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American Red Cross CPR or any other issuer of CPR certification will not be accepted.

### ***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 (front and back, uploaded into Castle Branch. Students who do not have health insurance are required to obtain personal health insurance through the healthcare exchange or government sponsored insurance programs.

### ***Submission of Clinical Requirements***

Castle Branch is the repository utilized for collection of all health information and immunizations. Castle Branch is a secured cloud-based program which is password protected. Access is limited to Department Faculty and Staff directly involved with student assignments and clinical agencies.

All documentation must be submitted electronically by the student. Information regarding the electronic submission will be available during orientation.

[www.castlebranch.com](http://www.castlebranch.com)

### ***Documentation of requirements is due by the date established by the BSN track.***

ABSN and Non-ABSN documents are to be uploaded at the date assigned by the Program / Clinical Coordinator prior to attending ANY clinical experience. Failure to submit and upload documents will prohibit the student from attending clinical experiences. Failure to comply with submission of all required documentation will result in dismissal from the program.

RN BSN documents (Castle Branch and Adam Safeguard) must be in progress to register for Nursing Leadership (NURS 440) and Population Health (NURS 475). Approximately 45 days prior to the semester start date, ALL requirements of Castle Branch and Adam safeguard must be complete, otherwise the student will be dropped from the class.

### ***Criminal Background Check***

All accepted 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](http://www.adamsafeguard.com/home.htm)

Background check reports must be completed and available for review by the date specified by the Program/ Clinical Coordinator.

- ABSN & Non-ABSN  
Fort Monmouth Location Students – May 10<sup>st</sup>  
Jersey City Campus Students – August 10<sup>th</sup>
- RN to BSN- approximately 45 days prior to the start for the respective clinical courses (NURS 440 and NURS 475).

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. Students for whom NJCU Nursing Department has no criminal background report by the required date will be denied entry into the clinical agency for failure to complete this requirement.

Students must understand that the clinical learning experience is a mandatory component for successful completion of the BSN program. Clinical agencies with which the University maintains contracts for the provision of clinical learning experiences mandate that students who interact with their patients must meet and are obliged to adhere to the same standards which apply to clinical agency professional staff that interact with patients. Students may also have to meet additional requirements beyond what clinical agency staff are required to provide.

A criminal background report containing a criminal history not acceptable to the clinical agency may result in a student not being accepted into or being dismissed from a clinical learning experience per clinical agency standards. It is solely the responsibility of the student to maintain qualification for entry into and continuance in the clinical learning experience.

Procedurally, the results of the timely received criminal background check reports will be shared with the clinical agency prior to the beginning of each semester by the Department of Nursing Chairperson and/or Program Coordinator. If the criminal history report reflects a criminal history not acceptable to the clinical agency the clinical agency may elect to further investigate the matter but is under no obligation to do so. As a matter of practice, the Department does not disclose the name of the individual with the criminal history discrepancy but may do so if the clinical agency requires it and intends to conduct a further investigation. The clinical agency decision to accept or reject a student into the clinical experience is final. The inability to participate in clinical learning from one or more agencies due to clinical agency rejection or dismissal will result in the student's inability to complete program course requirements. Failure to complete course requirements will result in course failure and dismissal from the BSN nursing program.

If an accepted student finds the criminal background check erroneous, 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 all costs associated with the dispute. If 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](mailto:info@adamsafeguard.com)

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

***ABSN & Non-ABSN Dress Code (See Specific Policy for RN-BSN Clinical Dress Code)***

The basic uniform is a hunter green top and white pants or skirt (Knee-length or longer) that must be purchased from Flynn and O’Hara Uniforms. The vendor will be present at orientation to assist with sizing and orders. Students may also place orders online at

<http://www.flynnohara.com>

Students may wear a long-sleeved or short-sleeved turtleneck or crewneck shirt underneath the uniform. Shirts worn under the uniform must be plain white and contain no writing or logos. Students must wear the NJCU issued student ID over the left front pocket. Shoes must be white sneakers or other white shoes (no sandals or clogs) with no lettering or coloring. Shoes must be made of leather or similar man-made material – canvas or other cloth materials are not permitted. No sweaters or cardigans may be worn over the uniform. Only white socks or hose may be worn.

Students in maternity and surgical areas are required to wear agency-approved surgical attire provided by the agency. Students are not permitted to deviate from clinical agency requirements for surgical attire. If the student does not comply with agency requirements, the clinical agency may bar the student from entering the surgical suite and the student is at risk of clinical failure if clinical objectives cannot be met.

The uniform is to be worn during clinical and laboratory experiences except for the psychiatric, leadership, and community/population health rotations. Students in these settings may wear street clothes, in accordance with clinical agency policy. If agency policy does not specify, the NJCU uniform may be worn or a blue skirt or pants with a white shirt. Students are required to dress in a professional manner. Clothing should be clean and free of wrinkles. Pants/slacks are permitted. Skirts or dresses, if worn, must be a minimum of knee length. Ill-fitting or tight clothing is prohibited. T-shirts, sleeveless or halter tops, athletic wear and denim are prohibited. Clothing may not contain any writing or logos that may be considered unprofessional, offensive or “sending a message.”

