

The William Paterson University of NJ

School of Nursing

Graduate Program



Preceptor Handbook

Doctor of Nursing  
Practice Program

Partnership  
For  
Learning

2025-2026

\*Click on  
Description

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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 Program 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.

Cheryl Hollema, DNP, APN, FNP-BC  
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.  
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 12. 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. 33) prior to two weeks before the semester starts. Additional health requirements may be required depending upon the health care setting and/or agency. It is the student's responsibility to find out these requirements e.g. HIPPA, agency orientations, etc. prior to beginning the clinical courses.

## **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 doctorly-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 student's normal work hours. (See form pg. 24)

### **Affiliation Agreements (Contracts) for Clinical Sites:**

The College of Science and Health, School 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.

## DNP 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. Develops and completes an informal learning contract in accord with William Paterson University course objectives and agency policies.
3. Attends and participates appropriately in agency orientation, e.g., HIPAA requirements and activities that promote attainment of the learning objectives.
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 clinical clearance documentation 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. 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.
6. Maintains on-going student-preceptor relationship for duration of the practicum.
7. Keeps faculty informed of progress related to course objectives.
8. Keeps faculty informed of advanced practice nurse role progress.
9. Seeks faculty consultation on appropriate issues.
10. Practices in a safe and ethical manner cognizant of standards of care management/administration, education care, management/administration, education.
11. Submits practicum case/time logs/narratives to faculty in a timely manner.
12. Completes assignments as identified in the course syllabus.
13. Completes required practicum hours with preceptor.
14. White lab coats are required for all MSN students in the clinical practica-

Contact:

Flynn Ohara. You want the **WPU logo** on the lab coat and for the name bade **WPUNJ DNP STUDENT** along with your **first and last name**.

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

This is the site specific to WPU students to order the **name badge:** <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](http://www.flynnohara.com)

### Faculty Responsibilities

1. The seminar serves as a clinical conference course to the clinical practicum experience. The seminars are held bi-weekly for 2.5 hours. During the semester faculty are provided the names of the students enrolled and Clinical preceptor to 1<sup>st</sup> day of course.
2. May recommend a qualified preceptor (with student participation)/clinical placement.
3. Faculty reviews required documents that are approved by Exxat, prior to student starting clinical.
4. Approves a student-preceptor learning contract.
5. Maintains communication with student and preceptor in relation to student progress and a minimum of one site visit with student and preceptor.
6. Encourages student scholarly inquiry through the use of nursing and related research in clinical practice or, management/administration tracks.
7. Facilitates student/faculty seminar discussions of DNP practice.
8. Facilitates seminar discussions relative to the role of the DNP; DNP essentials.
9. Assess and evaluate student progress with input from student and preceptor.
10. Reviews student practicum case/time logs in Exxat, providing approval/or feedback when appropriate.
11. Assures completion of practicum hours in Exxat.
12. Complies with University and School of Nursing assessments, student evaluation of Preceptor & Clinical Agency and student's logs with cumulative earned hours.
13. Submits a grade on WPCONnect for the student at the end of the semester.
14. Communicates with the DNP 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 at: <https://www.wpunj.edu/cosh/departments/nursing/doctor-of-nursing-practice/dnp-related-handbooks.html> 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 and preceptor certificate 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. 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. 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 website below.  
<https://www.wpunj.edu/cosh/departments/nursing/doctor-of-nursing-practice/dnp-clinical.html>
5. The student will work within the policies of the agency/setting and maintain a positive working relationship with the agency/preceptor.
6. 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.
7. Policy requires all graduate students 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 immediately to the place they are precepting.
8. 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.
9. The student is responsible for her, or his individual travel or other costs related to clinical experiences.

