



RUTGERS

School of Nursing | Camden

Student Handbook  
Baccalaureate Programs  
July 2022 – July 2024

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## SECTION I: WELCOME TO THE RUTGERS SCHOOL OF NURSING–CAMDEN

The Student Handbook serves as a resource for any student enrolled in a baccalaureate nursing program at Rutgers School of Nursing–Camden (SNC). It details program expectations and policies; informs nursing students of their roles and responsibilities; and is the primary resource for students to become professional nurses. You are responsible for understanding and following the policies included in this Handbook and the Rutgers–Camden Undergraduate Catalog Academic Policies and Procedures (<http://catalogs.rutgers.edu>). Our faculty look forward to working with you.

The baccalaureate degree program in nursing, master’s degree program in nursing and Doctor of Nursing Practice programs at Rutgers School of Nursing–Camden is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791,

and approved by the State of New Jersey, Board of Nursing, P.O. Box 45010, Newark, NJ 07010, 202-887-6791.

The Rutgers School of Nursing–Camden Baccalaureate Student Handbook applies to all undergraduate nursing programs.

### **Disclaimer:**

*Rutgers University and the School of Nursing–Camden reserve the right to amend any regulations, fees, policies, conditions, and courses described herein as circumstances may require. Students will be notified of substantive changes via their official Rutgers email address. The provisions of this handbook are not and may not be regarded as contractual between the Rutgers School of Nursing–Camden and its students or employees.*

### **Acknowledgment of Receipt of Student Handbook**

All students must review the current Rutgers School of Nursing–Camden Student Handbook and submit proof of passing the Nursing Student Handbook Quiz with a score of 80 or above. Instructions for completing this requirement will be provided as a compliance requirement in students' CastleBranch accounts.

## Rutgers School of Nursing–Camden (SNC) Leadership and Administration

### **Leadership**

Donna M. Nickitas, Ph.D., RN, NEA-BC, CNE, FNAP, FAAN  
Dean and Professor

Mei R. Fu (Qiu), PhD, RN, FAAN  
Senior Associate Dean, Nursing Research and Professor

Lisa Lewis- PhD, RN  
Senior Associate Dean, Diversity Equity and Inclusion and Professor

Marie T. O'Toole, Ed.D, RN, FAAN  
Senior Associate Dean, Academic Affairs and Professor

Margaret Avallone, DNP, RN, CCRN-K, CNE  
Associate Dean Baccalaureate Programs  
Clinical Associate Professor

Rachel Derr, DNP, MSN, RNC-LRN, CNE  
Program Director, Pre-licensure Programs  
Clinical Assistant Professor

Bonnie Jerome-D'Emilia, PhD, MPH, CBCN, RN  
Program Director, RN to BS Program and Associate Professor

### **Administrative Staff**

Mike Bertoni, MBA  
Budget Manager II  
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Margo Wallace, DNP, MSN, RN  
Director, SNC-CARES  
[margow@camden.rutgers.edu](mailto:margow@camden.rutgers.edu)

## **STAFF DIRECTORY**

### **Faculty**

The Rutgers School of Nursing–Camden faculty are recognized experts in their fields of study and clinical practice committed to motivating students and fostering their academic success. These dedicated mentors

model resilience and encourage our students to identify—and surpass—their academic and career goals. Our faculty, comprising 33 full-time professors and more than 200 part-time lecturers, contribute to a campus-wide climate of cross-disciplinary collaboration, engaged civic learning, and evidence-based research. At the School of Nursing–Camden, faculty are hands-on practitioners and researchers who investigate poverty and vulnerable communities; health promotion, disease prevention, health literacy; access to care; community-based research; and social determinants of health.

## **FACULTY DIRECTORY**

### **Part-Time Lecturers (PTLs)**

Well-qualified professionals—our part-time lecturers (PTLs)—supplement the full-time nursing faculty. PTLs have graduate degrees in nursing and extensive clinical experience. Other supportive faculty with graduate degrees in related fields may participate on the nursing faculty team to enrich and augment nursing education.

### **Rutgers University Mission**

Rutgers, The State University of New Jersey has a threefold mission (<http://www.rutgers.edu/about>): instruction, research, and public service, with each component supporting the other two. The Rutgers community on the Camden Campus recently completed the process of strategic planning (<http://www.camden.rutgers.edu/pdf/StrategicPlan.pdf>), elaborating upon the university mission: Bringing the Rutgers experience to southern New Jersey and the Delaware Valley, Rutgers University-Camden prepares the next generations of leaders by delivering interdisciplinary and innovative research, rigorous academic programs and engaged experiential learning opportunities, and solution-oriented services that change communities. Likewise, the mission of the Rutgers School of Nursing–Camden elaborates upon the University’s mission and advances the concept of nursing education.

### **Rutgers School of Nursing–Camden**

#### **Mission**

The Rutgers School of Nursing-Camden prepares competent nurses, advancing nursing science through research and evidence-based practice to reduce health disparities and promote community health initiatives in the City of Camden and beyond.

#### **Vision**

Rutgers School of Nursing–Camden's vision is to be known for excellence in nursing education, advancements in nursing science, and a vibrant, innovative, and trusting milieu.

#### **Belief Statement**

Our Philosophy of Nursing and Nursing Education was initially crafted by faculty leader Carol Germain, Ed.D., RN, FAAN, in 2010. It reflects enduring beliefs that guide our mission, vision, and core values.

Nursing is a discipline and a profession that blends its own knowledge base with the knowledge of other disciplines. Because humans are holistic beings, nursing knowledge for professional practice involves—but is not limited to—the synthesis of empirics (science), aesthetics, ethics, and understanding of the self and others. In recognition of this human totality, professional nursing integrates arts and humanities with the findings of nursing research into the more highly developed, evidence-based practice required in a multicultural and global society.

In a free society, access to care—and decision-making regarding one’s care—are rights, not privileges. Nurses, as professional leaders and advocates, have the individual and disciplinary responsibility to increase access to adequate care across the continuum of health promotion, disease prevention, sickness, recovery, rehabilitation, and end of life, especially for diverse, multicultural and underserved populations. Each individual, regardless of economic or social status, has dignity and worth. Each must be recognized as an active participant in his or her health care decisions.

