

William Paterson University of NJ
School of Nursing
Graduate Programs

Doctor of Nursing Practice Program

Student Handbook of Policies & Procedures

2025 - 2026

2026

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PREFACE

The School of Nursing DNP Student Handbook is designed to share information, procedures and policies specific to DNP students enrolled in the Graduate Nursing Program. The information presented here will be helpful as you negotiate your way through your graduate studies. Our expectation is that you will use this Handbook as your first point of reference when you have questions concerning your program of study or academic policies.

The primary reference for rules, policies and procedures concerning graduate education at William Paterson University is the Graduate Catalog on the William Paterson University website. It is expected that all DNP students become familiar with the policies and rules contained in this document.

While the primary responsibility for your success lies with each of you, many individuals stand ready to assist you in your efforts. On behalf of the Chairperson of the School of Nursing, the Director of the Graduate Program, the DNP coordinator, faculty and the staff of the School of Nursing, we wish you continued success with your academic studies.

UNIVERSITY MISSION STATEMENT

William Paterson University as a proud diverse community, designated as a public Hispanic and Minority Serving Institution, creates transformative academic and extracurricular experiences leading to meaningful careers, and promotes economic and social mobility. We empower our students through intentional and holistic support systems within flexible, innovative, and inclusive environments. Our graduates will power the New Jersey economy and beyond, thriving professionally and personally through a commitment to community engagement and social justice.

Approved by the William Paterson University Board of Trustees November 17, 2023.

VISION:

William Paterson University will be widely recognized as the model of outstanding and affordable public higher education characterized by rigorous academic preparation and a wide array of experiential, co-curricular and extra-curricular opportunities. The University will be distinctive for nationally recognized programs that prepare its students for the careers of today and tomorrow and known for its support of the personal growth and academic success of a highly diverse student body. It will be an institution of first choice for students committed to transforming their lives and making a difference.

CORE VALUES

At the core of everything the University does, the following five values define its ethos and fundamental beliefs:

ACADEMIC EXCELLENCE

As individuals and as an institution, we seek to model and to impart to our students the highest standards of knowledge, inquiry, preparation, academic freedom and integrity, as well as an expanded sense of what an individual can accomplish.

CREATING KNOWLEDGE

We strive to expand the boundaries of knowledge and creative expression in and outside of our classrooms. We help students think imaginatively and critically and encourage innovative solutions to social issues and challenges of ecological sustainability and economic growth and ethical dilemmas confronting our communities, regions, nation and world.

STUDENT SUCCESS

Students are our reason for being. We judge our effectiveness, progress and success in terms of how well we provide a platform for their personal, intellectual and professional development, enabling them to transform their lives and become civically engaged.

DIVERSITY

We value and promote the expression of all aspects of diversity. We maintain a campus culture that welcomes diversity of personal circumstances and experiences and prepares students to become effective citizens in an increasingly diverse, interdependent and pluralistic society.

CITIZENSHIP

We challenge our students, faculty, staff and alumni to recognize their responsibility to improve the world around them, starting locally and expanding globally. We offer critical expertise to New Jersey and our region, while our scholarship and public engagement address pressing community needs in the region and beyond in keeping with our public mission.

Approved by the William Paterson University Board of Trustees March 19, 2012

INTRODUCTION

The Doctor of Nursing Practice (DNP) is a *practice doctorate* that educates nurses in eight essential areas (AACN, 2006). DNP prepared clinical scholars who are recognized for outstanding patient care outcomes, leadership in nursing practice and health care organizations and academic faculty. The DNP is the terminal degree in clinical nursing. The American Association of Colleges in Nursing (AACN) voted in October 2004 to endorse changing the level of preparation necessary for advanced nursing practice roles from the master's degree to the doctorate level. This educational preparation includes advanced courses in informatics, population health, leadership, research translation, policy & advocacy, communication and inter professional collaboration and advanced clinical knowledge.

Presently, WPU offers two pathways to the DNP degree 1) Post Masters DNP, which is a 41-credit program for nurses who have completed an MSN. 2) Post BSN-MSN-DNP in which you earn the MSN degree in either AGNP in Primary Care (71 credits) or FNP (79 credits). Each student must complete 1,000 hours of post BSN supervised practicum. Accumulated practicum hours from their MSN are considered towards the 1,000 DNP practice hours. Opportunities to earn clinical hours are integrated in the post MSN DNP curriculum. Additional credits may be required if you have less than 500 practicum hours in your former MSN program.

The Post-master's DNP is offered as a part-time program. The part time program is a two course per semester and the program that can be completed in 2.5 years by those students entering with a minimum of 500 practicum hours. The part-time schedule allows students to graduate in 2.5 years, taking two courses per semester. Nursing DNP courses are offered in a hybrid format with online courses. The DNP program is accredited by the Commission on Collegiate Nursing Education (CCNE) 655 K Street NW, Suite 750, Washington, DC 20001, Telephone (202)-887-6791, until June 30, 2030.

WILLIAM PATERSON UNIVERSITY
COLLEGE OF SCIENCE AND HEALTH
SCHOOL OF NURSING MISSION STATEMENT

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

PHILOSOPHY

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

The beliefs of the faculty provide direction for the organization of the curricula in the Bachelor of

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

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

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

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

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

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

Doctor of Nursing Practice education expands the professional nurse's theoretical foundations. The nurse applies research, theory and current evidence towards the improvement of the profession of nursing and patient health outcomes. These graduates actively engage in the critical conversation that

affects systems of care and health policy at the local, regional and national levels.

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

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

Doctor of Nursing Practice education expands the professional nurse's theoretical foundations. The nurse applies research, theory, and current best evidence towards the improvement of the profession of nursing and patient care outcomes. These graduates actively engage in the critical conversations that affect systems of care and health policy at the local, regional, and national levels.
Rev. 5/89; 5/96; 11/12/07; 2/10; 5/10/13

DOCTOR OF NURSING PRACTICE
PROGRAM DESCRIPTION

VISION

William Paterson University of New Jersey nursing 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 WPU 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 administration, 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 healthcare 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.

ADMISSION REQUIREMENTS

Requirements for admissions to the post-master's DNP program (In addition to the University's admission requirements):

1. A master's degree with a major in nursing in an advanced clinical practice or in a nursing administration/management program accredited by Commission on Collegiate Nursing Education or National League for Nursing Accrediting Commission
2. GPA of 3.3 on prior graduate level course work
3. Course in research at the graduate level
4. Verification of the number of supervised clinical hours from the previous director of the MSN program
5. New Jersey registered nurse license (unencumbered)
6. One year of work experience as registered nurse
7. Current certifications (if you are an NP or CNS)
8. Three letters of recommendation
9. Current resume or Curriculum vitae
10. In-person interview may be scheduled

ADMISSION STATUS

The following are regulations affecting all graduate students at WPU.

Matriculation Policy
Matriculated students are those who are fully accepted to a degree-granting program.

Student Responsibility

Graduate students are expected to know the requirements for the degree they plan to earn. While the staff and faculty will endeavor to aid in every manner possible, students are responsible for staying informed of current regulations, their status in the graduate program and progress toward graduation.

ACADEMIC ADVISEMENT

Academic Advisor Assignment

When a student is accepted into the Doctor of Nursing practice program, the DNP coordinator serves as the student's DNP academic advisor until the student has chosen a faculty DNP Project Advisor.

Responsibilities of Academic Advisor(s)

The academic advisement process is essential in order to promote a high-quality educational program and to facilitate teaching and learning. This unique process assists in the clarification of goals and encourages continuity of learning throughout the program. Academic advisers are valuable resource persons for doctoral students. Advisement is seen as a responsibility of both students and faculty.

The responsibilities include:

After Admission

1. Review the student's records.
2. Clarify specific career goals.
3. Assist in planning the student's total program including appropriate sequencing and requirements.
4. Clarify expectations of student-faculty roles.
5. Spell out student responsibilities, e.g., record keeping and registration, and provide policy interpretation regarding academic standing.
6. Facilitate registration of courses.

Throughout the Program

1. Speak with student each semester to facilitate registration, e.g., discussion of changes in courses and/or program.
2. Grant approval for registration.
3. Keep informed of the student's progress and status.
4. Communicate with student regarding academic progress, e.g., discussion of academic standing or problems interfering with study.
5. Refer the student to appropriate resources for assistance with personal or financial problems.
6. Maintain the student's records and update with pertinent data.
7. Note the student's progress on file each semester and as necessary.
8. Note special interviews, phone calls, etc., in student's record.
9. Determine the student's eligibility for awards and honors; recommend the student for awards and honors for which he or she is eligible.
10. Monitor that students have achieved 1,000 practice hours.

Once doctoral students enroll in NUR 8301, DNP Project Advisement I, the DNP Project faculty advisor of the course will be the student's academic advisor for the remainder of the degree program. Hereby known as the faculty advisor.

Graduation: Completion of Program

Students who are eligible for graduation are required to apply on WP Connect. Students who are applying for graduation from the DNP Program must have all coursework and clinical hours completed prior to the presentation of the DNP project.
See dates listed below:

Students who are eligible for graduation are required to complete the application for graduation at: WPCONNECT (http://wpconnect.wpunj.edu/cp/home/loginf)

*See link below for more information on **graduation, certification, Commencement, transcripts, and diplomas**. https://www.wpunj.edu/cosh/departments/nursing/graduate-programs/Graduation-Information/

Students who have already applied to graduate and need to change their graduation date should go to: WPCONNECT (http://wpconnect.wpunj.edu/cp/home/loginf)

Protocol for Advisement and Registration

1. Each student is to make an appointment or speak with the DNP Coordinator during the advisement period before or during registration.

2. Students will be able to view course offerings and register online by going to: http://www.wpunj.edu/enrolled and click on registration.

