The William Paterson University of NJ

School of Nursing

Online Graduate Program



WILLIAM PATERSON UNIVERSITY

WAYNE, NEW JERSEY 07470-2103

Online Student, Faculty and Preceptor Handbook

Administration and Education Track

Partnerships For Learning

2025-2026

2026

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INTRODUCTION

The faculty and professional staff are pleased that you have chosen William Paterson University. The Student, Faculty and Preceptor Handbook "Partnerships For Learning" has been developed to provide you with a wealth of information that you will need throughout your clinical practicum experience. Specifically, information on selection and qualifications of a preceptor; faculty, student and preceptor responsibilities, new preceptor orientation, process of approving the preceptor and completed form required. It is important that students refer to the information in the handbook every semester that they are enrolled in the clinical course.

The faculty and staff of the William Paterson University Graduate Nursing Program take pridein our program, its' students and their accomplishments and wish you great success throughout your clinical experience.

All updated versions of the handbook can be found at:
http://www.wpunj.edu/cosh/departments/nursing/graduate-programs/handbooks.dot

Cheryl Hollema, DNP, APN, FNP-BC
Director, Graduate Nursing Programs

School of Nursing Graduate Program	Description of Program

Master's Degree Program Outcomes

The content in the master's program in nursing is consistent with the mission and philosophy of the School of Nursing. It is designed to meet the program objectives which are derived from the overall framework guiding curriculum. Upon completion of the program, the graduate can meet the program objectives, which reflect the roles of the advanced prepared nurse in practice, education and/or management.

The William Paterson University of New Jersey master's graduate in nursing will be prepared to:

1. Apply advanced knowledge of nursing theories, related sciences and humanities, andmethods of inquiry in the delivery of healthcare services.
2. Develop leadership and communicate effectively using the collaborative approach to improve quality care.
3. Analyze changes in the healthcare system through the design and implementation of health related projects that strengthen the outcomes in the healthcare delivery system.
4. Apply evidence, research and theory to improve health services.
5. Apply current health information and technologies to advance the quality and accessibility of care.
6. Advocate for healthcare policies and systems to improve healthcare.
7. Analyze systems responses to health and illness to improve the promotion, restoration, and maintenance of health that reflect respect across diverse cultures.
8. Engage in advanced nursing care to individuals, families, communities, and clinical populations.

Contacts

Jill Nocella, Ph.D, APRN-BC
Associate Dean, School of Nursing
973-720-3483
nocellaj1@wpunj.edu

Maya Joseph, Ph.D
Chairperson, School of Nursing
973-720-4035
josephm30@wpunj.edu

Cheryl Hollema, DNP, ANP, FNP-BC
Director, Graduate Program & DNP Coordinator, School of Nursing
973-720-3482
hollemac@wpunj.edu

Nasim Bib, MSN
NTTP, Administration & *Education Coordinator, School of Nursing*
973-720-3147
bibin@wpunj.edu

Ivy Sosoban, MSN, RN
Online Clinical Coordinator, School of Nursing
973-720-2753
sosobani@wpunj.edu

CLINICAL PLACEMENTS FOR GRADUATE PRACTICUM EXPERIENCE

Overview

The student in consultation with the lead Nurse Practitioner (NP) Coordinator and/or Graduate Nursing Program Director usually initiates clinical placements for graduate students a semester prior to registration of the clinical course. Each student is placed with a preceptor who serves as an appropriate role model as well as a clinical instructor at the practicum site. Placement is arranged in consultation with the clinical preceptor and student. The lead NP verifies that the student objectives are appropriate to the practicum, assures that the preceptor has been approved by the School of Nursing. The faculty teaching the course maintains appropriate contact with the preceptor and awards the final grade. In addition to the supervised clinical hours, a 2 ½ hour seminar (face to face/online/hybrid) will be held bi-weekly during the semester.

State Authorization and Nursing Licensure Considerations

The State Authorization Reciprocity Agreement (SARA) is a national initiative that helps expand students' access to educational opportunities while maintaining compliance with state regulations. Institutions participating in SARA may offer distance education opportunities in SARA member states without seeking individual approval in each state.

William Paterson University of New Jersey (WPUNJ) is an approved participant in the State Authorization Reciprocity Agreement through the State of New Jersey. As a SARA-participating institution, WPUNJ may offer eligible online academic programs to students residing in SARA member states, subject to applicable federal regulations and state-specific requirements.
To be eligible for admission to William Paterson University's Nursing programs, applicants must reside within an approved state within the United States or a U.S. territory at the time of application and throughout enrollment.

Because nursing licensure requirements vary by state, applicants and enrolled students should be aware that participation in SARA does not supersede requirements established by state boards of nursing or other state agencies. State-specific regulations may affect admission, clinical or practicum requirements, progression in the program, eligibility for licensure, or the ability to complete required educational experiences.

Students are responsible for notifying the University of any change in their state of residence. Relocating to another state after admission or enrollment may affect a student's ability to continue in the program, complete program requirements, participate in required practicum experiences, meet professional licensure requirements, or remain eligible for certain forms of financial aid. Prior to relocating, students should consult with their academic advisor and the appropriate University offices regarding state authorization and licensure implications.

Nursing administration students:

You will enroll in NUR 7255 Role Practicum for nurse administrator, requiring 170 hours.

Nurse educator students:

Clinical practice for the nurse educator in the role practicum course (NUR 7254) is under the supervision of approved preceptor(s) and will comprise a total of not less than 170 clock hours for the semester. Approximately 50 hours are allotted to direct (clinical) care activities and 120 hours are the indirect (teaching) experiences. When seeking a preceptor, you may have a preceptor for the direct and indirect role. Ideally, you can seek one preceptor who has responsibilities for teaching and clinical unit responsibilities. NUR 6061-Classroom Teaching Strategies, requires students to complete 45 supervised hours in teaching environment with a faculty preceptor.

A. Direct Practice

With the MSN 2011 Essentials (AACN, 2011), the clinical practicum will include a proportion of experiences in direct care of patients which demonstrate advance expertise and competency in the content area in which the student teaches along with the indirect role competencies of the nurse educator. At least three clinical objectives will be identified for this experience.

Suggested clinical objectives to demonstrate advanced expertise and competency:

- Demonstrate clinical judgment in the planning and implementation of care to patients and their families
- Collaborate with members of the health care team in the design and implementation of care.
- Include evidence-based practices in all aspects of care for patients and their families
- Use effective communication in patient-centered care. Indirect Practice (Teaching experiences)

Most of your time in this course will be in the classroom or clinical settings applying the principles and theories of the nurse educator role and nursing education practice. You will be learning from an approved master's or doctoral prepared nurse in either setting depending on your career goals. The practicum will include hands on experiences such as teaching classes, participating in simulations, and online courses as well as pre/post conferences with nursing students. You are required to complete a total of 170 clinical hours as evidenced by your practicum logs. After meeting with your preceptor- you will identify 3-4 practicum objectives designed to fulfill to accomplish the NLN nurse educator competencies (See evaluation form)-the nurse educator competencies are the cumulative experiences in the graduate program not necessary achieved only in the role practicum course.

Procedure (all MSN students)

The student must hold RN licensure in the state in which the practicum takes place. The graduate student practices under his or her own RN license and is covered by the University professional liability insurance for course-related incidents. The student also needs individual professional liability insurance include ($1 million per occurrence/$6 million aggregate). Upload RN licensure and liability insurance in Exxat.

If a facility requires a formal contract with William Paterson University and does not currently have one, we will not approve a preceptor from that facility.

Appropriate student placement with a qualified preceptor is determined by course objectives, student objectives, and experiential background.

Sites or practices may require additional clinical health requirement, documents etc., prior to the student beginning their clinical. It is the responsibility of the student to complete these requirements prior to the first day of class.

The student uploads the information in the Student and Preceptor Information Request Form in Exxat under the My Request wishlist found under coursework. The student must also upload a copy the preceptor's curriculum vitae (cv)/resume. Place the preceptor request under the course # and semester that the practicum will be taking place.

Once a student submits their preceptor request in Exxat, the faculty coordinator will review the request. If the faculty coordinator approves the request, a confirmation of clinical placement form will be sent to the preceptor to sign.

If the site requires a formal contract between the University and the site, please contact Dr. Iryna Surmachevska, surmachevskai@wpunj.edu. She handles all our contracts. Be sure to include the following:

- Student's full name/program:
- Anticipated time/semester of the rotation:
- Precepting Agency/hospital name:
- Contact person full name:
- Contact person title:
- Contact person email address:
- Additional information, if needed:

Please note that if the Confirmation of Clinical Placement Form is not received or if a contract is not fully executed by the due date outlined below - the student will have to drop the clinical course and resume the following semester on a seat availability basis.

All signed forms will be kept on file.