In addition to collaborating with care recipients, nurses—as autonomous professionals—collaborate with professionals from other disciplines to promote optimal health and wellness among individuals, families, groups, communities, and larger societies. Education for professional nursing is best accomplished in an academic setting that encourages inquiry, discovery, creative thinking, and interaction with students and faculty from other disciplines. Within such a setting, the nurse can gain understanding and awareness of nursing roles and functions in society and become a contributing member through the development of individual potential.

Learning is the acquisition of knowledge and skills that results in behavior change and which nurtures intellectual curiosity. Early in the nursing student’s education, courses in the humanities and in the natural and social sciences are integrated with the study of nursing in order to promote the appreciation of individuals as physical, psychological, socio-cultural and spiritual beings.

As co-learners, faculty and students should mutually respect each other in their designated roles. As role models for clinical practice and professional character, faculty members are responsible for creating a climate that encourages students to think critically, to communicate clearly, and to become increasingly self-directed learners. The faculty facilitates learning for students who possess a wide range of abilities and experiences and guides them in identifying and meeting their learning objectives, in applying what they have learned, and in becoming excellent nurses.

### **Non-discrimination Policy Notice**

Rutgers, The State University of New Jersey, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity or expression, disability, age, or any other category covered by law in its admission, programs, activities, or employment matters.



## SECTION II: BACCALAUREATE PROGRAMS

### *Section II A: Program Details and Admission*

Graduates of the Baccalaureate Programs are expected to demonstrate the following student learning outcomes:

1. Apply knowledge from the arts and sciences and nursing knowledge when making clinical judgments in nursing practice.
2. Deliver person-centered care that meets the unique care needs of the individual, family, and community within complex health systems.
3. Design nursing plans of care that support health promotion, disease prevention and collaborative partnerships to improve equitable health outcomes for diverse populations.
4. Integrate evidence-based guidelines and nursing scholarship to improve health and transform healthcare.
5. Create a culture of safety through continuous quality improvement and find opportunities for quality and safety improvement throughout the environment.
6. Facilitate a climate of mutual learning and respect through interdisciplinary collaboration across professions to provide team-based, person-centered care.
7. Work within complex systems of healthcare to provide cost-effective, safe, quality, and equitable care to diverse populations.
8. Demonstrate proficiency in using healthcare informatics and technologies to facilitate decision-making, manage data and optimize outcomes.
9. Model characteristics of the professional nurse through self-reflection, accountability, advocacy, leadership, and the demonstration of diversity, equity, and inclusion principles.
10. Demonstrate behaviors that contribute to personal well-being, intellectual inquiry, professional growth, and leadership capacity.

Approved by Faculty Organization 4/5/22

### **Program Descriptions**

#### **4-Year Pre-Licensure (Traditional) BS Program:**

The 4-year program is designed for students who enroll as freshmen and complete all degree requirements at Rutgers-Camden. Nursing courses start in the first year, with science, arts, and humanities courses integrated throughout the curriculum. Transfer students, upon admission, will be considered individually, and a proposed course of study will be discussed and developed.

**Accelerated Pre-Licensure BS Program (ABS):**

The ABS program is designed for students who have attained a previous bachelor's degree and satisfied prerequisite courses before enrolling. Students' progress through the nursing courses in four semesters, the session including summer sessions. Currently, students are admitted into either fall (fall, spring, summer, and fall) or spring (spring, summer, and fall, spring) cohorts. Prerequisite course requirements can be found on the School of Nursing–Camden website.

**RN/BS Program:**

The Rutgers School of Nursing–Camden RN to Bachelor of Science (BS) in Nursing program is for licensed registered nurses (RNs) who want to leverage their work experience and grow as professionals. Students can achieve their career goals quickly – admission is on a rolling basis, and our program can be completed in as little as one year with full-time attendance. Choose between two convenient options: our [online](#) or on-campus programs offered in partnership with local academic institutions.

**Transfer Credits**

The following limits are set on the maximum number of degree credits transferable into the School of Nursing–Camden. No more than 60 credits from two-year institutions, no more than 90 credits from four-year institutions, and no more than 12 of the last 42 credits earned for the degree may be transfer credits. A maximum of 90 credits may be transferred from any combination of two- and four-year institutions. Students who have completed nursing course credits elsewhere are evaluated on an individual basis. Nursing courses taken elsewhere are not guaranteed to transfer into the program. Matriculated students at Rutgers School of Nursing–Camden are required to complete all coursework at Rutgers-Camden unless they receive permission in advance to take a course at another institution.

**Doctor of Nursing Practice (DNP) Program Entry Options**

Students in the Traditional, Accelerated Second Degree Nursing Program (ABS) and the RN to BS program may apply to the DNP program in the last semester of their undergraduate studies. Acceptance ensures a continuous progression from the undergraduate into the DNP program. Students should apply according to the normal process for the DNP program. For details see the DNP webpage on the Rutgers School of Nursing–Camden website: <https://nursing.camden.rutgers.edu/DNP>.

Early entry students in the Traditional and Accelerated Second Degree Program (ABS) must pass the NCLEX and obtain RN licensure in the state of New Jersey prior to taking the first clinical course (58:705:660, Primary Care Theory).

***Section II B: Student Resources*****School of Nursing Resources**

The School of Nursing faculty and staff are committed to student success. School and Campus resources are available to help support students.

**Faculty:** provide course-specific support and help with course content. Faculty are the first point of contact for assistance or questions in classes. Contact information for faculty is included in the course syllabus.

**Course assistants:** are individuals utilized in courses to support the student learning process. Course assistants may hold recitation (review) sessions or small group reviews to assist students in understanding and applying course content. Email the Course Assistant through the Canvas course shell.

**Nursing Student Success Coach:** provides student-centered coaching and group presentation to promote nursing academic success, progression, and student retention. The Success coach offers help with various topics, including test-taking, time management, study strategies, and using ATI resources. Schedule an appointment through Raptor Connect (see below).