Students should wear little or no jewelry. Unless otherwise stated in agency policies, a wedding band may be worn except in maternity, pediatric, and operating room areas. There is a risk of loss or damage if these items are brought to the clinical setting; such loss or damage is the sole responsibility of the student. Only one pair of studded earrings may be worn. No other jewelry is permitted.



Students are expected to be properly groomed. Make-up is permitted in moderation. Nails cannot exceed the length of the fingertip and rounded in shape. If polish is worn, it should be clear or of a light color and free of cracks or chips. Tips, acrylics, gels, or artificial nails are not permitted in clinical agencies. Hair must be worn off the neck and neatly styled. Men should be clean shaven or have neatly groomed facial hair. No visible body piercings are permitted. Some clinical agencies may require visible tattoos be covered and the student is expected to comply or risk course failure if the school is unable to secure a clinical site willing to permit visible tattoos.

Students are expected to come to the laboratory or clinical agency with the required equipment: wristwatch with a second hand, stethoscope, iPad, pocket notebook, penlight, scissors, and pens. Students who come to the laboratory or clinical setting improperly dressed or without the appropriate equipment will be sent home. At the discretion of the faculty, students may be permitted to change into proper attire and return or they may be sent home and the day counted as a clinical absence. Students will be required to make-up any clinical absence.

## **CLINICAL EXPERIENCES**

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Students are required to successfully complete all clinical experiences in required coursework. Clinical experiences are arranged by the faculty, with clinical agencies with whom NJCU has a current contract.

Students are expected to complete all agency orientation requirements prior to entry into the agency. These documents will be provided to the student.

### ***Compliance with HIPAA***

Students are personally accountable to always maintain patient confidentiality. 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. 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) during 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 or photograph/record any part of the patient’s medical record (including tests) 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](http://www.hhs.gov/ocr/privacy)

## ***Clinical Conduct and Performance***

### **Clinical Evaluation**

Clinical performance is evaluated during each clinical nursing course by course faculty and clinical professors. Clinical evaluation tools are designed to address specific course expectations and objectives. Typical clinical expectations include, but are not limited to:

- Safe, effective, ethical performance of nursing interventions.
- Problem solving.
- Use of appropriate judgment.
- Appropriate communication and interaction with others.
- The ability to apply knowledge.

### **Professional Behavior and Language in the Clinical Setting**

Nursing students are expected to respect the rights of others regardless of their race, religion, nationality, sex, age, sexual orientation, physical condition, or mental state, in both laboratory and clinical settings. Students are expected to:

- Adhere to established laboratory and clinical deadlines.
- Have no unexplained laboratory and clinical absences, either at arrival or while in the clinical setting.
- Exhibit promptness when attending classroom, laboratory, and clinical experiences.
- Remain for the entire laboratory clinical learning experience, unless excused.
- Adhere to policies and procedures related to the assigned clinical agency.
- Promptly and properly identify oneself and role during clinical experiences.
- Adhere to the uniform and dress policies found in the BSN student policies/procedures manual.

### **Unprofessional Conduct and/or Professional Misconduct**

Nursing students are expected to act in a manner consistent with the ANA Code of Ethics, University and Nursing Department policies. Failure to comply may result in action by nursing administrators and/or faculty including, in appropriate cases, dismissal from the nursing program. Examples include, but are not limited to:

- Negligence in patient care.
- Unprofessional behavior either at the laboratory or at the clinical agency.
- Substantiated act or acts of patient abuse, either physical or verbal.
- Unsatisfactory performance as judged by the clinical supervisor or course faculty.
- Neglect of duty with actual cause or potential to cause patient harm.
- Fraudulent or egregious acts.
- Demonstrated and/or documented incompetence.
- Personal conduct which adversely effects the work environment and/or the supervisor's ability to perform his/her responsibilities.
- Exhibiting aggressive or intimidating behavior (e.g., profanities, threats, loud talking, rudeness, verbal coercion) toward or in the presence of faculty, staff, peers, patients/clients, or agency personnel.

### ***Clinical Probation, Failure, and Dismissal***

A student who demonstrates unprofessional conduct and/or professional misconduct will be notified by the faculty member of such behavior. The faculty member will counsel the student, document the occurrence of the behaviors in writing, and place the documentation in the student's file. The student must respond in writing within 48 hours to the faculty member's findings and/or submit written documentation relevant to the behavior. Depending on the nature of the behavior, the faculty member, in consultation with the Chair and/or Program Coordinator, may place the student on clinical probation.

#### **Clinical Probation**

Clinical probation is based on the performance of the student in relationship to course objectives and expected behaviors and attitudes that are consistent with those of a professional nurse. In addition, to persistent behavior or behaviors related to unprofessional conduct (see above), the student enrolled in a clinical nursing course may be placed on clinical probation for one or more of the following:

- Initiating clinical experiences without a contract/letter of approval.
- Initiating interventions or actions without appropriate supervision or approval of the faculty/supervisor.
- Two episodes of lateness
- Consistent difficulties in applying theory to the clinical setting.
- Inconsistent preparation for the clinical experience, participation in pre- or post-conference, completing clinical assignments or journals.

