

Introduction and Welcome

The Department of Nursing Undergraduate Student Resource Guide is designed to provide you with information to policies, procedures, and resources during your undergraduate academic career. The Undergraduate Guidebook is a reference tool for informational purposes and is subject to change. The Department of Nursing reserves the right to change any provision or requirement at any time without notice to remain compliant with accreditation standards. Changes related to curriculum and/or graduation requirements will not be retroactive unless they are in the best interest of the student and can be accommodated within the graduation time frame.

Students are accountable to policies herein and are required to read this handbook and sign the Undergraduate Student Resource Guide Acknowledgement form.

Welcome Message from the Chair



Welcome to the Department of Nursing within the School of Nursing, Health, and Exercise Science at TCNJ. It is an exciting time in your intended professional role as the healthcare landscape is ever changing. As students within the BSN or RN to BSN degree programs, you can and will make vital contributions to the overall health and well-being of individual patients, communities in Mercer County and the surrounding area, and/or populations globally. Whether you find yourself in the classroom or clinical, know you will be met with many challenges. Hard work and persistence is required but there are many resources within our program and at the college to assist you in your personal and professional growth. Take advantage of them. As you progress through the academic year, on behalf of all the faculty and staff, I wish you much success in your integration of knowledge, new technical skills and clinical experiences.

If you have questions regarding the contents of this handbook, please feel free to contact your academic advisor or the department chair.

Message from the Dean



This is an exciting time in nursing – nurses are recognized not only as one of the most trusted professions in the United States but for the vital role they play in healthcare!

Some Quick Facts About Our Nursing Program:

- **Our undergraduate nursing program ranked in the top 100-66th out of 513 nationally.**
- **2nd out of 13 in New Jersey according to College Factual.**
- **Our RN to BSN program is ranked as one of the best in New Jersey coming in at number 9.**
- **Our NCLEX pass rate is 95%. Our graduate program produces nurses who are successful in certification and moving in to leadership positions shortly after graduation.**
- **Our graduates are gaining jobs with about 80% employed nine months out of school which is quite an accomplishment in a tight job market.**

Our Department of Nursing, under the capable leadership of Dr. Sharon Byrne, is committed to excellence and to offering up-to-date state of the art learning. We now have two beautiful simulations labs where undergraduate and graduate nursing students can learn in a risk-free environment. We have participated in two National League for Nursing (NLN) vSim pilot programs to integrate even more technology into our teaching.

Thanks to many generous donors including our own alums as well as foundations and corporations we continue to look for ways to afford students the opportunity to apply their classroom learning in these labs. We are committed to student education, first and foremost. Our clinical partners have helped the program grow by providing world-class clinical rotations. In turn, we have taken our RN to BSN program to our partner sites: Capital Health, Robert Wood Johnson-Hamilton, Princeton Medical Center-now Penn Med, Hunterdon Medical Center, and our graduate programs to St. Peter's Medical Center and Capital Health. These off-site programs made education accessible.

We offer traditional undergraduate baccalaureate degree in nursing, a RN to BSN, a RN to MSN or bridge program as well as graduate nursing programs with tracks in family nurse practitioner, adult health-geriatrics, school health, and a neonatal nurse practitioner program that is a partnership with Thomas Jefferson University.

Message from the Dean - Continued

Patient safety and quality care are important to us as we prepared new clinicians and clinicals for new advanced practice roles. To that end TCNJ became a QSEN (Quality Safety Education for Nurses) Institute Regional Center under the direction of Dr. Gerry Altmiller serving the northeast region of the United States. Through this center, students are given access to resources and learning tools to help them provide high-quality, safe care. They also have the opportunity to write about their experiences in our QSEN Newsletter.

I am so proud of our faculty, staff and our students. Building on the strong foundation from the past interim dean Dr. Marcia Blicharz who continues to guide students on their professional journey, we strive to be the best educational program in the nation.

We are committed to teaching/learning excellence. We will celebrate our 50th Anniversary in 2020. Our best is yet to come!



Carole Kenner, PhD, RN, FAAN, FNAP, ANEF
Carol Kuser Loser Dean/Professor

Message from the Assistant Dean



Dear Students,

As your Assistant Dean, I am honored to work closely with our exceptional Nursing faculty and staff to guide and support you throughout your educational experience in Nursing and at TCNJ. Together we are deeply committed to promoting your academic and personal development along your path to degree or program completion.

This comprehensive Handbook includes expectations and resources that are essential to achieving academic requirements and your personal goals. I urge you to become familiar with its contents and be sure to examine it first whenever you have a question or need assistance. Doing so will advance your knowledge, improve your problem-solving skills and promote personal empowerment.

Of course, we expect that some of your questions may require consultation with faculty and/or staff. For academic and career related concerns that are not entirely addressed in this document, please consult your faculty advisor, department chair and program assistant or other appropriate staff. I'm also available for academic and personal consultation.

All the best,

Antonino Scarpato, MSW

Assistant Dean, School of Nursing, Health and Exercise Science

Department of Nursing Overview

Mission Statement

The mission of the Department of Nursing is congruent with the mission of The College of New Jersey in promoting excellence, valuing diversity and providing a service to society from within a diverse community of learners. The mission of the Department of Nursing is to serve the people of New Jersey and the nation by preparing professional nurses at the baccalaureate and masters levels and by ensuring that all graduates are prepared to be successful, ethical and visionary leaders in a multicultural, technological and increasingly global world. The Department of Nursing will accomplish its mission by emphasizing caring, critical thinking, independent judgment, clinical and ethical decision-making and autonomous behaviors.

Philosophy

The philosophy of the Department of Nursing at The College of New Jersey reflects the beliefs of the faculty, provides the foundation and a direction for its programs and thereby contributes to excellence in professional nursing.

We, the faculty, espouse a philosophy that is humanistic in nature and emphasizes the uniqueness, dignity, and worth of each person. The faculty believes that each person has a dynamic, creative drive with the potential toward higher levels of self-actualization. Nursing is viewed as a human science of persons and health experiences that are mediated by professional, personal, scientific, aesthetic and ethical human-to-human care transactions.

For more information visit <https://nursing.tcnj.edu/about/>

Accreditation

The College of New Jersey Nursing Programs are fully accredited by all appropriate national, state, and specialized/professional nursing accrediting agencies. Accrediting agencies assure that programs in nursing education engage in effective educational practices in the preparation of nurses. A determination of accreditation by an accrediting agency is an indication of confidence in the educational institution to offer a program of quality, deserving of public approbation. (NOTE: Universities and colleges in the United States must hold appropriate regional accreditation in order to be recognized to award higher education degrees). All nursing programs must hold approval from their State Board of Nursing. Voluntary program accreditation by a specialized/professional accreditation body is highly desirable, particularly to assure graduates continued educational and employment mobility.

The College of New Jersey holds the following accreditations:

1. Commission on Colleges of the Middlestates Association of Colleges and Schools. This regional accreditation grants The College of New Jersey the right to award Bachelor, Master and Specialist degree.
2. New Jersey Board of Nursing (required approval). The New Jersey Board of Nursing grants full approval to nursing programs who maintain compliance with the New Jersey Board of Nursing Rules and Regulations as evidenced by: annual reports submitted by the program, site visits, reports, and appropriate passing percentages of first-time writers on the NCLEX-RN examination. For further information on the Board of Nursing approval or specific concerns about the TCNJ nursing program contact: New Jersey Board of Nursing, 124 Halsey St., 6th Floor, Newark, N.J. 07101 - Phone: 973-504-643 www.njconsumeraffairs.gov/nur/ Current Approval Period May 15, 2007 to May 15, 2015.
2. Commission on Collegiate Nursing Education (CCNE - Voluntary Specialized/Professional Accreditation - 2004 - 2018). The College of New Jersey Nursing Programs are fully accredited by all appropriate national, state, and specialized/professional nursing accrediting agencies. The Bachelor of Science in Nursing degree and the Master of Science in Nursing degree at The College of New Jersey are accredited by the Commission on Collegiate Nursing Education (<http://www.aacn.niche.edu/ccne-accreditation>). Accrediting agencies assure that programs in nursing education engage in effective educational practices in the preparation of nurses. A determination of accreditation by an accrediting agency is an indication of confidence in the educational institution to offer a program of quality, deserving of public approbation. (NOTE: Universities and colleges in the United States must hold appropriate regional accreditation in order to be recognized to award higher education degrees). All nursing programs must hold approval from their State Board of Nursing. Voluntary program accreditation by a specialized/professional accreditation body is highly desirable, particularly to assure graduates continued educational and employment mobility.



The baccalaureate degree in nursing/master's degree in nursing/Doctor of Nursing Practice and/or post-graduate APRN certificate at The College of New Jersey is accredited by the Commission on Collegiate Nursing Education (<http://www.aacn.nche.edu/ccne-accreditation>).

Organizing Framework

The faculty of TCNJ gratefully acknowledges the works of Martha Rogers, Jean Watson and Patricia Benner. The study of their writings has reaffirmed for us the joy, wonder, and excitement of the profession of nursing as art and science. From their theories, observations, and ideas we have derived many of our ideas, philosophical explanations and definitions.

The organizing framework is comprised of four basic concepts – Human Beings, Environment, Health and Nursing. These concepts form the metaparadigm of nursing and are the basis of the program of study. Systems Theory is used to examine the continuous mutual process between human beings and the environment.

Within human beings the pervasive concepts are holism and growth and development in the life span. Holism includes the biological, psychological, social, cultural, spiritual, and intellectual dimensions. The client systems are progressive in that students work first with individuals, then families, and finally, the community as client. At the graduate level the client is defined as the family.

Environment is believed to be the context or landscape and geography of the human social experience and relations. Environment is viewed throughout the curriculum to include personal, social, national, global, and beyond global dimensions. The physical, psychosocial, ethical/moral, legal, cultural, historical, developmental, economic, and political aspects are considered within each dimension.

Health, a dynamic process, is the synthesis of wellness and illness and is defined by the perception of the client across the life span. The pervasive concepts are the lived experience of wellness or congruence between one's possibilities and one's realities based on caring and feeling cared for and the lived experience of illness or loss/dysfunction that can be mediated by caring relationships. The concepts of stress and coping further explicate the wellness/illness experience of the client.

Stress is the disruption of meaning, understanding, and smooth functioning so that harm, loss or challenge is experienced and sorrow, interpretation, or new skill acquisition is required. Coping is what people do when personal meanings are disrupted and smooth functioning breaks down. The goal of coping is the restoration of meaning and is not a series of strategies that people choose from a list of unlimited options. Coping is always bounded by the meanings and issues inherent in what counts as stressful to each individual.

Nursing is seen as a process that links the nurse to others. The pervasive concept is caring. At the undergraduate level critical thinking is seen to move progressively through the curriculum and includes Nursing process, clinical and ethical decision-making, and the research process. Cognitive function progresses from description and identification, to application, to synthesis and praxis. Locus of decision-making progresses from dependent, to shared, to independent, to interdependent, to collaborative. Clinical decision-making progresses from context independent to context dependent.

The development of the student nurse is considered and seen to progress through the study and experience of nursing roles. These humanitarian roles which include moral/ethical and aesthetic, cognitive, intellectual and interpersonal dimensions are learner, clinician and leader.

The Learner role includes student, scholar (expert learner), researcher and scientist. The Clinician role of care giver includes critical thinker, teacher, collaborator, and user of nursing theory as the professional nurse develops from novice to expert clinician. The Leader role includes manager and coordinator of care, change agent and role model.