**SNC-CARES (Center for Academic Resources, Engagement and Services):**

Located on the 3rd floor of the Nursing and Science Building, SNC-CARES Is a comprehensive center dedicated to positively impacting the nursing student experience. SNC-CARES serves as the core of student support from admissions to graduation, including: recruitment, admissions, progression planning, advisement, mentoring, remediation, counseling, course scheduling, clinical placement, and clinical compliance. Students can make an appointment through [Raptor Connect](#) or visit the website: [SNC-CARES | Rutgers School of Nursing–Camden](#)

**Raptor Connect:**

Rutgers University-Camden’s Student Success Management System, [Raptor Connect](#), provides an integrative approach to student success that promotes shared ownership for academic progress among students, faculty, advisors, tutors, and staff. It serves as the foundation that connects services that help students formulate and advance toward educational goals, including: advising, tutoring, counseling, progress tracking, and early academic alerts.

All students have access to Raptor Connects software solution that connects them to a network of advisors and other support services that can boost academic success. Students may access Raptor Connect by using their NetIDs. Through the platform, students will be able to:

- Make appointments with academic and other support staff
- Communicate with advisors
- Keep track—on a printable calendar page—of classes and any appointments booked through the system
- Receive reminders about important tasks and upcoming appointments via email or text

**Faculty Mentors:** Each nursing student is assigned a faculty mentor. Faculty mentors do not replace academic advisors but can help facilitate a student’s academic and professional goals. Students are encouraged to meet with faculty mentors and reach out to other faculty who may have a practice or research concentration the student wishes to explore. A list of faculty and their scholarly concentrations is located on the [School of Nursing-Camden Faculty page](#).

## **Campus-based Resources**

**Health and Wellbeing Resources:**

Health and well-being impact learning and academic success. Students may experience a range of concerns that can cause barriers to academic success, including illnesses, strained relationships, anxiety, high levels of stress, alcohol or drug problems, feeling down, or loss of motivation. The Wellness Center Medical and Counseling staff can help with these or other issues. Information about free, confidential mental health services on campus is available by phone: 856-225-6005; online: <https://wellnesscenter.camden.rutgers.edu/>; or in person at the Wellness Center on the 2nd Floor of the Campus Center.

*Additional Resources:*

National Suicide Prevention Lifeline: 1-800-273-8255

Crisis Text Line: text HOME to 741741

Crisis Text Line for Students of Color: text STEVE to 741741

Trevor Lifeline (LGBTQ+): 1-866-488-7386

National Domestic Violence Helpline: 1-800-799-7233 or text LOVEIS to 22522

NJ HOPE line- <https://njhopeline.com/>

### **Dean of Students CARES Team:**

College is a time when students are testing their independence and striving to find themselves. It's not uncommon for these journeys to have rough points. For some students, personal, emotional, psychological, academic, or other challenges may hinder their ability to succeed both in and outside of the classroom. The Dean of Students Office is here to assist students with these concerns by strategically and effectively handling and referring student concerns/needs across all campus and university areas as needed. The Dean of Students Office serves as initial contact for students of concern and at-risk students.

Phone: 856-225-6050, Email: [deanofstudents@camden.rutgers.edu](mailto:deanofstudents@camden.rutgers.edu)

or <http://deanofstudents.camden.rutgers.edu/>

#### *Basic Needs Security:*

Students who have difficulty affording groceries or accessing sufficient food to eat every day or who lack a safe and stable place to live and believe this may affect their performance in a course, are urged to contact the Dean of Students for support at [deanofstudents@camden.rutgers.edu](mailto:deanofstudents@camden.rutgers.edu) or Rutgers-Camden Food Pantry at [scarlet-raptor-foodpantry@camden.rutgers.edu](mailto:scarlet-raptor-foodpantry@camden.rutgers.edu)

### **Title IX and the Violence Prevention & Victim Assistance Office:**

Rutgers faculty are committed to helping to create a safe learning environment for all students and the university as a whole. If you have experienced any form of gender or sex-based discrimination or harassment, including sexual assault, sexual harassment, relationship violence, or stalking, know that help and support are available. The University strongly encourages all students to report any such incidents to the University.

Please be aware that all Rutgers employees (other than those designated as confidential resources such as advocates, counselors, clergy, and healthcare providers as listed in Appendix A to Policy 60.1.33) must report information about such discrimination and harassment the University. If you tell a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the University's Title IX Coordinator.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can talk to the Office of Violence Prevention & Victims Assistance staff. For more information about your options at Rutgers, please go to <http://respect.camden.rutgers.edu>.

### **Rutgers IT and Computer Issues:**

For assistance with technology, students may call Rutgers IT at 856-225-6274 or email [help@camden.rutgers.edu](mailto:help@camden.rutgers.edu).

Students are encouraged to maintain their computers in working condition and proactively address issues well before scheduled course examinations. Students are responsible for addressing computer issues or borrowing a laptop for examinations. Loaner computers may be available through the Dean of Students office (<https://deanofstudents.camden.rutgers.edu>.) **Pick-up of a laptop must be arranged several days in advance and is subject to availability.**

**Center for Learning and Student Success:** <https://learn.camden.rutgers.edu/>

Students can attend workshops, access Smarthinking tutoring, or receive other academic support coaching. Access through the link above or through RaptorConnect.

**Office of Disability Services:**

The School of Nursing-Camden is committed to supporting the learning of all students in our classes. Additionally, faculty members are responsible for determining whether that student has demonstrated or can demonstrate appropriate skills and abilities at any point in a student's academic program. Students who fail to demonstrate appropriate levels of skills and abilities may have their progression interrupted until they are able to demonstrate skills at the appropriate levels.

Rutgers University welcomes students with disabilities into all educational programs. To receive consideration for reasonable accommodations, students with a disability must contact the appropriate disability services office at the campus where they are officially enrolled, participate in an intake interview, and provide documentation: <https://ods.rutgers.edu/students/documentation-guidelines>. If the documentation supports a request for reasonable accommodations, the campus disability services office will provide the student with a Letter of accommodations.

Students who have already registered with the Office of Disability Services and have a letter of accommodations are asked to provide the letter of accommodation (LOA) to their professors. Students who have or think they have a disability (learning, sensory, physical, chronic health, mental health, or attentional) are encouraged to contact <https://success.camden.rutgers.edu/disability-services>.

**Preferred Pronouns:**

Feel free to correct us on your preferred pronouns.

