SCHOOL OF NURSING

WILLIAM PATERSON UNIVERSITY

MSN/CERT CLINICAL COURSES AND PRECEPTOR INFORMATION

GRADUATE NURSING

Clinical Courses

GRADUATE NURSING

Student Information Request Form & Preceptor Information Request Form needed for each course

- NUR 6041 Advanced Nursing Practicum I — Clinical course: 170 hours — **Credits: 4.0**
- NUR 7011 Advanced Nursing Practicum II — Clinical course: 170 hours — **Credits: 4.0**
- NUR 7070 Advanced Nursing Practicum II — Clinical course: 50 OB + 120 PEDS = 170 hours — **Credits: 4.0**

Choose one clinical course by track: 170 hours

- NUR 7252 Advanced Nursing Role Practice For Adult Gerontology Nurse Practitioner — **Credits: 4.0**
- NUR 7253 Advanced Role Practicum for Family Nurse Practitioner — **Credits: 4.0**
- NUR 7254 Advanced Role Practicum for Nurse Educators (120 indirect hours + 50 direct hours) — **Credits: 4.0**
- NUR 7255 Advanced Nursing Role Practicum for the Nurse Administrator — **Credits: 4.0**

How to order lab coat and name badge (required)

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Lab coat - Need **WPU logo** on lab coat. This is the site specific to WPU students to order. http://www.flynnohara.com/school/nj196

Name badge – Select **MSN student**. Personalize each badge with your **first** and **last name** and **WPUNJ NURSE PRACTIONER STUDENT** for AGNP/FNP tracks or **WPUNJ ADM STUDENT or WPUNJ EDU STUDENT** for ADT/EDT tracks. This site is for name badges. 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

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1) Student must seek out an **NP** or **MD** preceptor on their own (NUR **7252** and **7253 MUST** be with an **NP preceptor)** This should be done 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

GRADUATE NURSING

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. 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 coordinators 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

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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 clinical forms

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.*

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, FNP, SCN) need to purchase malpractice insurance.

* 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**

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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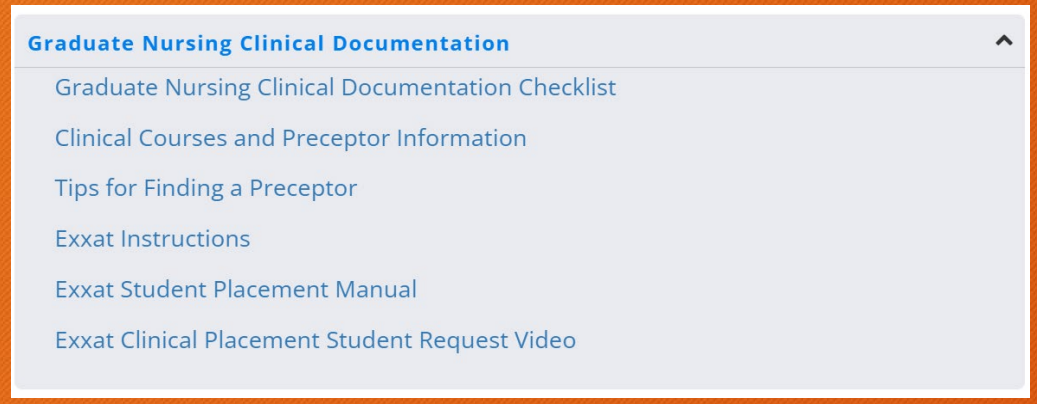
Click on link below and scroll to the bottom of the page. Click on the down arrow next to Graduate Nursing Clinical Documentation. There is a pdf of the student placement manual and a video.

https://www.wpunj.edu/cosh/departments/nursing/graduate-programs/clinical/



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)**

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

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

- 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 (scroll to bottom of webpage)

* 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 screen 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/$3 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

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Clinical Forms (can also be found on Exxat)

- Covid: Assumption of Risk Form
- Clinical Site Evaluation Form
- Clinical Evaluation of Preceptor by Student
- Clinical Student Request & Authorization to Release Records and/or info.
- Drug Screening and Testing
- Grad Nursing Clinical Checklist
- Initial Clinical Health Form
- Re-Clearance Health Form
- Student & Preceptor Information Request 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 compliance documents in Exxat

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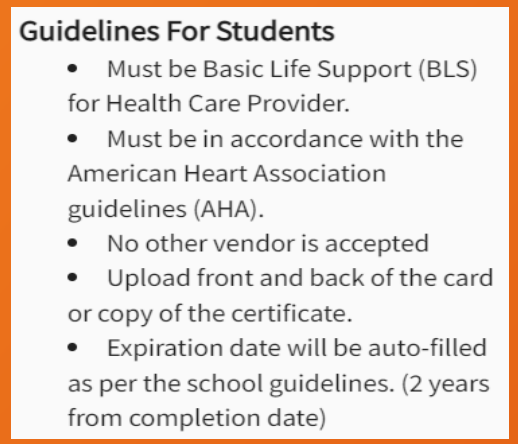
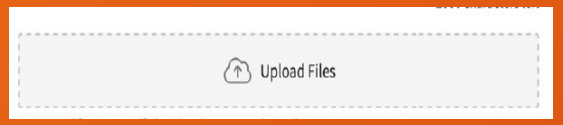
- Log into Exxat
- Click on *Compliance*