Staff and Faculty Directory

For current department listing, visit <https://nursing.tcnj.edu/facultystaff-profiles/full-time-faculty/>

Name	Title	Email Address	Phone Number	Room Number
<u>Eileen M. Alexy, PhD, RN, PMHCNS-BC</u>	Professor	alexey@tcnj.edu	609-771-2490	TH222
<u>Geralyn Altmiller, EdD, APRN, ACNS-BC</u>	Professor	altmillg@tcnj.edu	609-771-3409	TH205
<u>Marcia Blicharz, EdD, MSN, RN, BC</u>	Associate Professor	blicharz@tcnj.edu	609-771-2518	TH215
<u>Norma Brown MSN, RN, CHSE</u>	Coordinator SCLRC	nbrown@tcnj.edu	609-771-3459	TH014
<u>Sharon Byrne, DrNP, APN, NP-C, AOCNP, CNE</u>	Associate Professor	byrnes@tcnj.edu	609-771-3480	TH113
<u>Rosemary Cappelli, EdD, MA, RN</u>	Assistant Professor	cappelli@tcnj.edu	609-771-2872	TH217
<u>Sharen Clugston, MSN, RN, BC</u>	RN to BSN Coordinator	clugston@tcnj.edu	609-771-2809	TH206
<u>Dolores Dzubaty, PhD, RN, BC</u>	Assistant Professor	dzubaty@tcnj.edu	609-771-2853	TH218
Ann Fallon		afallon@tcnj.edu	609-771-xxxx	TH013
<u>Katie Hooven, PhD, MSN, MBA, RN</u>	Assistant Professor	hoovenk@tcnj.edu	609-771-2871	TH218
<u>Deirdre Jackson, MSN, RN, APN, CNL, CPN</u>	Outreach Coordinator	jacksond@tcnj.edu	609-771-2352	TH103
<u>Constance Kartoz, PhD, RN, MS, FNP-BC</u>	Assistant Professor	kartoz@tcnj.edu	609-771-2509	TH110
<u>Deborah King, MSN, RN</u>	Clinical Site Coordinator	Powellld1@tcnj.edu	609-771-xxxx	TH103
<u>Yolanda M. Nelson, EdD, MSNed, RN-BC</u>	Assistant Professor	nelsony1@tcnj.edu	609-771-2669	TH220
Alice Ng	Program Assistant	nga@tcnj.edu	609-771-2591	TH206

Staff and Faculty Directory

For current department listing, visit <https://nursing.tcnj.edu/facultystaff-profiles/full-time-faculty/>

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Undergraduate Programs Overview

Bachelor of Science in Nursing (BSN)

TCNJ offers the only generic undergraduate program in Mercer County leading to the Bachelor of Science in Nursing (BSN) while focusing on health and wellness—in people, communities, and populations. The program integrates a high-quality, specialized curriculum focused on evidence-based nursing practice, population health and quality and safety initiatives with clinical experiences in a variety of acute care, specialty and community settings. TCNJ's nursing program has a strong leadership focus, provides a solid liberal learning background, and is excellent preparation for advanced nursing study. Expert faculty delivers new didactic knowledge and skills to students and close mentorship using a teacher-scholar model. Nursing students are assigned and advised by a full-time faculty member over the course of their study. Graduates of the undergraduate nursing program are highly recruited by hospitals and other health facilities. The majority of graduates have job offers in their senior year and 100% of TCNJ Nursing graduates have been employed within 6 months of completing the program over the past years. The quality of TCNJ nursing is reflected in its stellar NCLEX pass rates of 95.

RN to BSN Program

The RN to BSN Program is designed for working Professional Registered Nurses (RNs) who have earned an associates degree or diploma in nursing and want to continue their education within a Bachelor of Science in Nursing degree (BSN) program. TCNJ off-campus course work places emphasis on helping to develop tomorrow's leaders in the field of Nursing. This program will assist working professionals in developing skills as a 21st century adult learner, as well as expand their awareness of current quality and safety issues in nursing. TCNJ prides itself on preparing graduates who aspire to take on positions of professional leadership or advanced practice nursing.

Undergraduate Bulletin for Nursing Students

To review the current bulletin for the BSN Degree Program in Nursing, visit
<https://nursing.tcnj.edu/files/2018/07/Nursing-BSN-2017-18.pdf>

Bachelor of Science in Nursing - BSN

The Generic 4 Year [BSN program](#) admits post-high school students and transfer students (students with some college credits or with degrees in other disciplines).

State-of-the-art professional instruction emphasizes that nursing is centered on caring for people.

All professional nursing courses are taught by highly qualified faculty who are experienced and proficient in scientific foundations and clinical applications of nursing principles.

The curriculum is four academic years and includes liberal learning courses, courses in the natural and behavioral sciences, nursing science, practice courses and reflects emphasis in clinical nursing practice courses that begin in the sophomore year and become increasingly complex.

Opportunities to gain comprehensive clinical experience are available because of excellent relationships with area hospitals, mental health clinics, home health care agencies, schools, and senior citizen centers. Students work with children, adults, childbearing families, and the elderly in a variety of settings, including acute care hospitals, using sophisticated technology and community agencies dealing with individual, family, and community health care needs.

TCNJ's nursing graduates are broadly prepared as advanced beginner practitioners of professional nursing practice. BSN graduates are qualified to take the National Council Licensing Examination (NCLEX-RN) to become licensed Registered Professional Nurses. Application for licensure is regulated by the Board of Nursing in the state in which the student applies to take the NCLEX and varies from state to state.

LEARN MORE:

Course Catalog - <https://nursing.tcnj.edu/course-catalog/>

Plan of Study - Curriculum 4-Year Plan (PDF) - <https://nursing.tcnj.edu/files/2018/07/BSN-4-Year-Curriculum-Plan-Revised-may-2015.pdf>

RN to BSN

The [RN to BSN Program](#) at TCNJ is designed for working Professional Registered Nurses (RNs) who have earned an associate's degree or diploma in nursing and want to continue their education by earning a Bachelor of Science in Nursing degree (BSN).

TCNJ places emphasis on helping to develop tomorrow's leaders in Nursing and healthcare. Our program will not only help you develop excellent communication skills, but it will help you expand your awareness of global health care and the role of nursing within it. We pride ourselves on preparing our graduates to continue setting goals for themselves that will take them on to positions of professional leadership, advanced practice or nursing education.

LEARN MORE

Course Descriptions - <https://nursing.tcnj.edu/programs/rn-to-bsn/curriculum/>

Plan of Study - Curriculum Plan (PDF) - <http://nursing.pages.tcnj.edu/files/2014/06/Appendix-III-D-BSN-2-RN-to-BSN-Curriculum-Plan-modified-9-12.pdf>

Academic Policies and Procedures - BSN Program

To review the Academic Policies and Procedures - BSN Degree Program in Nursing, visit
<https://nursing.tcnj.edu/files/2018/07/Fall-2018-NursingAcademicPolicies-for-posting-1.pdf>

Admission Criteria and Process

The only requirement for new applicants to the Entry Level BSN program is to be accepted as a student at The College. If accepted, students may indicate the BSN program as their major at the time of matriculation.

Although no specific courses are required to be taken in High School, it is strongly recommended that students wishing to enter the Nursing program develop a strong background in the sciences, especially Chemistry and Biology.

For more information, visit: <https://admissions.tcnj.edu/%20http://nursing.pages.tcnj.edu/students/internal-transfer-to-nursing-application-process/>

Transfer Procedures

The College of New Jersey values undergraduate transfer students from both two-year and four-year institutions. The applicant pool for transfer applicants is very competitive. Officially Nursing external transfer applications apply through the Office of Admissions. The Nursing department chair is provided files for review and makes recommendations, but Admissions offers acceptance to a targeted number of qualified applications, typically only two per year owing to enrollment limitations. For more information visit <https://admissions.tcnj.edu/resources-for/transferapplicants/>

External Transfer Procedures

The external transfer process to the nursing department is highly selective due to a limited number of seats in the program and occurs once yearly at the end of the spring semester for admission to the following fall at the sophomore level only. Nursing is unable to admit freshman level transfers because the class yield consistently meets or exceeds enrollment capacity of 72 students. These few seats are made possible by limited attrition in the Nursing freshman class.

Successful candidates must demonstrate high overall academic performance, as well as strong aptitude in the physical sciences and a professional foundational course by completing these pre-requisites:

- BIO 141,
- BIO 142,
- BIO 144,
- CHE 111
- NUR 110 (or equivalent courses elsewhere).

Above average grades in those courses have been correlated with successful completion of fall semester sophomore level Nursing courses (NUR 210, 220 and 230) that are pre-requisite to the clinical sequence in the spring of the sophomore year.

To be admitted as a sophomore level Nursing major, applicants must have completed the following pre-requisite courses with minimum grade in parentheses: NUR 110 (B), BIO 141 and 142, Anatomy & Physiology I & II (C+), CHE 111, Biochemistry (C-), and BIO 144, Microbiology (C-).

For more information visit <https://nursing.tcnj.edu/external-transfers-procedures/>

Internal Transfer Procedures

The high demand and large number of students seeking to transfer into the Nursing major, combined with a limited number of spaces and our desire to fairly offer students the opportunity to apply, has made it necessary to implement the following policy effective January 1, 2006.

Criteria for transfer:

Overall GPA of 3.0 at time of application for transfer into Nursing

Science GPA of 3.0 (including successful completion of at least one science course at TCNJ)

Applicant must have completed at least one of the following Foundation Courses and achieve a minimum grade of "B"

NUR 110, Unitary Man and Environment (priority prerequisite for sophomore level applicants)

PSY 101, Psychology

Admission will be based on the above criteria and the number of spaces available. Applications will be accepted once per year after grades are posted at the end of the Spring semester, but not later than June 1. If accepted, Internal Transfer applicants will be admitted into the Nursing Major for entry the following Fall semester. Students who are not accepted may apply again the following year and will be given priority as long as they meet eligibility criteria.

To be admitted as a sophomore level Nursing major, applicants must have completed the following pre-requisite courses with minimum grade in parentheses: NUR 110 (B), BIO 141 and 142, Anatomy & Physiology I & II (C+), CHE 111, Biochemistry (C-), and BIO 144, Microbiology (C-).

For more information and to complete the online application, visit:

https://tcnj.co1.qualtrics.com/jfe/form/SV_0qt7gdKOuN0luVD?Q_JFE=0

Criminal Background Check Policy

Standard HR 1.20 promulgated in 2004 by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) in the *Comprehensive Accreditation Manual for Hospitals: Official Handbook* requires hospitals to verify the criminal background of students and volunteers as well as hospital staff. Pursuant to Standard HR 1.20 and our contractual obligation with affiliating agencies, a criminal background check, including fingerprinting, is required in order for each student to participate in clinical courses. This procedure is detailed in an annual e-mail memo from the Clinical Site Coordinator or Program Assistant, and may be found on the Nursing web site. Students must follow all procedures, submit all forms and pay fees by the established deadlines to ensure that valid documentation of a clear Criminal History Records Check is received and filed in the student's Nursing Student Clinical E-Portfolio. Only the original background check results letter will be accepted. **A POSITIVE BACKGROUND CHECK MAY REQUIRE EXPUNGEMENT PRIOR TO BEING ABLE TO START ANY CLINICAL ASSIGNMENT AS PER AFFILIATING AGENCIES REQUIREMENTS.** Once within the nursing program a positive background check will be referred to the FDSA Committee for disposition. This disposition could result in prohibition of the student's participation in clinical courses and/or dismissal from the Nursing major. Students are advised that annual criminal background checks may be required in the future.

STATE OF NEW JERSEY QUALIFICATION OF NURSING APPLICANTS WHO HAVE BEEN CONVICTED OF A DRUG RELATED CRIME:

The formulation and implementation of admission policies to schools of basic Professional Nursing is the responsibility of each Nursing school's faculty and administration. The New Jersey Board of Nursing recommends that in regard to these admission standards, a school policy should be developed informing applicants that anyone who has ever been convicted of a drug related crime may not be permitted to take the National Council Licensing Examination (NCLEX); and therefore, may not be licensed to practice in the State of New Jersey. According to J.J.S.A. 45:11-26 and 27 of the Nurse Practice Act, in pertinent part, an applicant for a license to practice Professional and Practical Nursing "...is of good moral character, is not a habitual user of drugs and has never been convicted of drug related offenses or who indicated a dependency on narcotic drugs, should not be counseled into a profession which provides such a vast opportunity for a remission in their rehabilitation."

Drug (Urine) Screens

Nursing majors are required to complete drug testing in order to comply with the growing number of clinical agencies that mandate drug testing. Documentation of results may be shared with clinical agencies and will be maintained in the student's confidential clinical E-portfolio.

Failure to comply with drug testing or a positive test result may prevent completion of clinical education and/or result in dismissal from Nursing.

For more information regarding clinical requirements for the nursing program, please visit <https://nursing.tcnj.edu/clinical-e-portfolio/>

Leave of Absence Policy

If you need to withdraw or take a leave of absence from The College of New Jersey, you must review the College Withdrawal Policy. A college withdrawal means that you will not be returning to the College to take any courses. A leave of absence means that you are taking one full semester without enrollment away from the College with the intent to return to the College. Any undergraduate student who does not register for two consecutive regular academic semesters will be discontinued and will have to apply for re-entry to the College. If you are withdrawing due to military activation, please review the Military Withdrawal Policy.