3. All dropping or adding of courses should be done after consultation between the advisor and student.

Authorizations or permits issued by the Graduate Program Director, School of Nursing Chairperson or DNP Coordinator to waive pre-requisites or for entry to a closed course must be claimed by the student registering for the course via Web Registration. The authorizations or permits that are unclaimed by the student will become invalid at the close of program adjustment. If you wish to take a Leave of Absence or a formal Withdrawal from the University, see link for more information. https://wpunj.edu/registrar/academic-regulations/leave.html

Registration and Course Selection

The final responsibility for proper course selection and timely registration rests with the student. Each semester, with the approval of their assigned advisor, students register for courses necessary to progress toward completion of the curriculum in which they are enrolled.

ACADEMIC INTEGRITY POLICY

I. Standards of Academic Conduct

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

William Paterson University has established standards of academic conduct because of its belief that academic honesty is a matter of individual and University responsibility and that, when standards of honesty are violated, each member of the community is harmed. All members of the University community are expected to adhere to the Academic Integrity Policy.

II. Violations of Academic Integrity

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

A. **Plagiarism** is the copying from a book, article, notebook, video, or other source material, whether published or unpublished, without proper credit through the use of quotation marks, footnotes, and other customary means of identifying sources, or passing off as one's own the ideas, words, writings, programs, and experiments of another, whether such actions are intentional or unintentional. Plagiarism also includes submitting, without the consent of the professor, an assignment already tendered for academic credit in another course.

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

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

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

A. **Other concerns Other concerns** that relate to the Academic Integrity Policy include such issues as breech of personal security, stolen tests, falsified records, and vandalism of library or other materials. No list could include all the possible violations of academic integrity. These examples should, however, give a clearer idea of the intent and extent of application of this policy. All course assignments be your own and the ideas and contributions of others must be appropriately acknowledged (cited). The use of Artificial Intelligence (AI) programs and tools (e.g. ChatGPT) in this course are at the discretion of the instructor to ensure that they are being used to support your learning. Any use of AI programs or tools outside of what is permitted by the instructor and without proper attribution (citation) is a form of academic dishonesty which may result in grade penalties and/or subject to disciplinary action per the Academic Integrity Policy.

III. Faculty Responsibilities for Upholding the Academic Integrity Policy

A. Faculty is expected to be familiar with the Academic Integrity Policy. Each faculty member will inform students of the applicable procedures and conditions early in each semester before the first examination or assignment is due.

B. Ordinarily, in-class tests and final exams should be proctored. Proctoring is defined as having a faculty member or a representative of the faculty present in the room during an exam. Proctoring is the responsibility of the faculty member teaching the course although, where necessary, that responsibility may be shared with, or delegated to, faculty colleagues or graduate assistants assigned to the course.

IV. Resolution of Academic Integrity Policy Violations

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

B. After discussing this matter with the student, and if the student accepts the proposed resolution, the student waives his/ her right to a hearing. Depending on circumstances,

as assessed by the faculty member who has discussed the matter with the student, any of the following penalties may be imposed:

1. Resubmission of the assignment in question
2. Failure of the assignment
3. Failure of the course
4. Withdrawal from the course with no credit received
5. The imposition of other appropriate penalties with the consent of the student
6. Recommendation to the President of suspension or expulsion from the University

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

C. If the student does not admit to a violation or disagrees with the proposed resolution, he/she must:

1. Speak directly to the faculty member within ten (10) school days of being informed of a violation or of the proposed penalty. If, after repeated attempts, the student is unable to reach the faculty member within ten (10) school days, the student must notify the School of Nursing chairperson in writing within that ten (10) day period.
2. If, after discussion with the faculty member, the student is not satisfied with the outcome, the student may contact the School of Nursing chairperson presenting a dated, written, and signed statement describing the specific basis for the complaint. At this time, the student must provide the faculty member with a copy of these written materials.
3. The School of Nursing chairperson should try to resolve the issue by reaching an agreement by both the student and the faculty member. If the issue is not resolved at the chairperson's level, the student may request that the chairperson convene the School of Nursing Executive Committee (or other appropriate School of Nursing team)—excluding the faculty members involved—to hear the appeal. The faculty member submits a written, dated, and signed statement of the alleged violation to the council/ team. The student must submit a written, dated, and signed statement describing the basis of the complaint. The accuser assumes the burden of proof. When the faculty member involved is the chairperson, the student may request that the dean of the college convene the School of Nursing Executive Committee (or another appropriate School of Nursing team). The School of Nursing Executive Committee /Team submits its recommendation to the chairperson (or college dean, if the faculty member involved is the chairperson).
4. If not satisfied with the School of Nursing Executive Committee's (or other appropriate School of Nursing team's) decision, the student may ask the Dean of that college to bring the matter to the College Council. The faculty member submits a written, dated, and signed statement of the alleged violation. The student submits a written, dated, and signed statement describing the basis for the complaint. The accuser assumes the burden of proof. The chairperson of the School of Nursing concerned does not take part in the final vote (although the written decision from the School of Nursing chairperson is part of the college record). The College Council's decision constitutes the University's final decision regarding the substantive nature of the case. Future appeals based on violations of due process are permitted to the limit of the law.

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

6. Each student who registers a complaint with a School of Nursing chairperson must be given a copy of this policy. A copy must be attached to the appeal and signed by the student to indicate that he/she has received a copy of the procedure and has read and understands it, before the appeal can proceed. In the event the College Council cannot resolve it, the matter is referred to the Dean of Graduate Admissions.

Link to the **Generative AI Policy** as well as the **Academic Integrity Policy**

ACADEMIC PROBATION AND DISMISSAL

OLD POLICY -

A. Students must earn a grade of B- or better in all courses.

i. Students earning a grade of C+ or lower in any course are placed on academic probation, must repeat the course, and must earn a grade of B- or better.

ii. If a student does not earn a grade of B- or better upon repeating a course, the student will be subject to dismissal.

iii. Students may repeat up to two courses in which a grade of C+ or lower was earned.

iv. Students earning a C+ or lower in a third course will be dismissed.

***NEW POLICY* –**

This policy is effective for all students who matriculate in the MSN program May 2025

Graduate Academic Probation/Dismissal Policy Change: Students who meet any of the following conditions will be notified that they are at risk for dismissal unless subsequent course grades are improved:

A. Students must earn a grade of B or better in all courses.

i. Students earning a grade of B- or lower in any course are placed on academic probation, must repeat the course and must earn a grade of B or better.

ii. Students are expected to repeat a course with a B- or lower grade before continuing on in the program. If the course is not available in the next session, students must consult with an advisor.

iii. If a student does not earn a grade of B or better upon repeating a course, the student will be subject to dismissal. A course may only be repeated once.

iv. Students may repeat up to two different courses in which a grade of B- or lower was earned.

v. Students earning a B- or lower in a third course will be dismissed.

Students matriculating May 2025 and later will be held to this academic standard. Students matriculating prior to May 2025 will be held to previously approve academic standards.

A. Process

i. The student petitions the Graduate Director requesting to repeat a course per above.

ii. The petition is accompanied by a remediation plan that has been developed and approved in consultation with the course instructor, along with the program director and School of Nursing chair.

iii. The repeated course must be completed within the period stipulated in the remediation plan.

iv. The new course grade will be included in the student's permanent record as the official final grade and will be counted in the student's grade point average.

v. The original grade will be converted to an "R" or other appropriate repeat course designation on the student's permanent record and will not be used in calculating the grade point average once the new course grade has been posted.

*** A student must attain a cumulative GPA of 3.0 or higher by the final semester of matriculation which is consistent with university policy. A student who does not obtain a cumulative GPA of at least a 3.0 at the end of final semester will be dismissed.**

TRANSFER CREDIT POLICY

A maximum of 49% of the total required credits for a graduate degree program may be satisfied through the application of transfer credits provided that: (1) the student applies for transfer credit at the time of matriculation; (2) the work was taken in graduate courses for graduate credit; (3) the work was taken within the last six years; (4) the grade received was B or better; (5) the work does not duplicate any work, graduate or undergraduate, for which credit was previously given; (6) the work has been taken at an accredited college or university; (7) the work is applicable to the student's program.

A current matriculated William Paterson University student may, in some instances, be allowed to take courses off-campus at other institutions as a visiting student and transfer the credit to William Paterson. The student must receive permission from the dean of the college and/or the School of Nursing chairperson of his/her program of study prior to course registration. These credits are allowed as transfer credit; provisions two through six as stated above remain applicable in such instances. See Visiting Student Authorization form on page 93.

APPROVAL OF A SUBSTITUTION FOR A REQUIRED GRADUATE COURSE

A student may request a course taken at another accredited institution outside the William Paterson University graduate program in nursing to be used as a substitution for a required course. The course must meet all the following requirements before it can be submitted for approval to the Graduate Nursing Program Director: To be eligible, the course must have been completed within six years prior to admission to the graduate nursing program. It must be a graduate-level course, with a grade of A or B shown on the transcript and must receive approval from the faculty responsible for the corresponding required course at William Paterson University.

A course description and an official transcript are required and should be attached to this petition before it is submitted. Use an Adjustment of Degree Requirements Form, which can be obtained by contacting the Graduate Nursing Program Office, if course is already completed.

When applying in advance of taking the course the student must file a Visiting Student **Authorization Form** (see page 93). The form must be signed by the Director of the Graduate Program, School of Nursing Chairperson and Dean. An official transcript from the College/University where the course was taken must be sent to William Paterson University, Office of the Registrar,
P.O. Box 913, Wayne, NJ 07474-0913.

REPEAT POLICY

Refer to new probation dismissal policy. Any student who is required to repeat a course per policy needs to petition the Graduate Program Director for approval with input from the course faculty. The student has a conference with the course faculty to discuss completing the remediation form. The completed remediation form is submitted to the Graduate Director for approval. It is then forwarded to the Associate Dean for approval.