The faculty member will notify the Chair and/or Program Coordinator of student any behavior as stated above. In collaboration with clinical faculty, a Student Warning form will be provided, and a copy placed in the student's department file. The Student Warning shall include a written plan for remediation with expectations and consequences for failing to meet the plan.

The student is expected to complete the requirements of the probation by the end of the course. If the student demonstrates satisfactory progress in improving performance and meets the course objectives, the probationary status will be removed at the end of the course. Failure to meet the requirements of the probation will result in clinical failure.

#### **Clinical Failure**

Clinical failure is based on the unsatisfactory performance of the student in relationship to the course objectives, expected behaviors, and attitudes that are consistent with those of a professional nurse. A student enrolled in a clinical nursing course may receive a clinical failure and/or dismissal from the nursing program for one or more of the following:

- Failure to demonstrate satisfactory progress after being placed on clinical probation.
- Recurring absenteeism or tardiness in the clinical setting.
- Recurring failure to follow clinical course policies, policies of the clinical agency, or recommendations of the faculty/supervisor.
- Acts of dishonesty.

- Repeated lack of preparation for the clinical setting.
- Demonstrating behaviors that, in the judgment of the faculty, constitute unsafe or potentially unsafe practice.
- Demonstrating practices that are inconsistent with professional nursing standards or codes of ethics.
- Evidence of impairment that has the potential to jeopardize the safety of patients, clinical staff, classmates, or colleagues.
- Students absent for three or more clinical experiences.
- Unsatisfactory final clinical evaluation.

### ***Scheduling of Clinical Experiences***

The Nursing Department tries to use clinical agencies that allow students to care for diverse clients in a variety of settings. Clinical agencies may not be in the immediate geographical vicinity of New Jersey City University.

To provide students with optimum clinical learning experiences, clinical rotations may take place at sites that require as much as 60 minutes driving time from the main campus or Fort Monmouth, depending upon the location of course. Transportation to all experiences is the responsibility of the student who is also responsible for all parking fees. If a student does not drive, he or she must arrange to carpool with students who have a car or use public transportation.

Clinical courses are only scheduled with clinical agencies with which the University maintains a contract and an educational affiliation for the provision of clinical learning experiences. Clinical courses are scheduled during the day, evenings, or on weekends depending on faculty and clinical agency availability. A particular day or time for clinical experiences cannot be guaranteed. Students may not select clinical agencies or faculty of their choosing.

Students are expected to arrive at the clinical setting on time, dressed in the required uniform, with the required equipment as noted above. Students are also expected to be prepared to provide care to a diverse group of clients and to participate actively in clinical conferences. Students who are inadequately prepared will be sent home and the day will be a clinical absence.

### ***Makeup of Missed Clinical Experiences (ABSN & Non-ABSN Policy)***

Students are expected to attend ***all*** laboratory and experiences, and all missed clinical days ***are required to be made up***.

Make up clinical time will be scheduled by the Program Coordinator and/or course faculty and may occur during the final weeks of school or during a scheduled break. Makeup time may be scheduled day, evening, or weekend hours. Makeup dates are subject to the availability of clinical instructors and clinical agency availability and may take place in a clinical agency other

than the one to which the student has been assigned. Agency orientation **DOES NOT** count toward clinical hours to be made up.

Students are not able to negotiate clinical sites, faculty, or scheduled dates for makeup.

**Makeup dates are not guaranteed before the end of the semester.** Students are required to be available for the makeup time when scheduled. Students will be notified in writing when makeup dates are scheduled. Notification will occur with as much advance notice as possible however, students may have as little as five days' notice. **If a student indicates he/she cannot attend assigned clinical makeup time or fails to attend the entire scheduled time, the student will fail the course.** Students who have clinical days to make up at the end of the semester will receive an Incomplete grade for the course and cannot progress until clinical make up time has been completed and a final grade is issued. The student will not be permitted to proceed to the next semester's coursework until these requirements are met. Please note that students are not permitted to enter clinical sites without faculty supervision.

## **BLOODBORNE PATHOGEN EXPOSURE**

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### *Exposure to a bloodborne pathogen:*

A Healthcare Provider can be exposed to potentially infectious blood, tissues, secretion, other body fluids, contaminated supplies, devices, equipment, environmental surfaces, or air in healthcare settings (CDC, 2019). Much of occupational exposures include percutaneous injections such as needle sticks, mucous membranes, or non-intact skin, contact via splashes or spray and inhalation of aerosols (CDC, 2019).

