Doctor of Nursing Practice

SCHOOL OF NURSING

WILLIAM PATERSON UNIVERSITY

Overview with Clinical Courses & Preceptor Information



DNP Program

GRADUATE NURSING

Degree Total: 41 Credits

The <u>Doctor of Nursing Practice</u> (DNP) is a practice doctorate that prepares advanced practice nurses to be clinical scholars and thought leaders.

The DNP program will prepare nurses with knowledge and skills to deliver the highest standard of care for individuals, families, communities and work in interdisciplinary teams in today's complex healthcare system.

Course work includes: utilizing technology to advance the quality of care; evaluating health care policy; providing leadership and interprofessional collaboration in multiple health care settings; and evaluating systems responses to health and illness, along with knowledge of nursing theories, related sciences, humanities and economics.

Students must also complete a minimum of 1,000 supervised post Baccalaureate practice hours.

Accredited by **CCNE** to June 30, 2030

Admission Requirements

GRADUATE NURSING

General Admission Requirements Plus:

- Master's degree with a major in nursing in advanced clinical practice or in nursing administration/management program accredited by CCNE or NLNCAC
- GPA of 3.3 on prior graduate-level course work
- Course in research at the graduate level
- Verification of the number of supervised clinical hours from the previous director of the MSN Program
- New Jersey registered nurse license (unencumbered)
- One year of work experience as a registered nurse

- Current certifications (if you are an NP or CNS)
- Three letters of recommendation
- Curriculum resume or Curriculum vitae

Application Deadline

July 1st: Fall semester

Non-degree status not available

Apply Now

Doctor of Nursing Practice

GRADUATE NURSING

Degree Total: 41 Credits

Track Requirements

• NUR 7100 Applied Biostatistics Credits: 3.0

NUR 7300 Scientific Foundations for Nursing

Credits: 3.0

NUR 7320 Information Systems Management

Credits: 3.0

• NUR 7340 Health Policy Credits: 3.0

 NUR 7360 Clinical Health Promotion and Disease Prevention in Advanced Practice Nursing

Credits: 3.0

NUR 7380 Leadership And Collaboration Credits: 3.0

• NUR 7400 Evidence-Based and Translational Methods of Nursing Knowledge and Practice Credits: 3.0

• NUR 8300 Doctor of Nursing Project I Credits: 2.0

NUR 8301 Doctor of Nursing Practice Project
 Advisement I
 Credits: 1.0

NUR 8310 Doctor of Nursing Project II

NUR 8311 Doctor of Nursing Practice
 ProjectAdvisement II

Credits: 1.0

Credits: 2.0

Doctor of Nursing Practice (continued)

GRADUATE NURSING

Clinical Courses

• NUR 8350 Doctor of Nursing Practice
Practicum I Credits: 2.0

• NUR 8351 Doctor of Nursing Practice
Practicum II Credits: 2.0

• NUR 8360 Doctor of Nursing Practice
Practicum III Credits: 2.0

NUR 8361 Doctor of Nursing Practicum IV

Credits: 2.0

Suggested Electives Required Credits: 6

*Suggested, speak w/ advisor

Take (2) of the following courses:

• ECON 6090 Economic Analysis for Managers
Credits: 3.0

MBA 6160 Organizational Behavior and Communication Credits: 3.0

NUR 7060 Clinical Teaching Strategies

Credits: 3.0

Must complete 1000 supervised clinical hours

Degree Total: 41 Credits

Leave of absence

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Two types: leave of absence

Military Leave of Absence (MLOA):

Students whose military obligations make it difficult or impossible for them to be successful in their academic program. For purposes of granting a MLOA, a military obligation is defined as (a) deployment, (b) mobilization leading to deployment, or (c) attendance at a military school or college.

Medical / Mental Health Leave of Absence:

Students who must interrupt their studies temporarily due to physical or psychological conditions.

Leave of Absence must be requested prior to the start of the term. See the <u>semester calendar</u> for specific start dates.

To apply for a leave of absence, log onto **WP Connect** – **Student** tab – **WP Enrollment Forms** – **Leave of absence request form** Leave of Absence may not exceed two years for enrollment purposes. Students who fail to return from the approved leave of absence will be considered a complete withdrawal and will be required to re-apply to the University after a period of two years.