For more information regarding Records and Registration Leave of Absence policy, please visit:
<https://recreg.tcnj.edu/student-withdrawal-process/>

Re-Admission Policy

Note that readmission to the Nursing major is not automatic and cannot be guaranteed. Applications related to Readmission are due at set timeframes and will be reviewed by the Faculty Development & Student Affairs (FDSA) Committee. Decisions will be communicated via email by the FDSA Committee Chair.

For more information visit <https://nursing.tcnj.edu/re-admission-nursing-program/>

Academic Progress

Every major program at The College has set standards for allowing students to remain in their major program, to transfer within The College from one major program to another, and to graduate from a major program.

All programs have a specific requirement for student retention in their respective majors, consisting of a designated performance standard in at least one and no more than three “critical content” courses that represent the essential nature of the discipline and upon which advanced courses are based.

All programs have a minimum specific entrance requirement for students seeking to transfer into that major, consisting of a designated performance standard in at least one and no more than three “foundation” courses that are predictive of success in the major. Students who successfully complete the foundation course(s) have fulfilled the entrance requirement for the major.

Except in cases where explicit grade point average (GPA) standards are mandated for national or state accreditation or certification, programs have an exit/graduation standard of a GPA of 2.0 in courses required within their respective majors. This may include courses required for the major but offered outside the major department. However, programs may set an additional graduation/exit standard requiring a minimum grade of C– in some or all courses required in the major. For more information on Academic Progress, visit <https://advisingresources.tcnj.edu/dismissals-probation/>

For information on Program Retention visit <https://nursing.tcnj.edu/academic-policies-and-program-requirements/>

Academic Integrity

Academic Integrity Procedural Standards

I. Abbreviations

The following abbreviations are used throughout this document: CAIO = Chief Academic Integrity Officer, AIO = Academic Integrity Officer, AIA = Academic Integrity Administrator, ACAIB = All-College Academic Integrity Board.

II. Complaint and Notification

Any member of the College community, including students, may file a complaint against a student for possible violations of the Academic Integrity Policy. To view the entire policy, visit

<https://academicintegrity.tcnj.edu/academic-integrity-procedural-standards/>

Academic Probation

A student will be placed on Academic Probation by the Office of Records and Registration if:

- The student has attempted credits, in letter-graded courses, from more than four to eight courses and has a combined GPA of less than 1.75.
- The student has attempted credits, in letter-graded courses, more than eight courses and has a cumulative GPA of less than 2.0. While on probation, the student is required to meet with their academic advisor to discuss his or her academic performance.

The Office of Records and Registration will send students placed on Academic Probation a letter informing them of their status, copied to their Academic Advisor. The student must work with his or her advisor to develop an action plan for academic improvement. In developing this plan, the student and advisor should call upon the assistance of the Center for Student Success and any other College office or resource, as appropriate. Students placed on Academic Probation status will be allowed to take a maximum of 3 courses in the following semester and will be instructed to adjust their schedule accordingly. Students who fail to do so or to gain appropriate advisor approval, will have the last course on their schedule dropped by the Office of Records and Registration. The student must solicit the approval of his or her academic advisor to reinstate any course that has been dropped.

For Nursing procedures visit: [Academic Policies and Procedures](#)

Adding/Dropping or Withdrawal from Courses

Adding & Dropping Courses

The registration period for continuing students for the Fall semester generally takes place in April and registration for the Spring semester and summer terms occur in November. Students will select their courses for the next semester once they are given an individual registration appointment by the Office of Records and Registration scheduled during the announced initial registration period. The registration appointment reflects the first time a student is eligible to register. Continuing students should register during the initial registration period in order to support the college's enrollment management initiative. Students who fail to register during this initial registration period will be assessed a late registration fine. Undergraduate students follow a descending degree credit schedule resulting in seniors registering first, followed by juniors, etc. Students may make adjustments to their registration by dropping or adding a course only during the drop/add period. The add/drop period is anytime before the semester begins and during the first week of classes. The College's electronic registration system PAWS should be used to make these registration changes. For more information, visit

<http://policies.tcnj.edu/policies/digest.php?docId=10045>

Course Withdrawal

Students may withdraw from a full semester course up to the ninth (9th) week of the semester. Students withdrawing from courses within the withdrawal period will automatically receive a grade of W, which has no effect on the student's grade point average. It is the student's responsibility to withdraw officially from a course. Failure to withdraw formally may result in failing grades and dismissal. Deadlines for these withdrawals are strictly adhered to. Specific dates are posted on the Records and Registration Calendar. If you need to withdraw or take a leave of absence from The College of New Jersey, you must review the [College Withdrawal Policy](#). A college withdrawal means that you will not be returning to the College to take any courses. A leave of absence means that you are taking one full semester without enrollment away from the College with the intent to return to the College. Any undergraduate student who does not register for two consecutive regular academic semesters will be discontinued and will have to apply for re-entry to the College.

If you are withdrawing due to military activation, please review the [Military Withdrawal Policy](#).

For more information regarding Records and Registration Leave of Absence policy, please visit:
<https://recreg.tcnj.edu/student-withdrawal-process/>

Attendance

It is the policy of the College of New Jersey that every student is expected to participate in each of his/her courses through regular attendance at lecture and laboratory sessions. It is further expected that every student will be present on time and prepared to participate when scheduled class sessions begin.

At the first meeting of a semester, instructors are expected to distribute in writing the attendance policies which apply to their courses. While attendance itself is not used as a criterion for academic evaluations, grading is frequently based on participation in class discussion, laboratory work, performance, studio practice, field experience or other activities which may take place during class sessions. If these areas for evaluation make class attendance essential, the student may be penalized for failure to perform satisfactorily in the required activities.

When a student must be absent from classes due to extended illness, a death in the family or similar genuine emergency, the student should inform the Dean of Student Life immediately so that appropriate notice can be provided to individual instructors. Students who must miss classes due to participation in a field trip, athletic or cultural event or other official college function should arrange with their instructors for such class absences well in advance. The Office of Academic Affairs will verify, upon request, the date of and participants in such college functions. In every instance, however, the student has responsibility to initiate arrangements for make up work.

* As recommended by the Academic Policies Committee, February 21, 1986 and adopted the Board of Trustees, April 3, 1986; to be effective September 1, 1986.

School of Nursing Student Attendance Policy -

In addition to the above policies, the following are required:

Students are required to attend all nursing classes, clinical laboratory experiences and clinical agency assigned experiences.

Any student who fails to make up a clinical laboratory experience or clinical agency absence will receive an “unsatisfactory” nursing practice grade. An automatic failing grade for the entire practice nursing course will ensue.

Religious Observance and Holidays

The Nursing Department requires students to attend all classes, laboratory experiences and clinicals in order to be prepared for NCLEX and meet the requirements of accrediting bodies and the New Jersey Board of Nursing. Likewise, the College of New Jersey CCS Student Expectation Guidelines (Revised January 2016) pages 5-6 are recognized and followed.

For more information visit <https://ccs.tcnj.edu/files/2016/04/CCS-Student-Expectation-Guidelines-Spring-2016.pdf>

Absences due to religious observance and holidays must be arranged with course and adjunct clinical faculty in advance of the intended date. Both laboratory and clinical absences **MUST BE MADE UP** in order to pass the course. Students are responsible for obtaining missing classroom information on their own.

Course Curriculum Sequence

To view the most current course curriculum sequence, visit <https://nursing.tcnj.edu/files/2018/07/BSN-4-Year-Curriculum-Plan-Revised-may-2015.pdf>

The College of New Jersey – Nursing (BSN-1) 4-Year Curriculum Plan (revised May, 2015)

Follow this plan and Academic Requirements in PAWS. Consult your advisor before course registration. Minimum required grades in parentheses below.

Freshman – Fall

Sem/Year	Grade			
		FSP	First Seminar	1
		BIO 141	Anatomy & Physiology I (C+)	1
		*NUR 110	Unitary Man & Environment (B) or	1
			Liberal Learning (LL) course	1
		CHE 111	Biochemistry (C-)	

Freshman – Spring

Sem/Year	Grade			
		BIO 144	Microbiology (C-)	1
		BIO 142	Anatomy & Physiology II (C+)	1
		*NUR 110	Unitary Man & Environment (B) or	1
			Liberal Learning (LL) course	
		WRI 102	Academic Writing or LL course	1

Total units earned by end of freshman year (goal is 8) ____

Sophomore – Fall

Sem/Year	Grade			
		PSY 101	Psychology (LL) (B)	1
		NUR 210	Professional Role I (Learner) (C)	1
		NUR 220	Wellness Promotion (C-)	1
		NUR 230	Holistic Health Assessment (C+)	1

Sophomore – Spring

Sem/Year	Grade			
		STA 115	Statistics I (LL) (C-)	1
		NUR 200	Pharmacology (C)	1
		*NUR 202	Nutrition (C-)	1
		NUR 240	Holistic Interventions (B)	1

Total units earned by end of sophomore year (goal is 16) ____

Junior – Fall

Sem/Year	Grade			
		NUR 310	Professional Role II (Clinician) (C-)	1
		NUR 320	Childbearing Family: Science (C-)	1
		NUR 324	Childbearing Family: Practice (C-)	1
		*NUR 340	Psychosocial Health (C-) or	1
		*NUR 344	Child Health (C-)	

Junior – Spring

Sem/Year	Grade			
		NUR 328	Research (LL) (C-)	1
		NUR 330	Adult/Elder Health I: Science (C-)	1
		NUR 334	Adult/Elder Health I: Practice (C-)	1
		*NUR 344	Child Health (C-) or	1
		*NUR 340	Psychosocial Health (C-)	

Total units earned by end of junior year (goal is 24) ____

Senior – Fall

Sem/Year	Grade			
		NUR 420	Adult/Elder II: Science (C-)	1
		NUR 424	Adult/Elder II: Practice (C-)	1
			LL or elective as needed	1
			LL or elective as needed	1

Senior – Spring

Sem/Year	Grade			
		NUR 440	Community Health: Science (C-)	1
		NUR 444	Community Health: Practice (C-)	1
		NUR 460	Prof. Role 3/Leadership/Capstone (C-)	1
			LL or elective as needed	1

* Indicates Nursing courses usually offered Fall and Spring. Check course offerings in advance.

Total units needed to graduate (min. 32) ____

Liberal Learning (LL) – 9 courses required, including FSP. 5 required Nursing courses satisfy LL domains: PSY 101, NUR 328, CHE 111, BIO 144, STA 115.

Nursing students must satisfy the 3 remaining LL domains and Civic Responsibilities listed below. Note - FSP may meet some Civic Responsibilities. Also, transfer credit may satisfy LL domains and/or Civic Responsibilities. Check PAWS or LL website (www.tcnj.edu/~liberal/courses/) for details.

Liberal Learning (LL) Breadth Requirement (3 domains):

- ___ (1) World Views/Ways of Knowing (WV)
- ___ (1) Literary, Visual & Performing Arts (LVPA)
- ___ (1) Social Change in Historical Perspectives (History)

Civic Responsibilities (may use LL or elective courses):

- ___ Race/Ethnicity
- ___ Gender
- ___ Global
- ☒ Com. Engaged Learning met by NUR 220

Elective:

___ (minimum of 1 unit required)

Name: _____
TCNJ ID# _____
Matriculation Date: _____
Cell Phone # _____
Advisor _____
TCNJ E-mail _____

Course Syllabus

A course syllabus is considered a contract between the course faculty and student. The link below includes a syllabus template developed based on the model provided by the College's Committee on Academic Programs in 2012. The template includes all of the required elements of a course and faculty can add additional information as needed.

The syllabus shall be distributed in every course during the first week of the course and includes the following information, although the precise order is variable:

1. The course prefix and number, catalog description, number of course units, and prerequisites (or corequisites). For cross-listed courses all applicable prefixes and course numbers are on the syllabus.
2. The instructor's name, office address, college email address and office hours by specified times or by appointment.
3. A listing of all required materials (such as books, lab manuals, study guides, and supplies). A supplemental listing of recommended readings may also be listed.
4. Course requirements (including assignments, tests and examinations, projects, papers, laboratory experiences, etc.).
5. A course description and learning goals which reference accreditation standards.
6. A chronological listing of topics covered with dates due for assignments, examinations, etc. This may be included directly within the syllabus or in a file titled course outline Criteria for determining final grades.
7. A statement of adherence to TCNJ's attendance policy.
8. A statement of adherence to TCNJ's academic integrity policy.
9. A statement of adherence to TCNJ's Americans with Disabilities Act (ADA) policy and Disability Support.