PROCEDURE

- The student's petition must be accompanied by a remediation plan that has been developed and approved in consultation with the program director, course instructor and School of Nursing chair.
- The student will be placed on probation until the remediation plan has been satisfactorily completed.
- No more than one course in the program shall be repeated.
- The repeated course must be completed within the time stipulated in the remediation plan.
- The new course grade will be included on the student's permanent record as the official final grade and will be counted in the student's grade point average.
- The original grade will be converted to an "R" or other appropriate repeat designation on the student's permanent record and will not be used in calculating the grade point average once the new course grade has been posted.

  Graduate programs may modify this policy to be more stringent but not more lenient, based on disciplinary standards or accreditation and credentialing requirements, with approval of the Office of the Provost.

GRADE APPEAL PROCESS

Overview

Any complaints by students concerning their grades should be handled within the structure of the graduate program. The purpose of the following protocol is to ensure due process for all parties. It allows the student to determine if an error has been made in assigning the grade and, alternatively, it provides the instructor with an opportunity to explain why the grade was given.

Procedure

Complaints concerning the grading practices of individual instructors should be handled in the following manner:

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

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

GRADE APPEAL PROCESS CONTINUED

3. If the student is unsuccessful in contacting the faculty member, or after meeting with the faculty member, wishes to further pursue the complaint, the student must write to the School of Nursing chairperson, and request an appointment to discuss the complaint. A copy of all materials originally presented to the faculty member must be provided. The School of Nursing chairperson will try to resolve the issue by reaching a settlement that is agreed upon by both the student and the faculty member. Each student who registers a complaint with a School of Nursing chairperson must be given a copy of this policy. A copy must be attached to the appeal and signed by the student to indicate that he/she has been given a copy of this procedure, has read it and understands it before the appeal can proceed.

4. If the complaint is not resolved at the chairperson's level, and if the student wishes to pursue the complaint, the student must request in writing that the School of Nursing chairperson convene the School of Nursing Executive Council (or other appropriate School of Nursing team) to hear further appeal. The team will then submit a decision to the School of Nursing chairperson. When the faculty member involved is the chairperson, the student may request that the dean of the college convene the School of Nursing Executive Council (or another appropriate School of Nursing team).

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

6. The faculty unequivocally have the final responsibility regarding grade changes.

WITHDRAWAL FROM A COURSE

A graduate student who wishes to withdraw from a course must do so within the established deadlines published in the online Academic Calendar: (http://www.wpunj.edu/academics/academic-calendar.dot). See link for more information https://wpunj.edu/registrar/academic-regulations/leave.html

GRADE CHANGE POLICY

A grade is issued only by the faculty member teaching a course and may not be changed by anyone other than the faculty member who assigned it, unless there is convincing evidence that the assignment of the original grade was inconsistent with professional standards in the discipline. Students who would like to challenge a grade should pursue the following procedure, in accordance with due process at each step. Each step in the procedure must be initiated within ten (10) working days of the faculty, chairperson, or School of Nursing response.

Dated, written statements are required at each step. Likewise, at each level, the faculty member, chairperson, or School of Nursing Executive Committee (or other appropriate School of Nursing team) must complete a review of all pertinent written materials prior to rendering a decision and inform the student in writing of the decision within ten working days of receipt of the complaint materials. If the student can verify that she or he has not been able to contact the faculty member, it is understood that the student's right to appeal is not jeopardized, and the deadline will be extended. The student should retain a copy of all materials submitted at each level of the appeal process. If the student so chooses, he/she is allowed to appear before the appropriate team or council at each level of the appeal process.

GRADES AND STANDARDS

All graduate students must maintain a 3.0 GPA/B average to be considered in good academic standing. The following represents the grading standards for all graduate work at William Paterson University.

A course grade of A indicates an achievement of distinction. It marks work of excellence expressed in an exemplary manner.

A course grade of B indicates the acceptable standard of achievement. It reflects excellence in some aspect of the following areas: completeness and accuracy of knowledge, sustained and effective use of this knowledge, ability to work independently in the specific area, and originality in quality and execution.

For students who matriculated **prior to summer 2025**, a course grade of C+ or lower needs to be repeated per policy.

Students who matriculated **summer 2025 and later**, a course grade of B- or lower needs to be repeated per policy.

A course grade of F indicates that the student has not demonstrated work of sufficient quality and quantity. No grade points.

A course grade of WD (withdrawal) indicates official withdrawal and has no effect on grade point average.

A course grade of IN (incomplete) indicates that the student has not completed all the work required in a course. Unless the work is completed within 30 days immediately following the end of the semester, the IN grade will automatically change to an F.

GRADING SCALE

Graduate Program Revised Grading Scale

Letter Grade	Quality Points	Number Grade
A	4.0	93.51 - 100
A-	3.7	89.51 - 93.50
B+	3.3	86.51 - 89.50
B	3.0	83.51 - 86.50
B-	2.7	79.51 - 83.50
C+	2.3	76.51 - 79.50
C	2.0	73.51 - 76.50
C-	1.7	69.51 – 73.50
F	0.0	Below 69.50

Revised: Dept. of Nursing Faculty May 2017

WITHDRAWAL FROM THE UNIVERSITY

Overview

A withdrawal from the University will not be refused to any matriculated graduate student. The student must complete appropriate withdrawal forms through WP Connect, which removes them from courses without academic penalty. A withdrawal is for an indefinite length of time and is in force until the student chooses to apply for readmission. Withdrawal is not dropping a course. It involves dropping all courses. See link for more information https://wpunj.edu/registrar/academic-regulations/leave.html

Guidelines

Nonattendance of classes does not constitute withdrawal from the University. Graduate students who wish to leave the University during the academic year are required to go to WP CONNECT (https://wpconnect.wpunj.edu/portal/) and officially withdraw.

Students who withdraw from the University must apply for readmission through Graduate Admissions according to the admissions calendar. Readmission is not automatic; enrollment and other considerations may preclude return during a particular semester.

LEAVE OF ABSENCE

See link for eligibility https://wpunj.edu/registrar/academic-regulations/leave.html

- Refunds after the course drop deadline WILL NOT be considered under any circumstances.

INCOMPLETE COURSE WORK

Overview

For various reasons, a student may receive an incomplete (IN) in lieu of a letter grade. The following policy ensures a consistent approach to the completion of IN grades. In special cases, the Graduate Program Director and/or the School of Nursing Chairperson can and will review petitions from faculty on behalf of a student regarding the policy.

Policy

The grade of incomplete (IN) can be granted when the student has not completed the assigned work in a course because of illness or other reasons satisfactory to the instructor. The grade of IN is at the discretion of the instructor. **Unless the work is completed within thirty days immediately following the end of the semester, the IN grade will automatically change to an F.**

A student failing to complete the assigned work to remove the IN will be required to drop the subsequent course. University regulations require the removal of the incomplete within thirty days of the end of the semester. In unusual and compelling situations, an extension may be recommended by the Graduate Program Director and approved by the Dean. A specific plan for completion is required for an extension to be approved as follows. See link on incomplete policy.

Procedure

The student must discuss his or her request for incomplete status with the instructor. If the incomplete status is acceptable to the instructor, the student obtains the form "Request for Incomplete Status," page 92.

If an extension of time is required, the student and instructor must inform the Graduate Program Director.

ATTENDANCE

Students are expected to attend regularly and punctually to all classes, laboratory periods and other academic exercises. Students are responsible for all work required in courses. The instructor shall determine the effect of absences upon grades and may permit or deny the privilege of making up work, including examinations, within the time limits of the semester.

In the event of a prolonged absence, a student is advised to consult with Graduate Admissions, Morrison Hall, room 102, 973-720-3577.

STUDENT COURSE END EVALUATION

Overview

At the end of each semester students are required to complete an online Course End Evaluation Form which will be provided by the faculty teaching the course. The evaluation is of the course itself and not the faculty teaching the course. The student's evaluation of course(s) assures maintenance of quality in the curriculum. Student input is valued as a means to revise and update courses in the graduate program.

HEALTH INSURANCE COVERAGE

Policy:

All nursing students in a clinical lab course are required to have health insurance. All students must provide documentation of health insurance coverage.

WRITTEN PAPERS

Overview

The faculty of William Paterson University, School of Nursing believe that scholarship in written communications is essential for the advancement of the profession and recognize the need for improving the quality of students' written work during the educational process. The following guidelines for both students and faculty provide direction for the preparation of scholarly written assignments and a consistent standard for evaluation of students' assignments.

Standards

The manual of style to be used in the preparation of all submitted written assignments, e.g., term papers, and clinical papers, is the "Publication Manual of the American Psychological Association" (APA) (current edition). The manual of style must be identified in the bibliography of all submitted written assignments. Students must submit original work. Sources of documentation and/or quotations must be acknowledged according to APA style. Omission of proper documentation is plagiarism.

Plagiarism is cause for disciplinary action. See Academic Integrity in the student handbook.

It is the prerogative of individual faculty members to outline additional requirements for written assignments. When additional requirements are imposed, they will be given in writing, in conjunction with the guidelines for the assignment.

Email

Due to the new FERPA (Family Educational Rights and Privacy Act) we can **only** contact students via their WPUNJ student email address.

It is the student's responsibility to check their WPUNJ email on a regular basis. All group emails will also be sent to the student's WPUNJ email address.

Email Communication Policy

There is an increasing need for fast and efficient communication with currently enrolled students in order to conduct official business at William Paterson University. Each student is issued a unique University ID number (855 ID) and an email account for use throughout the time the student is enrolled for classes at the University. Accordingly, email is a formal communication by the University.

Email shall be considered an official form of communication by William Paterson University unless otherwise prohibited by law. The University reserves the right to send official communications to students by email with the full expectation that students will receive email, read these emails and respond accordingly in a timely fashion.

Official University email accounts are created for all accepted students and will be treated as directory information. The domain name for an official University email account is **"@student.wpunj.edu"**. Official University communications will be sent to students' official University email addresses.

Students are expected to check their email on a frequent and consistent basis in order to stay current with University-related communications. Students must insure that there is sufficient space in their email accounts to allow for email to be delivered. Students have the responsibility for recognizing that certain communications may be time critical. Emails being returned due to "Mailbox Full" or "error Forwarding" messages are not acceptable excuses for missing official University communications via email.

