensure safe, effective, and supportive client care. Because a student may have altered judgment and skills, appropriate management of abuse and addiction is critical for nursing education and practice.

Students who have admitted to previous drug/alcohol problems will be tested in accordance with this same policy as other students. These students are encouraged to continue their support group therapy during their academic semesters in clinical. Through this policy, the Department of Nursing seeks to balance a sense of compassion for the individual student with concern for the community as a whole.

**DRUG SCREENING CLEARANCE PRIOR TO CLINICAL COURSES**

Drug screening clearance will be required of all nursing students prior to beginning clinical course work. A drug screen is required. Clearance will be completed prior to the beginning of the semester in which the first clinical laboratory takes place. Certain clinical facilities may require additional drug screen panels in which circumstance the individual students affected will be notified to retest at their own expense. Drug testing will take place off site at an independently contracted facility. Students will be given notice to report to the facility for testing. Positive results of the screening will be reviewed by a designated Medical Review Officer (MRO) from the independent contracted facility, a licensed physician who has knowledge of substance abuse disorders and has appropriate training to interpret and evaluate confirmed positive tests, medical history and any other relevant biomedical information. The MRO will report test results to designated agents within the WPU Counseling, Health and Wellness Center.

**Categories of Test Results**

A. Refusal to Test: If a student fails to produce the requested sample by the date and time designated, the student will be treated as if the test result was positive.

B. Negative Test Result: If the Drug test is negative, the student will be allowed to participate in clinical activities.

C. Positive Test Result: Any student who tests positive for drugs shall be withdrawn from all clinical courses and may be subject to discipline up to and including dismissal from the program. Any student who does not comply with any request or step outlined in this policy shall also be withdrawn from all clinical courses and may be subject to discipline up to and including dismissal from the program. Any student who tests positive for drugs shall be referred to Judicial Affairs at William Paterson University. The decision to proceed in the program or be dismissed from the nursing program shall be jointly determined by a representative from Judicial Affairs, the Director of the Counseling, Health and Wellness Center and the Chair of the Nursing Department. If the student is not dismissed from the program, the student will not be permitted to participate in clinical until the student undergoes remediation (see below for remediation procedures). In addition, future participation in clinical is dependent on the length of time needed for the remediation process and clinical availability.

**DRUG TESTING FOR A CAUSE**

The University prohibits the use or possession of alcohol and the use or unlawful possession of drugs during any clinical nursing experience. Drug testing of students after the initial drug screening clearance
will be done upon “reasonable suspicion,” for specific behaviors observed when students are engaged in clinical nursing experiences. The testing will be conducted in accordance with the procedure set forth in this policy.

Students enrolled in clinical courses must consent for testing. Students using medications which may impact their ability to perform clinical duties must notify their faculty member prior to the clinical experience without disclosing the identity of their medication. The student is required to obtain documentation from his/her prescribing primary care provider that the medication will not interfere with the student’s ability to perform the clinical requirements safely. This documentation will become part of the student’s confidential Health and Wellness Center record.

If a “reasonable suspicion” exists that a student is under the influence of drugs or alcohol, the student shall be subject to immediate testing. Violations of this policy may result, subject to all of the due process rights to which a student is entitled, in disciplinary action, including dismissal from the University’s Nursing Program.

**PROCEDURE- DRUG TESTING BASED ON “REASONABLE SUSPICION”**

**Suspicion of Substance Abuse**

1. If clinical faculty or staff at a clinical facility determines that “reasonable suspicion” exists that a student is under the influence of drugs or alcohol, the student must be immediately removed from any clinical activity. This will be reported directly to the Chair of the Department of Nursing, or his/her designee, who will then consult with the Dean of College and Health and the director of Judicial Affairs. A “reasonable suspicion” exists when a student exhibits behavior, or a pattern of behavior, or whose physical condition is consistent with the signs and symptoms of being under the influence of alcohol or drugs. These behaviors may be, but are not limited to (1) unsteady gait (2) odor of alcohol or illegal drugs on the breath or body (3) rapid, thick or slurring speech (4) aggressive or abusive language or behavior (5) disorientation or lethargy (6) nausea, vomiting, sweating (7) dilated or pinpoint pupils. Other factors to consider include (1) time and attendance patterns (2) on-site accidents (3) difficulty remembering instructions or conversations (4) poor relationships with fellow students (5) appearance (6) blood shot eyes (7) fine motor tremors (8) confusion (9) deteriorating job performance.