Course Registration

The nursing policy during the course registration period is as follows:

Given the nature of the nursing curriculum, course sequence is very important matriculated BSN and RN-BSN students are expected to follow the established curriculum plan in a timely manner and in consultation with their assigned faculty advisor in order to progress toward their expected graduation date. *Students need to work closely with faculty advisors during the registration period before scheduling courses.*

For more information on using PAWS for course registration visit <https://pawshelp.pages.tcnj.edu/how-to-register-for-classes/>

For more information on using your Academic Requirements Report visit <http://pawshelp.pages.tcnj.edu/files/2011/07/academicrequirements.pdf>

Conduct and Discipline

Students are expected to demonstrate patterns of behavior consistent with safe and ethical professional nursing practice. Nursing students who do not demonstrate such behavior and standards may be removed from clinical courses and are subject to failure in the course and dismissal from the program. Non-clinical course behavior is should be professional and respectful and may be listed within the course syllabus at the faculty's discretion.

Guidelines for conduct are congruent with the American Nurses Association's (ANA) *Code of Ethics for Nurses with Interpretive Statements* (2015) and *Nursing Scope and Standards of Practice* (2010). For more information visit

[Ethics from the American Nurses Association](#) and [ANA Ethics Code](#).

For more information, visit:

- [Professional Conduct](#)
- [Classroom Conduct](#)
- [Clinical Setting Conduct](#)
- [Dress Code](#)
- [Classroom Dress Code](#)

Code of Professional Conduct

Definitions of Safe, Satisfactory or Acceptable Performance

The student will demonstrate patterns of professional behavior which follow the legal and ethical codes of nursing; promote the actual or potential well-being of clients, health care worker, and self; demonstrate accountability in preparation, documentation, and continuity of care; and show respect for the human rights of individuals. Students who are not meeting the academic requirements of the theoretical component of the course may not be considered safe and may automatically be excluded from clinical experience.

For more information, visit:

- [Classroom Conduct](#)
- [Clinical Setting Conduct](#)

Classroom Conduct

In accordance with maintaining a culture of equity and equality that is reflective of the TCNJ campus community, student expectations in the classroom come with certain responsibilities. The individual and their faculty and peers are valued and respected. In addition, each member of the classroom has the expectation of being safe and protected. Therefore, the nursing department has established a set of standards to which every student must adhere which includes the following:

- Students must engage in responsible social conduct, both in and out of the classroom that is consistent with respecting others, and maintains an overall safe and healthy environment
- All students must respect the rights of others to pursue their education free from harassment, bullying, defamation, and discrimination
- All students must demonstrate honesty and integrity that results in earning the trust of others within the classroom
- All students should recognize that respecting the ideas and contributions of others allow for the promotion of diverse and creative intellectual inquiry
- All students must do no harm or present any threat of harm to themselves or others within the classroom setting
- All students must respect personal or institutional property
- All students must model good citizenship by exhibiting actions that benefit the classroom community and do not impede the educational mission or objectives set forth by course faculty in the syllabus
- All students must respect the rights of their peers to participate in classroom activities
- All students must conduct themselves and with civility in all pursuits of knowledge in and outside the classroom
- All students are accountable for their own decisions and actions, as it pertains to self and others.

Unless expressly permitted by the faculty member, the use of cell phones and other electronic devices are forbidden in the classroom setting. Other behavioral expectations in the classroom or etiquette related to classroom discussion etc. or on-line discussion boards and emails will be outlined in each course's respective syllabus.

Clinical Setting Conduct

Indicators To Be Used As Guidelines For Evaluating Practice Are:

Regulatory: The student practices within the boundaries of The College of New Jersey, Nursing, the guidelines and objectives of Nursing and follows the rules and regulations of the health care agency. Examples of unsafe, unsatisfactory or unacceptable performance include but are not limited to the following:

- failure to notify the agency and/or clinical instructor of clinical absence as outlined in the course descriptions.
- presenting for clinical practicum under the influence of drugs and/or alcohol.
- failure to make up clinical absences if deemed necessary by the clinical instructor.
- habitual unexcused tardiness to clinical assignments.

Ethical: The student practices according to the American Nurses' Association Code of Ethics, Standards of Practice, and the Nurse Practice Act governing practice in the state where the clinical learning experience occurs.

Examples of unsafe, unsatisfactory or unacceptable performance include but are not limited to the following:

- refuses assignment based on client's race, life style, culture, religious preferences, diagnosis, or condition of client.
- inappropriate behavior in any assigned activity related to clinical practice such as:
- not reporting known errors in practice;
- falsifying documents, signatures, or assignments
- ignoring unethical behavior(s) of other health care persons which affects client welfare.

Promotion of well-being of clients, other health care workers and self: The student's practice strives to meet the needs of the human system considering the biological, psychological, sociological, and cultural perspectives.

Examples of unsafe, unsatisfactory, or unacceptable performance include but are not limited to the following:

- failure to recognize and seek treatment for mental, physical, or emotional behavior(s) which may affect the well-being of others.
- failure to follow through on suggested referrals or interventions to correct deficit areas which may result in harm to others.
- omission of appropriate care, such as, but not limited to, medication errors.
- abuse of clients, such as, but not limited to: physical, mental or emotional abuse, failing to recognize or correct or
- contributing to hazardous conditions or circumstances.
- interpersonal relationships with agency staff, co-workers, peers, or faculty resulting in miscommunications, disruptions of clients care and/or functioning.

Accountability: The student's practice demonstrates the expected level of responsibility in the preparation, implementation, documentation and promotion of continuity in the care of clients. Examples of improper accountability include but are not limited to the following:

- failure to provide concise, inclusive, written and verbal communication.
- failure to accurately record comprehensive client behaviors.
- failure to report to instructor questionable nursing practice(s) which affect client welfare.
- attempting activities without adequate orientation or theoretical preparation or appropriate assistance.
- dishonesty.

Human Rights: The student's conduct shows respect for the individual client. Examples of unsafe or unacceptable performance include but are not limited to the following:

- failure to maintain confidentiality of interactions.
- failure to maintain confidentiality of records.
- dishonesty in relationships.
- utilization of stereotypical judgments which are detrimental to patient care.
- failure to recognize and promote every patient's rights.

Violations of these guidelines will result in the student's permanent dismissal from the program.

Dress Code

Students are representatives of the College of New Jersey Department of Nursing whenever involved in on-campus lab, standardized patient experiences or simulation, off-campus study or clinical experiences should dress appropriately.

All students are required to purchase a standard TCNJ white lab coat and name badge in the fall semester of sophomore year prior to taking Health Assessment. These items must be worn during all laboratory and clinical experiences with a few exceptions (such as a pediatric practice where the preceptor requires business attire instead of a uniform). In such cases, the TCNJ name badge must always be worn.

The official pin of TCNJ Nursing may be purchased during the Spring semester of the Senior year. Information will be sent to students via email.

Information on ordering the uniform will be sent via email from the Nursing Office. Our uniform vendor is *Flynn & O'Hara* and representatives from the company visits the department once yearly in the fall with samples and takes orders.

In addition to the standard lab coat and identification noted above, the following dress and hygiene code applies:

- Dress neatly and professionally. Trousers or slacks may be worn but denim jeans or jean type slacks are not permitted. Skirts should not be shorter than just above the knee. Casual T-shirts and shirts with logos are not appropriate.
- Jewelry should be kept to a minimum and of modest size. Avoid wearing expensive or flashy jewelry to clinical sites. Only stud type earrings are allowed. Bracelets are not acceptable. Diamond engagement rings and other rings that have a high or large stone should be left at home.
- Tattoos and other forms of body art must be covered so they are not visible.
- Closed, low-heeled shoes (heels 1 ½" or less) are required. Sneakers are not permitted.
- Hair should be worn above the collar or secured behind the head. Hair should be styled so it doesn't fall on the patient or obscure vision during the physical examination.
- Facial hair should be neat and trimmed to less than 1" in length.
- For client comfort and safety, refrain from wearing perfume/cologne or other strongly scented products.
- To prevent nosocomial infection, students must adhere to the principles of good hand hygiene. Handwashing is expected before and after contact with each client, and with equipment and diagnostic specimens.
- Fingernails must be kept short (not extending beyond the ends of your fingers), smooth and clean. Clear or light-colored fingernail polish may be worn. Artificial fingernails or tips may be not be worn.

Classroom Dress Code

Dress Speak is a phrase used to express how clothing and the way it is tailored and worn translates into personal statement. It is shared in the professional world that image and impressions are instantaneous and long lasting and perceptions of dress and grooming (right or wrong) affect:

1. Professionalism
2. Sophistication level
3. Intelligence
4. Credibility

Unacceptable Attire in the classroom may include pajama pants, shirts with logos or messages that may be offensive to others, hats/caps, midriff-bearing clothes, strapless tops or dresses, tank tops, bedroom slippers.

Please note that the dress code for clinical and simulation is referred under a separate policy.

Fees

The approval of Undergraduate Nursing Program Lab fees by the Board of Trustees effective with fall 2018 semester requires a revision in all course syllabi that includes a lab experience.

Clinical Laboratory Fees

Fees are associated with supplies and/or any instructional methods necessary used within the clinical laboratory portion of this course and will appear as a course fee in PAWS.

Grading Policies

Grading

The numerical range for each letter grade in NUR courses was approved by nursing faculty:

<u>Letter Grade</u>	<u>Percent</u>	<u>GPA</u>	<u>Letter Grade</u>	<u>Percent</u>	<u>GPA</u>
A	100-95	4.00	C+	79-78	2.33
A-	94-90	3.67	C-	77-75	1.67
B+	89-87	3.33	D+	74-70	1.33
B	86-83	3.00	D	69-65	1.00
B-	82-80	2.67	F	64 and below	0.00

The acceptable grades per course are listed in the Curriculum 4-Year Plan.

Grade Appeals Policy

To view the Grade Appeals Policy, visit <http://policies.tcnj.edu/policies/digest.php?docId=9302>

Incomplete Grades

To view the Incomplete Grades Policy, visit <https://policies.pages.tcnj.edu/?p=862>

Mid-Semester Reports

To view the Mid-Semester Report Policy, visit <https://policies.pages.tcnj.edu/?p=321>

For more information visit <https://nursing.tcnj.edu/grading-policy/>

Unsatisfactory Progress

If a student has not achieved the required grade in any supportive course, or if a student has not achieved the required minimum grade or above in a nursing course, the following process must *be initiated by the student*.

- A. Withdraw from the nursing course if the student has failed to meet prerequisites for that course.
- B. Meet with advisor to discuss plan to remedy the course failure.
- C. Re-take the required course. (Please remember that only one physical science course and/or one nursing course may be repeated before the student must withdraw from the major). Note: in accordance with TCNJ policy, courses may be repeated only once.
- D. When the required grade is achieved, the student must make an appointment to discuss his or her progress in the major with his or her advisor and/or the Chairperson of the nursing department. Students will be required to satisfactorily pass a skills proficiency test before they are permitted to repeat a 300 or 400 level course that has a clinical component.

When a course is retaken, it is the student's responsibility to contact the Office of Records and Registration to request that the original grade be removed from the calculation of the student's Grade Point Average and the more recent grade included.

Note: This must be initiated by the student; it is not done automatically.

Requirements for Graduation

For more information regarding graduation visit <https://advisingresources.tcnj.edu/graduation-info/>

Registration as a Professional Nurse (NCLEX)

To obtain information about entering Nursing as a profession, visit the Board of Nursing in your state. The New Jersey Board of Nursing can be found at <https://www.njconsumeraffairs.gov/nur/Pages/default.aspx>

NCLEX Exam

For information on the Nurses Clinical Licensure Exam - NCLEX visit <https://www.ncsbn.org/before-the-exam.htm>

Student Complaint Procedure

- **Purpose** – The student complaint procedure establishes a process by which student complaints are processed and resolved, except in cases involving alleged discrimination. Complaints of discrimination on the basis of race, color, religion, sex, ancestry, national origin, marital status, life style (including but not limited to sexual preferences), age, handicap or liability for service in the Armed Forces of the United States shall be processed according to the Affirmative Action Complaint Procedure for Students.
- **Committee for Student Complaints** – An Ad Hoc Student Complaint Committee, which will include both faculty and students, all with vote, is established and convened as necessary, and in accordance with the procedure described in Section 3 of this policy. The committee is structured as follows:
 - **Faculty Representatives**
 - At least four faculty members, including at least one from each level in the undergraduate division and at least one from the graduate division shall be elected to a panel from which three are to be drawn by chance for each appeal heard.
 - For each appeal, one faculty member from the course involved shall also sit on the committee.
 - A faculty member involved in the appeal shall not sit on the committee hearing that appeal.
 - **Student Composition**
 - The SNA Executive Board shall choose an equal number of students for a panel, (at least one from each level in the undergraduate division and at least one from the graduate division). From this panel, three are to be drawn by chance for each appeal.
 - For each appeal, one student from the course involved shall also sit on the committee.
 - A student involved in the appeal shall not sit on the committee hearing the appeal.
 - If there is unequal distribution of faculty/student representation, equal distribution will be attained by reducing either the number of students or faculty, as necessary.
- **Procedure** – The order of steps to be taken by a student having a complaint against a faculty member shall be as follows (If either party is not satisfied with the decision at any step, appeal may be made to the next step):
 - Discussion with the faculty member.
 - Discussion with the course leader.
 - Discussion with the Chair of the Department of Nursing.
 - Appeal to the Department Complaint Committee.
 - Appeal to the Dean of the School.
 - Appeal to the Vice-President for Academic Affairs.
 - Appeal to the President of the College.