Students who choose to have their email forwarded to a private (unofficial) email address outside the official University network address do so at their own risk. The University is not responsible for any difficulties that may occur in the proper or timely transmission or access of email forwarded to any unofficial email address, and any such problems will not absolve students of their responsibility to know and comply with the content of official communications sent to students' official William Paterson University email addresses.

EDUCATIONAL SUPPORT PROGRAM

The Educational Support Program (ESP) has been an established part of the Graduate Program in the School of Nursing since 1999. It reflects a commitment to support graduate students toward the successful completion of the program in nursing. Any student may use the ESP as a resource to assist in their academic success at William Paterson University. A mastered prepared nurse coordinates the program.

General Service

ESP services primarily assist students by offering academic writing assistance and serves as a referral resource to other university services that facilitate academic success.

Renee F. Pevour, RN, MS, AOCN is available at University Hall 220 or pevourr@wpunj.edu or telephone 973-720-3516.
Helpful information http://www.wpunj.edu/cosh/departments/nursing/student-success/

Cost

There is no cost for utilizing ESP services

ESP Writing Assistance

- Assistance with developing an outline to answer the question to be addressed
- Term paper organization as it relates to nursing.
- Direction for grammar and style resources for self-improvement
- Does not include proofreading or editing

ESP and Strategies for Success

- Appointments must be made at least one week in advance to discuss test taking strategies, time management, reading techniques, methods for good notetaking, an evaluation of study habits, test taking strategies and managing anxiety and stress.

- SPSS Workshops are arranged on a Saturday or evenings to accommodate the graduate student's schedule.

Other University Support Services

- **Academic Success Center**, Raubinger Hall Lower Level, offers tutoring in a variety of general education courses. Students in the Master's program utilize the faculty tutors for increasing understanding statistics. http://www.wpunj.edu/academics/asc/

- **Writing Center**, Atrium room 120. Students are assisted with general strategies for term paper construction and often gain specific direction for repeated writing problems. The Center does not provide proofreading or editing services. https://www.wpunj.edu/cohss/departments/english/writing-center/

- **Science Enrichment Center**, Science Hall 3054, has coordinated efforts to assist master's students seeking extra learning in and science course including advanced pathophysiology and pharmacology. http://www.wpunj.edu/sec/vsec/

- **Accessibility Resource Center (ARC)** (Formerly the Office of Disability)- the Mission of the ARC is to assist students with documented disabilities by providing reasonable accommodations and services that ensures equal access to all programs, activities, and related benefits of the University's educational and professional programs link

  https://www.wpunj.edu/accessibilityresourcecenter/ Or phone 973-720-2853

FINANCIAL ASSISTANCE/SCHOLARSHIPS

1. There are various financial assistance programs for which the student can apply using a **Free Application for Federal Student Aid**, which is described in the University Catalog.

2. Applications for Graduate Student Assistantships are available in the Office of Graduate Admissions and Enrollment upon matriculation at Morrison Hall, or online at: http://www.wpunj.edu/admissions/graduate/

3. For information regarding additional financial aid loans visit the Financial Aid website. https://www.wpunj.edu/financial-aid/

4. The Tuition Installment Plan (TIP) enables students or their families to pay interest-free monthly installments on their account toward their tuition, fees, room and board expenses. Enrollment is quick, easy and affordable for students and families. https://www.wpunj.edu/studentaccounts/bill-and-payment-center/paymentplan.html Enrollment is quick, easy and affordable for students and families.

5. Many students and families find monthly installments more manageable than one lump payment each semester. The installment plan is not a loan. Therefore, there are no credit checks. It is available for the fall and spring semesters for four- and three-monthly installments and two installments for the summer term. This payment plan is not available for the winter session. You can schedule automatic monthly payments right from your personal checking or savings account. Students need to enroll each semester for the payment plan. There is a small enrollment fee of $25each semester. Late payments may result in additional fees.

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.

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

If the student is not immediately dismissed from the School of Nursing following the joint review of the Judicial Affairs representative, the Director of the Counseling, Health and Wellness Center and the Chairperson of the School of Nursing, the student will be 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

DEGREE COMPLETION

DNP Graduation Requirements

- Successful completion of all required courses, a cumulative GPA of 3.0 and a total of 1,000 hours of supervised practicum post BSN.

Students who have not completed the DNP Project and/or have not achieved the 1,000 hours will reenroll in NUR 8311 until the DNP project final presentation is approved and required hours are met.

DNP PROJECT – A synopsis of the process:

The DNP project is a scholarly clinical work. Student are requested to start considering the area they are interested in pursuing prior to admission and described in the admission essay. William Paterson University believes that your DNP experience begins with the application process, with the essay in identification of your clinical scholarship. DNP students who have satisfactorily earned 21 DNP credits and/or successfully presented their project to the nursing faculty for course NUR 7400, may select the faculty advisor for DNP project team.

The courses, NUR 8300 and NUR 8301, assist the student in developing their projects and identifying other members of the DNP Project Team. The composition of the DNP project team is: The student, the nursing faculty advisor, an expert in the field of the project and a faculty member from another department or college at WPUNJ. It is the student's responsibility to seek out the team members and upon approval of the advisor, invite them to participate. The DNP project proposal is reviewed, approved according to criteria evaluation by the team members. Successful completion of this step allows the student to progress on to implementation in the DNP project and pursue WPU Institutional Review Board (IRB) approval, if necessary.

The course, NUR 8310, guides the student through evaluating the results of the project and applying the eight essentials of the DNP, providing an overview of the DNP experience and discussing to the importance of clinical investigation to improve healthcare and delivery outcomes. The course, NUR 8311, provides the student with 1:1 mentoring by the DNP project faculty advisor, in completing the DNP project and the final presentation of the outcomes of the project to the DNP project team for approval. The student, after completing the required 41 credits and the post BSN 1000 hours of supervised practice, is able to present his/her project to the student's DNP Project Team for final approval and graduation from the DNP program. A DNP Project Symposium will be held in the final semester to the WPU community.

Time Limit to Completion

A Doctor of Nursing practice degree must be completed within a period of six years from the time the student matriculates. The time to completion includes leave of absences, withdrawals, thesis, and comprehensive examinations. The appropriate college dean must approve requests for extension of time. See specific program requirements unless otherwise indicated.

Appeal

The School of Nursing recognizes the DNP student's right to appeal a decision of unsatisfactory performance on the final practice DNP project and supports the DNP student's use of the appeal processes laid out by the university. (See Grade Appeal)

Time to Degree

DNP students are expected to complete their degree program DNP project in six years upon matriculation.

Graduation Requirements

Checklist for MSN-DNP Program Requirements

The requirements for awarding the DNP include:	
1. Completion of an approved program of study within six year and with a minimum cumulative point-grade of 3.0 on a 4.0 scale.	
2. Completion of a minimum of 41 credit hours beyond the master's degree.	
3. Completion of 1,000 supervised clinical hours	
4. Completion of the course requirements for the DNP degree.	
5. Successful completion and approval of the DNP Project by unanimous decision of the DNP project team	
6. Submission of electronic copies of the final DNP project to the School of Nursing and submission to ProQuest.	

DNP Essential and Examples of Experiences to apply to DNP Practice Hours

DNP Essential I: Scientific Underpinning of Practice

- Participate in research being conducted
- Become a member of a committee that is trying to solve in a practice problem in a health care setting
- DNP Scholarly Project work that relates to integrating nursing science and theory to improve health

DNP Essential II: Organizational and Systems Leadership for Quality Improvement and Systems Thinking

- Shadow/participate in QI meetings (skilled nursing homes have these monthly)
- Shadow/participate in organizational meetings related to patient safety
- Shadow the Patient Safety Officer in your organization
- Attend a lecture/seminar on patient safety
- Shadow organizational leadership responsible for budgets
- Review a real budget with a nurse leader (ie a Director of Nursing with a budget for his/her unit)
- Attend/participate in ethics rounds
- Attend/participate in Schwartz Rounds
- DNP Scholarly Project work that requires interacting with budgetary leaders for host site, IRB approval, any work with patient safety/HIPAA as it relates to the DNP Scholarly Project

DNP Essential III: Clinical Scholarship and Analytical Methods for Evidenced-Based Practice

- Shadow nursing leadership and have him/her review the benchmarks used to measure staff performance
- Present a poster at a conference
- Speak at a local, regional or national conference
- Write an evidence-based article for publication
- DNP Scholarly Project work around taking the current literature and developing and implement evidence-based practice interventions
- The design, development, and implementation of the DNP Scholarly Project
- The DNP Scholarly Project work related to collection, analysis, developing a database

DNP Essential IV: Information Systems/Technology and Patient Care Technology or the Improvement and Transformation of Health Care

- Spend time shadowing the health IT department leadership
- Participate in the testing/develop of EHR programs
- Shadow the legal department as it relates to HIPAA/protection of patient information
- Explore social media use within your organization, how it is managed and safe guards for patient confidentiality

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

- Spend the day at the State House and observe a hearing where testimony is being given by a variety of stakeholders
- Attending a public health department meeting (town, city or state level)
- Attend a local hearing that relates to public health (i.e. City Council, School Committee)
- Participate in or observe a protest/rally
- Attend your board of nursing's hearing (disciplinary, one seeking public comment, etc.)
- Visit your elected official to discuss health related legislation
- Attend a town hall meeting for an elected official
- DNP Scholarly Project work related to evaluation of organizational policy and changes to organizational policy
- DNP Scholarly Project work that takes into account the various stakeholders involved in your project

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

- Take on a leadership role within an organization to complete a small project or clinical initiative
- Bring together a multidisciplinary team to analyze organizational issues and create change
- Lead a workgroup supported by a professional organization
- DNP Scholarly Project work related to establishing an interdisciplinary team and meeting with those team members to further the project
- DNP Scholarly Project work related to communicating the implementation of the project

DNP Essential VII: Clinical Prevention and Population Health for Improving the Nation's Health

- Participate in a health promotion booth/fair
- Volunteer to administer flu shots for your DPH in your community
- Attend a local hearing on a public health concern (DPH)
- DNP Scholarly Project work related to health promotion efforts
- DNP Scholarly Project work related to conducting a needs assessment to determine the individual or aggregate's health

DNP Essential VIII: Advanced Nursing Practice

- Direct patient care
- Conference/CME related to the direct care/medical management of patients
- Shadow a provider at an undeserved clinic
- Shadow a provider in a specialty outside of your expertise (hospice, OB, cardiology, derm, etc.)
- Mentor a nurse, nurse practitioner or other nursing professional

Guidelines for DNP Clinical Practicum in the DNP Program

The DNP Practicum courses (NUR 8350, 8351, 8360, 8361) will serve to provide an in-depth advanced clinical experience for students. A total of 360 clinical hours are earned in these courses. 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 (2021). Completion of the minimum 1,000 supervised clinical practice hours is mandated by the American Association of Colleges of Nursing. A variety of clinical experiences can be obtained. Time spent and clinical mentor/preceptor/agency objectives related to the DNP essentials.