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

**Student Name:** \_\_\_\_\_

**Date** \_\_\_\_\_

Practice Experience Category:       DNP project      or       Independent

Experience Number on the practice log \_\_\_\_\_

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:*

# SCHOOL OF NURSING

## WILLIAM PATERSON UNIVERSITY

### DOCTOR OF NURSING PRACTICE

#### Direct Observation of Graduate Student Visit

Name of Student: \_\_\_\_\_ Course: \_\_\_\_\_

Clinical Preceptor: \_\_\_\_\_ Clinical Agency/Unit: \_\_\_\_\_

Please comment on the following: Address: \_\_\_\_\_

I. Student performance/ experience:

II. Appropriateness of clinical placement:

III. Summary statement:

Faculty: \_\_\_\_\_ Date: \_\_\_\_\_

**William Paterson University  
Doctor of Nursing Practice Program**

<b>NAME:</b>			
<b>DNP Essentials Competency Assessment</b>			
<b>DNP ESSENTIALS</b>	<b>Competency Ratings: <i>High, Moderate, Low</i></b>	<b>DNP Project</b>	<b>Practicum</b>
<b>Essential I: Scientific Underpinnings for Practice</b>			
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.			
2. Use science-based theories and concepts to: <ul style="list-style-type: none"> <li>• determine the nature and significance of health and health care delivery phenomena;</li> <li>• describe the actions and advanced strategies to enhance, alleviate, and ameliorate health and health care delivery phenomena as appropriate; and evaluate outcomes .</li> </ul>			
3. Develop and evaluate new practice approaches based on nursing theories and theories from other disciplines			
<b>Essential II: Organizational and Systems Leadership for Quality Improvement and Systems Thinking</b>			
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 <ol style="list-style-type: none"> <li>a. Use advanced communication skills/processes to lead quality improvement and patient safety initiatives in health care systems</li> <li>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</li> <li>c. Develop and/or monitor budgets for practice initiatives</li> <li>d. Analyze the cost-effectiveness of practice initiatives accounting for risk and improvement of health care outcomes</li> <li>e. Demonstrate sensitivity to diverse organizational cultures and populations, including patients and providers.</li> </ol>			

3. Develop and/or evaluate effective strategies for managing the ethical dilemmas inherent in patient care, the health care organization, and research			
<b>Essential III: Clinical Scholarship and Analytical Methods for Evidence-Based Practice</b>			
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: <ul style="list-style-type: none"> <li>• collect appropriate and accurate data to generate evidence for nursing practice</li> <li>• inform and guide the design of databases that generate meaningful evidence for nursing practice</li> <li>• analyze data from practice</li> <li>• design evidence-based interventions</li> <li>• predict and analyze outcomes</li> <li>• examine patterns of behavior and outcomes</li> <li>• identify gaps in evidence for practice</li> </ul>			
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.			
<b>Essential IV: Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care</b>			
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.			
<b>Essential V: Health Care Policy for Advocacy in Health Care</b>			
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.			
<b>Essential VI: Interprofessional Collaboration for Improving Patient and Population Health Outcomes</b>			
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.			
<b>Essential VII: Clinical Prevention and Population Health for Improving the Nation's Health</b>			
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.			
<b>Essential VIII: Advanced Nursing Practice</b>			
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.			

Adopted from AACN (2006) *The Essentials of Doctoral Education for Advanced Nursing Practice* Retrieved from <http://www.aacnncheedu/dnp/Essentialspdf 2/29/16 KL>

# SCHOOL OF NURSING

WILLIAM PATERSON  
UNIVERSITY

GRADUATE PROGRAM IN NURSING • UNIVERSITY HALL 302  
300 POMPTON ROAD • WAYNE, NEW JERSEY 07470-2103  
973.720.3511

## Graduate Program Doctor of Nursing Program DNP Practicum Employer Acknowledgment

DNP Student \_\_\_\_\_

Place of employment: \_\_\_\_\_

Unit/Department \_\_\_\_\_

Dear Employer:

The student named above, who is an employee of your institution, has requested to complete his/her doctoral practice hours at your institution. These practice (clinical) hours may not be completed 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  
DNP Student's Name

be using work time as part of this clinical practicum experience.