	Summer I Semester	Summer II Semester	Fall I Semester	Fall II Semester	Spring I Semester	Spring II Semester
Signed confirmation of clinical placement form.	May 1	June 21	August 16	October 11	December 27	February 21
Fully executed contract (if required).	May 1	June 21	August 16	October 11	December 27	February 21

Clinical Courses

Requirements prior to starting MSN graduate clinical courses:

1. Completed all nursing pre-requisites
2. Submission/approval of Student & Preceptor Information Request Form in Exxat
3. Completion of signed Confirmation of Clinical Placement Form - Signed & returned by preceptor.
4. Completed contract if required by agency. Signed by facility & university.
5. Health clearance (compliance documents) through Exxat – All clinical clearance documentation requirements are due **14 days prior** to the start of the clinical course. If a student is not cleared 7 days priorto the start of the first day of their clinical course, they will be administratively dropped without warning. NO EXCEPTIONS

   Student needs to upload COVID vaccine/religious exemption in Exxat. The exemption needs to be approved by practicum site prior start of clinical hours.
6. Completed Urine Drug Screen - Result of "Approved" through Universal (Students must go through Universal).
7. Completed Background Check - Result of "Approved" through Universal (Students must go through Universal). Complete initial background check first. Only complete the recheck if the initial background check is about to expire or has expired.

PRECEPTOR SELECTION FOR PRACTICUM COURSES

Practicum preceptor selections are made based on demonstrated commitment to the School of Nursing Graduate Program at The William Paterson University of New Jersey. Collaboration between agencies and the School of Nursing assure a pool of qualified clinical preceptors. This reciprocal relationship fosters the quality of services offered by both parties entering into this agreement.

Qualifications: Master's Degree in Nursing (Advanced Practice Nurses)
A minimum of one year's experience in the practice area

Privileges: Opportunity to participate in the School of Nursing faculty meetings, instructional activities, conferences and collegial relationships with faculty.

Responsibilities: Preceptors are expected to:

- Use theories of adult instruction and learning in the education of the student.
- Provide experiences that engage the role of advanced practice nurse, manager/administrator, educator as defined by the needs of the client population and expertise of the preceptor.
- Collaborate with the student in the development of the informal learning contract and individualized objectives.
- Supervise and evaluate students' learning experiences.
- Maintain an on-going supervisory relationship for the duration of the practicum, which promotes students' use of advanced specialized knowledge.
- Guide the student in the selection of agency activities that promote students' progress in the role of the advanced practice nurse, administrator and/or educator.
- Encourage student involvement in the identification of research problems, collaboration with nurse researchers, and utilization of research findings among staff.
- Communicate with faculty relative to student progress.
- Guide the student in achieving goals relative to the informal learning contract and participate in the evaluation of those goals.
- Serve as a professional role model in their teaching-learning experience.
- Documents student's activities and evolving role behaviors/competencies.

WP ONLINE RESPONSIBILITIES IN THE PRECEPTOR PARTNERSHIP

The student, preceptor, and faculty have equal responsibility for providing a quality learning experience in the practicum. There are, however, specific responsibilities for each participant. This is necessary to promote student progress and role expectations. A pre-practicum meeting with the student and preceptor facilitates mutual understanding of the responsibilities of all parties. These responsibilities are identified as follows:

Student Responsibilities

1. Participates in selection of qualified preceptor (s).
2. Complete 170 clinical practicum hours for each practicum course (ie: 24.3 hours/week for 7 weeks).
3. Develops and completes an informal learning contract in accord with William Paterson University course objectives and agency policies.
4. It is the responsibility of students to show proof of compliance on the Nursing Clinical Documentation Checklist forms required for clinical placements every semester by uploading documents in Exxat and checking the status of their clinical clearance. All health clinical clearance requirements (compliance requirements in Exxat) are **due 14 days prior** to the start of the clinical course. If a student is not cleared 7 days prior to the start of the first day of their clinical course, they will be administratively dropped without warning. **NO EXCEPTIONS**
5. Completes the requirements on the Clinical Documentation Checklist no later than the first day of the clinical semester.
6. All graduate students are to report any criminal arrest or conviction immediately to Graduate Nursing Program and to the preceptor's supervisor. Our policy also requires that our Graduate Nursing Program report any arrests or convictions to the place they are precepting.
7. Maintains on-going student-preceptor relationship for duration of the practicum.
8. Keeps faculty informed of progress related to course objectives.
9. Keeps faculty informed of advanced practice nurse role progress.
10. Seeks faculty consultation on appropriate issues.
11. Practices in a safe and ethical manner cognizant of standards of care management/administration, education care, management/administration, education.
12. Submits practicum experience logs/narratives to faculty in a timely manner.
13. Completes assignments as identified in the course syllabus.
14. Completes required practicum hours with preceptor.

Flynn Ohara. You want the **WPU logo** on the lab coat and for the name bade **WPUNJ NURSE PRACTIONER STUDENT** for AGNP/FNP tracks or **WPUNJ ADM STUDENT or WPUNJ EDU STUDENT** for ADT/EDT tracks.

This is the site specific to WPU students to order: Lab coats: http://www.flynnohara.com/school/nj196

Name badge should state **first** and **last name**: https:wpunjgrad.lonestarbadge.com

Robert Rose, Business Development
10905 Dutton Road
Philadelphia, PA 19154
Work:1-800-441-4122 x 8108
Cell: 215-287-3722
www.flynnohara.com

Faculty Responsibilities

1. May recommend a qualified preceptor (with student participation)/clinical placement.
2. Verified student has completed the clinical Checklist Documentation form requirement by the first clinical course.
3. Approves a student-preceptor learning contract.
4. Maintains communication with student and preceptor in relation to student progress and a minimum of one site visit with student and preceptor.
5. Encourages student scholarly inquiry through the use of nursing and related research in clinical practice, management/administration, or education tracks.
6. Facilitates student/faculty seminar discussions of advanced specialized practice.
7. Facilitates seminar discussions relative to the role of the advanced practice nurse, manager/administrator or educator.
8. Assess and evaluate student progress with input from student and preceptor.
9. Reviews student practicum experiences/logs/narratives with feedback.
10. Assures completion of practicum hours and submits logs/narratives at the end of the semester and submits this to the Graduate Program Assistant.
11. Complies with University and School of Nursing assessments, student evaluation of Preceptor & Clinical Agency and student's logs with cumulative earned hours.
12. Submits a grade on WPConnect for the student at the end of the semester.
13. Communicates with the WP Online Graduate Coordinator and/or Graduate Program Director violations of policy, unsafe/unethical practices.

Preceptor Responsibilities

1. Reads William Paterson University Preceptor Handbook of Policies and Procedures available on the graduate nursing website – handbooks, and familiarize self with curriculum content.
2. Uses theories of adult instruction and learning in the education of the student.
3. Provides experiences that reflect the role of advanced practice nurse, manager/administrator and educator as defined by the needs of the client population and expertise of the preceptor.
4. Supervises students' learning experience.
5. Maintains an on-going supervisory relationship for the duration of the practicum which promotes students' use of advanced specialized knowledge.
6. Guides student in the selection of agency activities that promote students' progress in the role of the advanced practice nurse, administrator and/or educator.
7. Encourages student involvement in the identification of research problems, collaboration with nurse researchers, and utilization of research findings among staff.
8. Communicates with faculty relative to student progress and facilitate faculty observation of student.
9. Guides student in achieving goals relative to the informal learning contract and participate in the evaluation of those goals.

BENEFITS FOR PRECEPTORS

- Will be granted the title of Clinical Preceptor
- Opportunity to guest lecture or lead a seminar in area of expertise.
- Receive a Certificate of Appreciation and Acknowledgement from the Graduate Program.
- Will receive a thank you letter from the Graduate Nursing Program and ANCC Verification of Hours form at the end of the semester (if applicable.)

Site visits & facilitation of clinical activities

The faculty member will make scheduled visit(s) to the clinical site (a minimum of one visit is expected). The date and time are confirmed with the student. It is the student's responsibility to inform the preceptor of the date/time of the visit. Purpose of the site visit include observation and evaluation of the student's role performance (practitioner, educator or administrator) behaviors and the student's interaction with staff and preceptor. Additionally, it provides the faculty member, the preceptor and the student an opportunity to discuss the student's progress. Faculty will document site visit via Site Visit Observation Form.

Evaluation of student

The course syllabus and clinical evaluation forms include the requirements and evaluation criteria for successful student performance. Evaluations by the faculty member with input from the preceptor are important components of the student performance. Open communication between the faculty, preceptor and student is essential. Faculty assumes the ultimate responsibility for the evaluation of the student and employ several methods to achieve this. This includes at least one visit of clinical practicum site with preceptor, student, and faculty; Regular review of student's clinical documentation via Exxat. Assessment of student's clinical experiences/practice, along with review of supportive evidence from clinical preceptor.