**Chosen Name (Preferred Name):**

Students who have a chosen or preferred name other than what is listed on the rosters are encouraged to inform their professors. In addition, the “**Rutgers shout out**” tool located within each Canvas course shell is available to provide instructors with the correct pronunciation of a name.

To have one's name officially changed within the rosters, students should visit <https://deanofstudents.camden.rutgers.edu/chosen-name-application>

**Canvas Assistance:**

Students who have technical difficulties with the online aspect of any course should contact the Canvas help desk. 877-778-8437/(24hr/7 days/week) or [help@canvas.rutgers.edu](mailto:help@canvas.rutgers.edu)

***Section II C: Compliance*****Compliances (also see Appendix A):**

Adherence to the health requirements for all students at Rutgers School of Nursing–Camden is required. Immunization and health testing information must be completed to meet New Jersey law and University requirements and to assist in maintaining your health and the health of others you meet while on campus. These forms should be submitted as directed in your admissions materials.

The School of Nursing–Camden also requires additional health, criminal background, and other compliances as set forth by affiliate clinical agencies. Students must remain 100% compliant with these requirements in order to participate in on and off-campus lab experiences. Missed labs/clinicals due to non-compliance may

result in failure of that particular lab/clinical. Students will not be permitted to attend labs or clinicals if they are non-compliant. Additionally, registration holds may be placed on the accounts of non-compliant students, preventing them from registering for classes and delaying their program progression.

### **Malpractice Liability Insurance:**

Malpractice/liability insurance is carried by the university and covers students in the program. If students prefer additional coverage, they may purchase their own malpractice insurance.

## ***Section II D: Clinical Placement and Expectations***

### **Clinical Laboratory Experiences:**

For traditional, ABS, and RN-BS students, clinical labs and/or clinical settings are selected to offer experiences congruent with theoretical course content. A variety of agencies and modalities—including hospitals, clinics, outpatient care centers, shelters, community health entities, and online learning experiences—are used throughout the program to provide students with a range of experiences and exposure to a variety of professional nursing roles in order to meet end of program competencies.

Students may be scheduled for clinical and laboratory experiences from 6:30 AM to 11:00 PM, seven days a week. Clinical sites may be up to 60 miles from Rutgers-Camden. Students are responsible for their own transportation to the clinical agencies. Students should also be aware that transportation to clinical agencies might involve tolls or parking fees. Students are encouraged to carpool to clinical experiences.

**Students are responsible for completing all pre-clinical agency onboarding requirements in a timely manner. Pre-clinical agency requirements can be accessed through the SNC CARES Student Portal located on the Rutgers School of Nursing – Camden website. Additional requirements will be communicated to students by means of official Rutgers email address. Any student who does not complete all necessary onboarding requirements will not be permitted to attend clinical as planned.**

Students are given the opportunity to register for a clinical lab during a separate registration period when possible. However, it is sometimes necessary for the SNC CARES department to place and register students in clinical sections. The process will be as follows when students are given the opportunity to self-register for clinical experiences:

- Clinical section options will be visible prior to clinical registration for viewing and planning purposes.
- Clinical spots will be available on a first come, first served basis during clinical registration and students should expect that it is unlikely to obtain first choice(s).
- Clinical section selections must not conflict with chosen theory courses.
- Students must only schedule one clinical experience per day of the week.
- No changes can be made after completing the registration process.
- Students are not to withdraw from a clinical section without discussing it with the SNC CARES department first as this may result in forfeiting the clinical spot.

Undergraduate students may submit special lab/clinical requests, including military and medical accommodation requests, to the SNC CARES office as directed **prior** to registration for consideration. Special requests must be made well before the clinical registration period to be considered. Requests will be reviewed and may be honored based on the nature of the request. Not all special requests can be honored. A

work schedule does not qualify as a special request. No changes or switches can be made after the registration period is closed.

Please note that registration holds may be placed on the accounts of students non-compliant with their health, criminal background, and agency requirements. Additionally, students must **remain 100% compliant** with these requirements at all times throughout the program in order to participate in any clinical/lab experiences (See Health and Background Requirements).

Lab/clinical sites/days/times may change after registration and/or assignment due to circumstances beyond the control of Rutgers-Camden. The School of Nursing–Camden reserves the right to amend any lab or clinical sections assigned or registered for without prior notice to persons who might thereby be affected. Students will be notified of substantive changes through their official Rutgers email address.

### **Professional Behavior in Clinical Settings**

Rutgers-Camden Nursing students will demonstrate professional behavior during all lab/clinical placements, following the legal and ethical codes of nursing. Professional behavior promotes the well-being of clients, health care workers, and self; reflects accountability in preparation for, and documentation of, continuity of care; and reflects respect for the rights of individuals. Professional behavior also contributes to maintaining a civil, non-threatening, and therapeutic environment.

According to the professional judgment of the instructor or agency, student behavior considered unsafe is cause for immediate removal from the clinical site and faculty/administrative review for dismissal from the nursing program.

#### **1. Contractual:**

The student must practice within the contractual agreements between Rutgers and the affiliating agency and the objectives of the specific course. Students must comply with the **agency's Clinical Uniform and Appearance policies** and wear Rutgers student identification. Conduct and demeanor must be professional at all times within the agency and surrounding areas. Examples of substandard performance include, but are not limited to, the following:

- a. Failure to notify the agency and clinical instructor of non-attendance or lateness at a scheduled clinical experience as outlined in the course syllabi.
- b. Lack of adherence to clinical procedures as required by the agency.
- c. Behavior that does not promote student compliance with policies.

#### **2. Accountability:**

The student must demonstrate responsibility in preparing for, implementing, and documenting comprehensive client care.

Expectations for performance include, but are not limited to, the following:

- a. Adequate preparation for clinical practice.
- b. Adequate written and verbal communication.
- c. Adherence to procedures in preparation, administration, and documentation of medications and other nursing procedures.
- d. Reporting to the instructor any questionable nursing practice that affects client welfare.
- e. Response to adequate orientation or theoretical preparation or appropriate assistance/supervision.

- f. Compliance with punctuality and attendance.
- g. Compliance with health, criminal background, or agency requirements.
- h. Following through on suggested referrals or interventions to correct any deficient areas identified through a Clinical Warning or Clinical Enhancement Tool.
- i. Adherence to Code of Ethics.
- j. Adherence to agency policies (i.e., regarding smoking, e-cigarettes/vaping, dress code.)

