



NJCU Nursing Undergraduate Student Handbook

Revised 2021

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WELCOME FROM THE DEPARTMENT CHAIR

On behalf of the faculty of the Nursing Department, welcome to the BSN program at New Jersey City University. You are embarking on the challenge and opportunity of a lifetime. Nursing is a career that has a multitude of opportunities at the bedside, in industry, school nursing, research and development, pharmaceutical sales, home health, hospice care, case

and greater job satisfaction among RNs. Nurse executives, federal agencies, the military, leading nursing organizations, health care foundations, magnet hospitals, and minority nurse advocacy groups all recognize the unique value that baccalaureate-prepared nurses bring to the practice setting and their contribution to quality nursing care.

Welcome New Jersey City University welcome

Joyce Wright PhD, RN, CNE
Associate Professor
Chairperson, Nursing Department

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 the culture, beliefs, and needs of the community. The Nursing Department believes the baccalaureate level to be the essential educational preparation for professional nursing practice.

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 believe the goal of the educational process is fourfold, to:

- help a highly diverse student body become liberally educated professionals
- afford students an opportunity to explore and develop a personal philosophy of nursing that is built upon a sound theoretical foundation and incorporates practice elements.
- 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 the world and facilitating the achievement of 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.

BSN PROGRAM OUTCOMES*

The end of program outcomes incorporates *The Essentials of Baccalaureate Education for Professional Nursing Practice* (American Association of Colleges of Nursing [AACN], 2021) and recommended by several national think tanks related to Nursing and Health Professions education including the Institute of Medicine (IOM), *The Future of Nursing: 2020-2030* and the *Quality and Safety Education of Nurses (QSEN)*. Further, these outcomes support accreditation regulations as well as support [New Jersey City University-Wide Learning Goals](#).

Graduates of the BSN program of New Jersey City University will be able to:

1. Implement quality population-focused care in the protection, promotion, and optimization of the health of individuals, families, and communities across the lifespan. (Essentials VII, IX) (QSEN PCC) (NJCU 1-6)
2. Integrate current evidence and sound clinical reasoning into patient-centered nursing practice (Essentials III, VII, IX) (QSEN EBP, PCC, S) (NJCU -2, 5)
3. Collaborate with inter-professional healthcare teams in the planning, coordination, and provision of high-quality care (Essential VI). (QSEN T&C) (NJCU 1, 2, 4 & 6)
4. Demonstrate culturally congruent nursing care that reflects the worth, dignity, and uniqueness of individuals and groups (Essential VII). (QSEN PCC) (NJCU 1, 2, 4)
5. Incorporate technology and information management to promote safe patient care (Essential

withdrawal and refunds within the nursing program. Deadlines for refund and withdrawal are published in the Academic Calendar. You may reach the Registrar at 201-200-3333 or <https://www.njcu.edu/registrar/>.

SCHOOL CLOSURES PLANNED AND EMERGENCY CLOSURES

The [NJCU Academic calendar](#) provides a list of scheduled school closings.

Counseling Center
Health and Wellness Center
Office of International Students
Office of Specialized Services
The HUB Writing Center

More information can be found at

<https://www.njcu.edu/academics/respirces/servoos/centralized-tutoring-academic-support-services>

STUDENTS WITH DISABILITIES

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). Unless the student is notified by OSS that no reasonable accommodation(s) are required and notify course faculty of the accommodations required. This must be completed for each semester AND each course the student is enrolled in to ensure continuance of accommodations.

Students with disabilities should contact OSS at 201-200-2091 as soon the student is accepted. Students will not be provided any accommodation in the classroom, laboratory, or clinical setting without written 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>

STUDENT FILES

The Nursing Department maintains a file of each active student, separate from the University record. The student department file may contain information related to advisement, grade changes, waiver requests, transcript/s from outside institutions, transfer evaluation, faculty-student meetings, letters to the student, licensure and/or health requirements, academic integrity violations, and disciplinary action. Records of inactive, graduated or dismissed students will be archived and retained for a period of four years.

STUDENT RIGHTS & RESPONSIBILITIES

1. Students have the right to receive information on the course syllabus related to course objectives, expectations of students, grading criteria for the course, and guidelines for assignments.
2. Students have the right to practice clinical skills and receive feedback and suggestions for improvement prior to a graded evaluation.
3. Students have the right to receive timely feedback related to class and clinical experiences, as well as guidance and suggestions to enhance learning.

ACADEMIC INTEGRITY

Nursing, as a profession, is in the public trust. The faculty of the Nursing Department believe ethical behavior is expected in all situations. Students are expected to demonstrate ethical behavior and moral courage in the classroom, clinical 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. Lying about or failing to report issues are considered equivalent in their violation of the principles of academic integrity.

The faculty expect all students to be held to the same standards. 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 Undergraduate Catalog. However, because of the nature of the profession and the public trust in nursing and the high standards for Nursing 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

Impeding progress of another

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 NJCU nursing administrators and/or faculty including, in appropriate cases, dismissal from the nursing program.

ACADEMIC GRADING AND REQUIREMENTS

A C i the minimum acceptable grade in an nursing course. Students who receive a grade below a C in an nursing course will be re-evaluated each semester. A C grade may be repeated in accordance with track specific requirements.

Students are responsible for monitoring their own performance and progress through the program. Students must consult with the instructor and academic advisor if unusual issues/situations exist which may affect academic or clinical performance. *Students are expected to be ac*

Credit and Time Equivalency

Theory courses: 1 credit = 50 minutes of instruction + 100 minutes of prep time
Clinical/Laboratory: 1 credit = 30 Hours of Clinical Time

ELECTRONIC DEVICE USE

Student use of cell phones/smart phones in the classroom, laboratory or clinical setting is strictly prohibited. No 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. Students who violate this expectation will be subject to disciplinary action.

SOCIAL 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 opinion as that of the NJCU 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

ATTENDANCE

Attendance will be monitored and reported to the University in accordance with Federal Financial Aid regulations. Students who do not meet attendance requirements may jeopardize future federal financial aid. Please consult the Financial Aid Office for questions or concerns related to student attendance and financial aid.

Nursing education prepares students to develop professional and clinical competence and to assume professional accountability. Nursing practice is licensed, and nurses must adhere to the professional standards established by the American Nurses Association

Proof of Hepatitis B vaccination if in progress, or proof of immunity (titer)

- Students who are currently undergoing Hepatitis B immunization are required to sign a Waiver for Incomplete Hepatitis B Series and are required to complete the vaccination series as recommended by the CDC.
- Please note NJ regulation requires Hepatitis B vaccination for all full-time college students

Tdap 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 Screen as required by the clinical agency

Please note that some agencies may require additional immunizations and testing. These must be completed by the student to participate in the clinical agency. Students are not employees and may have different requirements.

“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

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

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

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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 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.
- f 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 academic 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.
- Recording Two or More Critical Incidents in the Clinical Setting

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

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 until the entire semester has been completed. Please note that students are not permitted to enter clinical sites without faculty supervision.

BLOODBORNE

- 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 from CDC"
 - 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

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

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 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 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.

den individual experience. New Jersey Bachelor of Science in Nursing BSN degree a 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

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 academic and beyond the classroom activities and demonstrate high achievement a mile