Specific Guidelines for Students in Clinical Facilities

1. Students are to negotiate acceptable hours with the preceptor prior to starting clinical practicum. The student is expected to accommodate the preceptor's availability and schedule. The student's personal and work schedules are expected to accommodate participation in the required number of clinical hours specified by the clinical course.
2. Professional apparel that meets agency guidelines is expected. Conservative and professional dress clothing and a lab coat are the norm. No jeans or shorts or running shoes or bare midriff or low-cut clothing are allowed in an agency.
3. Graduate Nursing students will demonstrate professional behavior during all clinical placements in all settings, following the legal and ethical codes of nursing. Student behavior that is considered unsafe, according to the professional judgment of the faculty/preceptor or agency, is cause for immediate removal from the clinical site and faculty/administrative review for continuation in the nursing program.
4. The student will work within the policies of the agency and maintain a constructive relationship with the agency.
5. It is the responsibility of students to show proof of compliance on the Nursing Clinical Documentation Checklist forms required for clinical placements every semester by uploading documents in Exxat and checking the status of their clinical clearance. All clinical clearance documentation requirements are due **14 days prior** to the start of the clinical course. If a student is not cleared 7 days prior to the start of the first day of their clinical course, they will be administratively dropped without warning. **NO EXCEPTIONS**. These forms can be found on the https://www.wpunj.edu/cosh/departments/nursing/graduate-programs/clinical/clinical-forms/.
6. The graduate student WPUNJ ID card is worn only when the student is participating in or involvedin experiences related to the graduate student role.
7. The student is responsible for her or his individual travel or other costs related to clinical experiences.
8. White lab coats are required for all students in the clinical practica-
   Contact Flynn Ohara. You want the **WPU logo** on the lab coat and "**WPUNJ ADM STUDENT or WPUNJ EDU STUDENT**" on the badge. This is the site specific to WPU students to order lab coats: **www.flynnohara.com/school/nj096**
   Robert Rose, Business Development
   10905 Dutton Road
   Philadelphia, PA 19154
   Work:1-800-441-4122 x 8108
   Cell: 215-287-3722
   www.flynnohara.com

All students are required to purchase a white lab coat with the WPU logo on it, along with a name badge that states first and last name, with the identification of WPUNJ ADM STUDENT or WPUNJ EDU STUDENT.

Link to order the NP badges **https://wpunjgrad.lonestarbadge.com/**
Link to order the lab coats. **www.flynnohara.com/school/nj096**

WILLIAM PATERSON UNIVERSITY

INITIAL CLINICAL HEALTH CLEARANCE GUIDE

Pre-entrance and periodic health evaluations are required by all students in the nursing major going to a clinical setting. This required data meets the requirements of the state of New Jersey Department of Health, as well as the various clinical agencies in which students affiliate. Carefully review the requirements below to successfully complete the attached Health Clearance Packet in its entirety. **All clinical clearance documentation requirements are due 14 days prior to the start of the clinical course. If a student is not cleared 7 days prior to the start of the first day of their clinical course, they will be administratively dropped without warning. NO EXCEPTIONS**

Initial Health Clearance Requirements:

1. **Initial Physical Exam for Clinical Clearance** form completed (front and back pages): Student must have a physical exam performed by a healthcare provider within 1 year of clinical start date. All information must be completed, including vision/color screen, date of physical exam, signed and stamped by the healthcare provider. Upload in Exxat.

2. **QuantiFERON-TB Gold/ T-SPOT (blood test**) within 3 months of clinical start date. Student must submit a copy of the lab report. Upload in Exxat.

   - **Positive QuantiFERON-TB/T-SPOT test: Action Required**
     Please submit a post-positive chest x-ray report. Documentation of (prophylactic) medication regimen by a healthcare provider required and yearly documentation of TB symptoms check.

3. **Complete blood count (CBC) lab report** within 1 year of clinical start date. Upload in Exxat.

4. **Varicella (Chickenpox):**
   IgG titer (laboratory blood test for antibodies): must submit a copy of the lab report regardless of past history of disease or vaccination. Upload in Exxat.

   - **For Negative Varicella Titer: Action Required:**
     If there is documented history of 2-dose Varicella vaccinations, then *1 dose of Varicella booster vaccine is required.* If there is no documented vaccination history, then 2 dose Varicella vaccination is required: second dose at least 28 days after the first dose. Please submit vaccination record, if not done so already. Upload in Exxat.

   - **For Equivocal Varicella Titer**:
     If there is documented history of 2-dose Varicella vaccination, then a booster is *highly recommended* but not required. If the student has only received 1 dose of the vaccine in the past then a *second dose of the vaccine is required.* Upload in Exxat.

5. **Measles, Mumps, and Rubella (MMR):**
   IgG titer (laboratory blood test for antibodies): must submit a copy of the lab report with each results. Upload in Exxat.

   - **For Negative Measles, Mumps, or Rubella Titer Results: Action Required:**
     If there is documented history of 2-dose MMR vaccinations, then *1 dose of MMR booster vaccine is required.* If there is no documented vaccination history, then 2 dose MMR vaccination is required: second dose at least 28 days after the first dose. Please submit vaccination record, if not done so already. Upload in Exxat.

- **For Equivocal Measles, Mumps, or Rubella Titers**:
  If there is documented history of 2-dose MMR vaccination, then a booster is *highly recommended* but not required. If the student has only received 1 dose of MMR vaccine in the past then a *second dose of the vaccine is required.* Upload in Exxat.

6. **Hepatitis B**

   Documentation of **positive Hepatitis B Surface Antibody test**: must submit a copy of the lab report. Upload in Exxat.

- **For Negative Hepatitis B Surface Antibody: Action Required**
  If there is documented history of 3-dose Hepatitis B vaccinations, then *1 dose of Hepatitis B booster vaccine is required.* If there is no documented vaccination history, then 3-dose Hepatitis B vaccination is required at 0, 1, and 6-month intervals. Upload in Exxat.

7. **Tetanus/Diphtheria/Pertussis Vaccine (Tdap/Td)**
   Documentation with date of vaccination of Tdap vaccine in a lifetime and Td booster every 10 years. If no documentation of Tdap is presented a single dose of Tdap is required. Upload in Exxat.

8. **Covid 19 vaccine**
   A copy of your Covid 19 vaccine record is required. Exemptions must be vetted by a physician. Upload in Exxat.
9. **Flu vaccine**
   Documentation of annual flu vaccine during the flu season (August through May). Upload in Exxat.

10. **Clinical Student Request and Authorization to Release Records and/or Information Form:** must be signed and dated annually. Upload in Exxat.

11. **Urine Drug Screen and background check** need to be completed annually. Results will be posted in Exxat.
    *Note, the initial background check must be completed first. The background recheck should only be completed when the initial background check is about to expire or has expired. ***Anyone who lives in New York State or who has lived in New York State in the last 7 years must complete a New York background check in addition to the one in New Jersey***.

12. **Exxat** will review the documents uploaded and categorize them as approved, pending, or not approved. **Exxat** will provide comments on documents that need further explanations and/or supplemental documentation. **Please check all comments before reaching out**. Exxat support, prism-support@exxat.com. It takes 48-72 hours for Exxat to review/respond.

Please submit **ALL** completed forms and documents to Exxat. **Incomplete forms and documents will not be accepted and will cause a delay in your clearance.**

For further questions, please contact your program clinical coordinator:

Undergraduate Clinical Coordinator:	Iryna Surmachevska, surmachevskai@wpunj.edu
Graduate Program Assistant:	Jami Jennings, jenningsj3@wpunj.edu
WP Online Clinical Coordinator:	Ivy Sosoban, sosobani@wpunj.edu

William Paterson University

Physical Exam for *Initial* Clinical Clearance- Page 1

INCOMPLETE FORMS/DOCUMENTS WILL NOT BE ACCEPTED

Upload completed forms and all required documents in Exxat:

Patient Name:_____ **DOB:**_____

Student ID#: 855_____ **Contact Phone#** _____

Program *(select one):* Nursing Graduate Nursing DNP Communication Disorders

Allergies *(specify reaction)*:_____ **Current Medications**:_____

Past Medical History _____

1. Physical Examination *(To be filled out by a medical provider)*

LMP _____

HT_____ **WT**_____ **BP**_____ **HR**_____ **RR**_____ **TEMP**_____

Vision Screen-mandatory: Left Eye_____/_____Right Eye_____/_____ *Circle:* With / Without Correction

	WNL	Abnormal/Comments
General		
Skin		
Nodes		
HEENT		
Mouth		
Chest/Breast		
Lungs		
Heart		
Abdomen		
Gent/Rect		
Extremities/Hips		
Back/Spine		
Musculoskeletal		
Neuro		

2. Assessment:

Patient is medically cleared to participate in the clinical setting ***(circle):*** **Yes** **No**

If no, explain reason _____

_____

Provider Name & Signature **Date**

Provider's Stamp (Required)

William Paterson University

Physical Exam for *Initial* Clinical Clearance- Page 2

(All the information below is to be filled out by a medical provider and stamped at the bottom)

Patient Name: _____

3.

Tuberculosis Screening *(via blood test):* DOB:

Provide a copy of QuantiFERON TB-Gold –or- T-SPOT lab test results within the last 3 months

- **Positive QuantiFERON-TB-Gold/ T-SPOT test: Action Required**

Please submit a post-positive chest x-ray report. Documentation of (prophylactic) medication regimen by a healthcare provider required and yearly documentation of TB symptoms check.

CXR Date(s):_____ **Results**: Negative Positive

TB Symptoms Assessment (date & results): _____

Prophylaxis/Treatment History *(Include date started and end date):* _____

Precautions and follow-up instructions: _____

If treatment is not recommended, give reason: _____

---

4. CBC: Provide copy of complete blood count lab report completed within 1 year of clinical start date

5. Measles, Mumps, Rubella & Varicella Titers: Provide copy of the titer lab results, **not** the vaccine dates

**Non-immune* titer results *require* a booster *Equivocal* titer results, booster recommended

_____ _____

MMR Booster Date *(if applicable)*_____ Varicella Booster Date *(if applicable)* _____

6. Hepatitis B Vaccine: *Provide copy of positive Hepatitis B Surface Antibody test result*

For **Negative Hepatitis B Surface Antibody***: Action Required*

If there is documented history of 3-dose Hepatitis B vaccinations, then 1 dose of Hepatitis B booster vaccine is required. If there is no documented vaccination history, then 3-dose Hepatitis B vaccination is required at 0, 1, and 6-month intervals.