### **Nursing Code of Ethics:**

The student practices according to the [Students](#) (2020) and the ANA Code of Ethics for Nurses (ANA House of Delegates, 2015; <https://www.nursingworld.org/coe-view-only>), and actively promotes the values and ethics of the nursing profession. Acting under ethical principles ensures that the provided care does not jeopardize the client's basic rights or endanger professional relationships.

## **Clinical Expectations**

### **A. Clinical Uniform and Appearance:**

As representatives of the Rutgers School of Nursing–Camden, undergraduate nursing students are expected to portray professionalism by being well-groomed and appropriately dressed for the clinical agency being used. Unless the instructor specifies otherwise, students must wear a red scrub top and black scrub pants when uniforms are required in the clinical area. The scrub top must have the “Rutgers School of Nursing | Camden” embroidered logo. Students are not permitted to wear T- shirts, turtlenecks, or sweaters under the scrub top that extends past the sleeve of the scrub top.

Only the official red embroidered lab “warm-up jacket” may be worn over the scrub top. Students will be able to purchase the scrub tops and jackets at the University Bookstore (the black scrub pants may be purchased at the retailer of the student's choice). Solid color white or black *waterproof* shoes or sneakers are required and may be purchased at the retailer of the student's choice. Student name pins should also be purchased at the University Bookstore.

Hair must be kept neat and clean without extreme fads, styles, or colors (e.g., pink, green, or any color not naturally found on humans). Caps, sweatbands, or hair ornaments are inappropriate in the clinical area. Hair that extends past chin-length must be tied back or fastened. The wearing of wigs, hairpieces, etc., is permissible if consistent with the description above.

Facial hair is acceptable if it does not interfere with wearing protective equipment (i.e., a respirator mask); mustaches, beards, and sideburns must be kept neatly trimmed.

Only clear nail polish is allowed. No artificial nails or gel manicures may be worn. Nail length must not exceed ¼”. All tattoos should be covered when in the clinical setting. Regarding jewelry, only small post earrings in the lobes of the ear and a wedding band may be worn. Other visible body piercings may not be worn in the clinical setting. Students should limit any personal product containing a perceptible fragrance (perfume, hair products, lotion, hand gel, etc.), as this may affect clients with allergies, asthma, and nausea. Modifications or additions to the policies above may be required by clinical instructors based on professional judgment and/or the requirements dictated by the clinical agency or setting.

Cultural or religious reasons may be considered for altering these clinical expectations. Students must correspond directly with their clinical instructor and/or director of SNC-CARES.



**B. Pregnancy:**

Pregnant students may continue in clinical placement as long as their health status is satisfactory and they are able to complete the clinical assignment. A note from the healthcare provider indicating safety of participation in clinical activities may be required. For their safety, pregnant students must not enter areas where radioisotopes or x-ray therapy is being administered. Pregnant students should consult the SNC CARES office well in advance of their clinical assignment. Clinical agencies may have policies that determine the placement of students during pregnancy, and assignments may be made accordingly.

**C. Injury and Exposure to Hazardous Material in the Clinical Setting:**

Students who sustain injuries at the clinical site should immediately notify clinical faculty and follow injury reporting procedures for both the clinical agency and the Rutgers School of Nursing–Camden. All students must have and maintain current health insurance and show verification of coverage as required. Rutgers-Camden and the clinical agencies that provide lab/clinical experiences for our students are not responsible for providing medical follow-up. When injury occurs, the student should assume full responsibility for initiating medical care and subsequent follow-up using their current health insurance. The student must report the injury to the SNC CARES office within 24 hours.

In the event of exposure to infectious or hazardous materials, blood, and/or body fluids, the student should follow infection control procedures of the clinical agency, immediately notify clinical faculty, and follow exposure reporting procedures for both the clinical agency and Rutgers School of Nursing–Camden. All students must have and maintain current health insurance and show verification of coverage as required. Neither Rutgers School of Nursing–Camden nor the clinical site is responsible for providing medical follow-up. When exposure occurs, the student should assume full responsibility for initiating medical care and subsequent follow-up using their current health insurance. The student must report any exposure to infectious organisms to the SNC CARES office within 24 hours. It is also recommended that the student follow up with a notification to Rutgers-Camden Student Health Services within 24 hours.

**Clinical Enhancement Process**

The Clinical Enhancement Process identifies students who are not meeting clinical course objectives and provides them with a clear plan to improve their skills.

The clinical instructor will counsel any student who has an identified deficiency in the clinical setting as soon as the deficiency is noted.

If the clinical instructor determines that a student needs more practice on a skill than what the student can receive at the clinical site, the instructor will issue the student a written Clinical Enhancement **Tool (CET; Appendix B)** form. The instructor will identify the objective which would benefit from enhancement on the tool and provide a clear description of skills or behaviors needing enhancement. If required, the student will make an appointment for lab remediation, which may include skills practice or simulation experiences, within 48 hours of receiving the CET. The clinical instructor is responsible for monitoring and approving the student's clinical enhancement plan and its success.

After the enhancement session in the lab has been completed, the laboratory instructor assisting the student will provide the student with written feedback on the CET, clearly indicating success or lack thereof. The student will receive a copy of the CET to return to their clinical instructor. The CET will be attached to the student's clinical evaluation and placed in their file. The CET policy does not replace the Clinical Warning policy.

## **Clinical Warning Policy**

The Clinical Warning Policy applies to all nursing courses that contain a clinical component. The primary objectives of the policy are: (1) to provide the student with information based on the clinical instructor's observation that the student did not follow established guidelines, policies, or protocols or that patient, staff, or student safety was placed in jeopardy; (2) a student is not meeting one or more clinical learning outcomes; and (3) to provide guidance and direction for student learning.