When a student on LOA is ready to enroll in courses, they **must meet with an advisor** to receive guidance on appropriate courses and the process for re-enrollment.

Three types: withdrawal

Partial Withdrawal:

Student withdraws from one or more courses but remains enrolled in at least one course for the term

Term/Session Withdrawal: (complete withdrawal during a term or session)

Student withdraws from all courses registered for a term.

Partial and Term/Session Withdrawal: students withdraw from their course(s) via WP Connect within permitted dates published on the <u>semester calendar</u>. Students who do not return the following term/semester may return within two years of withdrawing by consulting with an advisor.

University Withdrawal:

Students who wish to separate completely from the University.

To withdraw from the University, students need to complete the Withdrawal from University Request Form, within the permitted dates published on the semester calendar. The form can be found on **WP Connect – Student** tab – **WP Enrollment Forms** – **Withdrawal from University Request Form**.

DNP Student Expectations

- Review student handbook
- Students must also complete a minimum of 1,000 supervised post Baccalaureate practice hours
- 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). However, several courses have optional clinical hours (NUR 7300, 7320, 7340, 7360, and 7380).

Guidelines for DNP Practica

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- Practica hours may be conducted at the student's job site (need to complete DNP employer acknowledgement form)
- Students may receive pay for the work done to satisfy practica requirements, but the practica work must go beyond the student's current work responsibilities
- Practica work must be supervised by an expert in the student's clinical specialty area
- The student must document a total of 500 supervised clinical hours at the completion of DNP Practicum I and II
- Students must develop objectives for their practica experience in collaboration with their faculty advisor
- Students must document meeting these objectives

Guidelines for DNP Practica continued

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- Master's practica hours can be counted towards the 1000 total practica hours required for the DNP degree. For example, if a student earns 500 practica hours while working on their Master's degree, they only need an additional 500 hours earned while working on their DNP. Note, however, that the credits related to the Master's practica hours **do not** transfer. Students with a MSN degree may count a maximum of 500 practica hours to the DNP requirement; they will need 500 additional practica hours
- Post-master's supervised clinical hours taken for credit are eligible for transfer
- Credits cannot be double-counted towards different degrees (e.g., MSN and DNP)
- Practica courses will have a course professor to coordinate the course and section faculty for each clinical specialty area (Primary Care, Health Leadership, Health Systems Management, Nursing education)

How to order lab coat and name badge (required)

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Lab coat - This is the site specific to WPU students to order. Need WPU logo on lab coat.

http://www.flynnohara.com/school/nj196

Name badge – This site is for name badges. Select WPUNJ DNP STUDENT. Personalize each badge with your first and last name. https://mexample.com

Flynn O'Hara Uniforms (takes 4 weeks to receive order)
Robert Rose, Business Development
10905 Dutton Road
Philadelphia, PA 19154

Work: 1-800-441-4122 x 8108 Cell: 215-287-3722 www.flynnohara.com

What do I do for clinical courses

Deadline to submit preceptor paperwork:

Fall semester: August 1st

Spring semester: January 2nd

Summer semester: April 30th

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- 1) Seek out a preceptor with the objectives to be achieved, about 4 to 6 months in advance. Ask facility if they require an affiliation agreement between the University and their facility. If they do, it takes about 2 months to complete
- ➤ If your site is requesting a contract between the University and the facility, please have the information below and send an email to Dr. Iryna Surmachevska, surmachevskai@wpunj.edu. She handles our contracts.
 - •Student's full name/program:
 - •Anticipated time/semester of the rotation:
 - •Precepting Agency/hospital name:
 - •Contact person full name:
 - •Contact person title:
 - •Contact person email address:
 - •Additional information, if needed:

What do I do for clinical courses

Deadline to submit preceptor paperwork:

Fall semester: August 1st

Spring semester: January 2nd

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- 2) Students who are registered for a clinical course will be given access to Exxat.
- 3) Submission/approval of **student** and **preceptor information request forms.** This is done through Exxat. It is called a **Wishlist**. The Wishlist is a clinical placement request. The information on the preceptor request forms will be entered by the student in Exxat, along with a copy of the preceptor's cv/resume. All forms are available on the Doctor of Nursing webpage under **DNP clinical**. Make sure **NP preceptor** includes their **certification and expiration date** for **ANCC** or **AANP** on their **cv/resume** or **submit** a copy of **their certification**. If this is not provided, the request will not be approved until the appropriate information is given.
- 4) The faculty coordinator will review and approve/deny submissions. The student will be notified through Exxat when requests are approved/denied or if further information is required
- 5) Once the preceptor request has been approved, Exxat will email the preceptor a confirmation of clinical placement for the graduate student. The email confirmation of clinical placement for the graduate student needs to be approved by the preceptor and submitted to Exxat. Student should follow-up with their preceptor to make sure they approved the Confirmation of Clinical Placement email through Exxat

What do I do for clinical courses continued

Deadline to submit preceptor paperwork:

Fall semester: August 1st Spring semester: January 2nd Summer semester: April 30th



- 5) Complete health clearance (student compliance) requirements through Exxat. Religious exemption of COVID 19 vaccine needs to be approved by practicum site prior to start of clinical hours. Upload all information in Exxat. All forms are available on the School of Nursing-Graduate Programs webpage under DNP Clinical
- 6) Completed urine/drug screen and background check with a result of "APPROVED" through Universal. The Student Compliance field on Exxat lists all requirements needed for practicum. 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 New Jersey background check. DNP Clinical
- 7) All students need to upload other documents (CPR card, malpractice insurance, etc.) found on the student compliance field in Exxat) All students (EDT, ADT, AGNP, DNP & FNP) need to purchase malpractice insurance.

 DNP Clinical Forms (scroll to bottom of page)
- All clinical clearance documentation requirements are **due 14 days prior** to the start of the clinical course. <u>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**</u>

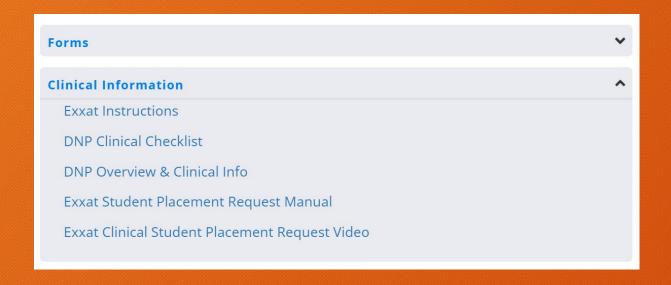
BSN-DNP Students-DO NOT CHOOSE: A specialty focused practice, such as: hematology, oncology, surgery, respiratory health, etc. These practices do not provide the diversity of young adult, adult and older adult health problems required for certification. Emergency Departments are not appropriate for practicums

How do I submit my preceptor request (Wishlist – clinical placement request) in Exxat

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Click on link below and scroll to the bottom of the page. Click on the down arrow for Clinical Information. There is a pdf of the student placement manual and a video.

https://www.wpunj.edu/cosh/departments/nursing/doctor-of-nursing-practice/dnp-clinical-.html



Deadlines to submit preceptor paperwork in Exxat This is called a Wishlist – Clinical Placement Request

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On-Campus Program (Jami Jennings)

Fall semester: August 1st

Spring semester: January 2nd

Summer semester: April 30th

WP Online Program (Ivy Sosoban) view current

dates in Exxat

Fall 1: May 31st

Fall 2: July 31st

Sp 1: Sept. 30th

Sp 2: Nov. 30th

Sum 1: Mar. 30th

Sum 2: Apr. 30th

What are the clinical health requirements for Exxat

Physical (must be completed every year) forms are on Exxat under compliance

- Fill out <u>initial clinical health clearance form</u> for clinical courses and upload in Exxat
- Fill out <u>re-clearance clinical health form</u> for clinical courses and upload in Exxat(need to complete annually) Note: Exxat sends out reminder emails to complete the re-check automatically regardless of when the initial exam expires. If the initial is approved, then disregard the email. Only complete the re-check if the initial is going to expire or has expired.
- **INSTRUCTIONS** on how to submit clinical clearance in Exxat

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

What are the clinical health requirements for Exxat continued

Background Check & Drug/Urine Test (Student needs to complete both annually)

• Background check with Universal. 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 New Jersey background check.