If a student is exposed to a bloodborne pathogen, the following policy is to be implemented:

1. Immediately wash the exposed area with soap and water for at least 20 seconds.
2. Report the exposure to your instructor.
3. The student and instructor will report the exposure to the clinical agency.
4. The student is expected to comply with clinical agency policy regarding exposure to bloodborne pathogens.
  - a. The student and instructor will complete the appropriate occurrence form utilized by the clinical agency.
  - b. The clinical agency will contact the source patient (if known), explain the clinical agency policy related to exposure to a bloodborne pathogen, and notify the patient's healthcare provider.
5. The student needs to be screened by a healthcare provider.
  - a. If clinical agency policy provides for initial screening of students, the student may be screened by Occupational Health Services or Emergency Department of the clinical agency.
  - b. If the clinical agency does not provide for initial screening, the student may elect to be screened by one's own healthcare provider, Emergency Department, or county health department.
6. The student may access additional information from the Centers for Disease Control (CDC) National Clinicians Post-Exposure hotline.

- a. 1-888-HIV-4911 – available 24 Hours/Day  
*“The PEpline provides around-the-clock expert guidance in managing healthcare worker exposures to HIV and hepatitis B and C. Callers receive immediate post-exposure prophylaxis recommendations”* (CDC, 2011).
  - b. *Additional information is available at*  
<https://www.cdc.gov/hiv/risk/pep/index.html>
7. The exposure needs to be reported using the NJCU Occurrence Report and reported directly to the Department Chair as soon as possible but not more than 24h following the incident.
  8. The Chair will report the issue and provide the necessary documentation to the Health and Wellness Center and Public Safety Department, in accordance with NJCU Policies.
  9. All information related to the student’s screening and follow-up will be kept confidential in accordance with FERPA and HIPAA regulations.
  10. All costs associated with screening and follow-up not provided by the clinical agency will be the student’s responsibility.

Reference:

Centers for Disease Control and Prevention (2018). *Updated United States public health services guidelines for the management of occupational exposure to HIV and recommendation for post-exposure prophylaxis*. Retrieved August 30, 2021, <http://www.stacks.cdc.gov/view./cdc/20711>

## **SHARED GOVERNANCE**

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The Nursing Department values student feedback, with the intent toward continuous quality improvement. Students can 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 by faculty to solicit student feedback. Students may be invited to attend curriculum 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.

## **EMPLOYMENT OF ABSN & Non-ABSN STUDENTS**

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The decision to work while enrolled in the ABSN & Non-ABSN program is highly individualized. The ABSN & Non-ABSN program is rigorous, and students may find it challenging to balance work, school and personal life. We encourage students to limit outside employment to greatest extent possible to allow for time to dedicate to your academic success.

## **GRADUATION**

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Students are eligible to graduate if they have satisfactorily completed all required nursing courses and maintained a cumulative GPA of 2.5. RN-BSN students require a minimum of a

total of 120 credits, 33 core nursing courses, 34 NJCU credits if the RN-BSN student has a previous bachelor's degree, to be eligible for graduation. As second-degree students, the ABSN & Non-ABSN requires 64 credits to be eligible for graduation. Students who anticipate graduating must complete the "Intent to Graduate" form available in the Registrar's Office, Registrar's website or through the student's Gothic Net portal. Contact the Registrar's office for further information.

NJCU Commencement is held each May and graduates are expected to attend. In the spring semester, students/graduates will be provided information related to date, time, location and procurement of cap and gown.

### **SIGMA THETA TAU**

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Sigma Theta Tau is the International Honor Society of Nursing (Sigma). The NJCU chapter is Kappa Eta. Membership includes graduate and undergraduate nursing students, alumni, faculty, and community nursing leaders.

The purposes of Sigma Theta Tau are to:

1. recognize superior achievement
2. recognize the development of leadership qualities
3. foster high professional standards
4. strengthen commitment to the ideals and purposes of the profession

Students who have completed one-half of the nursing components are invited to join the organization if they have met the following criteria: ABSN & Non-ABSN students are invited after completion of the second semester and RN-BSN students after completion of Population Health NURS 475.

1. completion of half of nursing coursework
2. rank in upper 35% of class
3. minimum cumulative GPA of 3.0 on a 4.0 scale
4. adherence to expectations of academic integrity

### **NURSING ADVISORY BOARD**

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#### **Purpose**

The Nursing Advisory Board of New Jersey City University is to serve in an advisory capacity to the Dean of the College of Professional Studies and Nursing Department.

#### **Membership**

Members are appointed by the President of the University in collaboration with the Dean, College of Professional Studies and Chair, Nursing Department. Members shall represent regional communities of interest, including regional clinical health care providers, community colleges, graduates, and community members. The Nursing Advisory Board shall consist of 8-15

members, with the Chair of the Nursing Department serving as chair of the board. Terms shall be for a two-year period and can be renewed for additional two-year terms.

### **Meetings**

The Advisory Board shall meet once to twice/year on the NJCU Main campus.

### **Major Goals of the Advisory Board**

1. Support the mission, vision and strategic plan of the University and Nursing Department.
2. Enhance relationships with regional constituents.
3. Keep the program informed of present and evolving health-care trends that have the potential to impact nursing education and affect the nursing workforce.
4. Advocate for the NJCU Nursing Department in the community.
5. Offer recommendations to enhance the curriculum.

