Preceptor Handbook

Doctor of Nursing Practice Program

Partnerships For Learning

2018-2019
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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 forms required. It is important that students refer to the information in the handbook every semester they are enrolled in the clinical course(s).

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

All updated versions of the handbook can be found on the Graduate Nursing webpage.

Kem Louie, PhD, PMHCNS-BC, APN, CNE, FAAN
Director, Graduate Nursing Programs
DESCRIPTION OF PROGRAM

DOCTOR OF NURSING PRACTICE

PROGRAM DESCRIPTION

VISION

William Paterson University of New Jersey provides a premier academic and scholarly environment for nurses currently in advanced practice, and those DNP students in clinical practice, to pursue a rigorous practice-focused doctoral study. Graduates of the WPUNJ Doctor of Nursing Practice program will be expert leaders in advanced clinical and organizational levels, capable of initiating health care programs and policy changes that address critical issues in health care delivery.

GOALS

The DNP program will prepare nurses to:

a. Function as advanced clinical leaders in service and education.

b. Function as practitioners at the highest level of nursing practice as DNP prepared advanced nurse practitioners.

OBJECTIVES/OUTCOMES

Upon successful completion of the DNP, graduates will be able to:

1. Provide advanced nursing care to individuals, families, communities, and clinical populations.
2. Appraise and utilize current technologies to advance the quality and accessibility of care.
3. Critique and selectively translate science to guide clinical decision-making and program development.
4. Evaluate and influence health care policy and systems.
5. Provide leadership and inter-professional collaboration in multiple health care arenas.
6. Evaluate systems responses to health and illness as a basis for the promotion, restoration, and maintenance of health and functional abilities and the prevention of illness.
7. Integrate and apply in clinical context advanced knowledge of nursing theories, related sciences and humanities, and methods of inquiry.
8. Initiate changes in the healthcare system through the design and implementation of health related projects that strengthen the outcomes in the healthcare delivery system.
Guidelines for DNP Clinical Practicum in the DNP Program

DNP PRACTICUM

The DNP Practicum courses (NUR 8350, 8351, 8360 8361) will serve to provide an in-depth advanced clinical experience for students. This advanced practicum will provide the opportunity to gain advanced clinical skills, link policy making with clinical systems, translate research into practice and/or serve as change agents for health care. The student will show achievement of comprehension and application of the eight AACN DNP Essentials (2006). Completion of the minimum 1,000 supervised clinical practice hours is mandated by the American Association of Colleges of Nursing.

All DNP students at William Paterson University will complete at least 1,000 precepted clinical hours post-BSN. Clinical hours earned in your master’s program will be taken into consideration upon admission, (Post-MSN).

Calculation of Clinical Hours: Each student must submit official documentation of the number of precepted clinical hours completed in the MSN or post MSN program.

Independent related clinical hours:

Several of the courses have optional clinical hours as part of their course (NUR 7300, 7320, 7340, 7360, 7380) related to the DNP Essentials, e.g. attendance at scholarly conferences. Upon completion of these clinical experiences (a maximum of 50 hours may be earned), students must submit the Practice Experience Self-Reflection form to either the professor in the course or the DNP coordinator. The Practice Experience Self-Reflection form can be found on page 5. These experiences must also be logged in the student’s cumulative clinical hour log, for record keeping.

All students who enroll in the clinical course must meet and are required to complete the Clinical Documentation Checklist (pg. 12) prior to the beginning of their clinical experiences. Additional health requirements may be required depending upon the health care setting and/or agency. It is the students responsibility to find out these requirements e.g. HIPPA, agency orientations, etc. prior to beginning the clinical courses.

The Health and Wellness Initial Physical Form can be found on the Health and Wellness website.
Doctor of Nursing Practice Practica

All students are required to complete a minimum of 90 hours of precepted clinical practicum in each of these clinical courses (NUR 8350, NUR 8351, NUR 8360 and NUR 8361) during the DNP program. The purpose of the practicum is to meet the DNP Essentials. If students document 1,000 hours or more of precepted clinical practicum in their MSN program, or post MSN work, a minimum of 200 hours are required at William Paterson University.

Preceptors: Each DNP student will select, with the input of their NUR 8350, NUR 8351, NUR 8361, NUR 8361 faculty advisor, a preceptor for their clinical experience. The preceptor must be an expert in the area in which the DNP student wishes to develop expertise. There are currently very few nurses prepared at the DNP level who can serve as the clinical preceptor for the DNP students. Therefore, the clinical preceptor will not necessarily be a DNP – prepared advanced practice nurse. Examples of persons who might fill the position of clinical preceptor include an advanced practice nurse or other professional with a doctoral degree; an advanced practice nurse with considerable experience and recognition as an expert in a particular clinical field; a MD with specialized training and experience; a nurse with a high level administrative position as the Director, Vice President, President, or CEO within a health care organization; a doctorally-prepared nurse educator; a nurse with an advanced business or other degree, etc. The clinical preceptor must hold a position in the organization where he/she can facilitate the DNP student’s access to clinical services, organizational information, decision makers, and other personnel in order to meet the DNP student’s clinical experience objectives and implement the DNP project (if applicable) during the practicum within the organization.