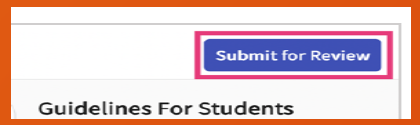
- Select a *Requirement* in the list under compliance(ex. CPR) - this will display the **guidelines** for your compliance



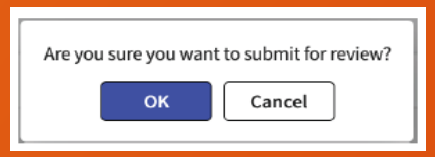
- Complete *required fields* – enter all information & upload file



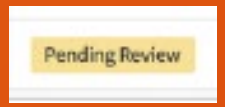
- Submit for *Review* –



- 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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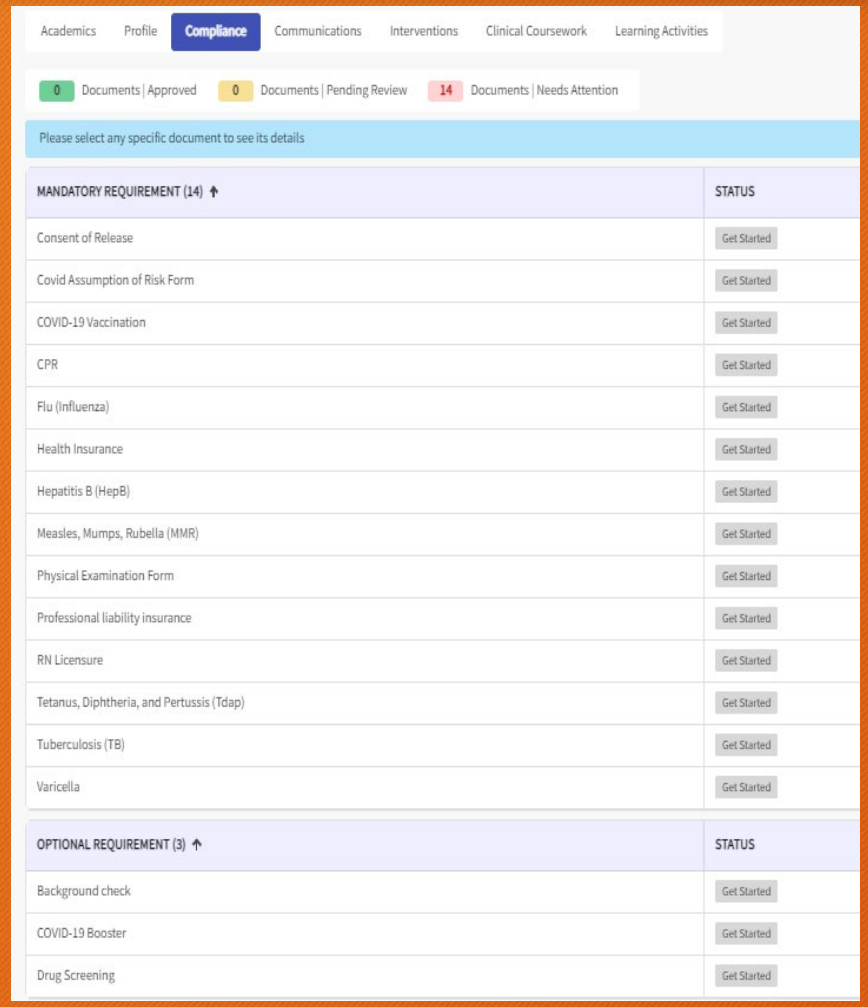

You will see the following under status: (takes Exxat 24-72 hours to respond)

- **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

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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 & graduatenursing@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? 170 clinical 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 170 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? AGNP/FNP tracks can use an MD, DO, or an NP for courses 6041, 7011, and 7070. The last course 7252/7253 must be with an NP. EDU/ADM tracks can use an RN or an NP to complete 120 indirect (teaching) hours & 50 direct (clinical) hours.
- How many preceptors can be used? The same preceptor can be used for two practicums. Note, for AGNP/FNP tracks must use an NP for the last practicum (7252/7253). A specialty preceptor can be used once for 50 hours.
- What are the deadlines? https://www.wpunj.edu/cosh/departments/nursing/graduate-programs/clinical/
- Having trouble finding a preceptor? Email a list of preceptors and sites that were tried to sosobani@wpunj.edu or 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

What to do for graduation

GRADUATE NURSING

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 graduate 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 Info

SCHOOL OF NURSING
WILLIAM PATERSON UNIVERSITY

GRADUATE NURSING

On-Ground Program

- **Cheryl Hollema**, DNP, APN, FNP-BC
  Graduate Director, DNP & Post Masters Certificate Coordinator
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- **Janet Regan-Livingston,** DNP, FNP-C
  MSN FNP Coordinator
  reganlivingstonj@wpunj.edu (973)-720-3445
- **Debbie Mohammed,** DrPH, MS, APN-BC, AACRN
  MSN AGNP Coordinator
  mohammedd1@wpunj.edu (973)-720-3449
- **Jami Jennings,** MBA
  Program Assistant, Graduate Nursing Program
  jenningsj3@wpunj.edu (973)-720-3511

WP Online Program

- **Lydia Albuquerque,** DNP, ACNP-BC, CCRN, FNAP, FAAN
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