### **ABS N & Non-ABS N SPECIFIC POLICIES (RN-BSN students refer to RN-BSN Specific Policies)**

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#### ***Description***

##### **Accelerated 12 Month Program (3 Semesters)**

The accelerated BSN is a 12-month, 64-credit cohort-based program for individuals who hold a bachelor's degree in another field. At the conclusion of the program, graduates will receive a bachelor's degree in Nursing (BSN) and will be eligible to sit for the Registered Nurse licensing exam (NCLEX-RN).

##### **Non-Accelerated Nursing Program 27 Month Program (5 Semesters)**

The Non-Accelerated BSN is a cohort-based 27-month, 64 credit program with 12 – 14 credits per semester for individuals who hold a bachelor's degree in another field. The curriculum, which is identical to the one in the ABS N & Non-ABS N, incorporates classroom and practice-based experiences that best optimize student learning. Upon completion of the program, a BSN is awarded, and the applicant is eligible to sit for NCLEX-RN and subsequent licensure.

#### ***ABS N and Non-ABS N Admission Requirements***

- General NJCU admission criteria (Application for admission, Official copy of SAT I or ACT scores, Letters of recommendation, Personal Essay)
- WES or ECE transcript evaluation for foreign graduates
- Grades of C or better in previous courses for transfer credit
  - BA or BS degree
  - GPA of 3.0 preferred
  - HESI Entrance Examination
  - Completion of five required prerequisites (Anatomy and Physiology with Lab I and II, Microbiology with lab, Statistics, Developmental Psychology)
  - Official transcripts from each college or university attended
  - Two letters of reference (no family/friends)
  - CV/resume



- Goal statement
- Personal interview, if required

***ABSN and Non-ABSN Curriculum***

Course descriptions are in the NJCU undergraduate catalog

<https://catalog.njcu.edu/undergraduate/professional-studies/nursing/#coursestext>

Course	Course Title	Credits
NURS 310	Contemporary Professional Practice for the Baccalaureate Nurse	3
NURS 301	Pathophysiology	3
NURS 302	Pharmacology in Nursing Practice	3
NURS 303	Nursing Informatics and Technology for Quality Patient Care	3
NURS 304	Health Assessment Across the Lifespan	4
NURS 305	Fundamentals of Nursing Practice	6
NURS 325	Culture and Diversity in Nursing Practice	3
NURS 400	Adult Health and Illness I	6
NURS 401	Nursing Care of Childbearing Women and Newborns	3
NURS 403	Nursing Care of Infants, Children and Adolescents	3
NURS 404	Concepts in Gerontological Nursing Practice	2
NURS 408	Adult Health and Illness II: Complex Care	7
NURS 410	Nursing Care of Patients with Behavioral Health Issues	3
NURS 416	Senior Capstone for entry level Nursing Practice	2
NURS 425	Quality and Safety	3
NURS 440	Nursing Leadership and Management in Nursing Practice	4
NURS 460	Nursing Research and Evidenced Based Practice	3
NURS 470	Nursing Care of Populations in the Community	3
Total Credits in Major Specialization		64

***ABSN and Non-ABSN Class Officers***

Class officers will be nominated and elected by the study body for each individual cohort.

The four class officer titles are as follows:

- President
- Vice- President
- Treasurer

- Secretary

It is the expectation that officers elected act as a liaison between the faculty, class, and university. Communication and planning regarding community service opportunities/ projects, fundraising, and planning and organization of the Pinning ceremony will be facilitated by the class officers in conjunction with ABSN & Non-ABSN Program Coordinator.

It is the expectation the class officers will serve as role models to their peers, exemplifying the role of the student nurse, both in and outside of the classroom setting.

### ***ABSN and Non-ABSN Progression and Remediation***

An ABSN & Non-ABSN student who fails one course will not be able to progress to the next semester. A minimum cumulative GPA of 2.5 must be maintained. The minimum passing grade for courses is 75. This requirement exists as coursework builds on learning from previous semesters. A student who fails one course may be eligible to return, as outlined under Students Seeking Re-Admission.

### ***Clinical Competency***

Students are required to demonstrate competency in the clinical setting as well as the classroom. For courses with a clinical component, students must pass the clinical component of the course as well as the lecture component of the course to receive a passing grade. Students will be provided feedback from their clinical instructors weekly, at the mid-term of the clinical course and a final clinical evaluation. Students who fail the clinical component of the course will automatically receive an “F” for the entire course regardless of lecture grade.

Faculty evaluation of skills competency will be conducted in all clinical courses. Students who fail a skills evaluation will be provided an opportunity to remediate prior to retesting. Students may elect to waive the right to remediation, and this will be documented in the student’s file.

***The Nursing Department strongly recommends that all students complete remediation prior to retesting.***

Retesting will be conducted by clinical faculty not involved in the first skills evaluation. Students who fail the second attempt with or without remediation will receive a clinical failure and a failing grade for the course. Failure to show up for retesting (“no show”) will count as a second failed attempt. Faculty performing the retest will be determined by the Program Coordinator, and/ or Department Chair.