When possible and practical, the DNP student is encouraged to select a clinical preceptor outside of their current work setting. An exception may be in large organizations, for example, where the DNP student would be placed for the clinical area with a clinical preceptor outside the department or unit where they are employed. The line between current employment and clinical application hours and DNP project must be clear to the organization, the preceptor, the clinical faculty, the DNP Project Team (as applicable), and the DNP student. The organization of the employee will be asked to submit a contract/agreement with WPUNJ that stipulates that the students’ hours of supervised practice is outside of the students normal work hours. (See form pg. 24)

Affiliation Agreements (Contracts) for Clinical Sites: The College of Science and Health, Department of Nursing, has existing clinical contracts across New Jersey. It may take 2 months or more to establish new contractual arrangements, so students should begin to work early prior
to the submission deadline to submit the Preceptor Information sheet. Students may not participate in clinical practica in any agency in which there is not a current affiliation agreement. A list of current affiliation agreements will be provided for DNP students upon request.

The student will identify objectives and be evaluated as to how well he/she meets the AACN (2006) DNP Essentials of Doctoral Education for Advanced Nursing Practice.

1. Scientific underpinnings for practice
2. Organizational and systems leadership for quality improvement and systems thinking
3. Clinical scholarship and analytical methods for evidenced-based practice
4. Information systems/technology and patient care technology for improvement and transfiguration of health care.
5. Health care policy for advocacy in health care.
6. Inter-professional collaboration for improving patient and population health outcomes.
7. Clinical prevention and population health for improving the nation’s health.
8. Advanced nursing practice.

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:

- Complete the requirements on the DNP Clinical Documentation Checklist no later than the first day of clinical seminar
- Participate in selection of qualified preceptor and submits the Preceptor Information Form by the due date.
- Develop and complete an informal learning contract with individualized objectives in accord with William Paterson University course objectives and agency policies.
- Attend and participate appropriately in agency activities that promote attainment of the learning objectives.
- Maintain ongoing student-preceptor relationship for duration of the practicum.
- Keep faculty informed of progress related to student learning objectives.
• Keep faculty informed of students’ progress in respective roles.

• Seek faculty consultation on appropriate issues.

• Practice in a safe and ethical manner cognizant of standards of care, management/administration, and education.

• Complete and submit the Practicum Course Log form as required by your instructor.

• Complete assignments on time.

• Complete the Evaluation of the Preceptor and Evaluation of the Clinical Site to the faculty teaching the course by the end of the semester.

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. Doctor of Nursing Practice 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 is required for continuation in the nursing program.

4. The student will work within the policies of the agency/setting and maintain a positive working relationship with the agency/preceptor.

5. The student is required to complete all the clinical and health information as directed in the Clinical Documentation Checklist, by the first meeting of the class/session.

6. Policy requires all graduate students to report any criminal arrest or conviction immediately to Graduate Nursing Department and to the preceptor’s supervisor. Our policy also requires that our Graduate Nursing Department report any arrests or convictions immediately to the place they are precepting.
7. The graduate student’s WPUNJ ID card is worn only when the student is participating in or involved in experiences related to the graduate student role. ID card holders can be provided by the Program Assistant in the Graduate Nursing Department.

8. The student is responsible for her or his individual travel or other costs related to clinical experiences.

**FACULTY RESPONSIBILITIES in clinical practicum courses:**

The seminar serves as a clinical conference course to the clinical practicum experience. The seminars are held biweekly for 2.5 hours during the semester. Faculty teaching the clinical practicum courses are provided the names of students enrolled, approved clinical placements and clinical preceptors prior to the first day of course.

- Verifies student has completed the DNP Clinical Checklist Documentation requirements on the first day of class and submits this form to the Graduate Nursing Program Office.
- Approve a student preceptor learning contract and individualized objectives related to the role.
- Maintain communication with student and preceptor in relation to student progress along with a minimum of one observational site visit and submits the Site Visit Observation Form.
- Encourage student’s scholarly inquiry through the use of nursing and related research in clinical practice, management/administration, and education.
- Facilitate seminar discussions relative to the role of the DNP and DNP Essentials
- Assess and evaluate student’s progress with input from student and preceptor during the semester.
- Assure the collection of documentation such as Program Practicum Course, Clinical Preceptor Evaluation, Agency Evaluation and/or necessary information for the verification of requirements as specified for subsequent national certification application by graduating students.
- Submits final course grade on WPConnect and student’s logs with cumulative earned hours.

**Site visits & facilitation of clinical activities**

The faculty member will make scheduled observational visit(s) to the clinical site/preceptor (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. Purposes of the site
visit include observation and evaluation of the student’s role performance in meeting learning objectives 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.

**Evaluation of student**

The course syllabus, objectives 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. Besides at least one observation of the student engaged in the actual role performance behavior, interactions with preceptor and staff are sources of evaluating student progress. Additionally, regular review of student’s clinical logs documenting the student’s clinical experience/practice and supportive evidence from the clinical preceptor are utilized.

**PRECEPTOR SELECTION FOR PRACTICUM COURSES**

**Preceptor Responsibilities:** Preceptors are expected to:

- Use theories of adult instruction and learning in the education of the student.
- Provide experiences that reflect the role of DNP and DNP Essentials (See DNP Essential Compliancy Assessment form)
- Collaborate with the student in the development of the learning contract and individualized objectives.
- Supervise and evaluate students' learning experiences.
- Maintain an on-going collaborative relationship for the duration of the practicum, which promotes students' application of the DNP Essentials
- Guide the student in the selection of agency activities that promote students' progress in inter-professional collaboration application of theories, policy, ethics and organizations, etc.
- Communicate with faculty relative to student progress.
• Guide the student in achieving goals relative to the learning contract, objectives and participate in the evaluation of those goals.