_____ _____ _____

7. Tdap* Vaccine: *(tetanus, diphtheria & pertussis)* within the last 10 years. Vaccine Date: _____

8. Flu* Vaccine: *annually during current flu season* Vaccine Date: _____

Provider's Stamp (Required)

William Paterson University
Clinical Student Request and Authorization to Release Records and/or Information

This form when completed and signed by you authorizes the School of Nursing Department, to release protected information from your clinical record to the person or agency you designate.

I,_____, authorize the School of Nursing
(Print name of student)

and administrative staff, and Exxat to release information to one another regarding my clinical physical and any relevant information related to participation in the nursing program at William Paterson University.

The records are to be discussed verbally, via fax, or via email for the purpose of coordination of care. This authorization shall remain in effect for one year from the date signed below (unless otherwise indicated).

I understand that I have the right to revoke this authorization in writing, at any time by uploading such written notification to Exxat.

However, my revocation will not be effective to the extent that we have taken action in reliance on the authorization or if this authorization was obtained as a condition of obtaining insurance coverage and the insurer has a legal right to contest a claim.

I understand that information used or disclosed pursuant to the authorization may be subject to redisclosure by the recipient of my information and no longer protected by the HIPAA Privacy Rule.

_____ _____

Student ID# Date of Birth

_____ _____

Signature of student (*parent if minor)* Date

Revised Sept. 2023

WILLIAM PATERSON UNIVERSITY

CLINICAL RE-CLEARANCE GUIDE

A re-clearance is done annually after initial clinical clearance is completed. **All clinical clearance documentation requirements are due 14 days prior to the start of the clinical course. If a student is not cleared 7 days prior to the start of the first day of their clinical course, they will be administratively dropped without warning. NO EXCEPTIONS**

1. **Re-Clearance Form for Clinical Participation form**: all questions must be answered and provide any follow up information. Must be signed and dated by the student. Upload in Exxat.

2. **Clinical Student Request and Authorization to Release Records and/or Information Form:** must be signed and dated by student. Upload in Exxat.

3. **Annual TB Screen**
    a. **Annual Quantiferon TB-Gold/T-SPOT test**: must provide a copy of lab result. Upload in Exxat.

- If history of positive PPD or positive Quantiferon/T-SPOT, annual TB symptoms check will be done with the nurse. If symptomatic, please refer to WPU nursing student TB policy. Any updated medication regimen must be submitted from your healthcare provider indicating clearance to participate in clinical setting.

4. **Up-to-date Tdap/Td vaccine:** Documentation of up-to-date Tdap/Td vaccine within last 10 years. Please check your immunization record if you require a booster shot. Upload in Exxat.

5. **Flu vaccine**: Documentation of annual flu vaccine during the flu season (August through May). Upload in Exxat.

6. **Annual Urine Drug screen and Background Check** through Universal. Results will be posted in Exxat. *Note, the initial background check must be completed first. The background recheck should only be completed when the initial background check is about to expire or has expired.

   Please submit **ALL** completed forms and documents to Exxat. **Incomplete forms and documents will not be accepted and will cause a delay in your clearance.**

   - **Exxat** will review the documents uploaded and categorize them as approved, pending, or not approved. **Exxat** will provide comments on documents that need further explanations and/or supplemental documentation. **Please check all comments before reaching out**. Exxat support, prism-support@exxat.com.

For further questions, please contact your program clinical coordinator:

Undergraduate Clinical Coordinator:	Iryna Surmachevska, surmachevskai@wpunj.edu
Graduate Program Assistant:	Jami Jennings, jenningsj3@wpunj.edu
WP Online Clinical Coordinator:	Ivy Sosoban, sosobani@wpunj.edu

William Paterson University

Repeat Clearance for Clinical Participation

Upload completed forms and all required documents in Exxat:

Name:_____ DOB:_____

ID#: 855_____ **Contact Phone #** _____

Program (check one): ☐ Undergraduate Nursing ☐ Graduate Nursing ☐ DNP

Since your **last** clinical clearance, have you *(please check yes or no and explain if applicable):*

1. Had any changes in your general health? ☐ No ☐ Yes

If yes, explain: _____

2. Missed any clinical days due to an illness, injury, surgery, hospitalization or pregnancy? ☐ No ☐ Yes

If yes, explain: _____

3. Been diagnosed with an illness? ☐ No ☐ Yes

If yes, please explain: _____

4. Had any injuries/surgeries/procedures? ☐ No ☐ Yes

If yes, please explain: _____

5. Started any new medications (prescribed or OTC)? ☐ No ☐ Yes

If yes, please list medication, dosage, frequency & reason for use:

6. Had any *known* exposure to any communicable diseases including tuberculosis? ☐ No ☐ Yes

If yes, please explain: _____

7. Tuberculosis Screen: Provide records for one of the following:

- Annual QuantiFERON TB-Gold test – *(provide lab report-upload in Exxat)*
- Annual T-SPOT test - *(provide lab report-upload in Exxat)*

8. Tdap or Td Vaccine: If not already submitted, provide documentation of vaccine **within** the last 10 years

9. Flu Vaccine: Provide record of vaccine for the current/upcoming flu season *(*August-May*) upload in Exxat.*

10. Complete ***Clinical Student Request and Authorization to Release Records and/or Information Form***

Please sign & date: **To the best of my knowledge, the above information is accurate**

_____ _____

Student's Signature Date

DRUG SCREENING AND TESTING: POLICY AND PROCEDURE

Policy Statement

William Paterson University and the School of Nursing are committed to providing a quality education for students admitted into the Nursing Program. In order to protect the integrityof 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 appliesto 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 School 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 their first clinical course and annually thereafter. 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

1. 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.

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

3. 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 School of Nursing. If the student is not dismissed from the program, the student will not be permitted to participatein clinical until the student undergoes remediation (see below for remediation procedures). In addition, future participation in clinical is dependent on the length of timeneeded 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 School of Nursing, or his/her designee, who will then consult with the Dean of Collegeand 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 consistentwith 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 School of Nursing. Such sanctions shall be specified by a Review Panel charged withthis 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 School of Nursing. If the student is not dismissed from the program, the student will notbe 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 School 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 School 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 School of Nursing, the student will be requiredto 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 School 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 School 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

School of Nursing **Graduate Program**	**Forms**

(All forms can be found on website, School of Nursing-Graduate Programs-Clinical forms. They are also in Exxat under the course #)

- Student Information Request Form & Preceptor Information Request Form
- Clinical Student Request & Authorization to Release Records and/or Info.
- Initial Clinical Health Clearance Form
- Graduate Nursing Clinical Documentation Checklist
- Direct Observation of Graduate Student Visit Course
- COVID: Assumption of Risk Form
- Course End Evaluation of Clinical Site
- Course End Evaluation of the Preceptor

All Evaluations are on Exxat

NUR 7254 - Role Practicum for Nurse Educator

NUR 7255 - Role Practicum for Nurse Administrator

SCHOOL OF NURSING

WILLIAM PATERSON UNIVERSITY

Graduate Program
Wayne, NJ 07470
973-720-3501

ONLINE MSN PRACTICUM / PRECEPTOR INFORMATION REQUEST FORM

Submission Deadline Dates

Spring 1: Sept 30 **Spring2**: Nov 30 **Summer 1**: March 30 **Summer 2**: April 30 **Fall 1**: May 31 **Fall 2**: July 31

Date Submitted: _____ Semester Fall 1 20____
(Fall, Spring, Summer)

Student Name:_____

Practicum Course # NUR Select Certificate Program ____ ☐ Yes or ____ ☐ No

Track Choose a Track
(AGNP) (FNP) (Administration) (Educator)

Student's Place of Employment: _____

Phone #: Home:_____ Cell:_____ Work: _____

Preceptor Name & Credentials:

Population Focus (& specialty if applicable) Area of Practice

Preceptor's Facility

Preceptor **Business** Address:

Street

City, State & Zip

Phone: FAX:

Email:

Part II

Preceptor's Unit/Type of Site
(e.g., clinic, private practice, primary care setting, etc.)

General Characteristics of Patients in the clinical site:

a) Gender

b) age (children, young adult, adult, elderly)

c) ethnicity

d) primary languages spoken in office

Healthcare experience
(e.g., primary care, chronic, in-hospital)

FOR THE STUDENT:

You are encouraged to seek out a preceptor and a potential site for your practicum experience. The preceptor must be willing and able to oversee your practicum experience in the location you choose appropriate to the role. Please include the name, title and credentials of the prospective preceptor when filling out this form. If any of the required fields are missing, note that it will delay processing your paperwork. Upload information in Exxat under coursework. Any changes, additions/deletion of clinical preceptors must be emailed to Ivy at: sosobani@wpunj.edu.