2. The student will be asked to submit to an alcohol or drug screening test which will be immediate, or not later than two hours of the observed behavior, and will be accompanied to the test by a representative of William Paterson University student services.

3. The student will be removed from clinical laboratory activities pending results of the test(s). Test results will be sent to the Dean of the College of Science and Health or designee and the Director of Counseling, Health and Wellness Center, regardless of test results.

4. If a student is unwilling to produce the requested sample, the student will be allowed 30 minutes to reconsider the decision. Students who refuse to take the test after the 30 minutes waiting period will be treated as if the test result was positive.

If screening/confirmation tests are positive, students are advised of the following:

1. New Jersey laws may require additional penalties beyond University sanctions for drug-related offenses.
2. A positive test result for drugs or alcohol, interpreted by the Medical Review Officer available through the testing laboratory contract will require student withdrawal and/or dismissal from the Nursing program at the discretion of the Dean and Chairperson of the Department of Nursing. Such sanctions shall be specified by a Review Panel charged with this function.

3. If the student is a Certified Nursing Assistant, an LPN or an RN, notification of a positive screening result will be sent to the New Jersey State Board of Nursing or other jurisdiction where the student is registered, certified, or licensed.

4. Dismissal from the program will be a joint decision made by a representative from Judicial Affairs, the Director of Counseling, Health and Wellness Center and the Chairperson of the Department of Nursing. If the student is not dismissed from the program, the student will not be permitted to participate in clinical until the student undergoes remediation (see below for remediation procedures).

If the screening test is negative, the following applies:

Absent of any further indications of impairment, the student may resume all clinical nurse course activities.

1. If the student again displays suspicious behaviors, an evaluation/assessment will be necessary to determine the risk potential for client/patient safety and student capacity for required role performance. The student will be referred for both a medical and psychological evaluation at the Counseling, Health and Wellness Center.

2. Until clearance for participation in clinical courses from the Counseling, Health and Wellness Center reports are received by the Chairperson of the Department of Nursing, the student cannot participate in any clinical course activities. The student is required to follow the recommendations included in such reports as a condition of resuming the clinical nursing course.

REMEDIATION FOR POSITIVE DRUG TESTING (Screening or Testing For A Cause)

If the student is not immediately dismissed from the Department of Nursing following the joint review of the Judicial Affairs representative, the Director of the Counseling, Health and Wellness Center and the Chairperson of the Department of Nursing, the student will be required to undergo a professional evaluation by the Counseling, Health and Wellness Center. The Counseling, Health and Wellness Center will determine whether appropriate care can be provided on-site, or referred to a higher level of care at an alternate site (such as an inpatient treatment facility). If referral to an external facility is deemed necessary by the Counseling, Health and Wellness Center, all costs are incurred by the student. Students must provide evidence of successful completion at the external facility to the Counseling, Health and Wellness Center. Upon successful completion of the treatment plan, the counselor shall conduct a follow-up evaluation and issue a report to the Dean and the Chairperson of the Department of Nursing. If the counselor reports that the student successfully completed the treatment plan and is ready to resume clinical, the student will be re-drug tested at the student’s expense. If the drug test is positive, the student will be dismissed from the Department of Nursing. If the drug test result is negative, the student may resume clinical course work depending on space availability. Once a student has resumed clinical activities, the student may be subject to random drug testing until graduation from the program.

Revised and Approved April 2015 by Faculty

Confidentiality

The University will take reasonable measures to protect the confidentiality of individual test results and the student’s medical history. Drug and alcohol test results will be kept confidential to the extent possible, but the
University will comply with applicable federal and state laws and regulations regarding the release of such information.

