



NJCU

NURSING MASTERS OF SCIENCE

GRADUATE PROGRAM STUDENT HANDBOOK



NEW JERSEY CITY UNIVERSITY
NURSING DEPARTMENT

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On behalf of the faculty of the Nursing Department, welcome to the Masters of Science in Nursing program at New Jersey City University. You are embarking on the challenge and opportunity of a lifetime. Nursing with an advanced degree provides a multitude of opportunities — moving beyond basic nursing practice...the opportunities are endless. You will be learning from a student-centered, highly qualified faculty focused on your future success. The choice to make a difference is yours and we appreciate you choosing New Jersey City University to assist you in reaching your professional development goals.

The Masters of Science in Nursing degree is a critical step in advancing your career in professional nursing. The American Association of Colleges of Nursing, American Organization of Nurse Executives, American Nurses Association, as well as the ANCC Magnet Recognition Program recognize this degree as the minimum educational requirement for advanced nursing practice. The Institute of Medicine's Future of Nursing report recognized that strong nursing leadership is critical if the vision of a transformed health care system is to be realized.

Given the demands of today's ever changing healthcare delivery system, advanced practice nurses use evidence-based best practices to inform practice decisions and improve outcomes for recipients of nursing care. This translation of evidence into practice is accomplished through the leadership of advanced practice nurses in establishing and leading interdisciplinary teams and designing innovative nursing care delivery systems.

Welcome to New Jersey City University...welcome to your future!

Kevin O'Neill

Kevin O'Neill, DNP, RN, NEA-BC, CNE, CPHIMS

Chair and Associate Professor, Nursing

GRADUATE PROGRAM HANDBOOK STATEMENT

This Graduate Handbook for Nursing is in conjunction with the Graduate Studies/Graduate catalog, New Jersey City University (NJCU). Students are responsible for acting in accordance with the University and Nursing Department policies addressed in these handbooks. Specific criterion and policies, affecting the Graduate Program of Study in Nursing are contained and described below. For additional information for the NJCU Graduate Program, please visit the following website: www.njcugrad.info

NURSING DEPARTMENT CONTACT INFORMATION

New Jersey City University, Nursing Department has two learning locations:

Jersey City Campus

New Jersey City University
2039 Kennedy Blvd
Rossey 405
Jersey City, NJ 07305
201-200-3157

Wall Location

NJCU @ Wall
800 Monmouth Blvd
Room 128
Wall, NJ 07719
732-280-7090

Faculty Listing and Contact Information

FACULTY	TITLE	CERTIFICATIONS/CLINICAL SPECIALTIES
Dr. Kevin O’Neill, RN, DNP	Chair and Associate Professor	Certified Nurse Educator Nursing Administration Certified Professional in Health Information & Management Systems
Scardaville, Debra, RN, PhD, CPNP-PC	Associate Professor Graduate Program Coordinator	Certified Pediatric Nurse Practitioner: Primary Care
Blozen, Barbara, RN, EdD, CNL	Associate Professor	Clinical Nurse Leader Professional Development
Boseman, Gloria, RN, PhD	Professor	Community Health
Branchizio, Denise, RN, MSN, DNP(c)	Assistant Professor	Adult Health
Fortier, Mary, RN, EdD, CNL	Associate Professor	Clinical Nurse Leader
Galetz, Elizabeth, RN, MSN	Assistant Professor	Adult Health

FACULTY	TITLE	CERTIFICATIONS/CLINICAL SPECIALTIES
Joffe, Patricia, RN, PhD, APRN-BC, CNS	Professor	Clinical Nurse Specialist Pediatrics
Johnson, Shanda, RN, PhD, FNP	Assistant Professor	Certified Family Nurse Practitioner
Nash, Denise, RN, MSN	Assistant Professor	Adult Health
Ruggiero, Jeanne, RN, PhD, CNE	Assistant Professor	Adult Health Certified Nurse Educator
Wright, Joyce, RN, PhD, CNL	Associate Professor	Certified Nurse Educator Clinical Nurse Leader

HISTORY OF NURSING PROGRAM NJCU

The Nursing Department is part of the College of Professional Studies of New Jersey City University. The Department began in 1974 when it received provisional approval from the New Jersey Board of Higher Education and the New Jersey Board of Nursing to implement a program offering a Bachelor of Science in Nursing degree to Registered Nurses. Two faculty members were hired in 1975 and the program became operational in Fall 1976. In March 1977, the New Jersey Board of Nursing granted full approval to the program. The National League for Nursing awarded initial accreditation in April 1979 and has been accredited since that time. In 2009, the department was re-accredited for a period of eight years.

The Nursing Department demonstrated its responsiveness to the needs of the community in developing the academic program leading to the award of a Bachelor of Science degree in Nursing (BSN) for registered nurses. The RN completion track remains operational and is designed to provide registered students a broad base in general education derived from the arts and sciences, then adding nursing knowledge and skills appropriate to baccalaureate nursing. The BSN program facilitates the preparation of a generalist in professional nursing practice and is the basis for graduate study and continuing education in nursing. The primary goal of the Nursing Department is to prepare a generalist registered nurse who possesses the unique knowledge and skills to work in the integrated health care delivery systems that have come to characterize urban areas and to manage patients with the complex health problems that face New Jersey's underserved, culturally diverse population. Since its inception, the RN to BSN track has provided opportunity for nearly 2000 registered nurses to obtain bachelor's degrees, to expand their knowledge and skill levels, and to prepare themselves for graduate education.

In 2007, the Department expanded its BSN program with the addition of a generic, accelerated, second-degree track (ABSBN) for individuals holding a bachelor's degree in another field. Through this initiative, the Nursing Department prepares registered nurses to address the current and worsening nursing shortage, particularly in the urban, inner-city local area served by the university. The implementation of the accelerated track allows individuals who hold a BA or BS to acquire the knowledge and skills necessary to become registered nurses. The program of study is incorporated into a framework of an intense 12-month program aimed at the preparation for professional nursing positions. The ABSBN and RN-BSN programs are offered at two locations: the main campus in Jersey City, NJ and Wall, NJ in cooperation with Brookdale Community College.

HISTORY OF GRADUATE NURSING PROGRAM NJCU

In 1997, the Nursing Department received approval by the New Jersey President's Council and New Jersey Department of Education to offer a Master of Science degree with a major in Nursing. Two educational tracks were offered: Urban Nursing and Holistic Nursing. The program became operational in 1998 and graduated a total of 34 nurses during its time. These tracks were retired on 2007 due to a changing healthcare environment and increased emphasis on the Advance Practice Role rather than these specializations. A particular need for master's prepared nursing faculty currently exists.

OVERVIEW OF NURSING GRADUATE PROGRAM

Purpose of Nursing Graduate Program

The purpose of the Graduate Program in Nursing is to prepare a diverse cadre of Masters' educated nurses to meet the continued documented need for specialization and advanced practice nursing preparation.

NJCU Mission

The New Jersey City University mission is to provide a diverse population with an excellent university education. The University is committed to the improvement of the educational, intellectual, cultural, socio-economic, and physical environment of the surrounding urban region and beyond.

Nursing Department Mission

The mission of the Nursing Department is to educate students, advance the profession of nursing through scholarly activities, to provide care responsive to the health care needs of a diverse population and prepare leaders to improve healthcare outcomes of those they serve.