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. (If you earned an MSN in nursing education, the number of clinical hours cannot be counted toward the 1,000 hours).

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.

1. Independent related clinical hours:

   Several of the courses have optional clinical hours as part of their course (NUR 7320, 7300, 7340, 7360, and 7380) related to the DNP Essentials, e.g. attendance at scholarly conferences, for these clinical experiences students must have prior approval and submit the practice experience self-reflection to either the professor in the course or the student's DNP coordinator. The practice experience self-reflection can be found on page 74. The experience must also be logged in the student's clinical hour log.

2. All students who enroll in the clinical course (NUR 8350, 8351, 8360, 8361) must have an approved clinical preceptor and are required to complete the Clinical Documentation Checklist 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 student's responsibility to find out these requirements e.g. HIPAA, agency orientations, etc. prior to beginning the clinical courses.

   See DNP student handbook for more information.

Doctor of Nursing Practice Practica

All students are required to complete a minimum of 90 hours of precepted clinical practicum course (NUR 8350, NUR 8351, NUR 8360 and NUR 8361) during the DNP program. If they document 1,000 hours or more of precepted clinical practicum in their MSN program, or post MSN work, a minimum of 180 hours is required.

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 highest degree in the profession is preferred) 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 capstone 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 application course 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 (s) (if applicable) must be clear to the organization, the preceptor, the NUR 8350 and/or 8351 faculty, the DNP Project Team (as applicable), and the DNP student. The organization of employ will be asked to submit a contract/agreement with WPUNJ that stipulates that the hours of supervised practice is outside of the student's normal work hours.

The criteria is the preceptor mentor ideally holds a doctorate and has expertise in the DNP student's area of specialization and practice goals.

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 to 3 months to establish new contractual arrangements, so students should begin to work early with NUR 8350 and/or 8351 faculty to make those arrangements. Students may not participate in clinical practica in any agency in which there is not a current affiliation agreement.

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

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 1st 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.

William Paterson University
College of Science & Health
School of Nursing
Doctor of Nursing Practice Program

POST MASTER'S PROGRAM – DNP CURRICULUM

Course Number	Course Title	Credit Hours
NUR 7100	Applied Biostatistics	3
NUR 7320	Information Systems Management	3
NUR 7300	Scientific Foundations for Advance Practice Nursing	3
NUR 7360	Clinical Health Promotion/Prevention for Advanced Practice Nursing	3
NUR 7340	Health Policy	3
NUR 7380	Leadership and Collaboration	3
NUR 7400	Evidence Based & Translational Methods	3
NUR 8300	DNP Project I	2
NUR 8301	DNP Project Advisement I	1
NUR 8310	DNP Project II	2
NUR 8311	DNP Project Advisement II	1
NUR 8350	DNP Practicum I (90 hours)	2
NUR 8351	DNP Practicum II (90 hours)	2
NUR 8360	DNP Practicum III (90 hours)	2
NUR 8361	DNP Practicum IV (90 hours)	2
Sample Electives - (Choose **two**)		6
	MGT 6040 Management Process and Organizational Theory	
	ECON 6090 Economic Analysis	
	MBA 6160 Organizational Behavior and Communication	
	*NUR 6600 Graduate Statistics	

- If you have not enrolled in a Masters level statistic course, in your MSN program, NUR 6600 is required as one of the electives.

Total credits: 41

COURSE DESCRIPTIONS

All courses are 3 credits unless otherwise indicated.

NUR 7100 Applied Biostatistics
This course focus on the statistical skills required to critically evaluate biomedical and healthcare research. Examination of advanced quantitative statistical method is studied to identify appropriate techniques for interpretation of findings and presentation of results. Introduction to the use and interpretation of SPSS statistical software package will be utilized in the course. (Two and a half hours of lecture and one hour of lab)
Prerequisite: Matriculation in the Doctor of Nursing Program and permission of the Graduate Program Director
Co-requisite: with NUR 7400
Prerequisite: Graduate Statistics

NUR 7300 Scientific Foundations for Nursing
This course focuses on the history and development of nursing as a profession and its related theories with a concentration on prominent nursing theories, their application to evidence-based nursing practice, and their application to the healthcare delivery phenomenon.

This course includes an exploration of contemporary issues in theory development, addressing the benefits and differences in use of different types of theories in research, education and practice. Theories from other disciplines are discussed and reviewed along with their use for the promotion of best practice for patient centered healthcare outcomes.
Prerequisite: Matriculation into DNP Program or permission of Graduate Program Director.
Co-requisite: with NUR 7320

NUR 7320 – Information Systems Management
This course builds on computer skills and knowledge related to information technology and patient care technology to manage individual and aggregate level information. Students will design, select, and use information systems/technology to evaluate programs of care, outcomes of care, and care systems. Students will analyze practice information systems and decision supports and/or web-based learning or intervention tools to support and improve patient care.

Prerequisite: Matriculation into DNP Program or permission of Graduate Program Director.
Co-requisite: with NUR 7300

NUR 7340 Health Policy
Explores the political process, development and evaluation of health policy. Specific legislation which has influenced health care delivery will be examined in detail with application to community-based nursing. Emphasis is on the role of the community-based nurse as a politically active client advocate.

Prerequisite NUR 7360

NUR 7360 Clinical Health Promotion and Disease Prevention in Advanced Practice Nursing
The focus of this course is the application of public health concepts to the advanced practice nursing role. Based on an understanding of epidemiology and biostatistics the determinants of health for individuals, aggregates and communities are explored and analyzed. Evidence based interventions for clinical and population health services are discussed within the framework of health care delivery models. Co-requisite with NUR 7380

NUR 7380 Leadership and Collaboration
An exploration of the role of the DNP in health care and patient safety. Current leadership and management theory are used to examine issues within a multidisciplinary health care environment Focus of the course is on the critical study of leadership and collaboration with intra professional and inter professional teams. Co-requisite with NUR 7360

NUR 7400 Evidence-based and Translational Methods of Nursing Knowledge & Practice
This course provides students with the skills to critically evaluate and use evidence-based practice as a problem-solving approach to clinical practice, Students will integrate and synthesize current evidence to guide nursing practice. Emphasis is placed on the process of collecting the best evidence and integrating nursing science with knowledge from a multidiscipline approaches to form the basis for the highest level of nursing practice Students propose an evidence-based practice project with application to their area of clinical interest. Co-requisite with NUR 7100

NUR 8300 Doctor of Nursing Project I
The DNP project is a scholarly process which addresses a clinically relevant project in nursing. The project will include problem identification, proposal development, implementation and evaluation.
The DNP project is a scholarly process which addresses a clinically relevant project in nursing. The project will include problem identification, proposal development, implementation and evaluation.
Completion of NUR 7000 level courses and Permission of the Graduate Program Director/DNP Coordinator. Co-requisite with NUR 8301 and elective 2 credits

NUR 8301 DNP Project Advisement I
The DNP Project Advisement I pairs the DNP student and the DNP project team advisor to engage in the scholarship of discovery and integration in the development of the first three chapters of the DNP doctoral project.

Completion of NUR 7400 level courses, concurrent or completion of NUR 8300 and Permission of the Graduate Program Director/DNP Coordinator.
Co-requisite with NUR 8300 and elective Credit 1

NUR 8310 Doctor of Nursing Project II
The DNP project is a scholarly process which addresses a clinically relevant project in nursing. The project will include implementation and evaluation.
Completion of NUR 7000 level courses, NUR 8300 and NUR 8310 and Permission of the Graduate Program Director/DNP Coordinator
Co-requisite with NUR 8311 - 2 Credits

NUR 8311 DNP Project Advisement II
The DNP project Advisement II continues the mentoring and collaboration between the student and the DNP project team advisor in the scholarship of discovery and integration in the completion of the DNP doctoral project.
Completion of NUR 8300 DNP Project I, NUR 8301 Project Advisement I, and Permission of the Graduate Program Director/DNP Coordinator. Co-requisite with NUR 8310 - 1 Credit

NUR 8350 Doctor of Nursing Practicum I
The DNP practice practicum is required in the area of specialization. This course is the first of four sequential practica. Students are expected to develop goals for the practicum and complete a minimum of 90 hours with a preceptor expert in their field. This practicum will provide the opportunity for the DNP student to gain experience (advanced clinical skills), link policy making with clinical systems, translate research into practice and/or serve as change agents for health care. Students are expected to initiate plans for the DNP project appropriate to the practicum site. Completion of NUR 7000 level courses. Co-requisite with NUR 8351 - 2 Credits

