

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 [Doctor of Nursing Practice](#) (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.

Accredited by [CCNE](#) to June 30, 2030

Course work includes: utilizing technology to advance the quality of care; evaluating health care policy; providing leadership and inter-professional 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.

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](#) Credits: 2.0
- [NUR 8311 Doctor of Nursing Practice Project Advisement II](#) Credits: 1.0

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

Must complete **1000** supervised clinical hours

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

Degree Total: 41 Credits

Leave of absence

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 [semester calendar](#) 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.

Withdrawals

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 [semester calendar](#). 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

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- 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

- 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:wpunjgrad.lonestarbadge.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 paperwork:

Fall semester: August 1st

Spring semester: January 2nd

Summer semester: April 30th

- 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 paperwork:

Fall semester: August 1st

Spring semester: January 2nd

Summer semester: April 30th

- 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 **AANC** or **AANP** on their **cv/resume**. If this is not provided, the request will not be approved until the preceptor updates their cv/resume with the appropriate information.
- 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 paperwork:

Fall semester: August 1st

Spring semester: January 2nd

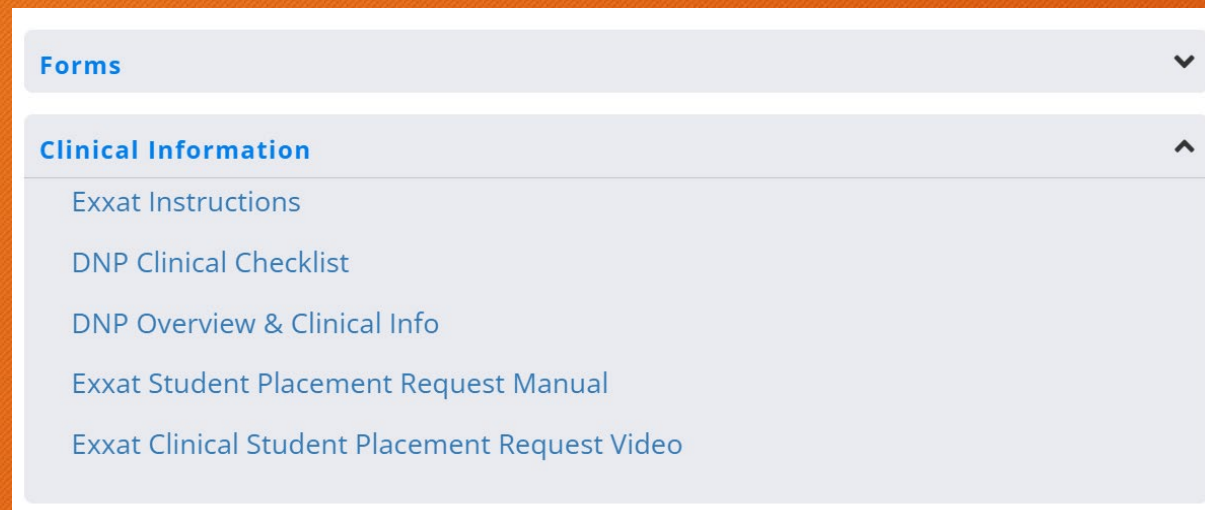
Summer semester: April 30th

- 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 (EDU, ADM, AGNP, DNP, FNP, SCN) 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. *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 submit my preceptor request (Wishlist – clinical placement request) in Exxat

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

What are the clinical health requirements for Exxat

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Physical (must be completed every year)

- Fill out [initial clinical health clearance form](#) for clinical courses and upload in Exxat
- Fill out [re-clearance clinical health form](#) 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

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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**

* 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

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- **CPR** - (American Heart Association (AHA) BLS for the Healthcare Provider and BLS Provider-**only 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)
- Upload All Copies in Exxat** - 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

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*

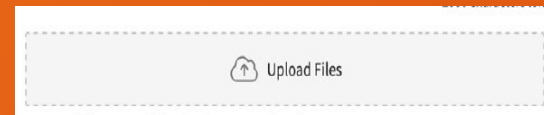


- Select a *Requirement* in the list under compliance(ex. CPR)
- this will display the **guidelines** for your compliance

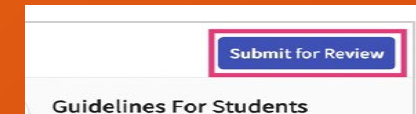
Guidelines For Students

- 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)

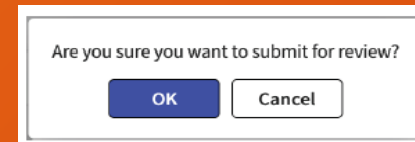
- Complete *required fields* – enter all information & upload file



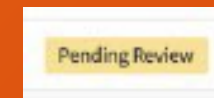
- Submit for *Review* –



- 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

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The screenshot shows a compliance dashboard with a navigation bar at the top containing 'Academics', 'Profile', 'Compliance', 'Communications', 'Interventions', 'Clinical Coursework', and 'Learning Activities'. Below the navigation bar, there are three status indicators: '0 Documents | Approved', '0 Documents | Pending Review', and '14 Documents | Needs Attention'. A blue banner below these indicators says 'Please select any specific document to see its details'. The main content is a table with two sections: 'MANDATORY REQUIREMENT (14)' and 'OPTIONAL REQUIREMENT (3)'. Each row in the table lists a requirement and its status, with a 'Get Started' button next to each.

MANDATORY REQUIREMENT (14) ↑	STATUS
Consent of Release	Get Started
Covid Assumption of Risk Form	Get Started
COVID-19 Vaccination	Get Started
CPR	Get Started
Flu (Influenza)	Get Started
Health Insurance	Get Started
Hepatitis B (HepB)	Get Started
Measles, Mumps, Rubella (MMR)	Get Started
Physical Examination Form	Get Started
Professional liability insurance	Get Started
RN Licensure	Get Started
Tetanus, Diphtheria, and Pertussis (Tdap)	Get Started
Tuberculosis (TB)	Get Started
Varicella	Get Started

OPTIONAL REQUIREMENT (3) ↑	STATUS
Background check	Get Started
COVID-19 Booster	Get Started
Drug Screening	Get Started

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 v4support@exxat.com & jenningsj3@wpunj.edu. If everything looks good, your professor will be reaching out to you about a week before the semester starts.

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 all practicums.
- What are the deadlines? <https://www.wpunj.edu/cosh/departments/nursing/doctor-of-nursing-practice/dnp-clinical-.html>
- Having trouble finding a preceptor? Email a list of 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

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- [Accessibility Resource Center](https://www.wpunj.edu/accessibilityresourcecenter/) -
<https://www.wpunj.edu/accessibilityresourcecenter/>
- [Counseling Health & Wellness Center](https://www.wpunj.edu/health-wellness/) -
<https://www.wpunj.edu/health-wellness/>
- [Library](https://guides.wpunj.edu/nursing) -
<https://guides.wpunj.edu/nursing>
- [Student Success Center](https://www.wpunj.edu/cosh/departments/nursing/student-success/) -
<https://www.wpunj.edu/cosh/departments/nursing/student-success/>
- [Writing Center](https://www.wpunj.edu/cohss/departments/english/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

**GRADUATE
NURSING**

See website for accurate pricing:

[Graduate tuition: https://www.wpunj.edu/studentaccounts/tuition-and-fees/graduate-tuition-and-fees.html](https://www.wpunj.edu/studentaccounts/tuition-and-fees/graduate-tuition-and-fees.html)

What to do for graduation

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In order 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).

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

Commencement (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>

Contact Information

SCHOOL OF NURSING

WILLIAM PATERSON
UNIVERSITY

GRADUATE
NURSING

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Chairperson, School of Nursing

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On-Ground Program

- **Cheryl Hollema, DNP, APN, FNP-BC**
Graduate Director & DNP Coordinator
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- **Debbie Mohammed, DrPH, MS, APN-BC, AACRN**
Graduate Program, AGNP Coordinator
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- **Jami Jennings, MBA**
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- **Janet Regan-Livingston, DNP, FNP-C**
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Contact Information Continued

GRADUATE NURSING

WP Online Program

- **Janet Regan-Livingston, DNP, FNP-C**
Graduate Program, FNP Coordinator & WP Online Coordinator
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- **Ivy Sosoban, MSN, RN**
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