Nursing Department Philosophy

The Nursing Department of New Jersey City University believes nursing is a professional, scientific discipline with academic and practice dimensions. The discipline has as its primary focus the maintenance and promotion of health achieved through collaboration with individuals, families, groups, and the community in a manner that is consistent with society's expectations and needs. Professional nursing practice has a solid base in liberal education and is further developed through the acquisition of nursing knowledge, skills and attitudes. The profession of nursing builds its knowledge base through the rigorous scientific inquiry of theory and practice that continues the process of theory development and provides the foundation for evidence-based practice. The nursing process and evidence-based practice establish the foundation for sound clinical reasoning to allow complex independent judgments to be made based on available data and knowledge. The Nursing Department faculty believes the baccalaureate level to be the essential entry-level educational preparation for professional nursing practice.

Nursing Department Conceptual and Organizing Framework

Patient: Person, Family, and/or Community

The patient is the recipient of nursing care and includes the person, family, group, and/or community, each moving through its own unique developmental stages. The recipient of care may be conceptualized as holistic, encompassing personal, social, and physical dimensions.

Patients are persons with unique lifestyles, knowledge, beliefs, values, needs, and goals who interact dynamically with their environment, respond to health issues in individualized ways, and are capable of making critical choices. They have a right to participate collaboratively with nurses in decisions and have shared accountability for outcomes.

The family is a dynamic social system that attempts to meet the needs of its members. It is the primary reference group of the individual and is in constant interaction with its environment. Individuals sharing a common purpose or problem are the group or aggregate patients of nursing.

A community may also be a patient as it is comprised of individuals and groups. Professional nurses are able to identify and utilize resources within healthcare settings and the community to improve the health and well-being of patients.

Environment

The environment comprises both the internal and external contexts of the individual and involves dynamic forces which affect the health status of the patient. The environment includes forces that are cultural, social, political, economic, and physical. The larger society is a network of relationships that link individuals in families and groups. Individuals, as open systems, are in constant interaction with the environment in a dynamic, mutual exchange. Professional nursing practice considers the impact of the sociopolitical, legal, ethical, and economic forces on person, families/groups, and communities.

Health

Health may be defined as the state of well-being at a given point in time for a patient/client. It is a multidimensional adaptive state within a constantly changing environment, characterized by wellness, illness, disease, or dysfunction. Health influences and is influenced by the patient's development level. It is both objective and subjective and encompasses physical, psychosocial, and spiritual dimensions. Health is a relative state with parameters that may be defined differently by diverse cultures. Patients have responsibility for their health status by virtue of their ability to make health choices. The role of the professional nurse is to foster health promotion activities, to facilitate adaptation to greater levels of health, and to assist the patient in optimizing wellness.

Nursing

Nursing is a professional discipline that integrates theory and practice. The science of nursing is the generation and application of a body of theoretical knowledge to health care situations. Nursing care is patient-centered and provided to patients in a wide range of health care settings with the goal of assisting them to achieve maximal health through interventions derived from evidence-based practice.

Nursing competencies are guided by professional standards and include psychomotor and interpersonal skills, collaboration, and leadership using the processes of clinical reasoning, problem solving, and decision-making. Advocacy and caring are cornerstones of the role of the professional nurse who acts on behalf of individuals, families, communities, and global populations.

Nurses work autonomously within a defined scope of practice and collaboratively with members of the health team. Regulations and standards, such as those defined by state Boards of Nursing, the Scope and Standards of Practice, and the Code of Ethics for Nurses guide nursing practice as nurses are accountable to the public they serve.

Scientific and technological advances and the increasing incorporation of nursing research into practice mandates involvement in lifelong learning and the incorporation of acquired knowledge into practice. A commitment to continuous quality improvement, improved patient outcomes, enhanced patient safety, and active involvement with the profession itself are key elements in professional nursing.

Education Philosophy: Nursing Department

The faculty of the Nursing Department believe that teaching-learning is a continuous, reciprocal, varying process according to individual differences among faculty, agency, and students. The development of a spirit of inquiry and sound clinical reasoning are crucial for the professional nurse. Facilitating student movement toward self-actualization is a basic responsibility of faculty in the teaching-learning process as students move toward becoming contributing and accountable members of the profession and of society. Evaluation is a continual process which must be conducted systematically by faculty, students, and others involved in learning. Ongoing evaluation contributes to the promotion, maintenance, and restoration of the health of the community of which the University and Department is part.

Educational Process

Nursing Department faculty believes the goal of the educational process is fourfold:

- Help a highly diverse student body become liberally educated professionals
- Afford students an opportunity to explore and develop a personal philosophy of nursing and nursing education that is built upon a sound theoretical foundation and incorporates practice elements into a seamless continuum of “embodied know-how”
- Achieve a balance between theory and practice to achieve fully dimensional learning
- Teach students to value the research process as one that builds on and adds to the foundation of nursing and health care knowledge

Academic Environment

Nursing Department faculty believe in a learner-centered, facilitative academic environment that delivers nursing education to a diverse student body based on four values:

- The educational process partners students and faculty in collaborative mentoring relationships that transcend traditional educational boundaries.
- The infrastructure aids flexible educational efforts rather than having the infrastructure dictate the education that may be offered.
- There is a synthesis of conceptual and theoretical information with the practical realities of the current healthcare environment.
- Higher education is made accessible to students who are adult learners, who may have families, and who may work, some full time.

Nursing Department Values

The NJCU Nursing Department faculty believe in the following eight premises on which all nursing education is based.

- Treat students as we treat each other, with genuine interest, egalitarian respect, and positive but realistic expectations, all based on honest and open communication.
- Be committed to changing people’s lives and facilitating students’ desire to achieve an education, with a focus on living, learning, growing, and achieving.

- Be dedicated to providing education with passion and inspiration in a way that instills a commitment to lifelong learning.
- Participate in out-of-class teaching and mentoring, whenever and wherever the teachable moment occurs.
- Be committed to doing whatever it takes to help a student, whether in class, in an office, on the telephone, or in e-mail.
- Provide contemporary experiential and theoretical knowledge engaging with students and bring a sense of fun and adventure to the hard work.
- Participate in continuing education activities to promote professional growth.
- Support evidence-based learning activities.

GRADUATE PROGRAM OUTCOMES

The End of Program outcomes reflect the incorporation of: (1) QSEN (2014) graduate nurse competencies; (2) the findings of the Institute of Medicine (IOM) Report (2010); (3) the NLN Graduate Nurse Competencies (2010); (4) the Nurse Educator Core Competencies (NLN, 2007/2013); and (5) the *Essentials of Masters Education in Nursing* (AACN, 2011), with careful consideration of the needs to prepare safe effective Master's prepared nurses for the workforce.

Graduates of the Master's Program at New Jersey City University will be able to:

1. Engage in the processes of scholarship, critical thinking, communication and research for practice and advanced study.
2. Employ information systems technology and inter-professional collaboration to manage and transform clinical and educational practice.
3. Appraise socioeconomic and health care policy issues and trends that affect advanced practice and nursing education.
4. Evaluate leadership to promote effective change in health care delivery systems and nursing education through integration of advanced nursing knowledge, theories and principles for effective outcomes.
5. Design population-centered and culturally responsive strategies in the delivery of clinical and educational practice.

End of Program Outcomes for the Specialization in Nursing Education:

1. Assimilate the role of the nurse educator in academic communities or health care organizations with diverse learners.
2. Demonstrate competencies in curricula design and evaluation, theoretical applications, and research and instructional strategies using evidence-based practice.