The complaint and the proposed solution from Step 1 onward shall be provided in writing to all parties involved, to the Department Chairperson, and to the next group or person to whom the appeal is advanced. Minutes shall be kept at each step and signed by all present. Hearings at each step shall be held within seven working days after the request is made. In steps 2 through 7, both parties to the complaint shall have the right to be present, to present testimony, and to respond to testimony by the other party.

NOTE: In the interest of fairness to all concerned, it is recommended that complaints not be made public, and that legal actions not be taken, until all steps and procedures have been utilized.

Student Resource Center

Welcome to your Student Resource Center (SRC). The SRC was designed to assist you in locating necessary resources as well as providing important school and department wide communication in one central place. Stay up-to-date by using your SRC daily.

It includes the following tabs:

ANNOUNCEMENTS - This tab contains information from the department featuring upcoming events and links.

IN THE NEWS - This tab contains news information regarding faculty/staff and students.

CALENDAR - This tab contains the department student calendar - check this daily.

CAMPUS APPS & RESOURCES - This tab contains campus-wide useful links that students use.

DEPARTMENT AND SCHOOL RESOURCES - This tab contains department and school useful links that students use. This tab contains the Student Resource Guide as well.

Testing Policy

ATI – Assessment Technology Institute is a comprehensive testing and review program designed to provide students with various learning tools that will assist them in learning course content, identifying strengths and weaknesses, reviewing content, improving test taking abilities and ultimately successfully passing the NCLEX for professional licensure. This program is required for sophomore, junior and senior nursing students and a fee is assessed.

- 1. Students will be given access to the first non-proctored web version of the mastery exams and the review module books at the beginning of each course.**
- 2. Proctored content mastery exams will be administered during the last 2-3 weeks of the course.**
- 3. Students must achieve a Proficiency Level of 2 or 3 on all content mastery exams; if they do not achieve a Proficiency Level of 2 or 3 they must remediate on the second non-proctored version and achieve a score of 90% correct to successfully complete the course. If these criteria are not met the student will be awarded an incomplete grade. The incomplete grade must be removed prior to the beginning of the following semester or for seniors prior to graduation.**
- 4. Students will take the proctored RN Comprehensive Predictor and achieve a prediction likelihood score of passing NCLEX of 96%. If not successful must remediate on a non-proctored version and achieve a score of 90% correct to successfully complete the course. If these criteria are not met the student will be awarded an incomplete grade. The incomplete grade must be removed prior to graduation. This is a requirement for 460.**
- 5. The Pharmacology books will be distributed in NUR 200 – Pharmacology; however, the proctored ATI Pharmacology test will be administered at the end of NUR 420.**

Assessment Technologies Institute (ATI)

11 Proctored Exams	9 Non-Proctored Exams (2 versions)
Self Assessment Inventory	
Critical Thinking Entrance (Fall)	
Critical Thinking Exit (Spring)	
Fundamentals (Spring)	* Fundamentals/Interventions
Children (Fall/Spring)	* Children
Maternal Newborn (Fall)	* Maternal Newborn
Medical Surgical (Fall)	* Medical Surgical
Mental Health (Fall/Spring)	* Mental Health
Pharmacology (order books Sp / Test Fall)	* Pharmacology
Community Health	* Community Health
Leadership/Management (Spring)	* Leadership/Management
RN Comprehensive Predictor (Spring)	RN Comprehensive Predictor
	* Review Module Book

**PROCTORED TESTING WILL BE DONE IN THE FOLLOWING SEMESTERS
AND COURSES:**

FALL	SPRING
Critical Thinking: Entrance (NUR 220)	Pharmacology (NUR 200) order books
Maternal Newborn (NUR 320)	Assessment Inventory (NUR 240)
Mental Health (NUR 340)	Fundamentals (NUR 240)
Children (NUR 344)	Mental Health (NUR 340)
Medical Surgical (NUR 420)	Children (NUR 344)
Pharmacology (NUR 420)*	Community Health (NUR 440)
	Leadership/Management (NUR 460)
	RN Comprehensive Predictor (NUR 440/460)
	Critical Thinking: Exit (NUR 460)

***Note – The FALL Pharmacology proctored ATI will begin with the Class of 2020 (classes of 2018 & 2019 took proctored Pharmacology in Sophomore year) – books will still be ordered Spring of sophomore year – but proctored test will occur Fall semester of senior year.**

For more information about ATI Scoring visit <https://nursing.tcnj.edu/6778-2/>

Written Work Guidelines

WRITING ASSIGNMENT CITATION REQUIREMENTS

The Publications Manual of the American Psychological Association (6th edition) is the required format for papers written for nursing courses. This manual is available in the library and in the college bookstore.

E-Clinical Portfolio Procedure

Nursing students in good standing who are academically eligible to enter clinical education must complete all requirements and submit accompanying documentation to participate in the clinical component of the course. Documents verifying completion of requirements are maintained in each student's confidential Nursing Student Clinical E-Portfolio in the Nursing Department's student database.

CLINICAL FOLDER REQUIREMENTS MUST BE COMPLETED AND SUBMITTED IN 2 STEPS (STEP 1 AND STEP 2) FOR SOPHOMORES, 2 STEPS (STEP 3 AND STEP 4) FOR JUNIORS AND 2 STEPS (STEP 5 AND STEP 6) FOR SENIORS.

This process is an online process. To view the entire process, visit <https://nursing.tcnj.edu/clinical-e-portfolio/>

Sophomore Step One - Requirements

STEP 1 – DEADLINE Date will appear here

Unless indicated otherwise, should be completed this SUMMER.

1. Summer Health Requirements – [Listing Requirements \(a – f\)](#)

- a) Physical Examination
- b) Two-Step Mantoux Test (PPD/ TB)
- c) Hepatitis B Vaccination Series
- d) MMR (mumps, measles and rubella) vaccination
- e) Varicella (chickenpox)
- f) Tetanus and Pertussis vaccination

Other Summer Requirements:

- 2. [Health Insurance](#)**
- 3. [Personal Liability Insurance](#)**
- 4. [CPR Certification for the Healthcare Provider](#)**
- 5. [Drug Testing](#)**
- 6. [Criminal Background Check and Fingerprinting](#)**
- 7. Personal Statement Form**

Physical Exam

a) Physical Examination

A physical examination is required prior to admission in NUR 240 and annually thereafter. Students are advised to be examined by a health care provider of their choice over the summer. There is no standard form required for documentation. Once examined, simply ask your provider to write, date, and sign a summary statement attesting that you have been found to be in general good health for participation in clinical education. The document must be written and dated on office letterhead or prescription paper and include the signature of the provider who performed the exam, such as a physician or nurse practitioner.

Immunizations

HEALTH REQUIREMENTS – DEADLINE Date will appear here

b) Two-Step Mantoux Test (PPD / TB Test)

A two-step Mantoux is required ONCE prior to entering NUR 240 and a single Mantoux is required annually thereafter during the fall semester. A single chest X- ray is required of those students who have a positive PPD within the last five years. NOTE: Student Health Services offer 2 TB test clinics in late August and early September to accommodate this requirement, but students must attend both clinics. Individual appointments will NOT be scheduled. The cost is \$10 per test.

c) Hepatitis B Vaccination Series

Completed Hepatitis B immunization series (three immunizations or laboratory proof of immunity).

d) MMR

Two (2) MMR (mumps, measles and rubella) immunizations or laboratory proof of immunity for measles (rubeola), mumps and German measles (rubella).

e) Varicella

Students must submit documentation of two doses of Varicella (chickenpox) vaccination or documentation of laboratory proof of immunity. Documented history of chickenpox disease is NO LONGER ACCEPTABLE.

f) Tetanus and Pertussis

Immunization Proof of Pertussis containing Tetanus booster (Tdap) received after April 2006.

Health Insurance

2. HEALTH INSURANCE

Students are responsible for ensuring they are covered by health insurance (either through TCNJ or privately) throughout through their progression in the Nursing program until graduation.

Students are responsible for paying the annual premium to maintain insurance and must submit documentation of a valid insurance card by the August 19 deadline and annually thereafter.

Full time students are automatically enrolled in the TCNJ health insurance plan unless they decline by September 9, 2017 on-line at <https://studenthealthinsurance.tcnj.edu/files/2015/06/SHIP-2015-2016-initial-email-to-all-students.pdf>. You may contact Student Health Services at health@tcnj.edu or 609-771-2889 with questions.

Personal Liability Insurance

3. PERSONAL LIABILITY INSURANCE

In keeping with the New Jersey Board of Nursing regulations, all nursing students must obtain their own professional liability insurance and submit a copy of a valid personal professional liability proof of insurance document from their insurer. Students who do not have the required insurance shall be prohibited from participating in any nursing course having a clinical component. Student liability insurance is available for a nominal fee through the Student Nurses' Association. Students may also visit contact the Healthcare Providers Service Organization and Nurses Service Organization for more information. Students are responsible for annually renewing their insurance by paying the annual premium and submitting a valid proof of insurance document to the Nursing department to ensure coverage throughout each year of clinical education until graduation.

CPR Certification for the Healthcare Provider

4. CPR CERTIFICATION FOR THE HEALTHCARE PROVIDER

Student must complete CPR (cardiopulmonary resuscitation) training and provide a copy of a current CPR certification card. The American Heart Association Basic Life Support for Healthcare Providers CPR training program is strongly preferred. It is the student's responsibility to obtain and maintain CPR certification. Evidence of current certification must be submitted as part of the Nursing Student Clinical Folder. Individual clinical instructors may randomly request to see a student's CPR card. A student whose CPR certification is not received or expired will be prohibited from clinical education.

NOTE:

Students are strongly advised to complete the CPR requirement over the summer. The American Heart Association – Basic Life Support for Healthcare Providers CPR training program may be offered during the summer and the first week of classes. Please check email notifications from the Nursing office.

Drug Testing

5. DRUG TESTING

Nursing majors are required to complete drug testing to comply with the growing number of clinical agencies that mandate drug testing. Documentation of results may be shared with clinical agencies and will be maintained in the student's confidential clinical E-portfolio. Failure to comply with drug testing or a positive test result may prevent completion of clinical education and/or result in dismissal from Nursing.

Students are responsible for scheduling and purchasing the required drug test (Five-Panel Non-DOT). Students may be tested locally at [The Corporate Health Center \(TCHC\)](#) at Capital Health - Hamilton at 1401 Whitehorse-Mercerville Road, Suite 220, in Hamilton, NJ or select a private health care provider. TCHC has agreed to provide testing for TCNJ Nursing students at a special reduced rate of \$46.00, which is subject to increase. Results will be sent directly to the Department of Nursing. To schedule an appointment, students are advised to call 609-689-5750. Appointment times may be limited, so do not delay in scheduling to ensure a testing date within the required time-frame.

Students may also choose to have the required drug test (Five-Panel Non-DOT) performed by a health care provider of their choice, as long as the provider is fully certified with trained staff that meet certification requirements for Federal drug collection and testing. Students who choose this option must notify the Clinical Site Coordinator in advance and give written authorization to the provider to send results directly to:

Department of Nursing
Trenton Hall 206
The College of New Jersey
PO Box 7718
Ewing, New Jersey 08628-0718

Criminal Background Check and Fingerprinting

6. CRIMINAL BACKGROUND CHECK AND FINGERPRINTING

Standard HR 1.20 promulgated in 2004 by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) in the Comprehensive Accreditation Manual for Hospitals: Official Handbook requires hospitals to verify the criminal background of students and volunteers as well as hospital staff. Pursuant to Standard HR 1.20, a criminal background check is required for each student to participate in clinical experiences with clinical affiliates.