Changes after the deadline may take an additional two months to complete the agreements and confirmation. Upon approval, a confirmation of clinical placement form, course outline and responsibilities in the preceptor partnership will be sent to the clinical preceptor and/or agency. Until the signed confirmation of the clinical placement form is returned to our office, students are NOT to start their clinical. The confirmation of clinical placement form is considered a "contract" between the WPUNJ and the clinical preceptor/agency. If the signed confirmation of clinical placement form is not received by the due date as outlined in the WP Online Clinical Requirement Video, the student must drop all clinical classes, and resume the following semester on a seat availability basis. It is the responsibility of the student to follow this process. You will receive an email from the Online Clinical Coordinator once we receive the signed Confirmation of Clinical Placement form from your preceptor.

*All clinical clearance documentation requirements are due 14 days prior to the start of the clinical course. If a student is not cleared 7 days prior to the start of the first day of their clinical course, they will be administratively dropped without warning. NO EXCEPTIONS

*Clinical placement is **only finalized** when **all requirements** (compliance, preceptor/faculty, location/ contract, overall status) **have been approved**.

Part III

MUST BE COMPLETED BY PRECEPTOR:
NP Preceptor complete a-f, **MD** Preceptor complete d-f

a) Certification (specify type e.g. adult or family) _____

b) (specify certifying body e.g. ANCC or AANP) _____

c) (specify expiration date) _____

d) Years of practice in the population focused or specialty area: _____

e) Number of students precepted concurrently: _____

f) State licensure #_____expiration
_____

Please also upload a copy of your preceptor's CV or Resume in Exxat (REQUIRED)

NP's - please make sure your certification & expiration dates for ANCC and/or AANP are on your CV/Resume. This is a requirement of our accreditor, CCNE.

*William Paterson University Graduate Nursing Program does not provide honorariums for services as a preceptor.

*Clinical placement is **only finalized** when **all requirements** (compliance, preceptor/faculty, location/ contract, overall status) **have been approved**.

Rev: 2024

GRADUATE NURSING CLINICAL DOCUMENTATION CHECKLIST

All students are required to provide the necessary documentation requested below.

All clinical clearance documentation requirements are due 14 days prior to the start of the clinical course. *If a student is not cleared 7 days prior to the start of the first day of their clinical course, they will be administratively dropped without warning* **(NO EXCEPTIONS).**

Criminal Background Checks: An annual background check is required for all students. The only criminal background check accepted is with Universal. Complete in Exxat. *Note, the initial background check must be completed first. The background recheck should only be completed when the initial background check is about to expire or has expired. *Anyone who lives in New York State or who has lived in New York State in the last 7 years must complete a New York background check in addition to the one in New Jersey. *A student may also be requested to complete a NYS background check if an alert comes up even if they have not resided or worked in NY in the last 7 years.*

Urine/Drug Screening: An annual urine/drug screening is required for all students. The only urine/drug screening accepted is with Universal. Complete in Exxat. A mandatory annual urine drug screen is required by all nursing students prior to the beginning of the first semester in which a clinical laboratory takes place. The lab will require a picture ID.

**Requests for an additional urine drug screening will incur an additional fee payable by the student*

Any problems or issues, contact the dedicated team set up by UNIVERSAL, contact prism-support@exxat.com

For billing inquires contact ExxatCS@universalbackground.com

- Please submit **ALL** completed forms and documents to Exxat. **Incomplete forms and documents will not be accepted and will cause a delay in your clearance.**
- **Exxat** will review the documents uploaded and categorize them as approved, pending, or not approved. **Exxat** will provide comments on documents that need further explanations and/or supplemental documentation. **Please check all comments before reaching out**. Exxat support, prism-support@exxat.com. It takes 48-72 hours for Exxat to review/respond.

CPR: Students are required to maintain valid CPR certification throughout all clinical lab courses. The acceptable certifications are the American Heart Association's (AHA) BLS for the Healthcare Provider and BLS Provider (BLS is the only one accepted). (Upload a copy in Exxat)

Health Insurance Verification: All nursing students in a clinical lab course are required to have health insurance. All students must provide documentation of health insurance coverage. Upload a copy in Exxat. If a student does not have health insurance, they will not be allowed in clinical. (Failure to do clinical will result in failure of the course). If a student does not have their own health insurance and is covered under a parent or spouse, supplemental documentation will be needed, showing the owner of the health insurance and their dependents.

Nursing License: Upload a copy of RN license along with identification of state and license number and expiration date in Exxat. States accepted for RN license are- Connecticut (CT), Delaware (DE), Florida (FL), Massachusetts (MA), New Jersey (NJ), Pennsylvania (PA), Rhode Island (RI), Texas (TX), Vermont (VT), Maryland (MD) (includes Washington DC)

Professional liability insurance: $1 million per occurrence/$6 million aggregate (NP students are required to have student nurse practitioner malpractice insurance. ADMIN/ EDU students are required to purchase RN malpractice insurance). (Upload certificate in Exxat)

William Paterson University of NJ
Graduate Program in Nursing

Clinical Evaluation Form by Preceptor - Nurse Administration Program
NUR 7255 – Advanced Nursing Role Practicum for Nurse Administrator
WP Online

Student Name:	
Preceptor Name:	
Agency:	
Evaluation by: ☐ Preceptor	Semester & Year: Fall 1

Evaluation Key:

1 = Does Not Meet Competencies
2 = Inconsistently Meets Competencies
3 = Meets Competencies
4 = Exceeds Competencies
Rating of 3 or 4 is required to pass the course

I. Communication and Relationship Building	**Week 4**	**Week 7**	**Comments**
Preceptor: Rate student's performance regarding the statements being evaluated			
A. Effective Communication			
1. Make oral presentations to diverse audiences on nursing, health care, and organizational issues	Rate	Rate	
2. Produce cogent and persuasive written materials to address nursing, healthcare, and organizational issues appropriate to audience	Rate	Rate	
3. Resolve and manage conflict	Rate	Rate	
B. Relationship Management			
1. Build trusting, collaborative relationships with:			
a. Staff	Rate	Rate	
b. Peers	Rate	Rate	
c. Other disciplines and ancillary service	Rate	Rate	
d. Follow through on promises and concerns	Rate	Rate	
e. Provide service recovery to dissatisfied customers	Rate	Rate	
f. Care about people as individuals and demonstrate empathy and concern, while insuring organizational goals and objectives are met	Rate	Rate	
2. Accomplish objectives through persuasion, celebrate successes and accomplishments, and communicate a shared vision			
3. Assert views in non –threatening, non-judgmental ways			
C. Influencing Behaviors			
1. Create and communicate a shared vision	Rate	Rate	
2. Reward appropriate behaviors and confront and manage inappropriate behaviors	Rate	Rate	

Communication and Relationship Building continued	**Week 4**	**Week 7**	**Comments**
Preceptor: Rate student's performance regarding the statements being evaluated			
3. Develop, communicate and monitor behavior expectations	Rate	Rate	
D. Diversity			
1. Create an environment which recognizes and values differences in staff, physicians, patients, and communities	Rate	Rate	
2. Assess current environment and establish indicators of progress toward cultural competency	Rate	Rate	
3. Define cultural competency and permeate principles throughout the organization	Rate	Rate	
E. Shared Decision-Making			
1. Promote decisions that are patient-centered	Rate	Rate	
2. Provide an environment conducive to opinion sharing	Rate	Rate	
F. Community Involvement			
1. Represent the organization to non-healthcare constituents within the community	Rate	Rate	
2. Provide consultation to community and business leaders regarding nursing and health care	Rate	Rate	
G. Medical Staff Relationships			
1. Build credibility with physicians as a champion for patient care, quality and nursing professionalism	Rate	Rate	
2. Collaborate with medical staff leaders in determining needed patient care services	Rate	Rate	
3. Collaborate with physicians to develop patient care protocols, policies and procedures	Rate	Rate	
II. Knowledge of Health Care Environment	**Week 4**	**Week 7**	**Comments**
Preceptor: Rate student's performance regarding the statements being evaluated			
A. Clinical Practice Knowledge			
1. Maintain knowledge of current nursing practice and the roles and functions of patient care team members	Rate	Rate	
2. Articulate patient care standards as published by JCAHO, CMS, and professional nursing literature	Rate	Rate	
3. Understand, articulate, and ensure compliance with the State Nurse Practice Act, State Board of Nursing regulations, regulatory agency standards, and policies of the organization	Rate	Rate	
4. Ensure that written organization clinical policies and procedures are reviewed and updated in accordance with evidence-based practice	Rate	Rate	
B. Delivery Models/Work Design			
1. Maintain current knowledge of patient care delivery systems and innovations	Rate	Rate	