Admission Criteria and Requirements:

Students accepted to the MS in Nursing program are subject to NJCU policies related to graduate education. In addition to NJCU policies related to graduate education, supplemental admission criteria have been approved by the Nursing Department.

The following requirements apply to all degree-seeking students and those pursuing a combination degree and certification eligibility program or NJCU certificate program. The Nursing Department will select applicants in coordination with the Office of Graduate Studies and Continuing Education.

- An application for admission to graduate study and an application for matriculation.
- A non-refundable graduate application fee of \$55.
- A 250- to 500-word essay discussing one's goals and objectives for pursuing admission to the MS program.
- Official transcripts from all colleges attended. An undergraduate cumulative GPA of 3.0 or better on a 4.0-point scale is required. *See Conditional Admission Criterion and Status below.
- For international students, an official course-by-course foreign credit evaluation by an agency that is a member of NACES (National Council of Credential Evaluation Services).
- Two letters of recommendation, preferably from previous instructors.
- BSN degree from an ACEN or CCNE accredited institution.
- Current unencumbered US registered nurse licensure.

Admission Procedure:

Applicants are invited to apply to the Graduate Program in Nursing based upon the above admission requirements. Students may elect to begin their program of graduate study in either the Fall or Spring Semesters. (Please see suggested Programs of Study below, p. xx .) Deadlines for admission applications to be completed in full are noted as follows:

- **Domestic Applicants**
 - Fall Admission: August 1
 - Spring Admission: December 1
- **International Applicants**
 - Fall Admission: May 1
 - Spring Admission: November 1

Admission to the Graduate Program in Nursing is completed on-line via the following website:
https://www2.njcu.edu/graduate_app/login.asp

In brief, the application procedure is completed as follows:

1. Go to the above website.
2. When ready to complete the application, click on the icon link.
3. Submit application fee.
4. Create a personal profile. The personal profile enables the applicant to save the graduate application and any files. The personal profile facilitates completion of the graduate application, along with required documents.
5. Following the creation of a personal profile, continue to complete the remainder of the application:
 - a. Enter your personal information on our secure form. (You will need to have your social security number and contact information on hand.)
 - b. The Graduate Application Fee Payment Form must also be completed.
 - c. Provide your educational background. (Have your college transcript information available.)
 - d. Furnish current employment information. (Have your dates of employment on hand.)
 - e. Write an essay, 250-500 words in length, explaining your reason(s) for pursuing a graduate degree in nursing. The essay should include academic objectives, career goals, personal philosophy of nursing, and any additional special information such as significant professional experiences.

Admission Status:

Notification of Admission

Decisions for admission into the Graduate Program are conducted jointly between the Office of Graduate Admissions and the Nursing Department. Applicants are notified of admission status within approximately 3 weeks of a *fully* completed application. Applicants not granted Full Admission Status may be provisionally accepted (Conditional Admission) into the Graduate Program based on certain criterion. (Please see below under Conditional Admission.)

Admission Status:

Students are admitted either into full graduate admission status or conditional admission status.

Full Admission Status/Matriculated: Full matriculated admission status is granted to applicants who have submitted a completed application to graduate study and show evidence of the required current admission criterion. Full matriculated admission status is required for financial aid and loans. A matriculated student should notify the Department Chair of Nursing, in writing, if prevailing circumstances prevent him or her from registering for a fall or spring semester in order to continue in full admission status. A copy of the Graduate Matriculation Form can be found here:

[www.njcugrad.info>forms-library](http://www.njcugrad.info/forms-library)

Conditional Admission Status: Conditional admission status is designated to applicants under the following criterion:

1. Applicants submitting an incomplete application for the graduate program, and/or

2. Applicants with an undergraduate CGPA of 2.75-2.99 on a 4.0 scale.

To obtain full admission status, all documentation for a full application must be submitted prior to first semester registration. Students admitted under conditional status for a CGPA of 2.75-2.99 must achieve a final course grade of a “B” or greater in the first two nursing graduate courses, taken at New Jersey City University. Failure to achieve a grade of “B” or greater in the initial two courses will result in program dismissal.

Appeals: Applicants who are not approved for admission to graduate study at the University have the right to appeal the decision if they believe there are significant factors that may alter the decision. The appeal must be made in writing to the Nursing Department Chair: Dr. Kevin O’Neill koneill@njcu.edu and Graduate Program Coordinator for Nursing within two weeks of the mailing of the decision.

Transfer of Credits:

Transfer credits may be approved up to but not exceeding one quarter of total graduate credits, approximately 9 credit hours. A request for Transfer of Credits may be done upon admission for the fully matriculated student as described below. (See Transfer of Credits).

Tuition:

Tuition for the current academic year is available on the NJCU website at http://www2.njcu.edu/tuition_and_fees.aspx. You may also contact the Bursar’s Office at 201-200-3045 for the most current tuition rates.

GRADUATE PROGRAM PLAN OF STUDY

The Graduate Program of Study is comprised of a total of 37 credits, offered on a part-time plan of study. Required Core Credits are listed below. Courses required for Nursing Education Specialization are also provided below. A curriculum plan is provided in Table 1. The proposed part time plan of study is given in Table 2.

In addition to the Masters of Science in Nursing program of study, a post master’s plan of study is offered to students currently holding a MA/MS in Nursing, seeking to acquire educational mastery of subject knowledge congruent with nursing educational practices in a variety of educational venues such as academic settings and healthcare practice settings. Completion of this post master’s plan of study will result in a Post Masters Certificate of Nursing Education. The post masters plan of study is comprised of 15 credits. However, if the post masters graduate student cannot show evidence in previous graduate nursing education of content/course reflective of Pathopharmacology, an additional 4 credits must be taken. A curriculum plan is provided in Table 3 below. A proposed part time plan of study is given in Table 4 below.

Required Core Courses:

There are four required core courses (12 credits) for the Masters in Science in Nursing. These courses are listed below.

NURS 600 Science of Health Promotion (3cr)
 NURS 601 Theory Development (3cr)
 NURS 609 Healthcare Delivery Systems & Social Policy (3cr)
 NURS 610 Research Methodology (3cr)

Additionally, the following two direct care courses (7 credits) are required of all students in the direct care tract (Nurse Educator is a direct care role.):

NURS 6xx* Advanced Pathopharmacology (4cr)
 NURS 642 Advanced Health Assessment (3cr)

Required Courses Nursing Education Specialization:

There are six additional courses required for the Nursing Education specialization. Courses with an asterisk (*) have not yet been assigned a catalog number by the Registrar.

NURS 6xx* Curriculum Design, Development & Evaluation in Nursing Education (3cr)
 NURS 625 Teaching & Learning Strategies in Nursing Education (3cr)
 NURS 620 Measurement & Evaluation Methods (3cr)
 NURS 6xx* Nurse Educator Practicum (3cr)
 NURS 6xx* Capstone for Nurse Educators (3cr)

Elective Courses:

Currently, there are 3 credits designated for elective courses. Future electives will be developed. All electives must be approved by the Graduate Program Coordinator and Chair of the Nursing Department.