This procedure is detailed below and on the New Jersey State Police web site. Each student shall complete and submit the required form along with the appropriate fee. Visit the New Jersey State Police to read “Instructions for Obtaining Your Criminal History Record” and download Form A to request a criminal background check and fingerprinting through Morpho Trak Inc. Once the form is completed, students must contact Morpho Trak – Ewing Parkway Corp. Center at the phone number provided below to schedule an appointment for fingerprinting.

Once an appointment is confirmed, the student must bring the completed form to the Center (or another branch office) to complete the criminal history record check and be fingerprinted. Students are responsible for the \$40.70 fee for service (rates are subject to increase). Only the following methods of payment are accepted: money order, credit card, or electronic debit card. Note that only money orders are accepted on site at the Center on the day of fingerprinting. Students are advised to pay in advance via credit card to avoid delay.

Be advised that appointments at Morpho Trak fill up quickly. Inability to schedule an appointment within the required time period is NOT an acceptable excuse for missing the deadline for submitting results to the Nursing office. Plan ahead!

Morpho Trak – Ewing Parkway Corporate Center
1230 Parkway Avenue, Ste. 102
Ewing, NJ 08628
Phone: 877-503-5981

Office Hours: Monday through Friday: 9:00 AM – 5:00 PM and on the 2nd & 4th Saturdays of the month: 9:00 AM – 12:00 PM. Students must use Morpho Trak but may utilize another branch office. For other branch locations, please contact the phone number listed above. Office hours are subject to change.

Note: Students who live or have lived in Pennsylvania or other states must follow specific instructions to complete Form A.

Morpho Trak will typically complete the criminal history records check within 48 hours and will mail the results directly to the student. Students must submit the original results as part of their completed clinical folder documents. Students are advised to retain a copy for their personal file.

NOTE: A copy of the background check will be uploaded to the electronic portfolio, however only the original background check result will fulfill the Step 2 requirement and is to be submitted to the Nursing office.

Sophomore Step Two - Requirements

[STEP 2](#) – DEADLINE Date will appear here

Using the STEP 2 Index below, please click on the selected item for information regarding this requirement.

8. [Influenza Vaccination \(Flu Shot\)](#)

Influenza - Flu Shot

8. INFLUENZA VACCINATION (FLU SHOT)

Proof of annual Influenza vaccination is now required. Students must be vaccinated by the October 1st deadline.

Do NOT get the flu shot before October 1, as your vaccination will not be valid for the entire flu season.

Junior Step Three - Requirements

Nursing students in good standing who are academically eligible to enter clinical education must complete all requirements and submit accompanying documentation to participate in the clinical component of the course. Documents verifying completion of requirements are maintained in each student's confidential Nursing Student Clinical E-Portfolio in the Nursing Department's student database.

[STEP 3 - DUE MONDAY - JULY XX, XXXX - JUNIOR](#)

Junior Step Four - Requirements

Nursing students in good standing who are academically eligible to enter clinical education must complete all requirements and submit accompanying documentation to participate in the clinical component of the course. Documents verifying completion of requirements are maintained in each student's confidential Nursing Student Clinical E-Portfolio in the Nursing Department's student database.

[STEP 4 - DUE MONDAY - JULY XX, XXXX - JUNIOR](#)

Senior Step Five - Requirements

Nursing students in good standing who are academically eligible to enter clinical education must complete all requirements and submit accompanying documentation to participate in the clinical component of the course. Documents verifying completion of requirements are maintained in each student's confidential Nursing Student Clinical E-Portfolio in the Nursing Department's student database.

[STEP 5 - DUE MONDAY - JULY XX, XXXX - SENIOR](#)

Senior Step Six - Requirements

Nursing students in good standing who are academically eligible to enter clinical education must complete all requirements and submit accompanying documentation to participate in the clinical component of the course. Documents verifying completion of requirements are maintained in each student's confidential Nursing Student Clinical E-Portfolio in the Nursing Department's student database.

Simulation and Clinical Experience - Overview

The mission of the Department of Nursing Clinical Skills and Simulation Center is to provide the most realistic practical learning experiences in a safe environment that is based on nursing knowledge, patient safety, evidenced-based practice and professionalism. To prepare professional nurses who can:

- Provide Patient-centered and family care
- Work in Interdisciplinary Teams
- Understand and provide safe care
- Employ Evidenced-Based Practice
- Apply Quality Improvement
- Use Information Technology
- Emphasize caring
- Are enabled to think critically
- Can use independent judgment
- Showcase autonomous behaviors
- Have enhanced clinical and ethical decision-making skills

Simulation Standards

The College of New Jersey Simulation Center (TCNJ-SIM) endeavors to follow the standards of best practice as established by the International Association of Clinical Simulation in Nursing (INACSL) (Kardong-Edgren, 2013, updated 2015). These standards address terminology, the professional integrity of participant(s), participant objectives, facilitation, facilitator, the debriefing process, and participant assessment and evaluation.

Certification for TCNJ-SIM Staff and Faculty

The TCNJ-SIM supports the attainment of certification through the Society for Simulation in Healthcare (SSIH). These certifications include the Certified Healthcare Simulation Educator (CHSE), Certified Healthcare Simulation Educator-Advanced (CHSE-A), and Certified Healthcare Simulation Operations Specialist (CHSOS) (Society for Simulation in Healthcare, 2014b).

Accreditation

The TCNJ-SIM supports the accreditation standards provided by the Society for Simulation in Healthcare (SSIH). The seven core standards include 1) Mission & Governance, 2) Organization & Management, 3) Facilities, Application & Technology, 4) Evaluation & Improvement, 5) Integrity, 6) Security, and 7) Expanding the Field (Society for Simulation in Healthcare, 2014a).

Simulation and Clinical Experience - Facilities

GENERAL LABORATORY INFORMATION PHYSICAL DESCRIPTION:



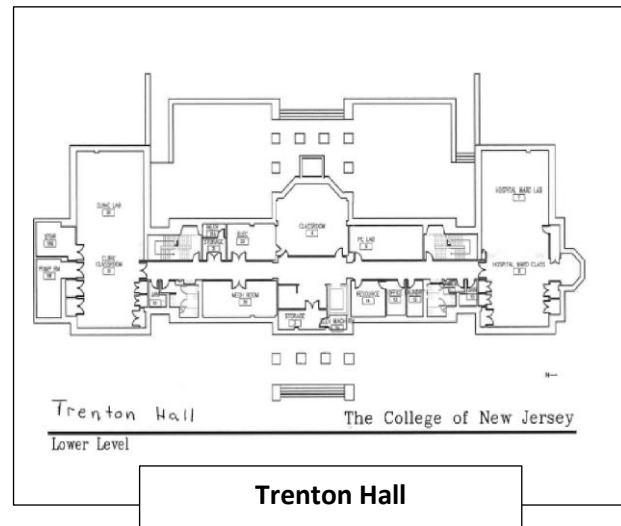
TRENTON HALL 009- GLADYS WORD
NURSING SIMULATION LABORATORY AND
CLINICAL SKILLS RESOURCE AREAS

FORCINA HALL 111 -
SIMULATION CENTER

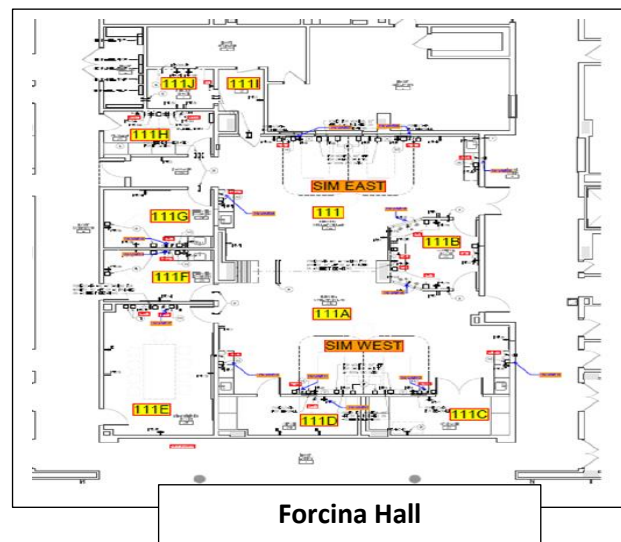
Trenton Hall Basement houses two of the current three skill/simulation areas for the Department of Nursing. Trenton Hall 019 has a lecture area with a smart classroom for 40 students. The rear of the room is setup to reflect either a clinic or emergency room with examination tables, examination lights and examination stools with curtains around each of the examination areas. Closets and cabinets house supplies.

Trenton Hall 009 or The Gladys Word Nursing Simulation Laboratory has the front of the room set up for primarily debriefing purposes although skills classes can be taught in this area as there is a smart classroom set-up. The back area of the room has hospital beds and various high fidelity mannequins, medium fidelity mannequins and task trainers. There is compressed air available on one side of the room to simulate oxygen and medical air as well as suction. Closets and cabinets house supplies.

Simulation and Clinical Experience - Facilities



Forcina 111, Nursing Simulation Laboratory, has 4 beds and two examination rooms. There are sinks at all patient care areas. There is also one debriefing room with a camera. This area has full AV equipment and all areas can have sessions recorded. Telephones are included into the AV recordings. High fidelity mannequins as well as standardized patients can be used in this center. There are two examination rooms with outside entrances. Closets and cabinets house supplies. A code cart, isolation cart, medication administration system cart and maternity suite equipment is available at this site as well as in Trenton Hall. There is a control room for the AV equipment. An additional classroom area in Forcina 103 can be used for nursing skills demonstration, extra debriefing area, fish-bowl style simulation and a staging area for simulation preparation.



Simulation and Clinical Experience - Description

Simulation is a “strategy – not a technology – to mirror, anticipate, or amplify real situations with guided experiences in a fully interactive way.” Simulation allows students to participate in a variety of scenarios to help them practice in a life-like, hands-on situation. During simulation, many times a simulator is used and this simulator “replicates a task environment with sufficient realism to serve a desired purpose.” *Definition obtained via <http://www.ahrq.gov/>* The simulation environment whether using a high-fidelity mannequin or a standardized patient must be an environment of safety for the students and faculty alike where confidentiality is maintained.

Advantages include:

- Realistic client situations can be reproduced
- No threat to client safety and ethical concerns are minimized
- Active learning occurs
- Specific and unique client situations can be created
- Errors can be corrected and discussed immediately
- Consistent and comparable experience can occur for all students
- Maximal amount of learning time
- Experimentation and creativity are allowed
- Self-evaluation is promoted
- Feedback can be elicited
- Decision making can be promoted effectively

Simulation Scenarios and skills laboratory sessions - During Scenario sessions and laboratory sessions the student is expected to:

- Wash hands
- Introduce self to client if applicable
- Use standard client identification procedures if applicable
- Use standard precautions before, during, and after simulation experiences and laboratory experiences
- Demonstrate initial primary assessment and data collection skills (ABC's)
- Effectively communicate with client, families, peers, and other members
- Use the five rights of medication safely

Pre-briefing

All participants in the skills/simulation laboratory should receive a thorough orientation to not only the environment and the mannequins, but also to the expectations. For most simulations, there will be work required prior to entering the simulation environment that will prepare the student to actively participate in the learning roles.

Debriefing Description

Debriefing provides immediate feedback and is a reflective critical thinking analysis and communication tool for participants of the simulation exercise.

The purpose of the debriefing assessment is to provide an intensive post conference and active evaluative process driven by peers and instructors. Students participate in a reflective analysis of how they performed and answer critical thinking questions. Some recommended styles of debriefing are as follows: Structured Debriefing, Debriefing for Meaningful Learning, Debriefing with Good Judgment, DASH (Debriefing Assessment for Simulation in Healthcare).

Inventory and Supplies

It is the policy of The College of New Jersey SIM to maintain and update center facilities and equipment by inventory of usage. The center staff will replenish equipment and supplies as necessary to meet the needs of the users. The simulation center staff orders software, equipment, medical supplies, etc.; monitors equipment, and troubleshoots and resolves technical issues. When supplies are running low, the faculty members should notify simulation center staff to allow for restocking or ordering. Any damaged, malfunctioning, or missing equipment / furniture / supplies found must be communicated to the clinical simulation center's staff via email.