Adapted from parts of the Drug Free Workplace Act of 1988 and the WPUNJ Workplace Policy, Yavapai College, Clifton, NJ High School, Morris Catholic High School, Nutley Board of Education, Purdue University School of Nursing, Clemson School of Nursing.

5/5/09 Reviewed by Counsel, DAG C. Clarke
10/29/09 Approved by Faculty

UNIFORM:

The following information shall serve as a guide to the students in their selection of appropriate dress for the clinical laboratory settings.

1. Information shall be provided at the beginning of each clinical rotation regarding the nature of appropriate dress for the setting. Example: student uniform, street clothes with lab coat, or some other "uniform" combination of apparel.

2. Complete student uniform consists of the following:
   a. Regulation white uniform with school patch on left arm
   b. Name pin with student designation.
   c. White shoes and hose must be worn. Clogs and colored or canvas sneakers are not permitted.
   d. Bandage scissors, stethoscope

3. Business casual may be worn in some clinical facilities, however, "jeans" are not acceptable attire.

4. No open toe shoes. Closed toe and heel shoes required.

5. Hair must be worn off the uniform collar and away from the face. Hairstyles must reflect a professional image.

6. Jewelry worn will include a watch with a second hand, and may also include a wedding band and one set of pierced ear posts. No other jewelry is permitted, including visible body jewelry, including tongue piercings.

7. Fingernails will be short and neatly trimmed. Only clear un-chipped nail polish will be permitted. No nail wraps or tips permitted.

8. Tattoos on the extremities should be covered by uniform clothing.

9. Students who for religious/cultural reasons need a variance to the dress code must speak with Chairperson of Department and use amended policy below.

Amended Policy for Religious/Cultural Obligations:

Student can wear regulation uniform top/dress over regulation pants bottom. A long-sleeved shirt is available from the uniform company and may be worn under the uniform top. School arm patch will be attached to regulation uniform top. Regulation lab coat with arm patch will be required for a variety of clinical experiences. If head dress is required it must be white and may be purchased at the uniform supplier. HEALTH INSURANCE
Full-time and part-time students are required to have health insurance. A student health plan is available through the University. Applications should be completed at the time of registration.

William Paterson University is not responsible for payment of bills incurred if a student must go to the health service of emergency department of a hospital during a scheduled clinical laboratory period.

CLINICAL LABORATORY EXPERIENCES

The nursing program is affiliated with more than 50 cooperating agencies located in surrounding Bergen, Passaic, Essex, Hudson and Morris counties. These agencies include community and inner city hospitals, public health agencies, mental health clinics and institutions, nursery and day care centers and prenatal clinics.
- Clinical groups may consist of 10 students per faculty member.
- Students are responsible for transportation to off-campus experiences and are encouraged to "car pool". Car-pooling is often required by the clinical agency.
- Students must have a car/transportation for their Public Health experience.
- The variety of clinical agencies and experiences affords students interaction with clients and families of diverse, religious, socioeconomic and cultural backgrounds.

ATTENDANCE IN LABORATORY COURSES

Students are expected to attend all nursing laboratory sessions. Absences will result in a student missing critical learning experiences. Absences pose a risk for the student in that faculty may lack sufficient opportunity to judge whether the student's performance has met the course objectives and may therefore result in a failing grade for the course.

CLASSROOM CONDUCT

Students are expected to attend all classes. Beepers and cell phones must be on vibrate or turned off during actual class time. No cell phones will be allowed in a classroom during examinations.
GUIDELINES FOR FORMAL PAPERS

The faculty of the Department of Nursing have adopted the American Psychological Association (APA) manual for use in preparation of all formal papers. Students are required to use the format as described in: Checklist for Manuscript Preparation, on pages 31-32 of this handbook. Additional style information maybe located on the Library home page under Style/Citation Guidelines; http://www.wpunj.edu/library/refpubsx.shtml or in print from the American Psychological Association Publication Manual (Current Edition) Washington, D.C. Available in Library at Reference Desk.