2. Articulate various delivery systems and patient care models and the advantages/disadvantages of each	Rate	Rate	
3. Serve as change agent when patient care work/work flow is redesigned	Rate	Rate	
C. Health Care Economics	**Week 4**	**Week 7**	**Comments**
1. Articulate federal and state payment systems and regulations, as well as private insurance issues, which affect organization's finances	Rate	Rate	
2. Understand and articulate individual organization's payer mix, CMI and benchmark database	Rate	Rate	
D. Health Care Policy			
1. Articulate federal and state laws and regulations which affect the provision of patient care i.e. tort reform; malpractice/negligence; reimbursement	Rate	Rate	
2. Participate in legislative process concerning healthcare through membership in professional organization and personal contact with officials	Rate	Rate	
3. Educate patient care team members on the legislative process, the regulatory process and methods for influencing both	Rate	Rate	
II. Knowledge of Health Care Environment continued	**Week 4**	**Week 7**	**Comments**
Preceptor: Rate student's performance regarding the statements being evaluated			
E. Governance			
1. Articulate the role of the governing body of the organization in the following areas:			
a. Fiduciary responsibilities	Rate	Rate	
b. Credentialing	Rate	Rate	
c. Performance management	Rate	Rate	
d. Represent patient care issues to the governing body	Rate	Rate	
e. Participate in strategic planning and quality initiatives with the governing body	Rate	Rate	
F. Evidence-Based Practice/Outcome Measurement			
1. Interpret Information from research	Rate	Rate	
2. Utilize research findings for establishment of standards, practices, and patient care models in the organization	Rate	Rate	
3. Disseminate research findings to patient care team members	Rate	Rate	
4. Participate in studies which provide outcome measurements	Rate	Rate	
G. Patient Safety			
1. Support the development and implementation of an organization-wide patient safety program	Rate	Rate	
2. Monitor clinical activities to identify both expected and unexpected risks	Rate	Rate	
3. Support safety surveys; responding and acting on safety recommendations	Rate	Rate	

4. Ensure staff is clinically competent and trained on their role in patient safety	Rate	Rate	
5. Articulate and take action to support the JCAHO National Patient Safety Goals	Rate	Rate	
H. Utilization/Case Management	**Week 4**	**Week 7**	**Comments**
1. Articulate the organization decision-making for the criteria model adopted by the organization	Rate	Rate	
2. Communicate key points of the model t a variety of audiences (nursing, financial, medical staff)	Rate	Rate	
3. Design continuum of care options for managing patient throughput (long term care units; urgent care centers; admission/discharge units, etc.)	Rate	Rate	
I. Quality Improvement/Metrics			
1. Articulate the organization's QI program and goals	Rate	Rate	
2. Determine patient care quality improvement goals and objectives	Rate	Rate	
3. Articulate the link between organization metrics and National Quality Initiatives/Metrics	Rate	Rate	
4. Target outcomes that are evidenced-based (comparison data-benchmarking)	Rate	Rate	
J. Risk Management			
1. Identify areas of risk/liability	Rate	Rate	
2. Ensure staff is educated on risk management and compliance issues	Rate	Rate	
3. Develop systems which encourage/require prompt reporting of potential liability by staff at all levels	Rate	Rate	
4. Envision and take action to correct identified areas of potential liability	Rate	Rate	
III. Leadership Skills	**Week 4**	**Week 7**	**Comments**
Preceptor: Rate student's performance regarding the statements being evaluated			
A. Foundational Thinking Skills			
1. Recognize one's own method of decision-making and the role of beliefs, values and inferences	Rate	Rate	
III. Leadership Skills continued			
Preceptor: Rate student's performance regarding the statements being evaluated			
2. Critically analyze organizational issues after a review of the evidence	Rate	Rate	
3. Demonstrate reflective leadership and an understanding that all leadership begins from within	Rate	Rate	
4. Provide visionary thinking on issues that impact the healthcare organization	Rate	Rate	
B. Personal Journey Disciplines			
1. Value and act on feedback that is provided about one's own strengths and weakness	Rate	Rate	

2. Demonstrate the value of lifelong learning through one's own example	Rate	Rate	
3. Assess one's personal, professional and career goals and do career planning	Rate	Rate	
4. Promote systems thinking as a value in the nursing organization	Rate	Rate	
5. Provide leadership in building loyalty and commitment throughout the organization	Rate	Rate	
C. Succession Planning			
1. Conduct periodic organizational assessments to identify succession planning issues and establish action plans	Rate	Rate	
2. Serve as a professional role model and mentor to future nursing leaders	Rate	Rate	
3. Establish mechanisms that provide for early identification and mentoring of staff with leadership potential	Rate	Rate	
D. Change Management	**Week 4**	**Week 7**	**Comments**
1. Utilize change theory to plan for the implementation of organizational changes	Rate	Rate	
2. Serve as a change agent, assisting others in understanding the importance, necessity, impact and process of change	Rate	Rate	
3. Recognize one's own reaction to change and strive to remain open to new ideas and approaches	Rate	Rate	
4. Adapt leadership style to situational needs	Rate	Rate	
IV Professionalism	**Week 4**	**Week 7**	**Comments**
Preceptor: Rate student's performance regarding the statements being evaluated			
A. Personal and Professional Accountability			
1. Create an environment that facilitates the team to initiate actions that produce results	Rate	Rate	
2. Create an environment wherein others are setting expectations and holding each other accountable	Rate	Rate	
B. Career Planning			
1. Develop own career plan and measure progress according to that plan	Rate	Rate	
2. Coach others in developing their own career plans	Rate	Rate	
C. Ethics			
1. Articulate the application of ethical principles to operations	Rate	Rate	
2. Integrate high ethical standards and core values into everyday work activities	Rate	Rate	
D. Evidence-Based Clinical and Management Practice			
1. Advocate use of documented best practice	Rate	Rate	
2. Teach and mentor others to routinely utilize evidence-based data and research	Rate	Rate	
E. Advocacy			

1. Role model and perspective that patient care is the core of the organization's work	Rate	Rate	
IV Professionalism continued	**Week 4**	**Week 7**	**Comments**
Preceptor: Rate student's performance regarding the statements being evaluated			
2. Ensure that nurses are actively involved in decisions that affect their practice	Rate	Rate	
F. Active Membership in Professional Organizations			
1. Participate in at least one professional organization	Rate	Rate	
2. Support and encourage others to participate in a professional organization	Rate	Rate	
V. Business Skills			
Preceptor: Rate student's performance regarding the statements being evaluated			
A. Financial Management			
1. Articulate business models for health care organizations and fundamental concepts of economics	Rate	Rate	
2. Describe general accounting principles and define basic accounting terms	Rate	Rate	
3. Analyze financial statements	Rate	Rate	
4. Manage financial resources by developing business plans	Rate	Rate	
B. Human Resource Management			
1. Participate in workforce planning and employment decisions	Rate	Rate	
2. Create opportunities for employees to be involved in decision-making	Rate	Rate	
3. Interpret legal and regulatory guidelines	Rate	Rate	
4. Manage collective bargaining environments or implement programs to avoid the need	Rate	Rate	
5. Identify and eliminate sexual harassment, workplace violence, verbal and physical abuse	Rate	Rate	
6. Implement ergonomically sound work environments to prevent worker injury and fatigue	Rate	Rate	
7. Develop and implement bioterrorist, biohazard and disaster readiness plans	Rate	Rate	
8. Identify clinical and leadership skills necessary for performing job related tasks	Rate	Rate	
9. Provide mentorship and career counseling to aspiring clinicians and leaders to develop required skill sets (Succession planning)	Rate	Rate	
10. Develop and implement recruitment and retention strategies	Rate	Rate	
C. Strategic Management			
1. Analyze the situation and identify strategic direction	Rate	Rate	
2. Conduct SWOT and Gap analyses	Rate	Rate	
3. Formulate objectives, goals, and specific strategies related to mission and vision	Rate	Rate	

4. Understand what organizations should measure in order to 'balance' the financial perspective	Rate	Rate	
5. Measure and analyze performance from the learning and growth, business process, customer, and financial perspectives	Rate	Rate	
D. Marketing	**Week 4**	**Week 7**	**Comments**
1. Analyze marketing opportunities	Rate	Rate	
2. Develop marketing strategies	Rate	Rate	
3. Use public relations and media outlets to promote your organization	Rate	Rate	
E. Information Management & Technology			
1. Use telecommunication devices	Rate	Rate	
2. Utilize hospital database management, decision support, and expert system's programs to access information and analyze data from disparate sources for use in planning for patient care processes and systems	Rate	Rate	
V. Business Skills continued	**Week 4**	**Week 7**	**Comments**
Preceptor: Rate student's performance regarding the statements being evaluated			
3. Participate in system change processes and utility analysis	Rate	Rate	
4. Participate in evaluation of information systems in practice settings	Rate	Rate	
5. Evaluate and revise patient care processes and systems	Rate	Rate	
6. Use applications for structured data entry (classification systems, acuity level, etc.)	Rate	Rate	
7. Recognize the utility of nursing involvement in the planning, design, choice and implementation of information systems in the practice environment	Rate	Rate	
8. Demonstrate awareness of societal and technological trends, issues and new developments as they apply to nursing	Rate	Rate	
9. Demonstrate proficient awareness of legal and ethical issues related to client data, information, confidentiality	Rate	Rate	
10. Read and interpret benchmarking, financial and occupancy data	Rate	Rate	

Adapted from AONE Nurse Executive Competencies (2008)

Comments by Preceptor:

OVERALL GRADE SUMMARY:

The faculty will calculate the mean of all competencies. This will reflect as the clinical grade in the calculation of the course grade. **A minimum overall clinical evaluation grade of 3.0 is required to pass the course.**

Clinical evaluation grade: _____

I verify _____ number of hours the student has completed. (Enter number of hours)