• Serve as a professional role model in their teaching-learning experience.

BENEFITS FOR PRECEPTORS

• An invitation to attend Department of Nursing Graduate Committee meetings is extended to preceptors. Input is encouraged through discussion. Suggestions are considered.

• Opportunity to lecture or lead a seminar in area of expertise.

• Preceptors will be informed of faculty research areas. Participation /involvement as appropriate and with approval of the faculty researcher is possible.

• Reduced fees for conferences and programs sponsored by Graduate Program in the Department of Nursing.

• Invitation to Annual Preceptor Reception held during the Annual Sigma Theta Tau International Honor Society of Nursing, Iota Alpha Chapter ResearchConferences.
SAMPLE FORM

The William Paterson University of New Jersey Department of Nursing
Doctor of Nursing Practice
Practice Experience Self-Reflection

Student Name: ___________________________ Date ________________

Practice Experience Category: DNP project ______ Clinical Hours Earned ______
DNP Essential(s) _________________________
Faculty Approval __________________________

The activity I have engaged in is:

This experience strengthened my understanding or skill in Essential(s) _______ by

Describe how this experience related to the DNP essential(s) ________:

Describe what new professional perspective was gained through this practice experience:

Describe the most significant thing you learned about yourself from this experience:
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
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<tr>
<th>Essential I: Scientific Underpinnings for Practice</th>
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<td>1. Integrate nursing science with knowledge from ethics, the biophysical, psychosocial, analytical, and organizational sciences as the basis for the highest level of nursing practice.</td>
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<td>2. Use science-based theories and concepts to: • determine the nature and significance of health and health care delivery phenomena; • describe the actions and advanced strategies to enhance, alleviate, and ameliorate health and health care delivery phenomena as appropriate; and evaluate outcomes.</td>
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<td>3. Develop and evaluate new practice approaches based on nursing theories and theories from other disciplines</td>
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<th>Essential II: Organizational and Systems Leadership for Quality Improvement and Systems Thinking</th>
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<tr>
<td>1. Develop and evaluate care delivery approaches that meet current and future needs of patient populations</td>
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<td>2. Ensure accountability for quality of health care and patient safety for populations with whom they work a. Use advanced communication skills/processes to lead quality improvement and patient safety initiatives in health care systems b. Employ principles of business, finance, economics, and health policy to develop and implement effective plans for practice-level and/or system-wide practice initiatives that will improve the quality of care delivery c. Develop and/or monitor budgets for practice initiatives</td>
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<td>d. Analyze the cost-effectiveness of practice initiatives accounting for risk and improvement of health care outcomes e. Demonstrate sensitivity to diverse organizational cultures and populations, including patients and providers.</td>
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3. Develop and/or evaluate effective strategies for managing the ethical dilemmas inherent in patient care, the health care organization, and research

**Essential III: Clinical Scholarship and Analytical Methods for Evidence-Based Practice**

1. Use analytic methods to critically appraise existing literature and other evidence to determine and implement the best evidence for practice.

2. Design and implement processes to evaluate outcomes of practice, practice patterns, and systems of care within a practice setting, health care organization, or community against national benchmarks to determine variances in practice outcomes and population trends.

3. Design, direct, and evaluate quality improvement methodologies to promote safe, timely, effective, efficient, equitable, and patient-centered care.

4. Apply relevant findings to develop practice guidelines and improve practice and the practice environment.

5. Use information technology and research methods appropriately to:
   - collect appropriate and accurate data to generate evidence for nursing practice
   - inform and guide the design of databases that generate meaningful evidence for nursing practice
   - analyze data from practice
   - design evidence-based interventions
   - predict and analyze outcomes
   - examine patterns of behavior and outcomes
   - identify gaps in evidence for practice

6. Function as a practice specialist/consultant in collaborative knowledge-generating research.

7. Disseminate findings from evidence-based practice and research to improve healthcare outcomes.

**Essential IV: Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care**

1. Design, select, use, and evaluate programs that evaluate and monitor outcomes of care, care systems, and quality improvement including consumer use of health care information systems.

2. Analyze and communicate critical elements necessary to the selection, use and evaluation of health care information systems and patient care technology.
3. Demonstrate the conceptual ability and technical skills to develop and execute an evaluation plan involving data extraction from practice information systems and databases.

4. Provide leadership in the evaluation and resolution of ethical and legal issues within healthcare systems relating to the use of information, information technology, communication networks, and patient care technology.

5. Evaluate consumer health information sources for accuracy, timeliness, and appropriateness.

**Essential V: Health Care Policy for Advocacy in Health Care**

1. Critically analyze health policy proposals, health policies, and related issues from the perspective of consumers, nursing, other health professions, and other stakeholders in policy and public forums.

2. Demonstrate leadership in the development and implementation of institutional, local, state, federal, and/or international health policy.

3. Influence policy makers through active participation on committees, boards, or task forces at the institutional, local, state, regional, national, and/or international levels to improve health care delivery and outcomes.

4. Educate others, including policy makers at all levels, regarding nursing, health policy, and patient care outcomes.

5. Advocate for the nursing profession within the policy and healthcare communities.

6. Develop, evaluate, and provide leadership for health care policy that shapes health care financing, regulation, and delivery.