Organization/Administrative Director Signature \_\_\_\_\_

Position/Title \_\_\_\_\_

Name of Student's Preceptor \_\_\_\_\_

Position/title \_\_\_\_\_ Date \_\_\_\_\_

**William Paterson University of New Jersey**

**School of Nursing**

**Doctor of Nursing Practice (DNP) Program**

**Clinical Practice Log – COURSE RELATED INDEPENDENT HOURS**

Student's Name: \_\_\_\_\_

Advisor: \_\_\_\_\_

Documentation of practice hours must include Self-reflections.

Date	Course/Preceptor	Hours	Activity overview	DNP Essential/Comments


Student's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dissertation committee Faculty Chair signature: \_\_\_\_\_

Date: \_\_\_\_\_

Or DNP Coordinator's signature: \_\_\_\_\_ Date \_\_\_\_\_

# 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](mailto: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](mailto:surmachevskai@wpunj.edu)

Graduate Program Assistant:

Jami Jennings, [jenningsj3@wpunj.edu](mailto:jenningsj3@wpunj.edu)

WP Online Clinical Coordinator:

Ivy Sosoban, [sosobani@wpunj.edu](mailto:sosobani@wpunj.edu)

**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  
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.

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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

**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 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](mailto:prism-support@exxat.com).

For further questions, please contact your program clinical coordinator:

Undergraduate Clinical Coordinator:	Iryna Surmachevska, <a href="mailto:surmachevskai@wpunj.edu">surmachevskai@wpunj.edu</a>
Graduate Program Assistant:	Jami Jennings, <a href="mailto:jenningsj3@wpunj.edu">jenningsj3@wpunj.edu</a>
WP Online Clinical Coordinator:	Ivy Sosoban, <a href="mailto:sosobani@wpunj.edu">sosobani@wpunj.edu</a>

**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

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

## **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 integrity of the Nursing Program and the nursing profession and to safeguard the welfare of nursing students and patients receiving treatment from these students, this policy addresses drug and alcohol testing of nursing students involved in clinical activities. The purpose of this policy is to notify the student and faculty of the University's rules and testing procedures and to provide assistance and due process for students who test positive for drugs or alcohol. This policy applies to all students admitted to the Nursing Program and is effective immediately. It is the policy of William Paterson University to comply with federal and state laws and regulations dealing with the usage and detection of drugs and alcohol.

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

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

Students who have admitted to previous drug/alcohol problems will be tested in accordance with this same policy as other students. These students are encouraged to continue their support group therapy during their academic semesters in clinical. Through this policy, the 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 participate in clinical until the student undergoes remediation (see below for remediation procedures). In addition, future participation in clinical is dependent on the length of time needed for the remediation process and clinical availability.

### **DRUG TESTING FOR A CAUSE**

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

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

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

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

### Suspicion of Substance Abuse

1. If clinical faculty or staff at a clinical facility determines that “reasonable suspicion” exists that a student is under the influence of drugs or alcohol, the student must be immediately removed from any clinical activity. This will be reported directly to the Chair of the School of Nursing, or his/her designee, who will then consult with the Dean of College and Health and the director of Judicial Affairs. A “reasonable suspicion” exists when a student exhibits behavior, or a pattern of behavior, or whose physical condition is consistent with the signs and symptoms of being under the influence of alcohol or drugs.

These behaviors may be, but are not limited to (1) unsteady gait (2) odor of alcohol or illegal drugs on the breath or body (3) rapid, thick or slurring speech (4) aggressive or abusive language or behavior (5) disorientation or lethargy (6) nausea, vomiting, sweating (7) dilated or pinpoint pupils.

Other factors to consider include (1) time and attendance patterns (2) on-site accidents (3) difficulty remembering instructions or conversations (4) poor relationships with fellow students (5) appearance (6) blood shot eyes (7) fine motor tremors (8) confusion (9) deteriorating job performance.