Printed Name of Preceptor

Signature of Preceptor Date

Comments by Student:

Printed Name of Students

Signature of Student Date of conference

Comments by Faculty:

Printed Name of Faculty

Signature of Faculty Date

William Paterson University of NJ
Graduate Program in Nursing
Clinical Evaluation Form: Nurse Educator Program
Indirect and Direct Practice
NUR 7254 – Advanced Nursing Role Practicum for the Nurse Educator
WP Online

Student Name:	
Preceptor Name:	
Agency:	Fall 1
Evaluation by: ☐ Preceptor	Semester & year:
Evaluation Key: 1 = Does Not Meet Competencies 2 = Inconsistently Meets Competencies 3 = Meets Competencies 4 = Exceeds Competencies **Rating of 3 or 4 is required to pass the course**	Education courses taken prior to current course:

Preceptor: Rate student's performance regarding the statements being evaluated in this semester **I. INDIRECT ROLE** **Competency 1 – Facilitate Learning**	**Week 4**	**Week 7**	**Comments**
1. Implements a variety of teaching strategies appropriate to learner needs, desired learner outcomes, content, and context	Rate	Rate	
2. Recognizes multicultural, gender, and experiential influences on teaching and learning	Rate	Rate	
3. Engages in self-reflection and continued learning to improve teaching practices that facilitate learning	Rate	Rate	
4. Uses information technologies skillfully to support the teaching-learning process	Rate	Rate	
5. Creates opportunities for learners to develop their critical thinking and critical reasoning skills	Rate	Rate	
6. Demonstrates interest in and respect for learners	Rate	Rate	
7. Uses personal attributes (e.g., caring, confidence, patience, integrity and flexibility) that facilitate learning	Rate	Rate	
8. Develops collegial working relationships with students, faculty colleagues, and clinical agency personnel to promote positive learning environments	Rate	Rate	
9. **Serves as a role model of professional nursing**	Rate	Rate	

Competency 2 – Facilitate Learner Development and Socialization	Week 4	Week 7	Comments
1. Identifies individual learning styles and unique learning needs of international, adult, multicultural, educationally disadvantaged, physically challenged, at-risk, and second degree learners			
2. Provides resources to diverse learners that help meet their individual learning needs			
3. Fosters the cognitive, psychomotor, and affective development of learners			
4. Assists learners to develop the ability to engage in thoughtful and constructive self and peer evaluation			
5. Models professional behaviors for learners including, but not limited to, involvement in professional organizations, engagement in lifelong learning activities, dissemination of information through publications and presentations, and advocacy			
Competency 3 – Use Assessment and Evaluation Strategies	**Week 4**	**Week 7**	**Comments**
1. Uses extant literature to develop evidence-based assessment and evaluation practices			
2. Uses a variety of strategies to assess and evaluate learning in the cognitive, psychomotor, and affective domains			
3. Implements evidence-based assessment and evaluation strategies that are appropriate to the learner and to learning goals			
4. Uses assessment and evaluation data to enhance the teaching-learning process			
5. Provides timely, constructive, and thoughtful feedback to learners			
6. Demonstrates skill in the design and use of tools for assessing clinical practice			
Competency 4 – Participate in Curriculum Design and Evaluation of Program Outcomes	**Week 4**	**Week 7**	**Comments**
1. Demonstrates knowledge of curriculum development including identifying program outcomes, developing competency statements, writing learning objectives, and selecting appropriate learning activities and evaluation strategies			

Competency 4 - Participate in Curriculum Design and Evaluation of Program Outcomes - continued	Week 4	Week 7	Comments
2. Bases curriculum design and implementation decisions on sound educational principles, theory, and research			
3. Revises the curriculum based on assessment of program outcomes, learner needs, and societal and health care trends			
4. Designs and implements program assessment models that promote continuous quality improvement of all aspects of the program			
Competency 5 - Function as a Change Agent and Leader	**Week 4**	**Week 7**	**Comments**
1. Models cultural sensitivity when advocating for change	Rate	Rate	
2. Participates in interdisciplinary efforts to address health care and educational needs locally, regionally, nationally, or internationally	Rate	Rate	
3. Evaluates organizational effectiveness in nursing education	Rate	Rate	
4. Develops leadership skills to shape and implement change	Rate	Rate	
Competency 6 - Pursue Continuous Quality Improvement in the Nurse Educator Role	**Week 4**	**Week 7**	**Comments**
1. Demonstrates a commitment to life-long learning	Rate	Rate	
2. Participates in professional development opportunities that increase one's effectiveness in the role	Rate	Rate	
3. Balances the teaching, scholarship, and service demands inherent in the role of educator and member of an academic institution	Rate	Rate	
4. Uses feedback gained from self, peer, student, and administrative evaluation to improve role effectiveness	Rate	Rate	
5. Uses knowledge of legal and ethical issues relevant to higher education and nursing education as a basis for influencing, designing, and implementing policies and procedures related to students, faculty, and the educational environment	Rate	Rate	
Competency 7 – Engage in Scholarship	**Week 4**	**Week 7**	**Comments**
1. Designs and implements scholarly activities in an established area of expertise	Rate	Rate	
Competency 7 – Engage in Scholarship	**Week 4**	**Week 7**	**Comments**
2. Disseminates nursing and teaching knowledge to a variety of audiences through various means	Rate	Rate	

Competency 8 – Function within the Educational Environment	Week 4	Week 7	Comments
1. Identifies how social, economic, political, and institutional forces influence higher education in general and nursing education in particular	Rate	Rate	
2. Determines own professional goals within the context of academic nursing and the mission of the parent institution and nursing program	Rate	Rate	
3. Integrates the values of respect, collegiality, professionalism, and caring to build an organizational climate that fosters the development of students and teachers	Rate	Rate	
4. Incorporates the goals of the nursing program and the mission of the parent institution when proposing change or managing issues	Rate	Rate	

These competencies were adapted from the NLN's Task Group on Nurse Educator Competencies

II. DIRECT ROLE:	Week 4	Week 7	Comments
Nurse educator student demonstrates advanced expertise and clinical competence in the area in which they teach			
Objectives:	Rate	Rate	
1.	Rate	Rate	
2.			
3.	Rate	Rate	

Comments by Preceptor:

OVERALL GRADE SUMMARY:

The faculty will calculate the mean of all competencies. This will reflect as the clinical grade in the calculation of the course grade. **A minimum overall clinical evaluation grade of 3.0 is required to pass the course.**

Clinical evaluation grade: _____

I verify _____ number of hours the student has completed. (Enter number of hours)

Printed Name of Preceptor

Signature of Preceptor Date

Comments by Student:

Printed Name of Students

Signature of Student Date of conference

Comments by Faculty:

Printed Name of Faculty

Signature of Faculty Date

Updated 2023

WILLIAM PATERSON UNIVERSITY

COLLEGE OF SCIENCE AND HEALTH
SCHOOL OF NURSING

GRADUATE PROGRAM

DOCUMENTATION OF CLINICAL EXPERIENCES LOG
ADMINISTRATION AND EDUCATION TRACK

COURSE NUR _____

STUDENT _____

LOCATION _____

PRECEPTOR _____

DATE	DESCRIPTION OF EXPERIENCE
	Additional assignments:

Hours this time period_____ Cumulative number of hours _____

Preceptor Signature_____Date _____

William Paterson University of New Jersey
Department of Nursing
Graduate Nursing Program

Direct Observation of Graduate Student Visit

Name of Student: _____
Course: _____
Clinical Preceptor: _____
Clinical Agency/Unit: _____
Address:_____

Please comment on the following:

I. Student performance/ experience:

II. Appropriateness of clinical placement:

III. Summary statement:

Faculty: _____Date:_____

Approved November 28, 2007 Graduate Program Committee

Revised 2021

SCHOOL OF NURSING

WILLIAM PATERSON UNIVERSITY

GRADUATE PROGRAM

COURSE END EVALUATION OF CLINICAL SITE

Practicum Site: _____

Preceptor's Name : _____

Course #: _____ Semester: Fall 1

Year: _____ ☐ On-Ground Program ☐ On-Line Program

Please complete by checking (√) all that apply in each category.