7. Advocate for social justice, equity, and ethical policies within all healthcare arenas.

**Essential VI: Interprofessional Collaboration for Improving Patient and Population Health Outcomes**

1. Employ effective communication and collaborative skills in the development and implementation of practice models, peer review, practice guidelines, health policy, standards of care, and/or other scholarly products.

2. Lead interprofessional teams in the analysis of complex practice and organizational issues.
3. Employ consultative and leadership skills with intraprofessional and interprofessional teams to create change in health care and complex healthcare delivery systems.

**Essential VII: Clinical Prevention and Population Health for Improving the Nation’s Health**

1. Analyze epidemiological, biostatistical, environmental, and other appropriate scientific data related to individual, aggregate, and population health.

2. Synthesize concepts, including psychosocial dimensions and cultural diversity, related to clinical prevention and population health in developing, implementing, and evaluating interventions to address health promotion/disease prevention efforts, improve health status/access patterns, and/or address gaps in care of individuals, aggregates, or populations.

3. Evaluate care delivery models and/or strategies using concepts related to community, environmental and occupational health, and cultural and socioeconomic dimensions of health.

**Essential VIII: Advanced Nursing Practice**

1. Conduct a comprehensive and systematic assessment of health and illness parameters in complex situations, incorporating diverse and culturally sensitive approaches.

2. Design, implement, and evaluate therapeutic interventions based on nursing science and other sciences.

3. Develop and sustain therapeutic relationships and partnerships with patients (individual, family or group) and other professionals to facilitate optimal care and patient outcomes.

4. Demonstrate advanced levels of clinical judgment, systems thinking, and accountability in designing, delivering, and evaluating evidence-based care to improve patient outcomes.

5. Guide, mentor, and support other nurses to achieve excellence in nursing practice.

6. Educate and guide individuals and groups through complex health and situational transitions.

7. Use conceptual and analytical skills in evaluating the links among practice, organizational, population, fiscal, and policy issues.


2/29/16 KL
DNP Practicum Employer Acknowledgement

DNP Student ___________________________

Place of employment: _________________________________

Unit/Department ___________________________

Dear Employer:

The student named above, who is an employee of your institution, has requested to accumulate his/her doctoral practice hours at your institution. These practice (clinical) hours may not be accumulated during the student’s normal work time, or any time that the student is carrying out any responsibilities that are a requirement of their official position.

Any practice hours must be completed outside those hours of expected clinical, administrative or service hours deemed part of their employment. This clinical practicum begins on ______________________ and ends on ______________________.

By signing this form, I acknowledge that _____________________________ will not be using work time as part of this clinical practicum experience.

DNP Student’s Name

Organization/Administrative Director Signature ________________________________

Position/Title ________________________________

Name of Student’s Preceptor ________________________________

Position/title ________________________________

Date ________________________________
William Paterson University of New Jersey  
College of Science and Health  
Doctor of Nursing Practice Program  
Program Practicum Course Log Form

Course Number and Name: ____________________________________________

Students Name:____________________________________________________Page: ____

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<tr>
<th>Date</th>
<th>Hours</th>
<th>Clinical Practicum Activities</th>
<th>DNP Essentials activity</th>
<th>Student Initials</th>
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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. **Students who do not complete the clearance by the first day of the semester must drop all clinical classes and resume the following semester on a seat availability basis.**

**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.

2. **Two-Step PPD (Mantoux) OR QuantiFERON-TB Gold/ T-SPOT (blood test) within 3 months of clinical startdate:**
   a. Student must have a Two-Step PPD (second PPD administered 1 to 3 weeks after first PPD) or documentation of annual TB tests within the previous three years.
   i. The following **must** be included to be a valid: the dates of the PPD placement, the dates the test was read, negative or positive result, and induration size in mm.
   OR
   b. QuantiFERON-TB Gold/T-SPOT blood test performed: must submit a copy of the lab report.

   • **A positive PPD or 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 startdate.

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

   • **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.

   • **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.**

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

   • **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.

- **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*.

6. **Hepatitis B**
   a. Documentation of a 3-dose series of Hepatitis B vaccine.
      OR
   b. Documentation of **positive Hepatitis B Surface Antibody test**: must submit a copy of the lab report.

- **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. **Tetanus/Diptheria/Pertussis Vaccine (Tdap/Td)**
   a. 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.

8. **Flu vaccine**
   a. Documentation of annual flu vaccine during the flu season (August through May).

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

10. **Urine Drug Screen** through Castle Branch. Please follow specific instructions as instructed by the Nursing Dept.

Students may select to have the clinical clearance physical exam and required tests done by private health care provider or at WPU Counseling, Health and Wellness Center (CHWC). CHWC also provides 2-step PPD, Tdap, and Flu vaccination for a minimal fee. Please call CHWC for pricing and to schedule an appointment as earliest possible at (973) 720-2360.

Please submit ALL completed forms and documents to the CHWC. *Incomplete packets will not be accepted and will cause a delay in your clearance*. You may submit in person (drop off documents at the front desk or schedule appointment with nurse to review in person- *highly recommend*). You may also submit by fax (may subject to delay). When all clearance requirements are met, the CHWC will document clearance date electronically and students may access WPUconnect to see their nursing clearance.