Simulation and Clinical Experience - Responsibilities and Accountability

Student Responsibilities

- A brief orientation to the TCNJ-SIM will be presented to students during Nursing 230.
- A copy of the Simulation Lab Policies and Procedures will be available online.
- The confidentiality statement will be signed in Nursing 230 and kept on file—this will include the videotaping of the scenarios and debriefing sessions.
- Students are expected to arrive on time for simulation and scheduled skill classes. If a student is late or absent without notification to the faculty member, the make-up or penalty will be determined by the faculty member. Notification of absence or lateness is a major part of professional accountability and should be directed to the faculty in charge of the lab event or simulation.
- “What happens in the lab stays in the lab”
- Notify the sim staff if you have a Latex allergy and fill out the appropriate form
- Notify the sim staff or your faculty member if you have had a needle stick injury in the lab and please fill out the proper paperwork Appendix pp. 25-26

Simulation and Clinical Experience - Dress Code

Students are representatives of the College of New Jersey Department of Nursing whenever involved in on-campus lab, standardized patient experiences or simulation, off-campus study or clinical experiences should dress appropriately. All students are required to purchase a standard TCNJ white lab coat and name badge in the fall semester of sophomore year prior to taking Health Assessment. These items must be worn during all laboratory and clinical experiences with a few exceptions (such as a pediatric practice where the preceptor requires business attire instead of a uniform). In such cases, the TCNJ name badge must always be worn.

In addition to the standard lab coat and identification noted above, the following dress and hygiene code applies:

- Dress neatly and professionally. Trousers or slacks may be worn but denim jeans or jean type slacks are not permitted. Skirts should not be shorter than just above the knee. Casual T-shirts and shirts with logos are not appropriate.
- Jewelry should be kept to a minimum and of modest size. Avoid wearing expensive or flashy jewelry to clinical sites. Only stud type earrings are allowed. Bracelets are not acceptable. Diamond engagement rings and other rings that have a high or large stone should be left at home.
- Tattoos and other forms of body art must be covered so they are not visible.
- Closed, low-heeled shoes (heels 1 ½" or less) are required. Sneakers are not permitted.
- Hair should be worn above the collar or secured behind the head. Hair should be styled so it doesn't fall on the patient or obscure vision during the physical examination.
- Facial hair should be neat and trimmed to less than 1" in length.
- For client comfort and safety, refrain from wearing perfume/cologne or other strongly scented products.
- To prevent nosocomial infection, students must adhere to the principles of good hand hygiene. Handwashing is expected before and after contact with each client, and with equipment and diagnostic specimens.
- Fingernails must be kept short (not extending beyond the ends of your fingers), smooth and clean. Clear or light-colored fingernail polish may be worn. Artificial fingernails or tips may be not be worn.

Information on ordering the uniform will be sent via email from the Nursing Office. Our uniform vendor is *Flynn & O'Hara* and representatives from the company visits the department once yearly in the fall with samples and takes orders - see Uniforms section.

The official pin of TCNJ Nursing may be purchased during the Spring semester of the Senior year. Information will be sent to students via email - see Uniforms section.

Simulation and Clinical Experience - Lab Conduct/Behavior

Lab Conduct/Behavior

- Professional behavior, language, and attitude is expected at all times
- Absolutely NO eating, drinking, or gum chewing at bedside or near mannequins. Students who have medical reasons to eat or drink should discuss this with the simulation staff prior to using the lab. If there is eating in the classroom area of Trenton Hall 009 and 019 it SHOULD NOT be anywhere near the skills/simulation area. All trash should be placed in appropriate trash bins.
- Store all personal belongings (backpacks, etc.) on tables in the front of Trenton Hall 009/019 or on the shelves/hooks provided in Forcina 111 or 103.
- NO pens allowed; write only in pencil—pens leave permanent marks on the mannequins
- Wear proper attire which includes the lab coat and name tag once this has been purchased. It is advised that footwear should be closed toe and not include flip flops or open toed shoes for safety reasons.
- Cell phone reception in the lab is poor and may drain your battery—please turn off your phone in the lab. No cell phone use is permitted during testing and should be turned off since ringing distracts students who are being tested. At no time will cellular phones and/or tablets be used to record video or photography without the consent from the simulation center.
- Equipment is not to be removed from the lab without permission
- Never remove an IV Catheter from a mannequin unless instructed to do so
- Never use Betadine or iodine on a mannequin
- Never give oral medications or liquid to a mannequin
- Use liquid soap or the mannequin lubricant in place of lubricants for any tube insertion on mannequins
- Discard used items in appropriate disposal areas. All sharps are to be placed in sharps container.
- Students are not to be alone in the lab—should always be with either a faculty member, staff member or senior nursing lab assistant
- Students are responsible for leaving labs clean and as you found it prior to departing—includes practice times
- No lab user shall infringe upon the privacy, rights, privileges, health, or safety of other labs users
- Do not sit on bed! When beds are to be used by students assuming the role of the patient shoes must be removed.
- Students may be dismissed from the lab area as a result of conduct that is unsafe, unethical, inappropriate or unprofessional
- Students may be dismissed from the lab area for being unprepared by either the faculty member or the TCNJ-SIM staff.

Confidentiality

All simulation scenario practice sessions involving students and/or recordings are considered confidential. All mannequin accessibility should be treated as real patient/client information using the following protocols: Nursing Program privacy policy and HIPAA. Students are expected to uphold all requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws requiring confidentiality. Students should report any violations to the faculty or instructors. The TCNJ-SIM should be treated as a clinical site. You are expected to show professionalism and treat the “client” and situation as you would in a real clinical setting.

Class Cancellation

In the event of inclement weather, TCNJ may be closed. Please refer to TCNJ Student Handbook regarding emergency closures. Any make-up times will be arranged by the faculty and TCNJ-SIM staff.

Simulation and Clinical Experience - Lab Content/Behavior

Clean Up

- The faculty and their students are accountable for cleaning up after lab use.
- Please leave the lab the way in which it was found so that others may enjoy their lab experience. Leave the labs as a student would in clinical – safe, neat and ready to use for the next person.
- Beds should be remade and left in the lowest position. Bed tables are to be placed near the foot of the bed with trash bin in place. Any basins, bedpans, urinals are to be washed, dried and put away in bedside tables. Be sure to turn off the lights.
- Students are not to be left in the labs unattended.
- Faculty should ensure that all labs are tidy and locked behind them. If any equipment is broken or supplies need to be restocked, please inform the TCNJ-SIM staff via email.
- All sharps must be disposed of in a sharps container. If necessitated, task trainers and mannequins are to be cleaned with mild soap and water only. Rinse, drain and air dry. Injection pads should be squeezed to eliminate excess fluids.
- Mannequins in the Lab are kept in the bed. Do not move these mannequins unless it is part of the skill assignment (i.e. lifting, moving, etc.). When cleaning up after using the lab, please make sure that mannequins are returned to the bed, beds are made, and all supplies are replaced and put away.
- Please leave the beds in the lowest position.
- If for some reason the linens are soiled, please put them in the hamper

Safety

- Confidentiality—what happens in the lab stays in the lab—for both students and faculty
- The lab is a place to learn—during simulation mistakes may be made—it is safe to make those mistakes since some of the best learning occurs during debriefing as discussion occurs around the thought process that caused the mistake. Learning to own the mistake is a professional responsibility and best modelled in simulation.
- Medical emergencies should be handled by calling X2345 from a campus phone or 609-771-2345 from a cell phone—THE LAB IS NOT EQUIPPED TO HANDLE REAL EMERGENCIES. If you call 911 it will take longer but will also get a response.
- Non-medical emergencies should be addressed to your clinical faculty member including accidental needle sticks, latex allergy reactions etc.

Sites

The Nursing program has developed relationships with a broad range of health care providers not only in the immediate community, but across the tri-state area as well. These relationships have allowed us to give students a variety of challenging practical experiences during their academic careers. Here are just a few of the locations across our region that have served as preceptors and clinical hosts to our students.

Bancroft School
Burlington County Board of Health
Capital Health Regional Medical Center
Carrier Clinic
Children's Home Society of New Jersey
Children's Specialized Hospital
Dawn of Hope
Ewing Township Health Department
Holy Redemer home care
HomeFront
Hunterdon Home care
Isles
Hunterdon Medical Center
Medallion Psychiatric Day Care
Mercer Street Friends/Friends Home Health Center Princeton HealthCare System
Middlesex Dept of Health
New Brunswick School District
Princeton Home Care
Project teach both Trenton and Burlington
Robert Wood Johnson University Hospital Somerset Medical Center
Special Parent Advocacy Group
St. Mary's Medical Center
St Peters Adult Day Care
St. Peter's Medical Center
St. Peters Senior NP group/ Senior housing nurses
Trenton Mobil Van
Trenton School District
VA Medical System Virtua Health, Inc
VNA Home Care of Mercer County VNA of Central Jersey
Willingboro Township Dept. on Aging, Community Affairs Dept.

Travel to/off Campus Clinical Sites

Transportation is mandatory for travel to and from Clinical Sites. Travel forms may be required and will be distributed if necessary.

Frequently Asked Questions (FAQ)

How do I learn more about the undergraduate nursing program at TCNJ?

For more information, refer to the Department of Nursing website or contact nursing@tcnj.edu where you can find details about the curriculum requirements, 4-year program of study, academic policies, affiliating clinical sites, etc. The College hosts Lions days throughout the year for prospective students to learn more about the different career options at TCNJ, including nursing.

What are my chances of earning admission into the traditional BSN program within the School of Nursing, Health, and Exercise Science?

Admission to the undergraduate nursing program at TCNJ is highly competitive; thus, meeting the minimum requirements for admission does not guarantee admission. The number and the quality of the applicants will determine the competitiveness of the applicant pool. Historically, students who have built a solid science foundation, who demonstrate the ability to communicate clearly, who have an understanding of professional nursing practice, and who have excelled in any prerequisite course work have had the highest probability of earning admission. A cohort of up to 74 students will be selected from the pool of qualified applicants for study beginning each fall semester. The Office of Undergraduate Admissions should be contacted for further information.

What is the transfer process for potential students interested in joining the nursing major?

Transfer into the nursing program begins with application in the spring semester only. Please note that there are two separate processes dependent on if a potential student will be considered an external transfer candidate or internal transfer candidate. External candidates should apply and contact the Undergraduate Admissions Office for specific direction. Internal candidates will find the process and internal transfer form on the Nursing Department website pages. The transfer process is highly competitive, occurs at the incoming sophomore level, and is dependent on the number of seats open within a given academic year.

I was charged with a misdemeanor/felony. Will I be able to complete the nursing program and be licensed to practice nursing if I meet all the requirements of a successful graduate?

The New Jersey Board of Nursing discusses specific requirements pertaining to a criminal record and the effect on RN licensure in the State of New Jersey and can be found at: [New Jersey State Board of Nursing: Criminal History - FAQs](#). Students interested in licensure in a state other than New Jersey should contact that particular state's Board of Nursing to identify policies and regulations.

Potential and current students should be aware that one's ability to complete the clinical requirements of the TCNJ nursing program is influenced by the policies and procedures of our affiliated clinical sites related to acceptance and placement of a student with a misdemeanor/felony. While the Department of Nursing will make a concerted effort to obtain a clinical placement site on behalf of our students, if expungement of a student's record or charges is not achieved prior to a clinical course, it has been our experience that clinical affiliates will not accept placement and results in an inability to meet the clinical objectives of a course and thus program progression or completion.

How is TCNJ different from programs at other nursing schools?

TCNJ places emphasis on helping to develop tomorrow's leaders in the profession of Nursing. Our program will not only help you develop excellent technical skills, but it will help you expand your awareness of global health care and the role of Nursing in it. We pride ourselves on preparing our graduates to continue setting goals for themselves that will take them on to positions of professional leadership, advanced practice or nursing education.

For more FAQs visit: <https://nursing.tcnj.edu/programs/bachelor-of-science-in-nursing-bsn/faqs/>

Advising Guide

The School of Nursing, Health, and Exercise Science faculty and professional staff employ a developmental team approach to facilitate student success within the curriculum and beyond.

Developmental advising requires viewing students holistically, helping students to integrate life, career, and academic pursuits. That process requires advisors to forge a trusting relationship with students, one based on mutual respect, genuine concern, honest communication, and appropriate accountability. While the role of faculty advisors is central to guiding students toward understanding and achieving degree and Liberal Learning requirements, they also collaborate with staff to help students develop and progress toward viable educational goals aligned with their values, motivations, intellectual strengths and skills.

Advisors play a key role in helping their students learn about their chosen profession and facilitating preparation for clinical and internship experiences, employment opportunities, and advanced higher education.