NUR 8351 Doctor of Nursing Practicum II
The DNP practice practicum is required in the area of specialization. This course is the second of four sequential practica. Students are expected to develop goals for the practicum and complete a minimum of 90 hours with a preceptor expert in their field. This practicum will provide the opportunity for the DNP student to gain experience (advanced clinical skills), link policy making with clinical systems, translate research into practice and/or serve as change agents for health care. Students are expected to initiate plans for the DNP project appropriate to the practicum site. Completion of NUR 7000 level courses; NUR 8300, 8301. Co-requisite NUR 8350 - 2 Credits

NUR 8360 Doctor of Nursing Practicum III
The DNP practice practicum is required in the area of specialization. This course is the third of four sequential practica. Students are expected to develop goals for the practicum and complete a minimum of 90 hours with a preceptor. This practicum will provide the opportunity for the DNP student to further gain experience (advanced clinical skills), link policy making with clinical systems, translate research into practice and/or serve as change agents for health care. The practice practicum will be under the guidance of the DNP faculty member and the student will be expected to complete and defend the DNP project. Prerequisites/co-requisite NUR 8361 - 2 credits

NUR 8361 Doctor of Nursing Practicum IV
The DNP practice practicum is required in the area of specialization. This course is the fourth of four sequential practica. Students are expected to develop goals for the practicum and complete a minimum of 90 hours with a preceptor. This practicum will provide the opportunity for the DNP student to further gain experience (advanced clinical skills), link policy making with clinical systems, translate research into practice and/or serve as change agents for health care. The practice practicum will be under the guidance of the DNP faculty member and the student will be expected to complete and defend the DNP project.
Prerequisites/co-requisite NUR 8310, 8311, 8350, 8351. 2 credits

Course descriptions for MSN courses are in the MSN Graduate Program Handbook

PRACTICE HOURS REQUIREMENT

Every DNP graduate is required to have a minimum of 1,000 supervised clinical practice hours (post BSN) as part of the fulfillment of requirements for graduation.

The accumulation of indirect practice hours that are part of the curriculum are described below:

A. For example: If you are an advance practice nurse (APN) entering the program with 500+ hours you will be able to earn:

MSN earned hours	500 hours
DNP Project advisement 1(NUR 8301)-	50 hours
DNP Project advisement 2 (NUR 8311)- *	50 hours
DNP non-project experiences independent hours-	50 hours
NUR 8350 – DNP Practicum I-	90 hours
NUR 8351 – DNP Practicum II-	90 hours
NUR 8360 - DNP Practicum III-	90 hours
NUR 8361 - DNP Practicum IV-	90 hours
Total	**1010 hours**

*Approval of the course faculty, faculty advisor or DNP Coordinator.

B. If you earned less than 500 hours in the MSN program you have the option below: (referred to as independent hours)

You may be able to earn a maximum of 50 hours in each of the following DNP core courses (NUR 7300, 7320, 7340, 7360, 7380) for a maximum of 250 hours which relate to the DNP competencies. **These hours must be prior approved by the faculty** teaching the course or DNP coordinator and meet the DNP essential competencies.

For those students who are entering the Post Masters DNP with fewer than 500 hours, it is important to realize that it will probably take you longer to earn the clinical hours and additional course credits that may be needed to graduate. For clinical hours earned, students whose major was in nursing education (MSN) cannot be considered towards the 1,000 post BSN hours in the program according to DNP White Paper (The Doctor of Nursing Practice: Current Issues and Clarifying Recommendations (2015) https://www.pncb.org/sites/default/files/2017- 02/AACN_DNP_Recommendations.pdf).

Requirements for approval of independent hours are as follows:

1. The practice hours must relate to the DNP essential and course objectives.
2. The activity or experience must be approved prior to initiation.
3. The activity or experience and number of hours should be signed and submitted on the Practice Self Reflection log and sent to the faculty (keep a copy).

The Purpose of the Final DNP Project

The School of Nursing requires that each DNP student develop a final DNP project representing an independent, creative project addressing a practice issue in advanced nursing for individuals, groups, populations, or systems that reflects the culmination of knowledge and experience gained over the course of the DNP program. The final DNP project is an experience in clinical nursing scholarship that allows the student to demonstrate mastery of an advanced practice specialty or leadership.

Examples of DNP Scholarly Projects

- Program Evaluation
- Evaluation of a new practice model (translational research)
- Implement and evaluate a Practice change initiative
- Consulting project
- Integrated critical literature review
- Systematic review
- Quality improvement project
- Research utilization project
- Financial Analysis
- Technology development and/or evaluation

Topic Identification and choosing a faculty advisor for the Final Project

Each student provides a number of possible topics for the DNP project in the beginning DNP courses. The student has multiple opportunities to discuss these ideas in the courses that lead up to the NUR 7400 course, where the topic takes shape and the development of the research question and background. Each course in the DNP program is scaffolded to support the student's capacity to identify an issue, problem or area of special interest for the DNP project.

Once the student has presented his/her topic at the pre-proposal conference, faculty members with similar interests engage the student in discussion, and the student and faculty member determine if the study is a good fit for both parties. The faculty advisor will meet regularly with the student to assist him/her in developing the project proposal NUR 8301.

Together the student and faculty advisor identify other members of the team and embark on developing the proposal. The progression towards completion is supported by coursework, however the student has six years from matriculation to finish the program if needed.

Once a nursing faculty advisor agrees to be on the DNP Project team (NUR 8301) the faculty advisor will be the academic advisor until graduation. (eg. Course selection, monitoring hours, etc.)

Practical Advice in Maintaining Momentum towards Completion of The Final DNP Project and Graduation

Progression towards the completion of the DNP project is supported by faculty members and scaffolded coursework, it is the student's responsibility to meet the course requirements and work independently to achieve the completion of the DNP project.

NUR 8301 and NUR 8311 provide the student with 1:1 mentoring in the area of the DNP project. The student must work independently as well as with the faculty DNP project advisor through arranging face to face and electronic meetings in order to accomplish established weekly goals.
The student is responsible for obtaining IRB approval, conducting the project and writing up both the proposal and the final DNP project. Graduation date is dependent upon the student's successful completion of all DNP course work, practicum hours and final practice DNP project approval. It is not unusual for students to be required to make changes in the DNP project after the final review. It is important for the student to allow him/herself time to make needed revisions with the final approval of the faculty DNP project advisor.

In the event that a student needs to make a change in faculty advisor, that change cannot be made until after the proposal review, and only with the consent of the faculty advisor and the DNP coordinator. It is the student's responsibility to identify and engage a new faculty advisor.

Working with Team Members

Each DNP student works primarily with the faculty team advisor. NUR 8300 works with the student in the initial development of the literature review and the methods section, then the student and DNP project faculty advisor set up regular meetings keeping the DNP student progressing towards the timely completion of the project. The student may also seek input from the team members. When the DNP project faculty advisor approves the draft project proposal, the DNP student provides the other team members with the draft and a reviewer evaluation sheet The proposal review date is established to meet the schedules of all members and is set for no less than three weeks after the provision of the proposal (first three chapters) to review the entire project proposal with the full team. At the end of the review, the student is provided with the final evaluation form indicating if the project can proceed as written, or if some changes must be made.

Writing the Final DNP Project

The proposal is comprised of the first three sections and two sections for the final DNP project. The DNP student should review what he or she already has written, incorporate recommendations from the advisor and team members, update and edit the original three sections of work in the proposal. Passing the proposal review is concurrent with NUR 8301, and without a passing grade for the proposal the student cannot move forward with DNP Project II (NUR 8310) or advisement (NUR 8311). The student has the summer months to implement the project and, during NUR 8310, the student is guided in the process of results and evaluating outcomes.

NUR 8311 is the second DNP project advisement course that pairs the student and the DNP project advisor, allowing the advisor to mentor and advise the student in the revision the proposal and the writing of the final two chapters. It is the student's responsibility to implement the project, completes data collection, analyzes the data, and draft the final report.

SCHOOL OF NURSING

WILLIAM PATERSON UNIVERSITY

DNP Project Manuscript Format

Squire Guidelines

The format for the DNP Project manuscript is based on the SQUIRE (Standards for Quality Improvement Reporting Excellence) guidelines. The SQUIRE guidelines provide a framework for reporting in manuscripts new knowledge about how to improve health care. While you should consider every SQUIRE items listed in the table below, it is only necessary to address the items listed for the DNP project manuscript.

DNP Project Manuscript Required Format

Title

Abstract

Introduction

- Background and Significance of the Problem
- Purpose statement
- Potential long-and short-term goals

Literature Review

Theoretical Framework

Methods

- Description of project, sample, setting
- Procedures and timeline plan
- Data collection plan
- Data analysis plan
- Measures to protect human rights
- Plans for sustainability of project

Results

- Report of changes in practices that were made (structures and processes)
- Description of the results of the data analysis and outcomes
- Observed associations between outcomes, interventions, and relevant

- Contextual elements
- Unintended consequences such as unexpected benefits, facilitators, barriers, problems, failures, or costs encountered and associated with the intervention(s)

Discussion

- Interpretation or nature of the association between the intervention(s) and the outcome(s)
- Comparison of results with findings from other publications
- Reasons for any differences between observed and anticipated outcomes, including the influence of context
- Strengths of the project
- Limitations:
    - Limits to the generalizability of the work, and
    - Factors that might have limited internal validity such as bias or imprecision in the project design, methods, measurements, or analysis

- Efforts made to minimize and adjust for limitations

Conclusion

- Usefulness of the work
- Sustainability
- Potential for spreading to other contexts
- Implications for practice, future Q1 projects, and education
- Suggested next steps

Overview of the Final DNP Project Completion Processes

1. Complete all required coursework with a minimum GPA of 3.0 and 1,000 hours of practicum.
2. Write a complete draft of your DNP project, submitting completed sections for review by your DNP project faculty advisor according to the agreed upon schedule.
3. Submit the final DNP project report to members of the team for their review (along with reviewer recommendation form) and feedback when the advisor indicates the final DNP project report is ready for full team review.
4. Set a date for the discussion of the final DNP project report by your DNP Team no less than two weeks after the DNP project is distributed to team members.
5. Meet with full team and present your findings. Receive evaluation for acceptance, revision or rejection of DNP project.
    a. DNP projects accepted as submitted can be sent to be bound.
    b. DNP projects that are graded "accepted with minor revisions" should be revised as requested and submitted to faculty advisor for approval. Upon approval, the DNP project can be sent to be bound.
    c. DNP projects that receive the grade "accepted with major revisions" must be revised as indicated and the team must reconvene to review the revisions before the DNP project is accepted as passing.
6. An appointment is made with the ProQuest library staff:

    Linda Salvesen 973-720-3127 or salvesenl@wpunj.edu
    Nancy Weiner 973-720-2161 or weinern@wpunj.edu
    Leah Zamora 973-720-2663 or zamoral@wpunj.edu
    ProQuest link: http://guides.wpunj.edu/dissertationstheses

7. Submit an electronic copy and/or hard copy of the final DNP project to the School of Nursing Graduate Program.

Criteria for Satisfactory Final DNP Project Report and Presentation

1. The DNP student's ability to adequately explain and the need and significance of the topic document DNP project.
2. To present a satisfactory rationale for the choices that he or she made (e.g., regarding selection of particular theoretical frameworks or methodologies or statistics).
3. To demonstrate familiarity with the relevant literature.
4. To discuss and support the methodology.
5. To discuss the implications of the final DNP project results within the framework of one or more of the eight DNP essentials.
6. To articulate next steps in the DNP student's program of scholarship and dissemination.