William Paterson University
Counseling, Health and Wellness Center
Overlook South
300 Pompton Road
Wayne, NJ 07470
(973) 720-2360 (for appointments)
(973) 720-2632 (fax)
You are required to seek out a preceptor and a potential site for your practicum experience. The DNP student is required to select a clinical preceptor, with a minimum of a master’s degree, outside of their current work setting. An exception may be in large organizations, for example, where the DNP student would be placed with a clinical preceptor outside the department or unit where they are employed. The preceptor must be willing and able to oversee your practicum experience in the location you choose appropriate to the role. Students are required to submit the Practicum/Preceptor Information Request Form to Jami Jennings (University Hall 302 or by email at jenningsj3@wpunj.edu by the submission deadline dates. The Practicum/Preceptor Information Request Form is only an agreement that the preceptor is willing and able to precept the student. It is NOT a contract. Please include the name, title and credentials of the prospective preceptor when filling out this form.

Any changes, additions/deletion of clinical preceptors must be sent to Jami by email at: jenningsj3@wpunj.edu. Changes after the deadline may take an additional two months to complete the agreements and confirmation.

Upon receipt of this information, Jami will forward to the DNP practicum faculty for approval of the clinical site/preceptor. Upon approval of your preceptor by the DNP practicum faculty, a letter, Confirmation of Clinical Placement for Graduate Student, course outline and responsibilities in the preceptor partnership will be sent to the clinical preceptor and/or agency. (Until the signed Confirmation of Clinical Placement for Graduate Student is returned to our office, students are NOT to start their clinical.) These Confirmation of Clinical Placement for Graduate Student are considered as “contracts” between the WPUNJ and the clinical preceptor/agency. It is the responsibility of the student to follow this process. Call or email Jami in the Graduate Nursing Office (973-720-3511 or jenningsj3@wpunj.edu) as to whether the preceptor/agency has sent back their agreements and certification requirements.

In addition, it is the responsibility of students to show proof of compliance on the Nursing Clinical Documentation Checklist required for clinical placements every semester by the first day of the seminar/clinical. The documentation is to be submitted to the faculty teaching the course. Generally, the clinical preceptor/agency does not ask for documentation but at times, they have requested them. You are not permitted to start clinical without full compliance to the clinical requirements.

Upon completion of the course, you must submit to the faculty teaching the course all completed logs (with clinical hour verification), preceptor/site evaluations, and evaluation of personal learning objectives. You will not receive a grade in the course until the submission and course requirements are completed.
Please return PART II and III to the Department of Nursing Graduate Programs.

William Paterson University of NJ
Department of Nursing – Graduate Program
973-720-3511 FAX: 973-720-3517

DNP PRACTICUM / PRECEPTOR INFORMATION REQUEST FORM

PLEASE SUBMIT PART II TO THE DEPARTMENT OF NURSING GRADUATE PROGRAM
NO LATER THAN THE SUBMISSION DEADLINE DATE ON PAGE 1

Date Submitted: ____________ Semster: ___Fall ___Spring____Summer 20____

Course Number (please √): NUR 8350 NUR 8351 NUR 8360 NUR 8361

If any of the required fields are missing it will delay processing your paperwork and this form
will be returned to you for completion

Student's name ___________________________Course #: NUR __________

Semester_________________ cell phone#: ______________________________

Preceptor Name & Credentials: _________________________________

Population Focus (& specialty if applicable) Area of Practice _________________________________

Preceptor’s Facility _________________________________

Preceptor Business Address:

Street ____________________________________________________________

City, State & Zip __________________________________________________

Phone: ___________________ FAX: _________________________________

EMAIL: _________________________________________________________

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

Characteristics of Patients: (if applicable)
  a) Gender
  b) age (children, young adult, adult, elderly) ________________________________
  c) ethnicity ________________________________________________________

Healthcare experience _______________________________________________

22
(e.g., primary care, chronic, in-hospital)

Department ________________________________
(e.g. IT, Financial, Nursing, etc.)

MUST BE COMPLETED BY PRECEPTOR:

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 date ________________
(REQUIRED) ________________ (REQUIRED)

   g) Please attach a copy of your CV or Resume (REQUIRED)

*Once the Preceptor has been approved by the DNP Instructor, a contract with supporting documents will be sent to the preceptor for signature.

Comments and/or description of proposed experience:
DOCTOR OF NURSING PRACTICE CLINICAL DOCUMENTATION CHECKLIST

- All students are required to provide the necessary documentation requested below.
- **Students are required to submit this completed form to their clinical lab instructor at your first class.**
- Any student not having all items current and completed may be denied access to the clinical site by hospital/agency personnel in accordance with Affiliation Contracts and Agreements.

**Criminal Background Checks** are required by all students entering any nursing lab course. The initial criminal background check will be valid for **three years** unless an incident requires having it repeated or a clinical agency requires checking at a more frequent interval. The only criminal background check accepted is with [www.certifiedbackground.com/](http://www.certifiedbackground.com/) package code wi21. By entering your initials you are certifying you have ordered a criminal background with [www.certifiedbackground.com/](http://www.certifiedbackground.com/) within the past three years.

**Urine/Drug Screening** An initial urine/drug screening is required for all students.

A mandatory initial urine drug screen is required by all nursing students prior to the beginning of the first semester in which a clinical laboratory takes place. Order package code **Wi22** from [http://www.certifiedbackground.com/](http://www.certifiedbackground.com/). In 1 – 2 business days students should receive an e-mail from Support@FormFox.com. The subject may be: *Form Fox Authorization For “your name”* this will give you the location of the testing center nearest your address, print and bring the form to the sampling site with you. If you do not receive the e-mail check your spam folder. If it does not appear in a reasonable amount of time or you require a different testing site call Certified Background.com at the customer service telephone number available from their website. The lab will require a picture ID. The screening is required **before** your initial Clinical Clearance Form can be issued by the Health and Wellness Center.