PSYC 675 Statistics (3cr) – offered by Psychology Department
 NURS 650 Concepts in Clinical Education (3cr)

Table 1: CURRICULUM PLAN: Master of Science in Nursing with Specialization in Nursing Education

CORE COURSES (ALL STUDENTS) TOTAL REQUIRED = 12 CREDITS	DIRECT CARE COURSES (ALL STUDENTS IN DIRECT CARE TRACK) TOTAL REQUIRED = 7 CREDITS	NURSING EDUCATION COURSES TOTAL REQUIRED = 15 CREDITS	ELECTIVE COURSES TOTAL REQUIRED = 3 CREDITS
NURS 600 Science of Health Promotion (3cr) NURS 601 Theory Development (3cr) NURS 609 Healthcare Delivery Systems & Social Policy (3cr) NURS 610 Research Methodology (3cr)	NURS 6xx Advanced Pathopharmacology (4cr) NURS 642 Advanced Health Assessment (3cr)	NURS 6xx Curriculum Design, Development & Evaluation in Nursing Education (3cr) NURS 620 Measurement & Evaluation Methods (3cr) NURS 625 Pedagogical Teaching & Learning Strategies in Nursing	NURS 650 Concepts in Clinical Education (3cr) PSYC 675 Statistics (3cr) Other graduate electives may be selected in consultation with student's advisor.

CORE COURSES (ALL STUDENTS) TOTAL REQUIRED = 12 CREDITS	DIRECT CARE COURSES (ALL STUDENTS IN DIRECT CARE TRACK) TOTAL REQUIRED = 7 CREDITS	NURSING EDUCATION COURSES TOTAL REQUIRED = 15 CREDITS	ELECTIVE COURSES TOTAL REQUIRED = 3 CREDITS
		Education (3cr) NURS 6xx Nurse Educator Practicum (3cr) NURS 6xx Capstone for Nurse Educators (3cr)	

Table 2: Proposed Part-Time Plan of Study

FALL – YEAR 1	SPRING – YEAR 1	SUMMER I – YEAR 1	SUMMER II – YEAR 1
NURS 600 Science of Health Promotion (3cr) NURS 609 Healthcare Delivery Systems & Social Policy (3cr)	NURS 601 Theory Development (3cr) NURS 610 Research Methodology (3cr)	NURS 642 Advanced Health Assessment (3cr)	NURS 6xx Advanced Pathopharmacology (4cr)
FALL – YEAR 2	SPRING – YEAR 2	SUMMER I – YEAR 2	SUMMER II – YEAR 2
NURS 6xx Curriculum Design, Development & Evaluation in Nursing Education (3cr) NURS 625 Pedagogical Teaching & Learning Strategies in Nursing Education (3cr)	NURS 620 Measurement & Evaluation Methods (3cr) NURS 6xx Nurse Educator Practicum (3cr)	Elective (3cr)	NURS 6xx Capstone for Nurse Educators (3cr)

Table 3: CURRICULUM PLAN: Post-Master’s Certificate in Nursing Education

NURSING EDUCATION COURSES TOTAL REQUIRED = 15 CREDITS*
NURS 6xx Curriculum Design, Development & Evaluation in Nursing Education (3cr) NURS 620 Measurement & Evaluation Methods (3cr) NURS 625 Teaching & Learning Strategies in Nursing Education (3cr) NURS 6xx Nurse Educator Practicum (3cr) NURS 6xx Capstone for Nurse Educators (3cr)

*Evidence of an advanced pathopharmacology course(s) must be noted in initial nursing graduate degree on the official transcripts submitted. If no evidence of this course, an additional 4 credits must be taken with the course: NURS 6xx Advanced Pathopharmacology.

Table 4: Proposed Plan of Study for Post-Master Certificate

FALL – YEAR 1	SPRING – YEAR 1	SUMMER I – YEAR 1
NURS 6xx Curriculum Design, Development & Evaluation in Nursing Education (3cr)	NURS 620 Measurement & Evaluation Methods (3cr)	NURS 6xx Capstone for Nurse Educators (3cr)
NURS 625 Teaching & Learning Strategies in Nursing Education (3cr)	NURS 6xx Nurse Educator Practicum (3cr)	

Course Offerings: Scheduling Considerations

Courses will be offered in a variety of formats including but not limited to face-to-face offerings, scheduled weekly and/or blended (hybrid) format. The format and scheduling of course delivery will be ascertained based upon the course content. Blended courses will be scheduled every other week, with online learning activities through the learning management system (Blackboard) utilized. A modified weekend Executive Model may also be employed dependent upon the semester and courses offered. No coursework is expected to be online without any face-to-face instruction. The Nurse Educator Clinical Practicum will be arranged using a preceptorship model with periodic meetings between student, preceptor and faculty.

Grading: Policies and Procedures

Grading Scale

The following is the schedule of numerical equivalents for letter grades in the Nursing Department:

- A 93-100
- A- 90-92
- B+ 86-89
- B 83-85
- B- 80-82
- C+ 77-79
- C 75-76
- F 74 or below
- W Withdrawal
- I Incomplete

Graduate Course Offerings/Catalog Course Descriptions

NURS 600 – Science of Health Promotion (3cr)

This course prepares the nurse to focus on population health and application of the principals of primary health care, the strategies of health promotion and epidemiology concepts when nursing individuals, families, communities and populations. Professional, legal/ethical, economic, cultural and environmental issues as they apply to health promotion are examined.

NURS 601 – Theory Development (3cr)

This course explores the historical development of nursing knowledge, nursing theory and philosophical underpinnings in the arenas of evidence-based practice, education, administration, and research. Nursing theories are explored for content, utility, and testability. Concept development is explored in the context of theory generation. Future directions for nursing theory development are investigated.

NURS 609 – Healthcare Delivery Systems & Social Policy (3cr)

This course emphasizes health policy as it relates to healthcare delivery and nursing practice in the U.S. healthcare system. The student will analyze health policy development, implementation and influence on health outcomes and the nursing profession. The role of the advanced practice nurse in health policy will be evaluated.

NURS 610 – Research Methodology (3cr)

This course will prepare the graduate nursing student to be proficient in: research as essential to the role of the advanced practice nurse, apply research concepts by conducting rigorous critiques and synthesizing data to generate nursing evidence and demonstrate proficiency in the development of a research proposal.

NURS 642 – Advanced Health Assessment (3cr)

This course builds upon undergraduate health assessment knowledge and skills to provide competencies needed for the Advanced Practice Nurse. The Advanced Practice Nurse is expected to synthesize data collected and interpret findings to establish evidence-based interventions to meet patient and family needs.

NURS 6xx – Advanced Pathopharmacology (4cr)

This course focuses on pathophysiology of common health conditions affecting human beings across the lifespan. The pathophysiologic bases and pharmacotherapeutic agents utilized in the treatment of common health conditions and associated clinical manifestations will be analyzed to formulate individualized plans of care for patients and families.

NURS 6xx – Curriculum Design, Development & Evaluation in Nursing Education (3cr)

This course encompasses the theoretical and philosophical foundations for curriculum design, development, and evaluation in professional nursing education. Historical, contemporary and emerging curricular models are addressed. The role of the nurse educator in curricular development and evaluation process is reviewed. Evaluation and accreditation of nursing education is explored.

NURS 625 – Pedagogical Teaching & Learning Strategies in Nursing Education (3cr)

This course focuses on teaching and learning strategies in nursing education. Diverse pedagogical strategies are explored inclusive of conventional strategies and emergent andragogical models reflective of critical, feminist, phenomenological and post-modern approaches to the teaching of nursing knowledge and practice. Learning theories reflective of the multicultural, diverse learner are reviewed.

NURS 620 – Measurement & Evaluation Methods (3cr)

This course prepares the student to apply assessment and measurement techniques in testing and evaluation. The quality of assessment and measurement instruments, test creation and the reliability and validity of instruments will be applied to the respective educational setting. The selection, interpretation and application of standardized testing will be presented.