Students are required to comply with attendance and lateness policies regarding remediation and re-testing.

### ***Medication Calculation Testing***

At the beginning of select courses with a clinical component (NURS 305, NURS 400, NURS 402, NURS 408) students will be required to take a medication calculation exam. A grade of 85% or better is required to pass the examination. Students who do not achieve the minimum score on

the first attempt will be allowed two additional opportunities to take the test. Opportunities for remediation will be provided prior to the second and third attempts. *Failure on all three attempts will result in dismissal from the program and the student will be ineligible to reapply to the program.*

### ***Dismissal from the ABSN and Non-ABSN Program***

Students will be dismissed from the ABSN & Non-ABSN program for any of the following reasons:

- Students with two or more clinical failures.
- Students who receive grades of “F” in two or more nursing courses.
- Students who remain on academic probation for two semesters.
- Student with laboratory confirmed positive drug/alcohol test.

### ***Requirements for Students Seeking Re-Admission to the ABSN and Non-ABSN***

Students who wish to seek re-admission may request to do so for the next academic year. Students who request re-admission beyond one year from withdrawal must reapply to the program, with no guarantee of acceptance.

Students eligible for Re-Admission:

- Student who withdrew in good academic standing.
- Student with one “F” grade seeking to repeat the failed course.
- Student who has documented evidence of successful drug/alcohol rehabilitation.

Students seeking re-admission to the program must notify the Department Chair in writing 4 months prior to the semester the student wishes to re-enroll. Students who fail to do so may not be eligible to return. Students seeking re-admission to the program will be enrolled in the same location (Jersey City or Fort Monmouth).

Students repeating coursework are required to repeat all components of the course (ex. Clinical and didactic) without exception. Students who are readmitted must provide updated health information (including outstanding immunizations, titers and PPD >1 year old), updated malpractice insurance, updated personal health insurance, current AHA CPR certification, and a new Adam Safeguard criminal background check no less than 8 weeks prior to the start of the semester.

### ***ABSN and Non-ABSN Graduation Requirements***

- Cumulative GPA of 2.5
- 64 credits required to be eligible for graduation
- Satisfactory completion of all required nursing courses

### ***Pinning Ceremony***

A Pinning Ceremony will be held at the conclusion of the academic year for each cohort to celebrate the end of the academic journey and attainment of a BSN. It is a time-honored nursing tradition that graduates receive a pin specific to their academic program. The nursing

pin represents successful completion of the Program at New Jersey City University. The event includes an award ceremony at which selected students will be recognized for their outstanding achievements. Graduates and their families are encouraged to attend and celebrate the graduates' accomplishments.

### ***Awards***

The Nursing Department will award ABSN and Non-ABSN graduates who have demonstrated significant achievement and excellence. Full time faculty will nominate award candidates who will be voted on by all members of the Nursing Department. Awards will be presented at the Pinning Ceremony.

#### **Clinical Excellence Award**

This award is given annually to a student whom the faculty has selected and who has met the following criteria: documented evidence of clinical judgment and caring and demonstrated initiative and leadership in the clinical setting. The recipient must also demonstrate respect and empathy for others, enthusiasm, and intellectual curiosity, is creative in the delivery of care, and is perceived as articulate, conscientious, and patient.

#### **Outstanding Leadership Award**

The Faculty Recognition for Outstanding Leadership is awarded to a student who has been identified by faculty as an outstanding class leader by demonstrating leadership among students which fostered closer student relationships with the Nursing Department and/or across the campus and displayed efforts that enhanced student faculty relationships.

#### **Nursing Peer Award**

This award is given to a student whom the graduating class has selected by one's peers and who has met the following criteria: demonstrated outstanding class and clinical preparation, communicates well with other students and faculty, assisted other students during difficult times, and collaborated in a positive and productive manner with patients, peers, and faculty.

#### **Academic Excellence Award**

The Nursing Department will present an Academic Excellence Award to the graduating senior(s) to recognize excellence in nursing academics. The Award will be made to the graduating senior(s) who, in the opinion of the faculty, has/have demonstrated academic integrity throughout the program and have demonstrated excellence in academic achievement, as demonstrated by cumulative GPA in all nursing courses.

## **RN-BSN SPECIFIC POLICIES**

### ***Description***

The RN to BSN program is designed to guide and mentor those nurses with an associate degree, a Diploma in Nursing or Foreign educated nurses to attain their BSN within a timely fashion. NJCU faculty guide nurses to develop an individual curriculum plan that is appropriate for each

student's individual preference. Nurses with Bachelor of Science in Nursing (BSN) degrees are well-prepared to meet the demands placed on today's nurse. BSN nurses are prized for their skills in critical thinking, leadership, patient centered care, and health promotion, and for their ability to practice across a variety of inpatient and outpatient settings.