Background checks need to be completed annually

Rechecks are only completed when initial background check has expired or is going to expire

• Urine/drug screening with Universal
Urine drug screening needs to be completed annually

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What are the clinical health requirements for Exxat continued

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- **CPR**American Heart Association (AHA) BLS for the Healthcare Provider and BLS Provideronly one accepted
- **Health insurance** if 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
- Malpractice Insurance (\$1 million per occurrence/\$6 million aggregate). All students must purchase.

AGNP/FNP students purchase NP Student malpractice insurance, ADMIN/EDU students purchase RN malpractice insurance.

• Nursing License Upload a copy of RN license along with identification of state and license number and expiration date. States accepted: CT, DE, FL, MA, NH, NJ, PA, RI, TX, VT, MD (includes Washington DC)

<u>Upload All Copies in Exxat</u> - make sure to include front and back side of information (ALL need current expiration dates)

* 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**

What are the clinical forms

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Clinical Forms (scroll to bottom of webpage)

- Covid: Assumption of Risk Form
- DNP Clinical Site Evaluation Form
- DNP Clinical Evaluation of Preceptor by Student
- Clinical Student Request & Authorization to Release Records and/or info.
- Drug Screening and Testing
- DNP Clinical Checklist
- Initial Clinical Health Form
- Re-Clearance Health Form
- DNP Student & DNP Preceptor Information Request Form
- DNP Employer Acknowledgement Form

* 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**

How do I upload my clinical health clearance in Exxat

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- Log into Exxat
- Click on Compliance

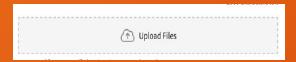


- Select a *Requirement* in the list under compliance(ex. CPR)
 - this will display the **guidelines** for your compliance

Guidelines For Students

- Must be Basic Life Support (BLS) for Health Care Provider.
- Must be in accordance with the American Heart Association guidelines (AHA).
- No other vendor is accepted
- Upload front and back of the card or copy of the certificate.
- Expiration date will be auto-filled as per the school guidelines. (2 years from completion date)

• Complete *required fields* – enter all information & upload file



Submit for Review –



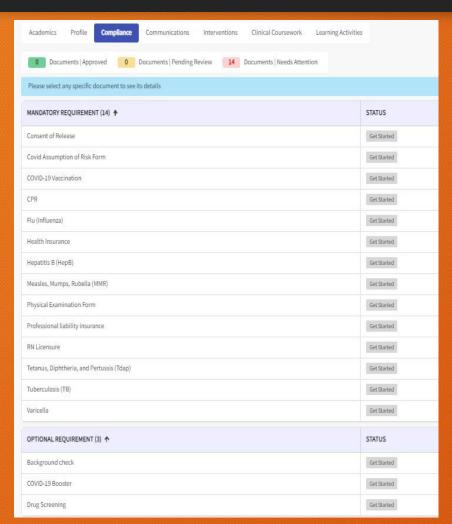
• Confirm your *Submission*. Click OK



• The *Status* will change to pending review. Exxat takes 48-72 hours to review. Be sure to check status



How do I know if my clinical health clearance is cleared



You will see the following under status: (takes Exxat 24-72 hours to respond)

- Get started: if you have not yet started working on this item
- In progress: if you have begun filling out the information, but nothing has been submitted to Exxat
- Pending Review: the document has been submitted to Exxat
- Approved: the document has been reviewed by Exxat and meets all requirements
- **Not Approved:** the document has been reviewed by Exxat and determined that it does not meet the requirements
- Expiring: an approved document on file is expiring
- Expired: the document has expired

Exxat will make comments if there is a question about documentation uploaded. Be sure to follow up with supplemental information and/or documentation

What are the next steps

Review information in Exxat

- Double check that all information is correct (your name, 855#, clinical site and address, preceptor, and faculty) If anything is incorrect, email prism-support@exxat.com & jenningsj3@wpunj.edu. If everything looks good, your professor will be reaching out to you about a week before the semester starts.
- Be sure to read all comments made by Exxat. Students are responsible for completing all compliance requirements and having them approved by Exxat. If a requirement needs attention, be sure to provide & upload the proper information.