NURS 6xx – Nurse Educator Practicum (3cr)

This course will focus on application of knowledge and skills related to curriculum development, theories of nursing and education, evidence-based teaching-learning strategies and student assessment measures to meet nurse educator competencies. Precepted clinical experiences will provide nurse educator practice in undergraduate academic or healthcare settings.

NURS 6xx – Capstone for Nurse Educators (3cr)

The course focuses on the analysis and synthesis of evidence to prepare a capstone project. Students identify a significant issue or problem that is common in the area of nursing education and

systematically search, analyze, and synthesize relevant literature to make recommendations for evidence-based nursing education.

NURS 650 – Concepts in Clinical Education (3cr)

This course focuses on the role of the Academic Nurse Educator in the clinical education of pre-licensure nursing students. Emphasis will be on best practices in clinical education to promote active learning in diverse students and student assessment in the laboratory and clinical settings.

Transfer of Credits

For the purpose of transfer credit, courses taken at another accredited college or university (see discussion of “accredited” in the “Admissions Information” section in the NJCU Graduate Catalog), must be approved by the University Admissions and the Nursing Department with the Dean of College of Professional Studies. Students who wish to have courses considered for transfer credit must submit the following items to the Office of Graduate Studies and Continuing Education, Hepburn Hall 206:

- Official copy of the transcript(s) indicating the successful completion of each course to be considered for transfer;
- Copy of the description of each course from the applicable school catalog(s);
- Completed “Student Request for Transfer Credit” form (available both online at <http://www.njcu.edu/graduate/PDF/gradtransfer.pdf> and at the Office of Graduate Studies and Continuing Education, Hepburn Hall 206).

Transfer of credits from another college or university may be considered only when the student is fully matriculated in a degree program. Requests will be reviewed by the Nursing Graduate Program Coordinator and Chair of the Nursing Department, who will make a recommendation for approval / disapproval to the Dean of Graduate Studies and Continuing Education. Should credits be accepted for transfer, the student’s advisor will submit a “Graduate Studies Transfer of Credit Form” to the Office of Graduate Studies.

A maximum of one quarter of the number of credits (approximately 9 credit hours) required for a Master’s degree may be accepted as transfer credits from an accredited college or university, if the courses for which they were earned are similar in purpose and content to those offered at NJCU, and are clearly integrated with the student’s program as judged by the Nursing Department Graduate Program Coordinator, Chair of the Nursing Department, and the Dean of Graduate and Continuing Education. Transfer credits must carry a grade of “B” (3.0) or higher; pass / fail credits are not transferable.

Credits which are seven years old, or older, are not applicable to a graduate program at New Jersey City University. Credits earned to complete a previous master’s degree may not be applied toward a second master’s degree at New Jersey City University. After matriculation, the student is not expected to enroll for a course at another institution except for very compelling reasons, and then only with the written approval of the Nursing Graduate Coordinator. The research component of any major must be taken at New Jersey City University.

Academic Progression: Policies and Procedures

Academic Standards and other policies will be consistent with the University Graduate Programs as outlined in the NJCU Graduate Catalog 2013 - 2016, pages 13–14.

- GPA of 3.0 must be maintained
- Grades less than a “C” will be required to be repeated.
- Students with three or more grades of “C” or less will be dismissed from the MS in Nursing.
- Students who earn two or more grades of “B-” or “C” will be placed on academic probation. A third grade of “B-” or “C” will result in dismissal.
- All coursework must be completed within seven years of admission.
- Students are required to comply with NJCU and Contracted Clinical Agency health and immunization requirements.
- Students must matriculate prior to completing 12 credits and must be continuously enrolled to maintain matriculation.

Graduate Program Withdrawal: Policies and Procedures

Program Withdrawal:

Students who withdraw from the MS in Nursing program may be eligible for a tuition refund. Withdrawing students must submit a Withdrawal Form available in the Registrar’s Office. Refunds are based on timing of withdrawal. University guidelines are utilized for withdrawal and refunds within the nursing program. Deadlines for refund and withdrawal are published in the Academic Calendar. You may reach the Registrar at <http://www.njcu.edu/registrar> or 201-200-3333.

Graduate Program Re-Admission: Policies and Procedures

The Nursing Department Graduate Program policy on readmission is pursuant to the NJCU Graduate Program policies and procedures. A graduate student not enrolled for at least one graduate course for three years will be discontinued as an active graduate student. A request for readmission must be made with the supporting documentation of any transcripts of any college or university taken elsewhere in the interim. Additionally, the student must meet qualifications for the current admission criterion and policies mandated by the Department of Nursing and current NJCU Graduate Catalog and Handbook. Upon readmission, all course work must be completed within seven years.

Graduation: Policies and Procedures

Students are eligible for graduation and degree conferral when the following are met:

- All required coursework satisfactorily completed within a seven-year period.
- Cumulative (CGPA) \geq 3.0.
- No more than two grades below “B.”
- Financial obligations to the institution are met.

Upon approval of Advisor, the student applies for graduation as per Registrar policy and pays the university graduation clearance fee. Degrees are conferred each January, May and August, as per university policy. Graduating students participate in the commencement ceremony held each May.

Participation in commencement activities is in congruence with the current NJCU Graduate Catalog policy describing participation in commencement activities.

Advisement

Each matriculated student will be provided with an academic advisor. The purpose of the academic advisor is to provide academic guidance and facilitate a feasible plan for program completion. Students admitted under conditional admission status will be advised by the Graduate Program Coordinator.

Graduate Program: Academic Integrity Policies and Procedures

In general, all graduate students are anticipated to uphold the nursing professional standards for graduate level practice as established in the American Nurses' Association (ANA) *Social Policy Statement: The Essence of the Profession (2010)* and the ANA *Nursing: Scope and Standards of Practice, 2nd Edition (2010)*. Other university and departmental policies are described below.

Technology in the Classroom

Student use of cell phones in the class, laboratory or clinical setting is prohibited. No cell phones or other electronic devices may remain on during classes, laboratory sessions, or clinical experiences, *unless specifically required or approved by the instructor*.

Audiotaping or videotaping of lectures is the sole discretion of individual faculty. If a student wishes to audiotape or videotape lectures, faculty approval is REQUIRED prior to use.

Social Media and Networking

Nursing has a professional presence that is visible online. Internet-based social networking systems (Facebook, Twitter, Instagram and others) can be forums for the promotion of positive, professional relationships among nurses (and nursing students). However, the nature of this media may also promote the sharing of patient information and clinical experiences that violate patient privacy and confidentiality. These occurrences, even if names are removed, may be grounds for a HIPAA (Health Insurance Portability and Accountability Act) violation and subsequent penalties. Further, students shall not represent personal opinion as that of the Nursing faculty or University or divulge information that could be construed as a violation of student privacy as defined in the Family Educational Rights and Privacy Act (FERPA).

Students have the responsibility to uphold these requirements in all environments, including online. Students should not post or transmit individually identifiable patient information with the understanding that a patient, colleague, educational institution, or employer may be able to view this information. Students should use privacy settings on their systems to separate their online personal and professional interactions. Students who interact with patients on social media must observe nurse-patient professional boundaries. Students who discover a posting which threatens a patient' health, welfare, or right to privacy must report this information to the Department Chair. Failure to do so shall be construed as a violation and subject to disciplinary action.