CHECKLIST FOR MANUSCRIPT PREPARATION

Format
1. Use 8½ by 11 inch white bond (20 lb) paper.
2. Margins: 1 inch at Top, Bottom, Right and Left.
3. Double space throughout including references.
4. Manuscript page header: The first two or three words from the title are placed in the upper right hand corner 5 spaces to the left of the page number. Use the header/footer option; do not type headers repeatedly in your word-processing file.
5. Quotations:
   5.1 Less than 40 words place in quotations within the body of the text.
   5.2 More than 40 words place in a block, indented 5 spaces or ½ inch from left margin.
6. Paragraphs should be indented five spaces or ½ inch. (Set Tab)
7. Italicize the titles of books, plays, films, journals, magazine, etc.

Specific Pages
1. Title page:
   1.1 Title of Manuscript centered at approximately 1/3 distance from the top of the page, all uppercase letters.
   1.2 Insert the following centered in the middle of the page:

   MANUSCRIPT TITLE

   Double Space

   Student Nurse

   Course Number and Title

2. Reference Page
   See APA Manual 6th Ed. See the guidelines for APA referencing developed by the William Paterson University Library.
LEARNING CENTER POLICIES

1. Learning Center Hours
   8:00 to 4PM Monday through Friday

2. All Learning Center materials are available in W 123. Materials requested by students/faculty are to be signed out and in via the Learning Center faculty or Department Secretary no later than one half hour before the Learning Center closes for the day.

3. NO FOOD, DRINKING OR SMOKING is permitted in Computer Lab, W102.

4. Students/faculty are responsible for leaving the Learning Center neat and orderly after use.

5. All linen must be folded and stored in linen cabinet after each class or practice session.

6. Students wishing to practice skills may sign up for an appointment with the Learning Center Faculty.

7. All unused needles, syringes, must be kept locked at all times; all used needles, syringes must be disposed of in the proper red Sharps container on the wall by the sink. All IV bags must be emptied before throwing it into the regular trash basket.

8. Sphygmomanometer kits are available for overnight practice. They may be signed out from W123 for four (4) nights.

9. Damaged or defective material must be reported to the Learning Center Faculty coordinator promptly.

10. Under the following listed kits are the items to be found in the kit with the replacement cost listed next to it. All kits will be checked by the student to ensure they are complete before signing them out on the sign-out card and in the sign-out log book.

Physical Assessment kits - semester
   1. Stethoscope ($11.00)
   2. Tuning Fork ($10.00)
   3. Percussion hammer ($3.00)
   4. Penlight with batteries ($3.25)
   5. Rubbermaid 1 qt container w/lid ($5.50)
   6. Cloth Gown ($6.00)

Each item will be numbered to correspond with the number on the box. Each student will sign out an assigned numbered Physical Assessment kit and gown. Students are responsible for bringing the equipment to the lab class. During the semester the gowns will be cleaned by the student. (Students may come to W123 for replacement batteries for the penlight). The kits will be returned to W123 to either the LEARNING CENTER FACULTY COORDINATOR OR THE DEPARTMENT SECRETARY THE DAY THE STUDENT HAS COMPLETED THE PHYSICAL ASSESSMENT PRACTICUM OR withdraws from the course.

D.D.S.T. Kits - two weeks
   1. Bell $4.25
   2. Bottle $3.50
   3. Set of blocks $7.00
   4. Pencil $5.00
   5. Tennis Ball $3.50
   6. Yarn $2.90
4. Rattle   $3.00   9. Raisins   $.25

Public Health Bags - semester
1. Sphygmomanometer $22.00
2. CPR mask $7.50

Students are responsible for replacing or paying for missing items. If kits and/or equipment are not returned or replacement fees are not paid by the end of finals week, the Registrar will be notified to hold the students grades.
NURSING ENRICHMENT AND TUTORING CENTER (NET)

The Nursing Enrichment and Tutoring (NET) Center offers peer tutoring and scheduled faculty workshops to enrich and promote the success of nursing students.