Clinical frequently asked questions

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- How many clinical hours are required for each practicum 8350,8351, 8360 & 8361? 90 clinical hours. A total of 360 hours.
- When can clinical hours be completed? Only during the student's clinical semester dates. Hours will not be counted if hours are completed before or after the semester dates. Hours are determined between the preceptor and the student.
- What happens if the student cannot complete 90 clinical hours? The student must ask for an incomplete from their professor. The professor makes the determination if the student can take an incomplete. The student has 30 days to complete the hours. If the student is registered for the next practicum, they will need to drop the course and finish the incomplete hours. If the hours are not completed within 30 days, the incomplete will be converted to an F.
- What type of preceptors can be used? MD, DO, NP, RN
- How many preceptors can be used? The same preceptor can be used for two practicums, but it is ultimately up to the lead faculty coordinator.
- What are the deadlines?
 <u>https://www.wpunj.edu/cosh/departments/nursing/doctor-of-nursing-practice/dnp-clinical-.html</u>
- Having trouble finding a preceptor? Email a list of 6 preceptors and sites that were tried to jenningsj3@wpunj.edu
- Why is Exxat sign on not working?
 Only the students who have registered for a clinical course will be given access to Exxat

Academic Resources Available

GRADUATE NURSING

- Accessibility Resource Center https://www.wpunj.edu/accessibilityresourcecenter/
- Counseling Health & Wellness Centerhttps://www.wpunj.edu/health-wellness/
- <u>Library</u> https://guides.wpunj.edu/nursing
- Student Success Center -

https://www.wpunj.edu/cosh/departments/nursing/student-success/

Writing Center -

https://www.wpunj.edu/cohss/departments/english/writing-center/

Assists students with documented disabilities by providing reasonable accommodations and services

Provides primary health care, personal counseling, health education, prevention services and co-curricular educational opportunities

These resources primarily support undergraduate and graduate programs as well as individual faculty research projects

Student tutors are available for one-on-one tutoring sessions or group sessions

Assists with reviewing assignments, brainstorming, getting started, expanding ideas, revising early drafts, crafting your thesis, organizing and outlining, adding power and style, using/citing sources, and reviewing strategies for editing and proofreading

Tuition for DNP Student

See website for accurate pricing:

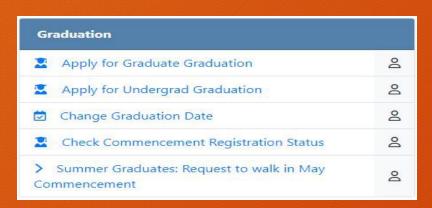
https://www.wpunj.edu/studentaccounts/tuition-and-fees/ graduate-tuition-and-fees.html

What to do for graduation

For a student to graduate, they must fulfill their requirements, such as, complete all their credits in their major, satisfy financial obligations, and apply for graduation. See link for deadlines to apply for graduation. Any student who misses the deadline date can apply for next semester's graduation. Disregard the comprehensive requirement as this does not apply to nursing students. Official transcripts will be ready 6 weeks after the graduation date (degree conferral date). See our DNP website under graduation information. Nursing DOES NOT SEND OUT TRANSCRIPTS

Graduation

ALL students need to apply for graduation-fill out form on WP Connect).



We have three graduation dates for the on-campus program: January 25 (fall), May 25 (spring), and September 1 (summer).

For WP Online program we have six graduation dates: November 1 (fall-1), January 25 (fall-2), April 1 (spring-1), May 25 (spring-2), and July 31 (summer-1), September 1 (summer-2). See dates on Registrar's website https://www.wpunj.edu/registrar/graduation-information/

What to do for graduation continued

If the student has missed the deadline for graduation, they must apply for the current date. Then, click on change graduation date on WP Connect. The same place where apply for graduation is and write an explanation why the date needs to be changed in the comment box provided and submit.