Adapted from American Nurses Association (2011, September). Principles for social networking and the nurse. Silver Spring, MD: Author.

Standards of Ethical Behavior

Students in the graduate program are expected to adhere to standards of ethical behavior as described in the following professional standards and documents:

1. Ethical Principles for Nursing Education (NLN, 2012)
<http://www.nln.org/docs/default-source/default-document-library/ethical-principles-for-nursing-education-final-final-010312.pdf?sfvrsn=2>
2. ANA Code of Ethics with Interpretive Statements (2015)
<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-2015-Part-1.pdf>
<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/The-New-Code-of-Ethics-for-Nurses-Part-II.pdf>

American Nurses Association (ANA). (2015). *Code of Ethics with Interpretive Statements*. Silver Spring, MD: Author.

Nursing, as a profession, is in the public trust. The faculty of the Nursing Department believes ethical behavior is expected in any and all situations. Students are expected to demonstrate ethical behavior and moral courage in the classroom, clinical practicum area, and all other experiences related to the academic program. Moral courage mandates that students will come forward to report issues, despite difficulties inherent in doing so. An omission of reporting unethical issues is considered equivalent in their violation of the principles of academic integrity.

Academic Integrity: Overview and Violations

The faculty expects all work to be original. Students who are suspected of unethical behaviors (lying, cheating, falsifying records or plagiarizing) will be subject to failure on an assignment, course failure, and possible dismissal from the program, depending on the severity of the situation. Definitions and minimum consequences are guided by the Academic Integrity Policy as outlined in the NJCU Graduate Catalog. However, because of the nature of the profession and the public's trust in nursing, sanctions for academic dishonesty may be more stringent than those within the University.

Violations

Level I

Level I penalty applies to circumstances involving ignorance or inexperience on the part of the person(s) committing the violation and ordinarily include a minor portion of coursework. The imposition of these penalties is considered an academic issue and not disciplinary.

Example: Improper documentation of sources in a written assignment.

Penalty: Re-work the assignment; maximum grade for the reworked assignment can be no higher than a grade of C (75).

Reporting: Level I violations will be reported to the Department Chair and a note will be placed in the student's department record.

Repeat violations: Evidence of a repeat offense at Level I will be considered a Level III violation.

Level II

Level II penalty involves incidents of a more serious nature and affect a significant aspect or portion of the course.

Examples: Copying from or giving assistance to others on a mid-term, final, or other examination; plagiarizing a portion of the assignment (21% - 50%); using unauthorized material during an examination.

Penalty: Grade of zero (0) for the assignment or examination with no possibility to make-up the assignment/examination. Assignments/Examinations with considerable weight in a course that receive a grade of zero (0) may result in course failure.

Reporting: Violations of this level will be reported to the Department Chair as well as the Dean of the College of Professional Studies. Level II violations will be included in the student's university record. If the violation results in course failure, the student will not be able to expunge the grade of F from his/her GPA should the student re-take the course (Grade re-computation will be disallowed). Confidential copies of the report will also be sent to the Vice-President of Academic Affairs and the Dean of Students, for informational purposes and for centralized coordination between the different colleges.

Repeat violations: Evidence of a repeat offense of a Level II offense will be considered a Level III violation.

Level III

Level III penalties apply to offenses that are even more serious in nature and involve pervasive dishonesty on a significant portion (>50%) of coursework, such as a major paper, mid-term, final examination or other examination.

Examples: Using a purchased term paper presenting the work of another as one's own; having a substitute take an examination; possessing or obtaining an examination or Textbook Publisher Test Bank without professor's authority or prior knowledge; altering a graded examination for the purposes of re-grading; falsification of any information in a patient's health record.

Penalties: A failing grade in the course and dismissal from the program. A student dismissed from the program for a Level III violation will be required to re-apply to the program and is subject to the application review process. Violations of this level will be reported to the Department Chair as well as the Dean of the College of Professional Studies. Level III violations will be included in the student's university record. A student receiving a grade of F as the result of a Level III violation will not be able to expunge the grade of F from his/her GPA should the student re-take the course (Grade re-computation will be disallowed). Confidential copies of the report will also be sent to the Vice-President of Academic Affairs and the Dean of Students, for informational purposes and for centralized coordination between the different colleges.

Repeat violations: Evidence of repeat offenses at Level III will result in dismissal from the program and the student will be ineligible for readmission.

NOTE: The above policy is based upon the NJCU Academic Integrity Policy located in the NJCU Graduate Student Handbook.

Turnitin.com

All written assignments are subject to review by a plagiarism detection program such as turnitin.com. The course syllabus will provide instructions for using turnitin.com. Students who do not comply with Turnitin as outlined in the syllabus are subject to a failing grade for the assignment.

Grading: Policies and Procedures

Grading Scale: Graduate Program

The following grading scale will be used in the graduate program:

A	93-100
A-	90-92
B+	86-89
B	83-85
B-	80-82
C+	77-79
C	75-76

F	74 or below
W	Withdrawal
I	Incomplete

Course Grading: Withdrawals:

The “withdrawal” period each academic term varies. Information for exact dates is available on *GothicNet* and the Master Course Catalog. Withdrawal forms may be obtained online via *GothicNet* or may be obtained from the Office of Graduate Studies and Continuing Education, Hepburn Hall 206. Tuition refunds may be available, based upon timing of course withdrawal. An administrative designation of a “W” is placed on the student transcript.

Course Grading: Incomplete:

A course grade of “I” may be provided to the graduate student who in discussion and approval from course faculty requires additional time to complete course requirements. Grades of Incomplete, “I” are assigned in accordance with the university policy for assignment of these grades. All grades of Incomplete, “I” must be resolved with a final course grade posted by the course faculty **prior** to registration for the next graduate course.

Course Grade Appeals: Procedures and Conflict Resolution

The department strives to create an atmosphere conducive to learning that is based on mutual respect between faculty and students. If a problem arises, the issue can usually be resolved by direct communication between the student and the professor. In the event of a course grade appeal, an appeal must first be made in writing to the course faculty for the grade in question. Student and faculty should meet to discuss the grade appeal. In the event a conflict cannot be resolved between the faculty and graduate student, the student is advised to seek assistance from the Graduate Program Coordinator and Nursing Departmental Chairperson through a written petition.

New Jersey City University Grievance Procedures:

Academic grievances and associated policies may be found on in the NJCU Graduate Catalog (p. 19) in the event of a further appeal process.

NURSING DEPARTMENT AND STUDENT SERVICES

Student Support Services

New Jersey City University’s Department of Nursing is committed to providing support to meet students’ academic and psychosocial needs. Academic support and remediation is available through faculty remediation sessions or group classroom activities.

Specific Student Support Services for graduate education are as follows:

1. Writing Center

The Writing Center assists in the development of scholarly graduate long-term writing proficiency. The Writing Center provides a variety of assistance and tutoring in writing skills. Throughout the graduate program, the student is anticipated to employ scholarly writing for coursework and final scholarly papers. The Nursing Department uses APA Formatting (American Psychological Association 6th Edition) for all required coursework and papers written in the Graduate Program. Students are encouraged to seek assistance with their writing, if needed. Support for writing assistance is available from The Writing Center located on both campuses.