BSN-DNP Curriculum

Post BSN-MSN-DNP Adult Gerontology Nurse Practitioner Tract		
Fall semester start - Cohort Degree Plan		
Year 1	**Course #1**	**Course #2**
Fall	**NUR 7300** Scientific Foundations for Nursing CR3	**NUR 5461** Advanced Pathophysiology CR3
Spring	**NUR 6001** Advanced Health Assessment of the Adult Client CR3	**NUR 5081** The Role of the APN CR3
Summer	**NUR 6011** Advanced Pharmacology CR3	**NUR 6021** Nursing Research Strategies CR3
Year 2	**Course #1**	**Course #2**
Fall	**NUR 6111** Advanced Practice Nursing I CR3	
Spring	**NUR 6121** Advanced Practice Nursing II CR3	**NUR 6041** Advanced Nursing Practicum I CR4
Summer	**NUR 7011** Advanced Nursing Practicum II CR4	
Year 3	**Course #1**	**Course #2**
Fall	**NUR 7252** Advanced Nursing Role Practicum for AGNP CR4	
Spring	**Advised to take review course for AGPCNP Certification Exam**	
Summer	Complete MSN-AGPCNP Program and take AGPCNP Certification Exam	
Year 4	**Course #1**	**Course #2**
Fall	NUR 7320 Information Systems Management CR3	
Spring	**NUR 7380** Leadership and Collaboration CR3	**NUR 7360** Clinical Health Promotion CR3
Summer	**NUR 6600** Graduate Statistics CR3	**NUR 7340** Health Policy CR3
Year 5	**Course #1**	**Course #2**
Fall	**NUR 7100** Applied BioStatistics CR3	**NUR 7400** Evidence Based & Translational Methods Research CR3
Spring	**NUR 8300** DNP Project I CR2	**NUR 8301** DNP Project I CR1
Summer	**NUR 8350** DNP Practicum I CR2	**NUR 8351** DNP Practicum II CR2
Year 6	**Course #1**	**Course #2**
Fall	**NUR 8310** DNP Project II CR2 **NUR 8360** DNP Practicum III CR2	**NUR 8311** DNP Project Advisement II CR1 **NUR 8361** DNP Practicum IV CR2

Post BSN-MSN-DNP Family Nurse Practitioner Tract			
Fall semester start - Cohort Degree Plan			
Year 1	**Course #1**	**Course #2**	
Fall	**NUR 7300** Scientific Foundations for Nursing CR3	**NUR 5461** Advanced Pathophysiology CR3	
Spring	**NUR 6001** Advanced Health Assessment of the Adult Client CR3	**NUR 5081** The Role of the APN CR3	
Summer	**NUR 6011** Advanced Pharmacology CR3	**NUR 6021** Nursing Research Strategies CR3	
Year 2	**Course #1**	**Course #2**	
Fall	**NUR 6111** Advanced Practice Nursing I CR3		
Spring	**NUR 6121** Advanced Practice Nursing II CR3	**NUR 6041** Advanced Nursing Practicum I CR4	
Summer	**NUR 6130** Advanced PracticeNursing III CR3	**NUR 6210** Advanced HealthAssessment of the Pediatric and Childbearing Client CR1	**NUR 7011** Advanced Nursing Practicum II CR4
Year 3	**Course #1**	**Course #2**	
Fall	**NUR 7070** Advanced NursingPracticum III CR4		
Spring	**NUR 7253** Advanced NursingRole Practicum for FNP CR4		
Summer	Complete MSN-FNP Program and take FNP Certification Exam **Recommend taking review course prior to exam**		
Year 4	**Course #1**	**Course #2**	
Fall	NUR 7320 Information Systems Management CR3		
Spring	**NUR 7380** Leadership and Collaboration CR3	**NUR 7360** Clinical Health Promotion CR3	
Summer	**NUR 6600** Graduate StatisticsCR3	**NUR 7340** Health Policy CR3	
Year 5	**Course #1**	**Course #2**	
Fall	**NUR 7100** Applied BioStatistics CR3	**NUR 7400** Evidence Based& Translational Methods Research CR3	
Spring	**NUR 8300** DNP Project I CR2	**NUR 8301** DNP Project I CR1	
Summer	**NUR 8350** DNP Practicum I CR2	**NUR 8351** DNP Practicum II CR2	
Year 6	**Course #1**	**Course #2**	
Fall	**NUR 8310** DNP Project II CR2 **NUR 8360** DNP Practicum III CR2	**NUR 8311** DNP Project Advisement II CR1 **NUR 8361** DNP Practicum IV CR2	

DNP Suggested Course

Full -Time Post Master's DNP Course Progression	Part- Time Post Master's DNP Course Progression
YEAR 1 FALL NUR 7300 Scientific Foundations for Nursing NUR 7320 Information Systems Management	**YEAR 1 FALL** NUR 7300 Scientific Foundations for Nursing NUR 7320 Information Systems Management
YEAR 1 SPRING NUR 7360 Clinical Health Promotion and Disease Prevention in Advanced Practice Nursing	**YEAR 1 SPRING** NUR 7360 Clinical Health Promotion and Disease Prevention in Advanced Practice Nursing NUR 7380 Leadership and Collaboration
YEAR 1 SUMMER NUR 6600 Graduate Statistics NUR 7340 Health Policy	**YEAR 1 SUMMER** NUR 7340 Health Policy Elective/ NUR 6600 Graduate Statistics
YEAR 2 FALL NUR 7100 Applied Biostatistics NUR 7400 Evidence-based and Translational Methods of Nursing Knowledge & Practice NUR 7380 Leadership and Collaboration	**YEAR 2 FALL** NUR 7100 Applied Biostatistics NUR 7400 Evidence-based and Translational Methods of Nursing Knowledge & Practice
YEAR 2 SPRING NUR 8300 Doctor of Nursing Project 1 NUR 8301 DNP Project Advisement I Elective	**YEAR 2 SPRING** NUR 8300 Doctor of Nursing Project 1 NUR 8301 DNP Project Advisement I Elective
YEAR 3 SUMMER NUR 8350 Doctor of Nursing Practicum I NUR 8351 Doctor of Nursing Practicum II Elective	**YEAR 2 SUMMER** NUR 8350 Doctor of Nursing Practicum I NUR 8351 Doctor of Nursing Practicum II
YEAR 3 FALL NUR 8310 Doctor of Nursing Project II NUR 8311 DNP Project Advisement II NUR 8360 Doctor of Nursing Practicum III NUR 8361 Doctor of Nursing Practicum IV	**YEAR 3 FALL** NUR 8310 Doctor of Nursing Project II NUR 8311 DNP Project Advisement II NUR 8360 Doctor of Nursing Practicum III NUR 8361 Doctor of Nursing Practicum IV
YEAR 3 **GRADUATION**	**YEAR 3** **GRADUATION**
Total = 41 credits	**Total = 41 credits**

Progressions

41 Credits *Course progression may be revised as necessary with advance notice

PROPOSAL REVIEW FINAL EVALUATION FORM- Full team participation:

GRADUATE PROGRAM IN NURSING ● UNIVERSITY HALL 302
300 POMPTON ROAD ● WAYNE, NEW JERSEY 07470-2103
973.720.3511 FAX 973.720.2668

Doctor of Nursing Practice Program:
DNP Project Team PROPOSAL Presentation
Recommendations

Instructions to candidate:
Complete the top portion of this form and provide it to your team members when you send them your first three chapters/sections for your proposal.
After the hearing, make three copies – One for your advisor, one for the DNP coordinator and one for the graduate program office.
Submit this completed form, along with any recommendations from the team and the proposal to the graduate programs office.

Student name: _____

Date of Proposal Hearing: _____

Place of Proposal Hearing: _____

Time of Proposal Hearing:_____

Title of Proposal:

After careful review, evaluation and discussion, the team has determined the recommendation below.

☐ Recommendation:

☐ Approve proposal as presented.

☐ Approve with minor changes (see attached recommendations)

☐ Not Approved: Major Revisions needed
- rewrite and resubmit for proposal hearing. (see attached recommendations)

☐ Rejected.

DNP practice project team: Proposal Reviewers Signature Page

Faculty DNP project Advisor:

Expert:

Second reader:

Student:

William Paterson University
Department of Nursing
Doctor of Nursing Practice Program
Rubric for Team Evaluation DNP Project- PROPOSAL

Student Name:
Title of DNP Project:

Item	Satisfactory	Unsatisfactory
I .**Oral presentation** a. Able to articulate overarching and individual project goals b. Able to respond orally to questions related to project plan		
II. Problem/Issue a. Problem/Issue/Change clearly identified b. Focused literature appraisal supports relevance of problem/issue and/or project c. Significance to clinical nursing d. Relation to DNP Essentials d. Scope of project realistic and appropriate		
III. **Model/Framework** a Framework or model is evident and appropriate		
IV. Project Plan a. Research methods/design is feasible b. Setting/population clearly described c. Implementation plan articulated and appropriate d. Timeline clear and feasible e. Plan for statistical analysis		
V. Approvals a. Statement of memorandum of agreement or permission with site/community/ organization provided OR b. If applicable: human subjects approved or in process		
VI**. Writing and organization** a. Writing is scholarly, clear and concise and referenced appropriately (APA)		

Signatures Date:

Faculty advisor:

Faculty :

Clinical expert:

WILLIAM PATERSON UNIVERSITY

INITIAL CLINICAL HEALTH CLEARANCE GUIDE

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

Initial Health Clearance Requirements:

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

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

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

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

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

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

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

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

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

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

6. **Hepatitis B**

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

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

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

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

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

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

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

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

For further questions, please contact your program clinical coordinator:

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

William Paterson University

Physical Exam for *Initial* Clinical Clearance- Page 1

INCOMPLETE FORMS/DOCUMENTS WILL NOT BE ACCEPTED

Upload completed forms and all required documents in Exxat:

Patient Name:_____ **DOB:**_____

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

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

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

Past Medical History _____

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

LMP _____

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

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

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

2. Assessment:

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

If no, explain reason _____

_____

Provider Name & Signature **Date**

Provider's Stamp (Required)

William Paterson University

Physical Exam for *Initial* Clinical Clearance- Page 2

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

Patient Name: _____

3.

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

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

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

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

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

TB Symptoms Assessment (date & results): _____

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

Precautions and follow-up instructions: _____

If treatment is not recommended, give reason: _____

---

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

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

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

_____ _____

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

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

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

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

_____ _____ _____

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

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

Provider's Stamp (Required)

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

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

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

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

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

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

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

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

_____ _____

Student ID# Date of Birth

_____ _____

Signature of student (*parent if minor)* Date

Revised Sept. 2023

WILLIAM PATERSON UNIVERSITY

CLINICAL RE-CLEARANCE GUIDE

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

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

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

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

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

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

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

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

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

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

For further questions, please contact your program clinical coordinator:

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

William Paterson University

Repeat Clearance for Clinical Participation

Upload completed forms and all required documents in Exxat:

Name:_____ DOB:_____

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

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

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

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

If yes, explain: _____

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

If yes, explain: _____

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

If yes, please explain: _____

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

If yes, please explain: _____

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

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

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

If yes, please explain: _____

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

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

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

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

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

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

_____ _____

Student's Signature Date

GRADUATE NURSING CLINICAL DOCUMENTATION CHECKLIST

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

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

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

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

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

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

For billing inquires contact ExxatCS@universalbackground.com

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

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

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

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

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

FUNCTIONAL HEALTH STATUS

Students with a change in health status affecting functional capacity must complete the School of Nursing's Health Status Change form before attending clinical. Students with a change in health status that may impact their ability to attend and fully participate in clinical are highly discouraged from registering for clinical courses. However, if they choose to do so, they must submit the School of Nursing's Health Clearance form completed and signed by their provider prior to attending clinical. Students must again submit this form upon returning from any clinical absences or if there has been a change in health during the semester. Students are advised that any clinical absences may result in the inability to successfully meet the course objectives, thus resulting in failure of the clinical course. In addition to this, all students must abide by the regulations set forth by the clinical agencies. The School of Nursing has developed this policy for the safety and well-being of the students and the patients.

William Paterson University School of Nursing Health Status Change Form

By signing below, the Licensed Health Care Provider has determined that the following student,

_____

is eligible for clinical practice and agrees with the following statement:
I find the above-named student to be in good physical and mental health; the student is free from any health impairment which is of potential risk to self, patients, personnel, students, or faculty and which might interfere with the performance of student's nursing student responsibilities.

Licensed Health Care Provider's Signature

Date: _____

(Official Stamp Required)

William Paterson University of New Jersey
School of Nursing
Doctor of Nursing Practice Program
Practicum Course Log Form

Course Number and Name: _____

Students Name: _____ _____

Date	Hours	Clinical Practicum Activities	DNP Essential activity	Student Initials	Preceptor Initials

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 _____ 20____
(Fall, Spring, Summer)

Student 855#_____

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**.

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_____

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_____

2023

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

GRADUATE PROGRAM

COURSE END EVALUATION OF CLINICAL SITE

Practicum Site: _____

Preceptor's Name : _____

Course #: _____ Semester: _____

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

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

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

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

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

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

RATING SCALE:

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

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

Comments:

SCHOOL OF NURSING

WILLIAM PATERSON UNIVERSITY

GRADUATE PROGRAM

MASTER OF SCIENCE IN NURSING

COURSE END EVALUATION OF THE PRECEPTOR

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

Practicum Site: _____

Preceptor's Name: _____

Course Name: SELECT COURSE_____

Semester: _____ 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: _____

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

	Objectives of course	**S**	**U**
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

DNP essentials	**S**	**U**	**N/A**
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

Student Objectives	**DNP Essential**	**S**	**U**
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:

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: _____

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

Objectives of course	S	U
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

DNP essentials	**S**	**U**	**N/A**
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

Student Objectives	**DNP Essential**	**S**	**U**
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:

Printed Name of Instructor

Signature of Instructor
Date:

2023

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

Clinical Experiences: Assumption of Risk

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

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

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

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

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

SPECIAL NOTICE REGARDING COVID-19

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

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

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

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

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

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

ACKNOWLEDGEMENT OF RISK FORM

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

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

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

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

_____ _____

Student Signature Date

_____

Student (print name)

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

_____ _____

Parent/Guardian Signature Date

_____

Parent/Guardian (print name)

William Paterson University
Doctor of Nursing Practice Program

NAME:			
DNP Essentials Competency Assessment			
DNP ESSENTIALS	**Competency Ratings: *High, Moderate, Low***	**DNP Project**	**Practicum**
Essential I: Scientific Underpinnings for Practice			
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: • 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.			

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.			

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

THE WILLIAM PATERSON UNIVERSITY OF NEW JERSEY
GRADUATE PROGRAM IN NURSING
REQUEST FOR INCOMPLETE STATUS FORM

Instructions:

A student requesting incomplete status in a course should first discuss the matter with the instructor and the faculty advisor. The form should be returned to the Graduate Program Director by the instructor. This form should then be completed and the necessary signatures obtained.

Copies will be made and sent to the student, the instructor, and the student's faculty advisor. On completion of the course, a Change of Grade form must be submitted by the instructor.

Student's name: _____ Telephone number (home#):_____

Address: _____ (business #):_____

Student I.D. number: _____ Faculty advisor: _____

Semester: _____ Year: _____

Course number: _____ Course title: _____

Date incomplete is to be removed: _____

Reason for requesting incomplete status:

AGREEMENT BETWEEN STUDENT AND INSTRUCTOR REGARDING THE DATE AND CRITERIA FOR REMOVAL OF THE INCOMPLETE GRADE

Faculty comments:

(Student's signature) _____

(Instructor's signature) _____

(Date) _____

VISITING STUDENT AUTHORIZATION

DATE:_____

A. ELIGIBILITY

NOTE: Students matriculated at William Paterson University must take the last 30 credits of their academic career at William Paterson University

This is to certify that _____ _____
NAME **SID#**

_____
ADDRESS

Is a student in good standing at William Paterson University in _____ **major with a grade point average of** _____ **and has completed**_____ **credits at William Paterson University. This student has permission to take the following course(s) at:**

_____
NAME OF COLLEGE OR UNIVERSITY & ADDRESS OF COLLEGE OR UNIVERSITY

B. COURSE EQUIVALENCE

COURSE NO.	COURSE TITLE	NO. OF CREDITS	WPU EQUIVALENT COURSE NO.	INITIAL OF WPU COURSE DEPT. CHAIRPERSON
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
	TOTAL CREDITS:	_____		

during the _____ _____ **session**
SEMESTER **YEAR**

IN ORDER TO RECEIVE TRANSFER CREDIT:

UNDERGRADUATE students **must** receive a grade of "C" or better.
GRADUATE students **must** receive a grade of "B" or better.

An official transcript from the above named College/University **must** be sent to William Paterson University, Office of the Registrar, P.O. Box 913, Wayne, NJ 07474-0913.

_____
ADVISOR

_____
CHAIRPERSON (of student's major department)

_____
DEAN (of student's major college)

CC: REGISTRAR
ACADEMIC DEAN
CHAIRPERSON
STUDENT

OFFICE OF THE REGISTRAR

REVISED 2022

William Paterson University School of Nursing

Remediation Plan and Outcome 855# _____

COURSE: _____ Student's name: _____

AREAS OF CONCERN (involving following didactic or clinical objective(s))

_____

PLAN

The skills, knowledge, and COMPETENCIES that must be demonstrated to meet. Course objective(s):

_____

Suggested resources and activities:

_____

OUTCOME (if Plan/Objectives are not met)

_____

Instructor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Director's Signature: _____ Date: _____

Date of Follow-up Conference: _____

OUTCOME

Follow-up conference (Please check one of the following):

☐ Has overcome deficiencies and now meets objective(s)

☐ Has not overcome deficiencies and does not meet objective(s)

Comments:

_____

Instructor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Director's signature: _____ Date: _____

Graduate Programs in Nursing
Contact Persons

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Handbook Disclaimer

Although the provisions of the William Paterson University Graduate Nursing Student Handbook areas 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 handbook and to meet completely and successfully the requirements of the graduate nursing program by reviewing updates in the handbook each semester. Notification of policy revisions, changes and/or additions of the Graduate Nursing Program can be found posted on the Graduate Nursing handbook web page.