The NJCU RN to BSN Baccalaureate Nursing Program encompass all the course work taught in associate degree and diploma programs plus a more in-depth focus of the physical and social sciences, nursing research, quality and safety, population health, nursing leadership and management, and the humanities.

### ***Articulation Agreements and Dual Admission Programs***

The RN to BSN program has experienced growth over the past five years with the inception of multiple Dual Admission Programs and Articulation Agreements with our partner Associate Degree Colleges: Brookdale Community College, Essex County College, Hudson County College and Mercer County College, Middlesex College, Ocean County College and Passaic County Community College. These agreements provide for a seamless academic progression for those students graduating from partnered associate degree programs.

### ***Admission Guidelines***

University students will not be denied access to the University facilities because of race, sex, religion, sexual orientation, creed, color, or national origin. Admission to the RN-BSN program is restricted to nurses who are graduates of diploma, associate degree programs or out of country nurses who are licensed in their country of origin, all the following are eligible to sit for the NCLEX exam. All students are required to obtain a current Registered Nurse license in the State of New Jersey prior to taking clinical courses – ex. Population-Based Healthcare in Nursing NURS 475 or Nursing Leadership and Management NURS 440.

Nurses applying for admission must submit an official transcript(s) of their nursing school record and/or any other colleges to NJCU University Admissions for evaluation. Transfer credits are determined upon evaluation of records by the Transfer Resource Center, not the Nursing Department. Transcripts sent after acceptance into the program as may not be accepted, in accordance with university policy. Internationally educated students are required to have their transcripts evaluated by an acceptable accreditation agency i.e., World Education Services and Education Credential Service and forward to the University Admissions Department.

Students may choose part-time or full-time status, depending upon the status determined upon admission to the college. A full-time student may opt to take a part-time number of credits (11 or less). A part-time student must apply for a change of status in the University Advisement Center to register for full-time course load (12-17 credits). It is important to make this change from part-time to full-time in order to register for courses on time (please refer to Gothic Net <https://gothicnet.njcu.edu>).

If a student is not registered for two semesters or takes off-campus course(s), the student must reapply to the University through the Undergraduate Admissions office (Please refer to the

NJCU Undergraduate Catalog). Students are required to meet current university requirements for Health and Wellness and have no outstanding balance before registration can occur.

### ***Progression***

For RN completion courses, the student must achieve a minimum grade of 75 and maintain a 2.5 GPA.

### ***Advisement***

RN-BSN students are required to seek advisement, most RN-BSN Nursing courses have a block, hence the student must see an advisor to register for any nursing course. The RN-BSN coordinator and faculty teaching in the RN-BSN program provide academic advisement to RN-BSN students throughout the academic year. In most cases, students in Jersey City meet with their assigned advisors in Jersey City and students at the Fort Monmouth location meet with their assigned advisors at this location.

### ***English and Math Requirements***

The university requires students to complete 6-7 credits in the Tier I English and Math requirements and 3 credits in Tier II English. Nursing students are required to meet the same expectation and if this coursework was not completed in the student's prior education, the student will be required to complete prior to registering for nursing courses. Courses labeled as developmental or academic foundations courses do not meet this requirement. The Undergraduate Catalog contains information specific to ENG 101, 102 and Math requirements.

English courses taken in a foreign country will be evaluated by the transcript evaluation office. The student may receive credit in the elective area for an English course taken in a foreign country. Students must take either English Composition I and II or pass an English Composition CLEP examination.

Tier I & II English courses, if not previously satisfied, should be completed as one of the first courses since English is a pre-requisite to NURS 310 Contemporary Professional Practice of the Baccalaureate Nurse and Math is a prerequisite for Statistics.

### ***RN-BSN Curriculum (course descriptions are in the NJCU Undergraduate Catalog)***

<b>Course</b>	<b>Course Title</b>	<b>Credits</b>
MATH 112	Intermediate Algebra	3
ENGL 101	English Composition I	4
ENGL 102	English Composition II	4
BIOL 236	Principles of Anatomy and Physiology I	4
BIOL 237	Principles of Anatomy and Physiology II	4

BIOL 303	Microbiology	4
PSYC 110	Introduction to Psychology	3
SOCI 121	Sociology of the Family	3
PSYC 230	Statistics for the Social Sciences	3
PSYC 150	Developmental Psychology: Birth through Adolescence	3
PSYC 152	Developmental Psychology: Adolescence to Adulthood	3
<b>Core Nursing Courses 33 cr.</b>		
NURS 303	Nursing Informatics and Technology for Quality Patient Care	3
NURS 310	Contemporary Professional Practice for the Baccalaureate Nurse	3
NURS 351	Health Assessment for the Professional Nurse	3
NURS 325	Culture and Diversity in Nursing Practice	3
NURS 475	Population-Based Health Care	5
NURS 460	Nursing Research and Evidence Based Practice	3
NURS 440	Leadership and Management in Nursing Practice	4
NURS 425	Quality and Safety	3
<i>Two Nursing Electives will be required (6 Credits) as part of the 33-core cr.</i>		
NURS 301	Pathophysiology	3
NURS 320	Integrative Health: Complementary and Alternative Healing in Nursing Practice	3
NURS 326	Biopsychosocial Aspects of Women's Healthcare Disparities	3
NURS 375	Perspectives in Global Health: Health Care Implications	3
NURS 376	History of Nursing Practice	3
LANG 130	Spanish for Health Professionals	3