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

**CPR: BLS for the Healthcare Provider (HCP):** Students are required to maintain valid CPR certification throughout all clinical lab courses. The only acceptable certification is the American Heart Association’s (AHA) BLS for the Healthcare Provider. Enter the expiration date of your AHA CPR card and attach a photocopy to the back of this form.

**Health and Wellness Clearance:** All students need to be cleared through the end of the semester by the Health and Wellness Center. Enter the expiration date of your health and wellness clearance and attach a photocopy to the back of this form. (If there is no expiration date on your clearance form it is one year from date of initial clearance.)
Health Insurance Verification: All nursing students in a clinical lab course are required to have health insurance. Full time students pay for health insurance in their tuition and fees or provide a waiver documenting other coverage. All other students must provide documentation of health insurance coverage. Individuals in need of health insurance may review the policy the University has available at FirstStudent.com (this is not an endorsement however it is a reasonably affordable plan). Please complete the following appropriate statements:

△ I am a full time student and have health insurance coverage included in my tuition and fees.
△ I am a full time student and have provided documentation to the Bursar that I have other health insurance coverage and have declined the University’s coverage. Attach a photocopy of health insurance ID card to the back of this form.
△ I have attached a photocopy of my health insurance ID.
△ I do not have health insurance and understand that I will not be allowed in clinical. (Failure to do so will result in failure of the course)

Graduate Students in addition to the above information you must supply the additional documentation and attach a photocopy:

______ Nursing License
Exp. Date

______ Malpractice cover sheet or certificate of professional liability insurance (NP track students require a nurse practitioner rider).
Exp. Date

□ Yes Since completing your last clinical clearance checklist or criminal background check have you been arrested, charged or convicted of any crime or

□ No offense that you have not reported to the Graduate Nursing Department Director? (Minor traffic offenses, such as speeding or parking need not be provided but Motor Vehicle offenses such as driving while impaired or intoxicated must be disclosed.)

I __________________________ affirm that the above information, dates and attached copies are representations of true and valid documents necessary to comply with affiliate agencies of the Department of Nursing at William Paterson University. I understand it is my responsibility to keep all items valid and up to date or I may be removed from my clinical experience and risk failing all or part of my clinical experience course. Any misrepresentation of facts may be construed as a violation of the University’s Academic Integrity Policy.

__________________________  __________________________  __________________________
Signature                  Date                        Student ID #

Reviewed & approved by: ___________________________ Date: ____________
Rev. 10/09
THE WILLIAM PATERNON UNIVERSITY OF NEW JERSEY
DEPARTMENT OF NURSING - GRADUATE NURSING
DNP PROGRAM

COURSE END EVALUATION OF CLINICAL SITE

Practicum Site: ________________________________
Preceptor’s Name: ________________________________
Course #: ___________________________ Semester: ___________________________

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: Place an “x” in the appropriate box for each question. Rate your practicum experience on each item using the following rating scale:

RATING SCALE:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>5</td>
<td>Strongly Agree</td>
</tr>
<tr>
<td>4</td>
<td>Moderately Agree</td>
</tr>
<tr>
<td>3</td>
<td>Agree</td>
</tr>
<tr>
<td>2</td>
<td>Moderately Disagree</td>
</tr>
<tr>
<td>1</td>
<td>Strongly Disagree</td>
</tr>
</tbody>
</table>

1. Institution/Agency offers learning experiences needed to fulfill the objectives of the course.  

   | 9 | 5 | 4 | 3 | 2 | 1 |
---|---|---|---|---|---|---|
1 |   |   |   |   |   |   |

2. Agency provided an orientation to the policies and procedures.  

   | 9 | 5 | 4 | 3 | 2 | 1 |
---|---|---|---|---|---|---|
2 |   |   |   |   |   |   |

3. I would recommend this agency for future practicum student’s placements.  

   | 9 | 5 | 4 | 3 | 2 | 1 |
---|---|---|---|---|---|---|
3 |   |   |   |   |   |   |

* Include comments below
**THE WILLIAM PATERSON UNIVERSITY OF NEW JERSEY**
**DEPARTMENT OF NURSING - GRADUATE PROGRAM**

**DOCTOR OF NURSING PRACTICE**

**COURSE END EVALUATION OF THE PRECEPTOR**

Practicum Site:  
Preceptor’s Name:  
Course Name:  
Semester:  

**Directions:** Place an “x” in the appropriate box for each question. Rate your experience with your preceptor on each item using the following rating scale:

**RATING SCALE:**
- 9 = Not Applicable
- 5 = Strongly Agree
- 4 = Moderately Agree
- 3 = Agree
- 2 = Moderately Disagree
- 1 = Strongly Disagree

<table>
<thead>
<tr>
<th></th>
<th>9</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Preceptor demonstrates the ability to function as an effective role model.</td>
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<tr>
<td>2. Preceptor demonstrates knowledge of DNP Essentials.</td>
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<tr>
<td>3. Preceptor provides availability for consultation, collaboration, and guidance.</td>
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<tr>
<td>4. Preceptor demonstrates knowledge of the student’s own learning plan/objectives and course objectives.</td>
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<td>5. Preceptor and agency staff offer support in meeting clinical objectives.</td>
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<td>6. I would recommend this preceptor for future practicum student placements.</td>
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</tbody>
</table>

*Include comments on reverse side.*
Student Name: 

Semester: 

Preceptor Name: 

Professor: 

**Objectives of course**

Preceptor instructions: Place an “X” in the box indicating student’s performance regarding the specific objectives being evaluated.