For further information or to contact The Writing Center please visit:

http://www.njcu.edu/Writing_Center.aspx

2. ADA Statement and Special Accommodations

The Nursing Department adheres to University policies related to students with disabilities who require an accommodation. Prior to a student receiving an accommodation in any course, the student must self-disclose the disability and meet with the Office of Specialized Services (OSS). Upon review of the student's request for accommodation, OSS will determine what reasonable accommodation(s) are required and notify course faculty of the accommodations required. This must be done each semester the student is enrolled to ensure continuance of accommodations.

Students with disabilities should contact OSS at 201-200-2091 as soon as the student is accepted. Students will not be provided any accommodation in the classroom, laboratory or clinical setting without documentation of the accommodation from OSS. Accommodations are effective upon the date in the documentation provided to the faculty by OSS. For more information, please review the OSS website: <http://www.njcu.edu/oss>

3. Financial Aid and Assistance

Financial aid may be available for graduate study. For further information, please visit the Office of Financial Aid, Hepburn Hall, Room 215, Phone: 201-200-3173 or visit the following website for additional information:

http://www.njcu.edu/Graduate_Financial_Aid.aspx

4. Library Services

The Congressman Frank J. Guarini Library is located on the main campus at Jersey City. The Library provides a variety of support services and databases for research and literature search needs. Additionally, the library supports online assistance for those students unable to visit the library in person. For further information and elaboration of all library services, please visit the following website: <http://www.njcu.edu/guarini/home.htm>

5. Additional Student Support Services and Resources

Based upon individual need, the graduate student may find these additional resources as useful:

Academic Computing

Career Planning

Center for Student Success

Counseling Center

Office of International Students

More information can be found online at www.njcu.edu/resources.aspx

The educational preceptorship is designed to facilitate educational mentoring during the graduate nursing course: NURS 6xx Nurse Educator Practicum for the Nursing Education Specialization Tract and other clinical practicum courses in other graduate tracts of study. This preceptorship experience is based upon the preceptor model of education in which course faculty, the educational preceptor, and the student meet on a periodic basis to evaluate and ascertain levels of mastery of learning in the chosen educational or clinical setting. A variety of educational and clinical settings may be chosen based upon student need, educational plans, and arena of clinical expertise.

Preceptorship Responsibilities: Course Faculty, Preceptor, and Student

Course Faculty: Role and Responsibilities

Course faculty has the general responsibilities to maintain communication with the preceptor and the student during the practicum experience. Course faculty responsibilities include but are not limited to the following:

- a. Orient the student and preceptor to the clinical practicum experience.
- b. Provide the preceptor with an orientation to the philosophy, curriculum, course, and objectives for the practicum experience.
- c. Discuss student expectations.
- d. Provide criterion for student evaluation in the practicum.
- e. Collaboratively and cooperatively work with the preceptor to ascertain student learning needs.
- f. Monitor student progress through ongoing evaluation and practicum site visitations.
- g. Have availability to the preceptor for consultation regarding student learning via phone or email.

Preceptor Role and Responsibilities:

Preceptors have the responsibility for overall, ongoing provision of educational experiences to facilitate student attainment of mutually determined learning goals. Preceptor responsibilities are described but not limited to the following:

- a. Orient the student to the clinical agency.
- b. Guide, facilitate, and monitor the student in the evolvment of learning objectives and subsequent evaluation of learning objectives through principles of adult learning.
- c. Communicate with course faculty in reference to student progress through clinical site visits or conference calls.
- d. Collaborate with course faculty in the development of a plan for student improvement in the clinical agency during the practicum experience.
- e. Serve as a professional role model in the teaching-learning experience.
- f. Provide evidence-based learning experiences as guided through student objectives for learning.

Student Role and Responsibilities:

Students as adult learners have the ultimate responsibility to actively participate in their learning experiences through self-assessment of learning needs and the development of an ongoing plan for meeting practicum experiences objectives. In addition to expectations for ethical behaviors, student responsibilities during the practicum, include but are not limited to:

- a. Maintain open channels of communication among preceptor, self, and course faculty.
- b. Prepare for the practicum experience as discussed with preceptor.
- c. Develop a continuous plan of improvement through self-evaluation methods.
- d. Maintain confidentiality in the practicum experience.
- e. Adhere to standards of professional practice.
- f. Confer with course faculty and preceptor regarding progress toward learning goals and objectives.

Preceptor Criteria:

A preceptor is responsible for the mentorship of the graduate student. The preceptor may be chosen in discussion with the student, the student advisor and the Graduate Program Coordinator. A final decision for preceptors is done by the Graduate Program Coordinator. Preceptors chosen must possess a minimum of a Master’s Degree in Nursing (MS) with Educational Specialization or Certification appropriate for the clinical experience and graduate program tract.

All preceptors must submit the following documents:

- A copy of the current Curriculum Vitae (CV)
- A copy of current nursing licensure
- Copy/Copies of current professional certifications (as applicable)
- Preceptor Information Sheet (See Appendix A.)
- Signed New Jersey City University Preceptor Agreement Form

Requirements for Student Participation in Preceptorship:

Preceptorships occur in a clinical agency. Therefore, prior to participating, graduate students must submit proof of the following:

- Criminal background check
- Current US Licensure (unencumbered and active to practice in the state where preceptorship is located) *
- Liability insurance in the amount of \$1/\$3 million
- CPR certification (AHA BLS)
- Health and immunization information
- Personal Health Insurance
- Any additional required clinical agency paperwork (Agency determined)

These requirements are elaborated below:

Criminal Background Check:

All accepted graduate students are required to undergo a criminal background check prior to beginning any coursework and must use the NJCU contracted vendor known as *Adam Safeguard* to provide the service. Criminal Background checks from any other source will not be considered. The student is responsible for costs associated with completion of a criminal background check.

The website is: www.adamsafeguard.com/home.htm

As it may take up to two weeks for *Adam Safeguard* to complete a criminal background check, students are urged to complete the Adam Safeguard criminal background application as soon as possible. Clinical agencies in which the educational preceptorship occurs mandates acceptable criteria for entry into the facility. A criminal background report containing a criminal history not acceptable to the clinical agency

may result in a student not being accepted into the agency. The clinical agency decision to accept or reject a student into the clinical experience is final

Background check reports must be submitted to the Nursing Department upon admission to the graduate program and updated yearly. Background check validations should be provided prior to entry into the initial semester of study:

Fall Entry: August 1

Spring Entry: December 15

In the event of a dispute with the criminal background check findings, it is the individual's responsibility to dispute and correct the error prior to the first day of the semester. The individual student is responsible for any and all costs associated with the dispute. In the event that a criminal history report is in dispute, the report remains on the student's record until the University is notified by Adam Safeguard of a resolution of the dispute warranting removal.

To dispute findings of the criminal background check, contact Adam Safeguard at:

EMAIL: info@adamsafeguard.com

PHONE: 732-506-6100 or 1-800-722-ADAM

Compliance with HIPAA

Students are personally accountable to maintain patient confidentiality at all times. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy and Security Rules detail requirements of all health care personnel to protect patient confidentiality. Additional guidelines and regulations for Family Educational Rights and Privacy Act (FERPA) are mandated for those students in the Nursing Education Specialization Tract. Students are required to maintain patient confidentiality at the clinical agency, at school, at work or at home. Students have access to patient information on a "need to know" basis. Students may only access patient information (written, electronic or oral) in the course of the clinical experience as permitted by the clinical instructor. Students may not share patient information with outside parties unless the patient has granted permission. Discussions of patient care are appropriate for the learning environment however these discussions must occur in a private area to maintain patient confidentiality. Students are not permitted to leave the clinical agency with any patient information. Students are not permitted to copy any part of the patient's medical record by any means. Violations of HIPAA are subject to civil and criminal penalties as defined by federal law. More information may be found at www.hhs.gov/ocr/privacy.