NET information and study links may be accessed on the WPUNJ Nursing home page side bar titled “Student Success” and at [http://www.wpunj.edu/cos/nursing/studentsuccess/](http://www.wpunj.edu/cos/nursing/studentsuccess/)

NET OFFERS
The NET Peer Tutoring Program has been designed to provide academic and clinical practice.

Students who want to improve their course grade or clinical performance are encouraged to use the service.

- Sessions can focus on short-term specific needs such as review for an exam or
- Can be scheduled on an ongoing basis throughout the term and
- Both one-on-one and group tutoring is available.

TUTORS
Peer tutors are nursing students who have been recommended by a faculty, have demonstrated academic achievement and have an interest in assisting other students.

REQUEST FOR SERVICE
The services are available to all levels of students. A student may initiate the service for themselves, may be referred by an instructor or may be required to attend as a condition of remaining in the nursing program. To schedule an appointment:

- Fill out the “Request for Tutoring” form
- Form may be found in Wing 103 or printed and then filled out from [http://www.wpunj.edu/cos/nursing/studentsuccess/requestfortutoring.pdf](http://www.wpunj.edu/cos/nursing/studentsuccess/requestfortutoring.pdf)
- Deliver the form to Hunziker Wing 103
- The First session will be scheduled by the Program Coordinator

GENERAL GUIDELINES

Students:

- Sign In at each session
- Prepare for every tutoring session
- Come with specific questions
- Bring books, notes and grading criteria as appropriate
- Respect the tutor
- Notify Program Coordinator if participation is required
- Submit the “SS/TP Referral” form if referred by an instructor
- Notify the tutor if a session will be missed

Tutors

- Focus upon students concerns and needs
- Prepare for tutoring session as appropriate
Notify the instructor that the tutoring for the referred student has been completed

CANCELLATION
Cancellation of tutoring sessions, as well as tardiness, is highly discouraged.

- To cancel or report lateness call Tutor phone number at 973-720-2686 or the Program Coordinator at 973-720-3516
- Absence or lateness without notification is subject to immediate removal from the schedule

ACTIVITIES
Department Of Nursing Committees

Student members are included in the following committees:

A. Faculty Organization – President and Vice President of the Student Nurses Association, Undergraduate and Graduate
B. Curriculum Committee - Student representatives (Junior, Senior, and Graduate)
C. Appointment Committee - Student representatives. (Junior, Senior, and Graduate)
D. Retention, Tenure and Promotion Committee – (Senior and graduate).

Student representatives are determined at class meetings in September prior to the first Faculty Organization Meeting. Notice of meeting dates, times and locations will be posted and student representatives receive minutes of their respective meetings. Most committees meet monthly with the exception of the Appointment and Retention, Tenure and Promotion Committees.

National Student Nurses' Association (NSNA)

The National Student Nurses' Association is the largest health profession student organization in the United States and the only one for nursing students. As a member, you join a vital, growing association and receive benefits such as: Imprint, the official magazine of the association, opportunities for financial assistance, free career planning assistance, and reduced rates on textbooks, magazines and uniforms. Involvement is possible on a National, State and school chapter level.

The purpose of the NSNA is:
   a) To assume responsibility for contributing to nursing education in order to provide for the highest quality health care.
   b) To provide programs representative of fundamental and current professional interests and concerns, and
   c) To aid in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people in all walks of life. (NSNA, April 2007)

Nursing Honor Society: Iota Alpha Chapter of Sigma Theta Tau International

The William Paterson University, Department of Nursing Honor Society inducts senior students and community members annually. Undergraduate nursing students must have a minimum cumulative grade point average of 3.2. Interested registered nurses who are not members of the college community can
also apply as community members. Candidates should demonstrate leadership abilities and provide evidence of scholarly and professional involvement.

COMMUNICATIONS

1. All University and Departmental communication is accomplished through the University assigned student e-mail system. NUR-StudentMailing may be the sender for Departmental mailings.

2. Students are advised to use the WPUNJ e-mail/portal and check for information regularly.

Notices are also posted on bulletin boards adjacent to the Learning Center; inside the Learning Center and outside faculty offices.