The student demonstrates competence in the following objectives.

**S=satisfactory**  **U= unsatisfactory**

<table>
<thead>
<tr>
<th>Objectives of course</th>
<th>S</th>
<th>U</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrate ability to critically expand knowledge of scientific basis for competent nursing practice.</td>
<td></td>
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<tr>
<td>2. Conduct a comprehensive and systematic assessment of health and illness parameters in complex situations, incorporating diverse and culturally sensitive approaches.</td>
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<tr>
<td>3. Demonstrate ability to integrate knowledge and ideas in relation to advanced levels of clinical judgment and systems thinking</td>
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<tr>
<td>4. Locate and identify gaps in evidence for specialty practice</td>
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<tr>
<td>5. Design, implement, and evaluate therapeutic interventions based on nursing science and other relevant sciences.</td>
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<td>6. Develop, collaborate and sustain therapeutic relationships with patients (individual, family or group) and other professionals to facilitate optimal care and patient outcomes.</td>
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<tr>
<td>7. Identify area of interest and scientific rationale based upon an integrated literature review for the DNP project at the practicum site.</td>
<td></td>
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</tr>
</tbody>
</table>
The DNP Essentials

Preceptor instructions: Place an “X” in the box indicating student’s performance regarding the essentials being evaluated. Copy of 8 essentials attached. Student must achieve at least 4 DNP essentials.

The student demonstrates competence in the following objectives.

<table>
<thead>
<tr>
<th>Student Objectives</th>
<th>DNP Essential</th>
<th>S</th>
<th>U</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
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<td>5.</td>
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</tbody>
</table>
Summary Comments by Preceptor:

Printed Name of Preceptor

Signature of Preceptor

Date:

Comments by Student:

Printed Name of Student

Signature of Student

Date:
Comments by Instructor:

Printed Name of Instructor

Signature of Instructor  Date

Additional sheets may be added as needed for comments.
William Paterson University of NJ  
Doctor of Nursing Practice Program  
Preceptor Evaluation Form  
NUR 8360/61 Doctor of Nursing Practice Practicum III/IV

<table>
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</table>
The DNP Essentials

Preceptor instructions: Place an “X” in the box indicating student’s performance regarding the essentials being evaluated. Copy of 8 essentials attached. Student must achieve at least 4 DNP essentials.

The student demonstrates competence in the following objectives.

<table>
<thead>
<tr>
<th>DNP essentials</th>
<th>S</th>
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</thead>
<tbody>
<tr>
<td>1. Scientific Underpinnings for Practice</td>
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<tr>
<td>2. Organizational and Systems Leadership for Quality Improvement and Systems Thinking</td>
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<tr>
<td>3. Clinical Scholarship and Analytical Methods for Evidence-Based Practice</td>
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<td>4. Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care</td>
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<tr>
<td>5. Health Care Policy for Advocacy in Health Care</td>
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<tr>
<td>6. Interprofessional Collaboration for Improving Patient and Population Health Outcomes</td>
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<tr>
<td>7. Clinical Prevention and Population Health for Improving the Nation’s Health</td>
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<tr>
<td>8. Advanced Nursing Practice</td>
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</table>

Student Objectives

Preceptor instructions: Place an “X” in the box indicating student’s performance regarding the student objectives being evaluated. Objectives must meet at least 4 DNP essentials.

The student demonstrates competence in the following objectives.

<table>
<thead>
<tr>
<th>Student Objectives</th>
<th>DNP Essential</th>
<th>S</th>
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<tbody>
<tr>
<td>1.</td>
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</tbody>
</table>
Comments by Instructor:

Printed Name of Instructor

Signature of Instructor

Date

Additional sheets may be added as needed for comments.
NAME:  