Current RN Licensure

Upon admission to the Graduate Program, a copy of your current RN license must be provided. It is the responsibility of the graduate student to provide updates to licensure as needed while in the graduate program. A RN license for the state in which you wish to do your practicum (if you wish to do your practicum outside of the state of New Jersey) must be held.

* The New Jersey Board of Nursing website contains information regarding nursing practice and the New Jersey Nurse Practice Act. Information and delineations regarding licensure by reciprocity is also provided. Web access: www.njconsumeraffairs.gov/nur/Pages/default.aspx

Liability Insurance

Professional liability insurance in the amount of \$1 million/\$3 million is required for all graduate students. Liability insurance should be independent and not through your current place of employment, as applicable. Liability insurance can be purchased through the Nurses Service Organization (NSO) by application on-line. Website: www.nso.com The Department of Nursing needs a copy of the one-page certificate of insurance.

Cardiopulmonary (CPR) Certification

The American Heart Association (AHA) Basic Life Support (BLS) for healthcare providers' curriculum is required. Students must maintain active CPR certification for the duration of the program. If CPR certification expires during the course of the program, it is the student's responsibility to maintain currency with CPR throughout the program. The student is responsible for costs associated with CPR certification. A copy of current CPR Certification should be provided upon entry into the graduate program and updated copies as appropriate.

Health and Immunization Information

Students are responsible to provide the Nursing Department and the Health and Wellness Center with all required health documents.

Health information must be provided on the NJCU Health and Wellness Center Form. This form is available from the Health and Wellness Center or online at:

www.njcu.edu/hwc/entrance-health-and-immunizations

This form must be completed by a physician or other qualified health care provider (Nurse Practitioner or Physician Assistant). Forms must be submitted directly to the Health and Wellness Center.

Due to the nature of required experiences in the clinical settings, the Nursing Department has health and immunization requirements in addition to those of the University. In addition to the University requirements, nursing students are required to submit the following to *Certified*

Background Immunization Tracker:

Physical Exam within 3 months prior to program start - form available at www.njcu.edu/nursing

Proof of immunity to Measles, Mumps and Rubella (titers)

Proof of immunity to Varicella (titer)

Proof of 2-step Tuberculin testing (PPD) or Quantiferon Gold with results <3 months prior to the start of the program and annually thereafter -OR-Submission of a chest x-ray and TB Questionnaire for students known to be PPD positive

Proof of Hepatitis B vaccination or proof of immunity (titer)

Td or Tdap (preferred) within the past 10 years

Proof of Influenza vaccination by November 10th of each year unless medically contraindicated or Declination signed

(Please note Influenza vaccination may be required by the clinical agency. The clinical agency reserves the right to refuse student access to the clinical agency or subject the student to additional requirements similar to those required of its employees (ex. Wearing a mask in patient care areas at all times)

Drug, Controlled Substances, and Alcohol Screen as required by the clinical agency

“Equivocal” or “Not Immune” Results

In the event test results for immunity to Measles, Mumps, Rubella, Varicella or Hepatitis B indicate a student is not immune or immunity is equivocal, the student must undergo repeat vaccination as recommended by the Centers for Disease Control and obtain repeat titers four to six weeks after completing the vaccination. Students who fail to comply with these requirements will not be cleared for entry into the clinical setting. Students who have a medical contraindication to revaccination are required to provide documentation that a contraindication exists and the duration of the contraindication. This documentation must be provided by a physician, nurse practitioner or physician assistant.

Costs

Students are responsible for all costs associated with meeting these requirements. Please note your personal health insurance available may or may not cover expenses related to these requirements. Students may contact their local county Health Department for assistance with obtaining vaccinations.

Personal Health Insurance

Students are required to maintain personal health insurance throughout the program, as required by clinical agency contracts. A copy of one’s health insurance card must be provided. Students who do not have health insurance are required to obtain personal health insurance through the healthcare exchange or government sponsored insurance programs.

Additional Agency Requirements

Clinical agencies may require additional paperwork documentation to include but not limited to Communicable/Infectious Disease Policy and Blood Borne Pathogens Exposures. It is the responsibility of the graduate student to complete all needed paperwork required by the clinical agency prior to commencement of the practicum experience. Additional agency requirements may include screening for drug, alcohol, and controlled substance exposures.

Attire

All graduate students must as a representative of the university project professional attire during the practicum experience. This includes business attire and a white lab coat; and a photo ID badge to identify the student affiliation with NJCU.

Attendance

As graduate education is comprised of an exchange of ideas and professional experiences, attendance at all practicum experiences is a course and a program requirement. Direct communication with the preceptor is required in the event of an absence. Students should notify ***both*** the preceptor and the course faculty in the event of an absence from the practicum experience. Missed practicum hours will be rescheduled in collaboration with NJCU faculty and preceptor, and must be completed prior to issuing a final course grade.

Overview: Nursing Program Feedback

The Nursing Department values student feedback, with the intent toward continuous quality improvement. Students have the opportunity to provide feedback to the Nursing Department through a variety of avenues. Students are free to meet with the Chair or Program Coordinators at any time to share feedback. Ad hoc focus groups may be conducted to solicit student feedback. Students may be invited to attend department meetings to share feedback. Additionally, there is the opportunity to provide feedback throughout the program through course and faculty evaluations, exit survey at the end of the program and alumni survey conducted at one and three years' post-graduation. Student and graduate feedback will be shared at department meetings for review and possible program/policy modification.

Graduate Student Representation Curriculum Committee

The Nursing Department Curriculum Committee meets approximately one time per month. Graduate students will be asked to participate to provide ongoing feedback of graduate student experiences and to provide input into continuing curriculum improvement and review.

Graduate Student Opportunities for Preceptorships

Graduate students may be requested to actively participate in the mentorship/preceptorship of current undergraduate students as part of their educational coursework within the Nursing Department. All mentorships and preceptorships will be approved by the Graduate Program Coordinator.

Graduate Student Participation: Nursing Advisory Board

Graduate students may be requested to represent the Nursing Graduate Program during Advisory Board meetings, scheduled the academic year.

Student Organizations

Graduate students are encouraged to join and actively participate in student organizations and governance at New Jersey City University. Please see the following website for opportunities: www.njcu.edu. Additionally, students are encouraged to become an active member of State and National professional organizations reflective of clinical area of expertise and professional interest.

Sigma Theta Tau National Honor Society

Sigma Theta Tau International (STTI), International Honor Society of Nursing, founded in 1922, is the second largest nursing organization in the United States and among the five largest and most prestigious in the world.

Sigma Theta Tau was organized to encourage and recognize superior scholarship and leadership achievement at the undergraduate and graduate levels in nursing, based upon criteria noted by the organization. For further information regarding membership, please contact the NJCU Sigma Theta Tau Faculty Counselor, Dr. Patricia Joffe at: pjoffe@njcu.edu

REFERENCES

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New Jersey City University, Nursing Department

Preceptor Information Form

Name: _____

Credentials: _____

Practice Specialty: _____

Clinical Agency: _____

Contact Information:

Phone: _____

Email: _____

Certifications:

- 1.
- 2.
- 3.

Licensure Information:

State:

Licensure Number:

Expiration Date:

Previous Preceptor Experience: Yes _____ No _____

Additional Information or Comments:
