

William Paterson University
Department of Nursing
School Nurse Practicum Checklist

Please note: You are personally responsible for gathering the necessary documents, as well as registering and, completing all course work in a timely fashion.

Forward all documents by the indicated dates to **Dr. Phillips and cc Janice Loschiavo.**

It is strongly suggested that you keep copies of documents sent to Exxat. Information can be misplaced and you may be requested to resubmit items. Data must be uploaded to Exxat.

Pre- Registration - Complete by **May 30** for **Fall Semester** and **November 30** for **Spring Semester**

Contact Dr. Phillips to have your transcripts, pre-requisites, and all required, completed course work reviewed. You are permitted to take one course while you do the Practicum. If all is in order, Dr. Phillips will issue a permit for you to register for the Practicum course.

Complete the School Nurse Clinical Experience. Complete and return the Resume for Clinical Work.

Register online for School Health Practicum NUR 5520 as soon as the course is posted.

Complete the Functional Status Form if there has been a change in your health status (instudent handbook & Graduate Nursing Website-Clinical-Clinical Forms).

Required Documents- Submit no later than **May 30** for **Fall Semester** and **November 30** for **Spring Semester**. Upload copies of the following in **Exxat**:

- 1) **Initial Physical Exam** for clinical clearance form completed (2 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) **Covid 19 vaccine.** A copy of your Covid 19 vaccine record is required. Exemptions must be vetted by a physician. Upload in Exxat.
- 4) **Flu Vaccine.** Documentation of annual flu vaccine during the flu season (August through May). Upload in Exxat.
- 5) **Complete blood count (CBC) lab report** within 1 year of clinical start date. Upload in Exxat.
- 6) **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 a documented history of 2-dose Varicella vaccination, then *a booster is highly recommended* but not required. If the student has only 1-dose of the vaccine in the past, then *a second dose of the vaccine is required*. Upload in Exxat.
- 7) **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 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.
- 8) **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 vaccination, then 3-dose Hepatitis B vaccine required. At 0, 1, and 6-months intervals. Upload in Exxat.
 - **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.
- 9) **Current CPR/AED** certifications covering the length of you Practicum experience. (American Heart Association is the only certification accepted) Upload front & back of card in Exxat.
- 10) **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.
- 11) **Nursing License** (upload in Exxat)
- 12) **Malpractice** cover sheet or certificate of professional liability insurance, \$1 million per occurrence/ \$3 million aggregate (NP track students require a nurse practitioner rider). (Upload in Exxat)
- 13) **Urine Drug Screen and background check** need to be completed annually. Results will be posted in Exxat. Any problems or issues, contact the dedicated team set up by UNIVERSAL, ExxatCS@universalbackground.com.
**Requests for an additional urine drug screening will incur an additional fee payable by the student*
- ❖ 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, v4support@exxat.com. It takes 48-72 hours for Exxat to review/respond.

For further questions, please contact your program clinical coordinator:

School Nurse Clinical Coordinator: Dr. Karen Phillips, phillipsk116@wpunj.edu

Placement for the Practicum

If currently employed full-time as a School Nurse, submit a copy of your contract designating you with the title School Nurse. *Your contract must be for School Nurse, not Health Assistant, Paraprofessional, RN or Health Aide.*

Forward the school name where you are employed, address, principal, and contact info for the clinical educator in the health office and clinical educator for the health class.

or

If you are not currently employed full-time as a school nurse, we will place you.

I am requesting _____ District/School and _____ as a Clinical Educator.

I understand that this is a *request* and that my final placement decision will be made by Dr. Phillips and the Office of Field Services.

Please note:

- If your clinical educator is Instructionally Certified, she may serve as both your cooperating school nurse and health educator, even if she does not have a formal teaching schedule.
- If your clinical educator is not Instructionally Certified or if she prefers not to be involved in your classroom experience, you may request the physical education teacher be your health educator.
- If you are placed in a district, it is recommended that you visit the high school or elementary school that you are assigned to in order to expose you to all age groups.
- Once your information is received, The Office of Field Services will contact the district and request permission for the University supervisor to visit you at least twice. Often this requires Board of Education approval. This body meets just once a month so understand how the process could be delayed.
- Before the semester starts, you will be notified of the date of the two seminar meetings.
- You do not have to take the Praxis.
- You will receive notices of an Orientation and Workshops offered by the Office of Field. You are excused from attending these programs. Janice Loschiavo and/or Mary Ellen Bolton will attend on your behalf and share the information at our seminar meetings.
- Resume for Clinical Practice, School Nurse Clinical Experience, and District Permission letter must be uploaded in Exxat and also submitted to Dr. Phillips and Professor Loschiavo.
- Failure to submit all required documentation by the due date will result in the Practicum being rescheduled for the following semester.

Again, **congratulations to you all**. You are almost there! Do not hesitate to contact either of us with your questions.

Dr. Phillips (Phillipsk116@wpunj.edu) Janice Loschiavo (loschiavoj@wpunj.edu)

By signing this form, you are verifying that the information you are providing is correct.

Signature: _____

Date: _____