Diplomas see the Registrar's website for more information. Diplomas will be mailed to the address on file after

degrees are awarded based on the award dates posted on the Registrar's graduation website.

https://www.wpunj.edu/registrar/graduation-information/

Certificates (Post-Master's students) See the Registrar's website for more information

https://www.wpunj.edu/registrar/graduation-information/duplicate-diplomas.html

<u>Commencement</u> (If a student would like to attend, they need to apply on WP Connect to walk in commencement, which

occurs every May, however it is not required) https://www.wpunj.edu/commencement/index.html

See link for more information and deadlines to apply. https://www.wpunj.edu/commencement/graduate-ceremony/

What to do for graduation continued

GRADUATE NURSING

Transcripts

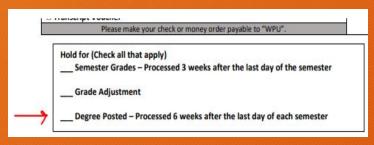
The board of nursing requires an official transcript. William Paterson University requires students to pay for an official transcript. Nursing DOES NOT SEND OUT TRANSCRIPTS.

To request an **official transcript** log onto WP Connect:

WP Connect - Student tab- My Degree - Official transcript. Diplomas

Note: Official transcripts will not be available until 6 weeks after the graduation date (degree conferral date). Please make sure to check off degree posted. If this is not checked and it is completed before waiting the 6 weeks after the graduation date, the transcript will be delivered without the correct information, and it will not be approved by the examination board. The student will then need to purchase official transcript is received by the certification board. Any questions regarding transcripts, see link https://www.wpunj.edu/centerss/records/.

# Add, Declare, or Change Major	9
# Add, Declare, or Change Minor	0
Change to or from WP Online	2
Degree Works	2
Final Grades	0
Early Assessment	0
Request Official Transcript	2
Unofficial Transcripts	9



What to do for certification (for BSN-DNP students)

GRADUATE NURSING

AANP & ANCC Certification – complete forms on their website

AANP - The American Academy of Nurse Practitioners Certification Board (aanpeert.org)

ANCC - https://www.nursingworld.org/our-certifications/

*All NP students need to download their entire clinical practicum hours from Exxat when they have graduated. Students will not be able to access Exxat after one year, so students need to make sure they have copies of this information. See link for instructions. The School of Nursing does not complete forms for AANP or ANCC. The student completes all the information and submits their requirements.

Students can sit for their exam if their program completion date is within 30 days of their graduation date (conferral date). Anything over 30 days will require a letter from the University. If you need a completion letter, email the director Dr. Cheryl Hollema, hollemac@wpunj.edu, and copy Jami Jennings;journingsj3@wpunj.edu.

*If a student has passed their exam, they can only begin practicing once their official transcript is received by AANP/ANCC.

Contact Information

SCHOOL OF NURSING

William Paterson University

GRADUATE NURSING

Minerva Salinas Guttman, EdD, RN, APN Associate Dean, School of Nursing guttmanm@wpunj.edu (973)-720-3491

Daria Napierkowski, DNP, APRN, ANP-BC, CNE *Chairperson*, *School of Nursing*napierkowskid@wpunj.edu (973)-720-3495

On-Ground Program

- Cheryl Hollema, DNP, APN, FNP-BC
 Graduate Director & DNP Coordinator
 hollemac@wpunj.edu (973)-720-3482/3215
- Jami Jennings, MBA
 Program Assistant, Graduate Nursing Program
 jenningsj3@wpunj.edu
 (973)-720-3511

- Debbie Mohammed, DrPH, MS, APN-BC, AACRN
 Graduate Program, AGNP Coordinator
 Mohammedd1@wpunj.edu (973)-720-3449
- Janet Regan-Livingston, DNP, FNP-C

 Graduate Program, FNP Coordinator & WP Online

 Coordinator

reganlivingstonj@wpunj.edu (973)-720-3445

Contact Information Continued

GRADUATE NURSING

WP Online Program

- Janet Regan-Livingston, DNP, FNP-C
 Graduate Program, FNP Coordinator & WP Online
 Coordinator
 reganlivingstonj@wpunj.edu (973)-720-3445
- Hairo Batista-Brio, MASSA
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 batistah@wpunj.edu (973)-720-4833
- Ivy Sosoban, MSN, RN
 WP Online Clinical Coordinator
 sosobani@wpunj.edu (973)-720-2753

Graduate Admissions

Christina Aiello, MA
 Associate Director
 aielloc@wpunj.edu (973)-720-2237