The Clinical Instructor may issue a Clinical Warning (via Raptor Connect) for the following situations:

1. Student is not meeting one or more clinical learning outcomes(s)
2. Student was late
3. Student was absent
4. Student was late or absent from simulation
5. Student was not prepared to care for assigned client(s)
6. Student did not adhere to the Professional Behaviors in Clinical Setting Policy
7. Student did not adhere to one of the policies in the Nursing Student Handbook
8. Student acted in a way that was considered uncivil, disrespectful, or violent
9. Student's performance or behavior was unsafe
10. Student failed to complete compliance/onboarding by due dates
11. Any other situation identified by the Clinical Instructor that may warrant a Clinical Warning

If the clinical instructor deems a clinical warning is necessary, they will discuss the situation with the student and the Course Coordinator and issue the student a clinical warning through the Progress Report feature of Raptor Connect. Whether the occurrence requires the notification of the Associate Dean for Baccalaureate Programs will be at the discretion of the Course Coordinator and Director of the SNC-CARES department.

The clinical faculty have the right to dismiss the student from the clinical experience at any time if the student exhibits unsafe, uncivil, disrespectful, or violent behavior. Students will be required to make up the clinical time. Failure of the student to successfully meet the plan of action will result in a clinical non-pass.

## ***Section II E: Academic Policies and Procedures***

### **Student Conduct**

Student conduct is outlined in the University Code of Student Conduct:

<http://studentconduct.rutgers.edu/disciplinary-processes/university-code-of-student-conduct/>.

In the event of academic, clinical, or interpersonal misconduct, an academic improvement plan may be developed by the clinical or theory faculty, Course Coordinator, Director, and/or the Associate Dean. A formal complaint for violation of the University's Code of Student Conduct may be placed:

<http://studentconduct.rutgers.edu/disciplinary-processes/university-code-of-student-conduct/>.

A violation of the University code of student conduct could result in course failure or dismissal from the Rutgers School of Nursing–Camden nursing program.

## **Rutgers University Academic Integrity**

Rutgers University takes academic dishonesty very seriously. By enrolling in any course, students assume responsibility for familiarizing themselves with the Academic Integrity Policy and the possible penalties (including suspension and expulsion) for violating the policy. All suspected violations will be reported to the Office of Community Standards as per the policy.

Academic dishonesty includes (but is not limited to):

- cheating
- plagiarism
- aiding others in committing a violation or allowing others to one's own work
- failure to cite sources correctly
- fabrication
- using another person's ideas or words without attribution
- re-using a previous assignment
- unauthorized collaboration
- sabotaging another student's work

If in doubt, students should consult the course instructor.

### **Academic Integrity Policy:**

<https://deanofstudents.camden.rutgers.edu/sites/deanofstudents/files/Academic%20Integrity%20Policy.pdf>.

The School of Nursing–Camden follows the Academic Integrity policies and procedures of the University. A full description of the academic integrity policy, disciplinary process, and resources for students can be found on the University website: <https://deanofstudents.camden.rutgers.edu/>

Students are responsible for understanding the principles of academic integrity and abiding by them in all aspects of their work at the University. Students are also encouraged to help educate fellow students about academic integrity and to bring all alleged violations of academic integrity they encounter to the attention of the appropriate authorities.

## **Academic Policies**

Scholastic Standing is determined at the conclusion of each semester

### **A. Poor Academic Standing Policy:**

**Students who do not earn a C+ or better in School 57 nursing courses and a C or better in required non-nursing courses (School 50) are considered to be in poor academic standing.** Students in poor academic standing must meet with SNC CARES advisors and the Nursing Student Success Coach to develop a Learning Contract for improving academic standing. Learning Contracts must be satisfied within the specified timeframe to allow for student progression. To graduate from the program, students must be in good academic standing. Please refer to *Appendix E: Remediation and learning contract policy for nursing courses*.

Students whose term or cumulative grade point average is below a 2.00 are also defined as having poor academic standing and can be placed into four different scholastic standing categories: academic warning, academic probation, continued probation, or dismissal.

## **B. Academic Warning Policy:**

All students who earn a term/semester grade point average of below a 2.00, REGARDLESS OF cumulative grade point average, are placed on academic warning. Students are notified of an academic warning. Students will be removed from academic warning once they achieve a term/semester grade point average during the next full academic term (either Fall or Spring) of at least a 2.00 provided that their cumulative grade point average is at least a 2.00 as well.

## **C. Academic Probation Policy:**

A student will be placed on academic probation for the subsequent semester/term (Fall, Spring, Summer) for having one of the following academic deficiencies in “**Non-Nursing**” Courses:

1. One grade lower than a C in any of the following courses: Anatomy & Physiology I & II, Statistics, Bio-Chemistry and lab, Microbiology and lab.
2. Two course grades lower than a C in any science course during a student’s initial semester.
3. A term/semester or cumulative GPA less than a 2.04.
4. Two withdrawals or a withdrawal and a grade lower than a C in science courses.

***Note:** Students on academic probation must raise their term/semester or cumulative GPA to a 2.0 (C) by the end of their third semester (Fall semester of a student’s sophomore term) to remain in the School of Nursing.*

### *Probation Nursing Courses:*

Students receiving a C or below in one or more nursing courses or who withdraw from one or more nursing courses, will be identified as “at-risk” and placed on academic probation. Students must meet with the Nursing Student Success Coach to receive a learning contract and will be required to fulfill specific requirements of the learning contract while on probation in order to promote student success. Students must meet once/semester with their advisor and may not take more than 12 credits in one semester. ***Note:** Students earning less than a C+ in two nursing courses will be dismissed from the nursing program.*

Undergraduate students who are placed on academic probation are sent specific requirements as to what term grade point average they must achieve, the maximum number of credits for which they are allowed to register and any additional conditions such as meeting with university staff members on a regular basis, or completion of an academic remediation plan.

Undergraduate students who are placed on academic probation must earn a C+ or higher, register for no more than 12 credits and meet on a regular basis with an Academic Advisor to develop an academic plan for the upcoming term.

(Amended and Approved by Faculty Org 5/5/2020)

## **D. Withdrawal Policy for Nursing Courses:**

If a student is in jeopardy of failing a nursing course and it is the student’s first attempt in the course, it is highly recommended that the student withdraw from the course in order to avoid a course failure. However, all nursing students, regardless of program, must contact their Course Faculty and their Advisor before course withdrawal to ensure a complete understanding of the effect the withdrawal will have on their plan of study, including implications for financial aid. A new progression plan may be needed when a student withdraws from a course. Specific courses may not be offered every semester; therefore, a student may have to wait more than one semester to re-enroll in the

course. This delay may affect academic progression and/or anticipated program completion. Students who withdraw from a course must meet with the Nursing Student Success Coach to develop a Learning Contract for improving student success. Learning Contracts must be satisfied within the specified timeframe to allow for student progression. (See Appendix E-Remediation and learning contract policy for nursing courses).