Type of site: ☐ rural clinic ☐ private practice ☐ public health other _____

Experiences Available: ☐ acute ☐ chronic ☐ in-hospital ☐ clinic

This evaluation is based on the course presented to students. **The practicum experience, itself is to be evaluated, not the faculty teaching the course.**

Directions: Rate your **practicum experience** on each item using the following rating scale:

RATING SCALE:

0 = Not Applicable
5 = Strongly Agree
4 = Moderately Agree
3 = Agree
2 = Moderately Disagree
1 = Strongly Disagree

	Rate Experience
1. Institution/Agency offers learning experiences needed to fulfill the objectives of the course.	Rate Experience
2. Agency/Practice offers a representation of age, gender and ethnicity.	Rate Experience
3. Clinical/patient management protocol/guidelines are consistent with the current evidence-based recommendations.	Rate Experience
4. Agency provided an orientation to the policies and procedures.	Rate Experience
5. I would recommend this agency for future practicum student's placements.	Rate Experience

Comments:

SCHOOL OF NURSING

WILLIAM PATERSON UNIVERSITY

GRADUATE PROGRAM

MASTER OF SCIENCE IN NURSING

COURSE END EVALUATION OF THE PRECEPTOR

____☐On-Ground Program ____☐On-Line Program

Practicum Site: _____

Preceptor's Name: _____

Course Name: SELECT COURSE_____

Semester: Fall 1 Date:

Directions: Select rating in the appropriate box for each question. Rate your experience with your **preceptor** on each item using the following rating scale:

RATING SCALE: 0 = Not Applicable
5 = Strongly Agree
4 = Moderately Agree
3 = Agree
2 = Moderately Disagree
1 = Strongly Disagree

	0	5	4	3	2	1
1. Preceptor demonstrates the ability to function as an effective role model.	Select Rating					
2. Preceptor demonstrates knowledge of the role of the advanced practice nurse, nurse educator or nurse administrator.	Select Rating					
3. Preceptor provides availability for consultation, collaboration, and guidance.	Select Rating					
4. Preceptor demonstrates knowledge of the student's own learning plan/objectives and course objectives.	Select Rating					
5. Preceptor and agency staff offer support in meeting clinical objectives.	Select Rating					
6. I would recommend this preceptor for future practicum student placements.	Select Rating					

Optional comments

DEPARTMENT OF NURSING ● UNIVERSITY HALL ROOM 354
300 POMPTON ROAD ● WAYNE, NEW JERSEY 07470-2103
973-720-2253/2673

Clinical Experiences: Assumption of Risk

Clinical experiences (practicum, clinical rotations, supervised practice, and simulations) are a required component of academic programs at William Paterson University, Department of Nursing. These experiences allow students to practice skills and techniques learned in didactic, laboratory and clinical courses as well as develop critical thinking skills that are important for health care providers. Clinical experiences occur in hospitals, clinics, schools, community organizations, and other appropriate settings where students can interact with patients and clients. Students may have the opportunity to be placed in a different setting, but alternative site options are not always available and changes may delay the completion of the student's degree.

Sites selected for students' clinical experiences are required to take reasonable and appropriate measures to protect students' health and safety in the clinical setting. Faculty will develop appropriate policies and procedures relating to student safety and prevention of exposure to disease. Students will have access to appropriate PPE during their clinical experiences. Students will receive training related to potential hazards and prevention techniques. Students have the responsibility to report any potential exposures to the supervisor at their site as well as their WPU faculty member.

However, even with such measures, there are risks inherent to clinical experiences. Potential risks of completing clinical experiences include, but are not limited to:

- Exposure to infectious diseases through blood or other body fluids via skin, mucus membranes or parenteral contact
- Exposure to infectious diseases through droplet or air-borne transmission
- Hazardous chemical exposure
- Radiation exposure
- Environmental hazards, including slippery floors and electrical hazards
- Physical injuries, including back injuries
- Psychosocial hazards
- Offensive, inappropriate, or dangerous conduct by patients or clients, including violence, harassment, and sexual harassment

These risks can lead to serious complications, trauma, bodily injury or death.

SPECIAL NOTICE REGARDING COVID-19

COVID-19, the disease caused by the novel coronavirus, is a highly contagious disease that causes symptoms that can range from mild (or no) symptoms to severe illness. COVID-19 can cause severe and lasting health complications, including death. Everyone is at risk of COVID-19. There is currently no vaccine to prevent COVID-19.

Although anyone who contracts COVID-19 may experience severe complications, the CDC has found that individuals with certain underlying health conditions are at higher risk of developing severe complications from COVID-19. These medical conditions include: chronic lung disease, asthma, conditions that cause a person to be immunocompromised, obesity, diabetes, chronic kidney disease and liver disease.

COVID-19 is believed to spread primarily by coming into close contact with a person who has COVID-19 and may also spread by touching a surface or object that has the virus on it, and then touching one's mouth, nose or eyes.

Much remains unknown about COVID-19. Further research may reveal additional information regarding the disease, including how it spreads and what health complications, including long-term complications, can result from contracting it.

Participating in clinical experiences, even when wearing recommended PPE, may increase the risk of contracting COVID-19, and these risks cannot be eliminated.

Credit: This form was adopted from the University of Oklahoma, Oxley College of Health Sciences

ACKNOWLEDGEMENT OF RISK FORM

I certify that I have carefully read and understand this document. I acknowledge and understand that, as explained in this document, my degree program requires the participation in clinical experiences, and that such participation carries risks that cannot be eliminated. I fully understand these risks.

I understand that it is my responsibility to follow all instructor and supervisor instructions and take all available precautions so that the risk of exposure is minimized. I will follow all program specific information relating to prevention of diseases. If I have signs and symptoms of illness, I will not report for clinical and notify clinical faculty.

Knowing these risks, I certify that I desire to pursue my chosen degree program, including the participation in clinical experiences. I expressly agree and promise to accept and assume all risks associated with doing so. I am voluntarily agreeing to be bound by this document's terms.

If for any reason, I do not agree to the terms of this document, I will not be able to continue with the nursing program at William Paterson University.

_____ _____

Student Signature Date

_____

Student (print name)

If Student is under 18 years of age, Parent/Guardian must also sign:

_____ _____

Parent/Guardian Signature Date

_____

Parent/Guardian (print name)

Attestation for MSN Programs

Students in the Online MSN and PM Programs at William Paterson University must be aware of and comply with the following:

License and Criminal Background Check

- Students are expected to comply with the electronic fingerprinting requirements for the purpose of obtaining federal and state criminal history checks.
- RN license and criminal background check(s) are expected to be in good standing at the time of program application.
- Students are also expected to maintain their license and criminal background history in good standing throughout the duration of the program—from program acceptance until program completion.
- Students are responsible for any costs incurred related to licensure and fingerprinting.
- Students are obligated to notify the **Online Graduate Nursing Coordinator or Online Clinical Coordinator** at William Paterson University of any changes in status of either RN license or criminal history/changes in criminal background check.
- If a change in status of either RN license or criminal background history occurs and the student should fall out of good standing, the student should understand they may not be eligible to complete the program.
- Please note that this is not inclusive of all penalties that may arise related to Board of Nursing requirements for the state in question.

Change in Primary Residence

- It is important for students to keep their address current.
- Students are expected to maintain residence in [insert state/approved states here] throughout the duration of the program.
- Any change in residence out of the state may result in student ineligibility to complete the program, based on states of operating authority for William Paterson University.
- In addition to notifying the [insert state] Board of nursing within [specify time period i.e. 30 days], students are obligated to notify the **Online Graduate Coordinator or Online Clinical Coordinator** at William Paterson University of any change in address.
- Failure to maintain an accurate address throughout the duration of the program can lead to an adverse action against program completion and application for licensure.

Attestation for MSN Programs

Attestation

Students are expected to submit the following attestation.

Instructions: Initial each statement, and electronically sign and date the end of the document.

I_____possess an unencumbered RN license from the state of_____. My primary residence is in the state of__. I have submitted the required background check(s) as of _____and verify that my criminal history is in good standing.

___I have read and understand the university requirements for RN licensure, criminal background history, and maintaining residence in the state of_____.

___I understand that I am expected to maintain my RN license and criminal background in good standing, and that I as the student am responsible for any associated costs related to licensure and criminal background checks.

___I understand that I am obligated to notify the university of any change in status that may impact either my RN license or my criminal background history, and that any such changes in status (regardless of notification) may preclude my completion of the program.

___I understand that I am expected to maintain residence in the state of____for the entire duration of the program—from program acceptance through program completion.

___I understand that I am expected to notify the University of any Change in address.

___I understand that any change in residence out of the state may preclude my completion of the program, based on states of operating authority for_____.

___I understand that university requirements may change at any time and it is my responsibility to keep abreast of and comply with any changes and/or updates.

_____ _____

Student Signature Date

Graduate Programs in Nursing
Contact Persons

Jill Nocella, Ph.D., APRN-BC
***Associate Dean**, School of Nursing*
University Hall room 340
(973)-720-3483 nocellaj1@wpunj.edu

Maya Joseph, Ph.D.
***Chairperson**, School of Nursing*
University Hall
(973)-720-4035 josephm30@wpunj.edu

Cheryl Hollema, DNP, APN, FNP-BC
***Director**, Graduate Program in Nursing*
University Hall room 342
(973)-720-3482 hollemac@wpunj.edu

Jami Jennings, MBA
***Program Assistant,** Graduate Program, School of Nursing*
University Hall 346
(973)-720-3511 jenningsj3@wpunj.edu

Nasim Bibi, MSN
***Administration & Education Coordinator**, Graduate Program, School of Nursing*
(973)-720-3147 bibin@wpunj.edu

Ivy Sosoban, MSN, RN
***Online Clinical Coordinator,** School of Nursing*
University Hall 321
(973)-720-2753 sosobani@wpunj.edu

Handbook Disclaimer

Although the provisions of the William Paterson University Preceptor Handbook are as accurate and complete as possible, the School of Nursing Graduate Program reserves the right to change any provision herein without actual notice if circumstances so warrant. Every effort will be made to keep students advised of such changes. However, the student has the responsibility to know what changes have been made to the Preceptor Handbook and to meet completely and successfully the requirements of the graduate nursing program by reviewing updates in the handbook each semester.