2. The student will be asked to submit to an alcohol or drug screening test which will be immediate, or not later than two hours of the observed behavior, and will be accompanied to the test by a representative of William Paterson University student services.
3. The student will be removed from clinical laboratory activities pending results of the test(s). Test results will be sent to the Dean of the College of Science and Health or designee and the Director of Counseling, Health and Wellness Center, regardless of test results.
4. If a student is unwilling to produce the requested sample, the student will be allowed 30 minutes to reconsider the decision. Students who refuse to take the test after the 30 minutes waiting period will be treated as if the test result was positive.

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

1. New Jersey laws may require additional penalties beyond University sanctions for drug-related offenses.
2. A positive test result for drugs or alcohol, interpreted by the Medical Review Officer available through the testing laboratory contract will require student withdrawal and/or dismissal from the Nursing program at the discretion of the Dean and Chairperson of the School of Nursing. Such sanctions shall be specified by a Review Panel charged with this function.
3. If the student is a Certified Nursing Assistant, an LPN or an RN, notification of a positive screening result will be sent to the New Jersey State Board of Nursing or other jurisdiction where the student is registered, certified, or licensed.

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

**If the screening test is negative, the following applies:**

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

1. If the student again displays suspicious behaviors, an evaluation/assessment will be necessary to determine the risk potential for client/patient safety and student capacity for required role performance. The student will be referred for both a medical and psychological evaluation at the Counseling, Health and Wellness Center.
2. Until clearance for participation in clinical courses from the Counseling, Health and Wellness Center reports are received by the Chairperson of the 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.

**REMEDATION 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 required to undergo a professional evaluation by the Counseling, Health and Wellness Center. The Counseling, Health and Wellness Center will determine whether appropriate care can be provided on-site, or referred to a higher level of care at an alternate site (such as an inpatient treatment facility).

If referral to an external facility is deemed necessary by the Counseling, Health and Wellness Center, all costs are incurred by the student. Students must provide evidence of successful completion at the external facility to the Counseling, Health and Wellness Center. Upon successful completion of the treatment plan, the counselor shall conduct a follow-up evaluation and issue a report to the Dean and the Chairperson of the 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

# 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](mailto:prism-support@exxat.com)

For billing inquires contact [ExxatCS@universalbackground.com](mailto: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](mailto: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)



School of Nursing – Graduate Program  
Wayne, NJ 07470  
973-720-3511

**PRACTICUM / STUDENT / PRECEPTOR INFORMATION REQUEST FORM**  
**DOCTOR OF NURSING PRACTICE PROGRAM**

**Submission Deadline Dates**

Spring Semester Jan. 2    Summer Semester April 30    Fall Semester Aug. 1

Date Submitted: \_\_\_\_\_ Semester **Select** 20\_\_\_\_  
Student 855# \_\_\_\_\_ (Fall, Spring, Summer)

Student Name: \_\_\_\_\_

Practicum Course # NUR **Select** Post Master's Certificate Program  Yes  No

Track **Select**  
(AGNP)                      (FNP)                      (Administration)                      (Educator)

Student's Place of Employment: \_\_\_\_\_

Phone #: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

You are required 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. Once forms are completed, upload information into Exxat under Coursework-Course#-View Details-My Request-Add Request. Click save and submit to send your placement request.

Upon approval, by the NP coordinator, confirmation of clinical email, course outline and responsibilities in the preceptor partnership will be sent to the clinical preceptor and/or agency. Until the signed confirmation email is submitted, students are NOT to start their clinical. The confirmation of clinical placement email is considered a "contract" between the WPUNJ and the clinical preceptor/ agency. It is the responsibility of the student to follow this process.