**Additional Considerations:**

1. The student must have a valid nursing license to practice in the state of NJ and have completed all requirements on the Castle Branch before entering NURS 475 Population Healthcare in Nursing and NURS 440 Nursing Leadership and Management.
2. Completing a course in Human Growth and Development satisfies the (6) credit Developmental Psychology requirement, (NJCU: PSYC 150 & PSYC 152) considering the student has completed 120 credits for graduation.
3. Statistics for the Social Sciences PSYC 230 must be completed as a prerequisite or corequisite with NURS 460 Nursing Research and Evidence Based Practice.

Statistics I, MATH 140 will be accepted as the Statistics requirement as a secondary choice if PSYC 230 is not available.

4. Please refer to the articulation agreements with the Community Colleges for specific transfer total credits and electives.

### ***Request for Course Waiver***

Waivers for Courses Taken at Other College/University Campuses

A NJCU student must obtain permission in writing prior to registering for a course at another college to assure transfer acceptance, entitled “Application for Waiver of Major Course Requirements”. Your advisor and program chair must sign this form. The acceptance of the transfer credit also depends upon the grade received by the student. No grade lower than a “C” will be accepted. “Application for Waiver of Major Course Requirements” forms are available in the Nursing Department.

### ***Waiver of a General Studies Requirement***

A NJCU student who wishes to substitute a non-general studies NJCU course for a general studies requirement must see a nursing advisor and submit a Waiver with the advisor’s signature to the Dean of Arts and Sciences, to request the Dean’s approval. Upon signature, the forms will be forwarded to the University Transfer Resource Center.

### ***RN-BSN Clinical Experiences***

Nursing Leadership (NURS 440) and Population Health (NURS 475) have clinical experiences along with classroom instruction. Population Health clinicals are held on Tuesdays between 8am and 12 noon. See dress policy below.

### ***Dress Policy for RN-BSN Clinical Experiences***

Blue pants or a skirt (minimum knee-length) and a plain white shirt are to be worn during RN-BSN clinical experiences. Students are required to dress in a professional manner. Clothing should be clean and free of wrinkles. Ill-fitting or tight clothing is prohibited. Black or Blue shoes are required, no sneakers or sandals. T-shirts, sleeveless or halter tops, athletic wear and denim are prohibited. Clothing may not contain any writing or logos that may be considered unprofessional, offensive or “sending a message.” A name tag is required. Blue pants or a skirt with a white blouse or shirt are required, no sandals or clogs.

### ***Graduation Requirements for RN-BSN students***

The RN-BSN student must have a cumulative GPA of 2.5, a minimum of 120 credits, and satisfactory completion of all required nursing core courses (33cr.) to be eligible for graduation.

### ***Senior Celebration***

Each year senior RN-BSN Students will be recognized for their academic achievements in an annual ceremony. The ceremony is held each spring, and students are welcome to invite family and friends.



## **Awards**

In recognition of student achievements, several awards are presented each year at the Senior Celebration.

### **Senior Celebration Awards**

- 1. Nursing Excellence Award**
- 2. Leadership Award**
- 3. Perseverance Award**
- 4. Faculty Recognition Award**

### **Nursing Excellence Award**

The Nursing Excellence award as identified by Nursing faculty is in recognition of student/students who demonstrate behaviors and competencies that include accountability and responsibility, being a role model, providing evidence of safe and client-centered care. In addition, the student reflects the essence of professionalism in interactions with clients, faculty, and colleagues. These student/students demonstrate the highest levels of competency in the practice and art of nursing demonstrating a strong dedication to Nursing, exhibit advocacy skills and participate in the activities above and beyond.

### **Global Health Award (Suspended at the present 2021)**

The Global Health Award as identified by Nursing faculty is given in recognition to student/students for their vision of improving and promoting the health and human welfare of diverse clients/communities or through a world Humanitarian Trip.

### **Leadership Award**

The Nursing Leadership award as identified by Nursing Faculty is given in recognition to the student who presents with competencies that reflect strong potential for leadership through the qualities of acting as a change agent in interactions with diverse clients and communities, colleagues (affiliating agencies), fellow students, faculty, and staff. This is usually evident in clinical experiences, leadership assignments, participation in department committees, or department/university sponsored activities.

***Perseverance Award***

This award as identified by Nursing faculty recognizes a student(s) who perseveres with personal/academic challenges in mastering the accomplishment of the RN-BSN program.

***Faculty Recognition Award***

Students who are eligible for this award must: show a strong dedication to Nursing, demonstrate growth over the time spent in the program, exhibit advocacy skills, and participate in the activities above and beyond the course requirements (a student who goes the “extra mile”).