Academic Advisement Definition

Definition of Academic Advisement

“Academic advising is a developmental process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor; it is ongoing, multifaceted, and the responsibility of both student and advisor. The advisor serves as a facilitator of communication, a coordinator of learning experiences through course and career planning and academic progress review, and an agent of referral to other campus agencies as necessary. “

David S. Crockett, Ed. (1987). Advising Skills, Techniques and Resources: A Compilation of Materials Related to the Organization and Delivery of Advising Services. Iowa City, Iowa. ACT Corporation.

Advising Sessions

Advising Assignments

The School of Nursing, Health, and Exercise Science makes advising assignments prior to the beginning of the Fall term. Typically, unless the student changes their major, they will remain with the same faculty advisor for the duration of their studies within the School of Nursing, Health, and Exercise Science. To balance faculty advising loads, sometimes students are reassigned advisors. For unusual cases in where there is a personality “mismatch,” students can request an advisor reassignment from their department chairperson or program coordinator. Advising assignments are posted in students’ and faculty’s PAWS accounts.

Welcome Message

Faculty and students are encouraged to introduce themselves upon learning of their advising assignment. School of Nursing, Health, and Exercise Science faculty contact information is available on the TCNJ website directory and on the academic programs website. School of Nursing, Health, and Exercise Science department offices in Armstrong Hall 147 and 181 can assist students in locating a faculty member’s office. Faculty teaching schedules and office hours are posted by their office door.

Required Registration-Related Advising Sessions

Every term, weeks prior to the registration cycle for the subsequent semester, School of Nursing, Health, and Exercise Science students receive an advising hold that prevents them from processing registration related transactions. The Office of Records and Registration notifies students that an academic hold has been placed in their account. Upon receiving notification of the hold, students are to contact their advisor to set up a registration related advisement meeting. Advising holds will only be lifted following a formal in-person advising session in where the student and advisor agree upon course selection for the subsequent semester and record the course plan in an Advisor Course Approval Form.

The following topics are to be covered registration-related advisement sessions:

- Academic Requirements
- Report Review
- Course History Review
- Transfer Credit Report
- review Shopping Cart Selection

Developmental Advisement

Developmental advisement refers to advisement conversations that aid in the holistic development of a student, covering a span that can transcend the academic realm. This type of advisement can be incorporated during the mandatory registration-related advisement sessions or discussed at alternate times.

Student Expectations

School of Nursing, Health, and Exercise Science students are expected to become knowledgeable of College resources, college-wide and program-specific academic policies and procedures, as outlined in the Undergraduate Bulletin and their Students are expected to develop realistic sound educational and career goals. With the help of their academic advisor, students implement strategies to achieve such goals. Students are to be active participants in the advisement process. Ultimately, responsibility for decisions made in consultation with the advisor, lie with the student.

- Familiarize yourself with College and program specific policies, as stated in the Student Handbook (<http://www.tcnj.edu/~sa/handbook/>) and Undergraduate Bulletin (<http://www.tcnj.edu/~bulletin/>).
- Actively monitor TCNJ email (official communication mode of The College) for academic related announcements.
- Have reasonable expectations regarding the availability of your advisor to meet with your or respond to your email.
- Arrive prepared for advising sessions.
- Be able to express your personal goals and interests.
- Do not expect to be told what to do.
- Be proactive and not reactive.
- Be honest when discussing progress and identifying strengths and weaknesses.
- Accept responsibility for decisions made during the advisement process.

Frequently Asked Questions (FAQ)

FREQUENTLY ASKED QUESTIONS – USING PAWS

What is the Academic Requirements Page?

The PAWS academic requirements page is a degree “audit” page. The top of the page lists academic information with program enrollment. The page lists all aspects of degree requirements. The page is a tool to assist students in tracking their progress towards completion of degree requirements.

Requirements that are already satisfied show as closed (collapsed); pending requirements show open (expanded). The planner is unique to the student, and showing completed and pending requirements, including processed transfer credit. A tutorial on how to use the report is available online (http://www.tcnj.edu/~it/paws/tutorials/CS_AAR/AAR.html).

What is the Course History page?

The PAWS course history page shows grades earned for every course completed at The College as well as accepted transfer credit. Courses can be sorted by term or name.

What is the Shopping Cart used for?

The PAWS shopping cart allows you to select classes that you are interested in taking prior to your registration window. Once classes are placed on the cart, you can use the validate feature to check requisites or class reservations. Adding classes to your Shopping Cart or using the validate feature does not guarantee enrollment, is not a waitlist, and does not give any priority placement into the course.

Saving your selections to the shopping cart can help you narrow down your alternatives as you prepare for your registration advisement session. Once your registration window opens, you can use your shopping cart selections to register for classes.

I have a hold on my account. How do I clear it?

You can view holds in the “holds” section of the Student Center page of your PAWS account. If the box is blank, there are no holds posted on your account. The holds section will list any existing holds. By selecting the detail option, you can view the effective date of the hold and the department responsible for placing the hold. Please note that the hold can only be lifted by the department/unit that placed the hold. Please contact the office that placed the hold on your account if you have questions as to how to get the hold removed.

Records and Registration Advising Policy

For Records and Registration Advising Policies, visit <http://policies.tcnj.edu/policies/digest.php?docId=9629>

Professional Organizations

Professional Organizations listed below:

[SIGMA](#)

[Student Nurses Association \(SNA\)](#)

SIGMA

SIGMA

INTERNATIONAL HONOR SOCIETY DELTA NU CHAPTER

A Nursing Honor Society of Trenton State College was established in Fall 1977 and petitioned for chartership to the International Honor Society of Nursing (Sigma Theta Tau) in Fall 1978. Nursing Honor Society of the College of New Jersey was chartered in the Spring of 1980.

Purposes – the purposes of this society are to:

- Recognize superior achievement.
- Recognize the development of leadership qualities.
- Foster high professional standards.
- Encourage creative work.
- Strengthen commitment to the ideals and purpose of the profession. Qualifications for Regular Membership:
- Candidates shall have demonstrated superior scholastic achievement, evidence of professional leadership and marked achievement in the field of nursing.
- Candidates shall be elected from students enrolled in the Division of Professional Nursing and the Division of Advanced Nursing Education and Practice. Students who have completed at least one-half of the required curriculum and have demonstrated ability in nursing shall be eligible.
- All students within Nursing who have completed NURS 320/324 and have a cumulative average of 3.0 or better shall be considered initially. Students must also be in the top 15% of their class as Juniors or the top 30% of their class as Seniors.
- The number of students from any one class shall not exceed 35% of the total number expected to graduate from that class.
- Students with prior nursing experience and education (RN) shall account for no less than five percent of the total number from any one class.
- Students in the Division of Advanced Nursing Education and Practice are eligible for membership if they achieve a grade point average of at least 3.5 and do not rank lower than the highest 35% of their class in scholarship.
- Alumni and Community Membership: A graduate nurse with a baccalaureate degree or higher who has demonstrated marked achievement in the field of nursing shall be eligible for membership in any chapter.

Selection of Regular Members:

- All candidates ordinarily must be present to be inducted. Exceptions may be made for valid reasons as determined by the officers of the chapter.
- Candidates for regular membership shall be voted upon openly by the Chapter. A favorable vote of at least three-fourths of members present is necessary for election to membership.
- Candidates shall be considered without regard to sex, creed, or color.
- Candidates shall pay all national fees before admission to membership.
- Deadline for applications is February 15th.

Student Nurses Association

General Information

Established Spring 1972, the Student Nurses Association is comprised of Nursing Majors and those interested in the profession of Nursing. SNA works to provide opportunity for personal, intellectual, professional and social growth of its members. Much of this is incorporated into health information and services that are provided to the campus and community. Each Nursing student is encouraged to cultivate leadership skills within the SNA and through membership in The National Student Nurses' Association and The New Jersey Nursing Students' Association.

The active SNA member is an individual aware of the issues, responsibilities and needs of Nursing profession and the public it serves.

SNA activities include a Health Fair, Career Day, Breast Examination Clinics, activities for Incoming Freshmen, a Recognition Ceremony for Seniors, etc.

Membership

All students within Nursing are eligible for membership.

Meetings

SNA meetings shall be held when planned or deemed necessary by the Executive Board.

For more information including Bylaws [visit https://nursing.tcnj.edu/students/professional-organizations/student-nurses-association-sna/](https://nursing.tcnj.edu/students/professional-organizations/student-nurses-association-sna/)

Department Committees

DEPARTMENT OF NURSING – COMMITTEE LIST --- FALL 2018 /SPRING 2019

(Meets 2nd Wednesday of the Month)

FACULTY DEVELOPMENT STUDENT AFFAIRS COMMITTEE Meets 2nd Wednesday of the Month (after DON) 1. D. Dzuby (Chair) 2. M. Cappelli 3. K. Hooven 4. C. Kartoz 5. T. Perron 6. H. Montemurno (Student Rep) 7. S. Shah (Student Rep)	GRADUATE CURRICULUM COMMITTEE Meets 4th Wednesday of the Month 1. D. Whalen (Chair) 2. A. Fallon 3. P. Ford 4. D. Jackson 5. C. Kartoz 6. D. King 7. Y. Nelson 8. I. Pearlstein 9. T. Perron 10. C. Silk 11. TBA (Student Rep) 12. TBA (Student Rep)
BSN CURRICULUM COMMITTEE Meets 3rd Wednesday of the Month 1. E. Alexy (Chair) 2. G. Altmiller 3. M. Blicharz (MLOA) 4. N. Brown 5. S. Byrne 6. S. Clugston 7. Y. Nelson 8. M. Cardena (Student Rep) 9. J. Heidler (Student Rep)	

School Committees

Dean's Student Advisory Committee requires Nursing student membership to discuss advancing wellness on-campus and within the community.

Student Governance

OUR MISSION...

As campus leaders guided by the mission of The College of New Jersey, the Student Government is dedicated to enriching and enhancing the undergraduate student experience. We are committed to leading with integrity and holding ourselves accountable for representing the needs of our constituents with purpose and vision. Through advocacy, legislation, programming, service, and the resolution of student issues, we strive to improve the overall welfare of TCNJ's student body.

Student Representatives:

Undergraduate Curriculum:

- Upperclassmen- Julia Heidler
- Underclassmen Marissa Cardena

Faculty Development Student Affairs:

- Upperclassmen- Saloni Shah
- Underclassmen- Haylie Montemurno

For more information visit us at <http://www.tcnjsg.com/>

Research

Progress in the health-related professions is swift, as science and innovation constantly spur new clinical approaches and technological breakthroughs. The ability to translate new knowledge into improved practice is foundational for success in the nursing, health, and exercise professions. Our school, in its commitment to research and intellectual inquiry, educates students to become not only early adopters but active creators of the new knowledge transforming the health and wellness landscape.

Across all our programs, faculty are active scholars and researchers, and the relationship between teaching and research is seamless. These teacher-scholars bring new insights into the classroom, introducing students to the controversies and conundrums of their fields. And they welcome students into the realm of research, collaborating with them on research projects and other intellectual endeavors.

For more information visit <https://nursing.tcnj.edu/research/>

Awards

Nursing students are eligible to be considered for awards which are granted to THE COLLEGE OF NEW JERSEY students. Sophomore and junior awards are presented in the Fall semester at the annual Awards Ceremony and welcome back reception. Senior and graduate awards are presented at Nursing graduation ceremony. Awards are generally given based on need, scholarship, service to the College and Department.

To learn more about awards, visit <https://nursing.tcnj.edu/students/nursing-awards/>

Scholarship

Through such challenging scholarship, our students, at both the undergraduate and graduate levels, become critical thinkers and problem solvers who demonstrate strong clinical reasoning skills. They graduate as independent scholars, well prepared for the continual learning and constant self-evaluation that is a lifelong responsibility in our professions. For more information visit <https://nursing.tcnj.edu/students/nursing-scholarships-and-loans/>

Policy Acknowledgement Form

**BSN STUDENT HANDBOOK
ACCEPTANCE ACKNOWLEDGE FORM 2018-
2019**

I have read and understand the College of New Jersey Department of Nursing BSN Student Handbook. I agree to abide by the regulations.

Please acknowledge below:

Student Name

Date - (mm/dd/yyyy)

PAWSID

Academic Rank (Freshman, Sophomore, Junior, Senior)

This agreement will be a part of my permanent student record in the Department of Nursing office.

This is an online format and is accessible at

https://tcnj.co1.qualtrics.com/jfe/form/SV_cx22lb8z9PJ6D4x