A student's extenuating circumstances may also necessitate a complete withdrawal from all courses. Meeting with an Advisor and with the Dean of Students will be required in order that students understand the financial, academic, and progression implications of withdrawal. When a student returns from a complete withdrawal, a meeting with an Advisor must occur to revise and implement the academic progression plan to create the least amount of delay in program completion. If a student does not register for more than two semesters after withdrawal, re-enrollment will be required. Students must reapply for re-enrollment within 18 months of the completed withdrawal from courses. A student with a complete withdrawal from all courses in one semester and then subsequent individual withdrawals from the same courses will be considered for dismissal from the program.

*(See Appendix D, Readmission to the School of Nursing).*

Students are permitted only two attempts to successfully complete a nursing course; a withdrawal counts as an attempt. A student who withdraws from a nursing course and earns a grade less than a C+ on a subsequent attempt at the same course will be considered for dismissal from the nursing program.

A student who withdraws from a nursing course being repeated due to a previous withdrawal or for earning a grade less than C+, will be considered for dismissal from the nursing program.

A student withdrawing from two or more different nursing courses in the same semester will not be dismissed from the program; however, the withdrawal will count as an attempt to successfully complete a nursing course (approved by Faculty Organization on 4/9/19)

**E. Dismissal Policy:**

Students will be considered for dismissal from the School of Nursing–Camden for any one or more of the following circumstances:

- A. Not meeting the conditions of the student success plan and/or the conditions of the probationary period (refer to the Academic Probation Policy - above) and Appendix E Remediation and Learning Contract.
- B. Two unsuccessful attempts in the same School 57 nursing course. Examples include:
  - i. Earning a grade of C or lower in a School 57 nursing course and repeating the same course with an earned grade of C or lower.
  - ii. Withdrawing from a School 57-nursing course and repeating the same course with an earned grade of C or lower.
  - iii. Earning a grade of C or lower in a School 57-nursing course and then withdrawing from the same course upon a second attempt.
  - iv. Withdrawing twice from the same School 57-nursing course.
- C. Earning a grade of C or lower in any two School 57-nursing courses. These unsuccessful attempts may occur in the same semester or separate semesters.
- D. Violating the University Code of Student Conduct.
- E. Demonstrating unsafe behavior in the clinical setting.
- F. Earning a grade of C or lower in any School 57-nursing course after readmission to the School of Nursing-Camden.
- G. Not meeting the Technical Standards of the nursing program.
- H. Deemed to pose a threat to patients and others in the educational or clinical environment.

\*Note: If a student is at risk of failing a course, consider a withdrawal if this is the first attempt in the course. Students should meet with their academic advisor and faculty prior to the withdrawal deadline to understand implications of a withdrawal.

(Amended and Approved by Faculty Org 5/5/2020)

**F. Final Course Grade Grievance Policy:**

All faculty members are expected to grade fairly and provide clear and consistent grading policies on their course syllabus. All grade disputes should be resolved in a timely fashion.

A grade grievance results from a student's perception that their final grade in a course was based on something other than academic performance or assigned arbitrarily by the faculty member. At the same time, students have the right to grieve final course grades, being dissatisfied with one's earned grade or failure to notify the faculty of personal circumstances which may have affected academic performance are not grounds for a grade grievance.

Arbitrary grades are defined as those:

assigned to a student on some basis other than performance in the course OR

assigned to a student, but the student is being held to a different standard compared to other students in that course

Of note:

- If the student feels that an error has been made in calculating the final course grade, they should bring this to the attention of the faculty member teaching the course (before submitting a course grade grievance).
- Failing to notify faculty of personal circumstances which may have affected academic performance before submitting an assignment or sitting for a quiz, exam, or assessment is not grounds for filing a grade grievance.
- Receiving a grade that is “close” to the passing grade but does not quantify as passing (*e.g., a passing grade is 75 and student scores 74.34*) is not grounds for filing a grade grievance.

If filing a grade grievance, the student can go to this link:

([https://cm.maxient.com/reportingform.php?RutgersUniv&layout\\_id=59](https://cm.maxient.com/reportingform.php?RutgersUniv&layout_id=59)) and complete the course grade grievance form (please review Process below for timeline). All grade grievances should be completed in a timely fashion.

#### *Progression:*

When a student receives a course grade less than C+, **and** that course is a prerequisite for subsequent courses, the student may progress to those courses until the grievance process has been resolved. The student will be advised that if the grade is upheld, they will be required to withdraw from the course(s). This withdrawal will not count as an attempt as per the Withdrawal Policy.

#### *Process:*

The student shall attempt to reconcile the grade in question by first emailing the faculty member teaching the course regarding the grade conflict. This must be done within **three (3) business days** from the day grades are posted in REGIS by the professor. The faculty member may then communicate with the student electronically or schedule a meeting with the student.

The student has **three (3) business days** from the initial email to the faculty member to formally submit a course grade grievance to the Program Director using the link provided above. A formal grievance submitted after this three (3) day timeframe will not be accepted. The student may ask for guidance from the SNC CARES with completing the grievance process. The student has the option to submit supporting documentation to the grade grievance application. Documentation could include but is not limited to course syllabus, any course material related to the grievance, email correspondence between the student and the faculty member, and a written statement explaining why the student believes a grade grievance is warranted. All of this information should be uploaded into the Grievance Portal when completing the application. If the Program Director requires more information from the student, a request will be sent to the student by Rutgers email.

Once the Director reviews the grievance, the decision will be communicated to the student through Rutgers email. The student has the option to request a meeting with the Program Director within **three (3) business days** of receiving the decision. If the course grade grievance is denied by the Program Director, the student has the option of meeting with the Associate Dean of Baccalaureate Programs. The student will need to make an appointment to meet with the Associate Dean within **three (3) business days** of receiving the Program Director’s decision. The Associate Dean will make the final decision if the grievance is justified or not justified.