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

\* Student fills out page 1, preceptor fills out page 2 & page 3. Upload information into Exxat

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

William Paterson University of NJ  
School of Nursing – Graduate Program  
973-720-3511

**DNP PRACTICUM / PRECEPTOR INFORMATION REQUEST FORM**

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

Date Submitted: \_\_\_\_\_

**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 \_\_\_\_\_

Semester **Select**

**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:

- a) Gender \_\_\_\_\_
- b) age (children, young adult, adult, elderly) \_\_\_\_\_
- c) ethnicity \_\_\_\_\_

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

**MUST BE COMPLETED BY PRECEPTOR:**

NP Preceptors complete a-f, MD Preceptors 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 date \_\_\_\_\_
- g) **Please upload a copy of your CV or Resume (REQUIRED)**

\* William Paterson University Graduate Nursing Programs 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.**

**THE WILLIAM PATERSON UNIVERSITY OF NEW JERSEY  
SCHOOL OF NURSING - GRADUATE PROGRAM**

**Doctor of Nursing Practice Program**

**COURSE END EVALUATION OF CLINICAL SITE**

Practicum Site: \_\_\_\_\_

Preceptor's Name: \_\_\_\_\_

Course #: \_\_\_\_\_ Semester: Select Year: \_\_\_\_\_

**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:** Choose an appropriate response for each question. Rate your **practicum experience** on each item using the following rating scale:

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

	0	5	4	3	2	1
1. Institution/Agency offers learning experiences needed to fulfill the objectives of the course.	Rate Experience					
2. Agency provided an orientation to the policies and procedures.	Rate Experience					
3. 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: **Select**                      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

**William Paterson University of NJ  
 Doctor of Nursing Practice Program  
 Preceptor Evaluation Form  
 NUR 8350/51 Doctor of Nursing Practice Practicum**

Student Name: \_\_\_\_\_

Semester:     Select    

Preceptor Name: \_\_\_\_\_

Professor: \_\_\_\_\_

**Objectives of course**

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

The student demonstrates competence in the following objectives.

**S=satisfactory**

**U= unsatisfactory**

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

**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.

**S=satisfactory**

**U= unsatisfactory**

**N/A= not applicable**

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

**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.

**S=satisfactory**

**U= unsatisfactory**

<b>Student Objectives</b>	<b>DNP Essential</b>	<b>S</b>	<b>U</b>
1.			
2.			
3.			
4.			
5.			

**Summary Comments by Preceptor:**

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 Student

---

Signature of Student

Date:

**Comments by Instructor:**

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Printed Name of Instructor

---

Signature of Instructor

Date

2023

**William Paterson University of NJ  
 Doctor of Nursing Practice Program  
 Preceptor Evaluation Form  
 NUR 8360/61 Doctor of Nursing Practice Practicum**

Student Name: \_\_\_\_\_

Semester: **Select** \_\_\_\_\_

Preceptor Name: \_\_\_\_\_

Professor: \_\_\_\_\_

**Objectives of course**

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

The student demonstrates competence in the following objectives.

**S=satisfactory**

**U= unsatisfactory**

<b>Objectives of course</b>	<b>S</b>	<b>U</b>
1. Demonstrate ability to critically expand knowledge in analyzing and interpreting results of the DNP project		
2. Provide leadership in the evaluation and resolution of ethical and legal issues within healthcare systems.		
3. Demonstrate ability to integrate knowledge and ideas in relation to advanced levels of clinical judgment, systems thinking, and accountability in designing, delivering, and evaluating evidence-based care to improve patient outcomes.		
4. Guide, mentor, support and collaborate with other nurses and health care team members to achieve excellence in health care practice.		
5. Evaluate care delivery models and/or strategies using concepts to target population.		
6. Locate and identify system-wide policy implications of clinical protocols, best practices, etc. upon completion of the DNP project.		

**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.

**S=satisfactory**                      **U= unsatisfactory**                      **N/A= not applicable**

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

**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.

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

<b>Student Objectives</b>	<b>DNP Essential</b>	<b>S</b>	<b>U</b>
1.			
2.			
3.			
4.			
5.			

**Summary Comments by Preceptor:**

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 Student

---

Signature of Student

Date:

**Comments by Instructor:**

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Printed Name of Instructor

---

Signature of Instructor

Date:

2023



DEPARTMENT OF NURSING • UNIVERSITY HALL ROOM 354  
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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.

## 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)

**Graduate Programs in Nursing  
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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 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 DNP Preceptor Handbook and to meet completely and successfully the requirements of the graduate nursing program by reviewing updates in the handbook each semester.