<table>
<thead>
<tr>
<th>DNP Essentials Competency Assessment</th>
<th>Competency Ratings: High, Moderate, Low</th>
<th>DNP Project</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DNP ESSENTIALS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Essential I: Scientific Underpinnings for Practice</strong></td>
<td></td>
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</tr>
<tr>
<td>1. Integrate nursing science with knowledge from ethics, the biophysical, psychosocial, analytical, and organizational sciences as the basis for the highest level of nursing practice.</td>
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</tr>
</tbody>
</table>
| 2. Use science-based theories and concepts to:  
  • determine the nature and significance of health and health care delivery phenomena;  
  • describe the actions and advanced strategies to enhance, alleviate, and ameliorate health and health care delivery phenomena as appropriate; and evaluate outcomes. |                                        |             |           |
| 3. Develop and evaluate new practice approaches based on nursing theories and theories from other disciplines |                                        |             |           |
| **Essential II: Organizational and Systems Leadership for Quality Improvement and Systems Thinking** |                                        |             |           |
| 1. Develop and evaluate care delivery approaches that meet current and future needs of patient populations |                                        |             |           |
| 2. Ensure accountability for quality of health care and patient safety for populations with whom they work  
  a. Use advanced communication skills/processes to lead quality improvement and patient safety initiatives in health care systems  
  b. Employ principles of business, finance, economics, and health policy to develop and implement effective plans for practice-level and/or system-wide practice initiatives that will improve the quality of care delivery  
  c. Develop and/or monitor budgets for practice initiatives  
  d. Analyze the cost-effectiveness of practice initiatives accounting for risk and improvement of health care outcomes  
  e. Demonstrate sensitivity to diverse organizational cultures and populations, including patients and providers. |                                        |             |           |
<table>
<thead>
<tr>
<th>Essential III: Clinical Scholarship and Analytical Methods for Evidence-Based Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Use analytic methods to critically appraise existing literature and other evidence to determine and implement the best evidence for practice.</td>
</tr>
<tr>
<td>2. Design and implement processes to evaluate outcomes of practice, practice patterns, and systems of care within a practice setting, health care organization, or community against national benchmarks to determine variances in practice outcomes and population trends.</td>
</tr>
<tr>
<td>3. Design, direct, and evaluate quality improvement methodologies to promote safe, timely, effective, efficient, equitable, and patient-centered care.</td>
</tr>
<tr>
<td>4. Apply relevant findings to develop practice guidelines and improve practice and the practice environment.</td>
</tr>
</tbody>
</table>
| 5. Use information technology and research methods appropriately to:  
  - collect appropriate and accurate data to generate evidence for nursing practice  
  - inform and guide the design of databases that generate meaningful evidence for nursing practice  
  - analyze data from practice  
  - design evidence-based interventions  
  - predict and analyze outcomes  
  - examine patterns of behavior and outcomes  
  - identify gaps in evidence for practice |

<table>
<thead>
<tr>
<th>Essential IV: Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Design, select, use, and evaluate programs that evaluate and monitor outcomes of care, care systems, and quality improvement including consumer use of health care information systems.</td>
</tr>
<tr>
<td>2. Analyze and communicate critical elements necessary to the selection, use and evaluation of health care information systems and patient care technology.</td>
</tr>
</tbody>
</table>

7. Disseminate findings from evidence-based practice and research to improve healthcare outcomes.
3. Demonstrate the conceptual ability and technical skills to develop and execute an evaluation plan involving data extraction from practice information systems and databases.

4. Provide leadership in the evaluation and resolution of ethical and legal issues within healthcare systems relating to the use of information, information technology, communication networks, and patient care technology.

5. Evaluate consumer health information sources for accuracy, timeliness, and appropriateness.

**Essential V: Health Care Policy for Advocacy in Health Care**

1. Critically analyze health policy proposals, health policies, and related issues from the perspective of consumers, nursing, other health professions, and other stakeholders in policy and public forums.

2. Demonstrate leadership in the development and implementation of institutional, local, state, federal, and/or international health policy.

3. Influence policy makers through active participation on committees, boards, or task forces at the institutional, local, state, regional, national, and/or international levels to improve health care delivery and outcomes.

4. Educate others, including policy makers at all levels, regarding nursing, health policy, and patient care outcomes.

5. Advocate for the nursing profession within the policy and healthcare communities.

6. Develop, evaluate, and provide leadership for health care policy that shapes health care financing, regulation, and delivery.

7. Advocate for social justice, equity, and ethical policies within all healthcare arenas.

**Essential VI: Interprofessional Collaboration for Improving Patient and Population Health Outcomes**

1. Employ effective communication and collaborative skills in the development and implementation of practice models, peer review, practice guidelines, health policy, standards of care, and/or other scholarly products.

2. Lead interprofessional teams in the analysis of complex practice and organizational issues.

3. Employ consultative and leadership skills with intraprofessional and interprofessional teams to create change in health care and complex healthcare delivery systems.
### Essential VII: Clinical Prevention and Population Health for Improving the Nation's Health

1. Analyze epidemiological, biostatistical, environmental, and other appropriate scientific data related to individual, aggregate, and population health.

2. Synthesize concepts, including psychosocial dimensions and cultural diversity, related to clinical prevention and population health in developing, implementing, and evaluating interventions to address health promotion/disease prevention efforts, improve health status/access patterns, and/or address gaps in care of individuals, aggregates, or populations.

3. Evaluate care delivery models and/or strategies using concepts related to community, environmental and occupational health, and cultural and socioeconomic dimensions of health.

### Essential VIII: Advanced Nursing Practice

1. Conduct a comprehensive and systematic assessment of health and illness parameters in complex situations, incorporating diverse and culturally sensitive approaches.

2. Design, implement, and evaluate therapeutic interventions based on nursing science and other sciences.

3. Develop and sustain therapeutic relationships and partnerships with patients (individual, family or group) and other professionals to facilitate optimal care and patient outcomes.

4. Demonstrate advanced levels of clinical judgment, systems thinking, and accountability in designing, delivering, and evaluating evidence-based care to improve patient outcomes.

5. Guide, mentor, and support other nurses to achieve excellence in nursing practice.

6. Educate and guide individuals and groups through complex health and situational transitions.

7. Use conceptual and analytical skills in evaluating the links among practice, organizational, population, fiscal, and policy issues.

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Doctor of Nursing Practice Program
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Handbook Disclaimer

Although the provisions of the William Paterson University DNP Preceptor Handbook are as accurate and complete as possible, the Department 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 DNP Preceptor Handbook and to meet completely and successfully the requirements of the graduate nursing program by reviewing updates in the handbook each semester.