The Associate Dean will notify the student and faculty in writing of the final decision **within two (2) business days** with a letter sent by Rutgers email.

(Amended and Approved by Faculty Organization Mar 1, 2022)

### **Attendance Policies**

The School of Nursing follows the [University Policy, 10.2.7, Course Attendance](#).

#### **Attendance Policies Related to Nursing Courses:**

Students must be registered for class in order to attend. Students who do not appear on the roster should be directed to the Registrar to address their registration issues.

**Course Absences:** Students are expected to attend all lectures, to be on time, and to stay for the entire class. If unable to attend class, students are expected to inform the course professor by email prior to the class. Students will be asked to provide course faculty with reasonable documentation regarding their absences. Students are responsible for the missed material.

**Clinical Absences:** It is the expectation of Rutgers School of Nursing–Camden that students attend all clinical activities, including laboratory experience, simulation, and any assigned experiential learning experiences, as clinical learning is essential to the completion of end of program competencies and learning outcomes. Students are expected to recognize that they have entered a profession in which full participation in the learning environment is an essential component of what will become a style of lifelong learning. Students should not expect to be excused from required coursework for personal/family events. In extraordinary circumstances, an absence may be excused at the discretion of the course coordinator and clinical instructor collaboratively. The request may be reviewed by the Program Director and/or Associate Dean as necessary. This policy is designed for exceptional circumstances, and it should not be considered a guarantee that a student will be granted the permission.

Students should note that any absence from a clinical experience, simulation, or clinical lab may place the student in jeopardy of not satisfying the minimum course requirements. If a student must miss time due to illness or personal emergency, the student is responsible for calling the clinical instructor/preceptor as well as the assigned unit/clinical site before the start of the clinical experience. Proper documentation will be required for any absence to be considered excused (Health Provider note, etc.). A student will receive a clinical warning for the following:

- Not receiving prior authorization for an absence (non-excused)
- Two clinical absences (excused or unexcused), which place the student in serious jeopardy of being unable to complete clinical objectives. (note- an absence from one 12 hour clinical experience is considered to be two clinical absences).

Whether excused or unexcused, all clinical absences will require a make-up assignment. The Course Coordinator, in consultation with the clinical instructor, will determine the nature of the clinical make-up experience. Decisions regarding clinical make-up assignments are based on the student's progress in demonstrating course learning outcomes and course competencies as determined by the clinical instructor and course coordinator. The student is responsible for following up with the clinical instructor regarding make-up assignments.



## ***Section II F: Program Progression***

### **Progression in the Pre-Licensure Nursing Program**

#### **Nursing Courses:**

Nursing courses designated as School 57:705 must be taken in the sequential order listed on the appropriate program plan of study. An advisor must approve deviations from the plan of study. To progress in nursing, a grade of a C+ or higher must be earned in each nursing course. The curriculum has been designed so that the theory and laboratory components of the course support each other to facilitate understanding and application of materials. Therefore, a grade lower than C+ in a nursing theory course will result in the assignment of a grade of “no credit” for the co-requisite nursing laboratory course.

Likewise, failure of a nursing laboratory course will result in the assignment of no credit for the co-requisite nursing theory course. Both courses must be repeated if the student remains eligible for progression in the program. Students who fail the nursing laboratory course for documented unsafe practice are subject to administrative/faculty review for dismissal from the nursing program.

Students who earn less than a C+ in one nursing course will be placed on academic probation (see academic probation policy). Students who earn lower than a C+ in two nursing course(s) will be dismissed from the program (see **Dismissal policy**).

#### **Grading Format for Nursing Courses**

- A 90-100
- B+ 85-89
- B 80-84
- C+ 75-79
- C 70-74 Unacceptable for progression
- D 60-69 Unacceptable for progression
- F 59 and below Unacceptable for progression

**\*\*Non-nursing courses are not considered part of this policy.**

(Amended and Approved by Faculty Org 5/5/2020)

#### **Non-Nursing Courses**

Successful completion of non-nursing courses taken to satisfy School of Nursing–Camden requirements is a grade of C or higher. If a student fails to earn a grade of C or higher in a required non-nursing course, the student may repeat the course one time. If the student does not earn a grade of C or higher when repeating the course, the student will be considered for dismissal from the SNC. Non-nursing required courses must be taken in the sequence outlined on the program template, except transcultural courses and general education requirements (civilization and heritage requirement, literature fine arts requirement and free electives).

#### **Test Time Allotment**

The majority of scheduled tests in the pre-licensure programs in the Rutgers School of Nursing–Camden will be timed (i.e., a certain amount of time will be allotted per question on the test). The faculty reserves the right to allow a minimum of 60 seconds per question on any given test. Faculty may add time considering the type of questions asked and answers required. Additional time may not be assigned to individual students unless they have documented accommodations through the Office of Disability Services. Timed tests are

necessary to prepare pre-licensure nursing students to take the National Council Licensure Exam-RN (NCLEX-RN), a timed test. Students must follow university policies to receive this accommodation and are referred to the Office of Disability Services <http://learn.camden.rutgers.edu/disability-services>.

### **Medication Calculation Testing Policy**

The ability to accurately calculate medication dosages and administration rates is one of many essential skills for the nursing student to master for safe patient care. Med math will be incorporated into every course during exams, clinical experiences, and case studies. Pre-licensure students must demonstrate competency in medication calculation skills throughout the program.

### **Nursing Curriculum Plans**

For specific nursing curriculum plans (traditional BS, accelerated BS, RN/BS, DNP, etc.) see **School of Nursing–Camden website** <https://nursing.camden.rutgers.edu/BSN>

### **Independent Study (see Appendix D)**

In an Independent Study Course, a full-time faculty member acts as guide, mentor or facilitator on a study project initiated by the student. The final design of the course plan may be worked out between faculty member and student. Still, it is the students' responsibility to make the initial proposal, to approach a suitable faculty sponsor, and to manage their own work throughout the assigned time frame.

#### **Eligibility:**

Any School of Nursing–Camden student is eligible to request an independent study. Additionally, a current GPA of at least 3.0 is strongly encouraged.

#### **Restrictions:**

No more than 6 credits of Independent Study can be counted toward graduation requirements.

#### **Faculty Role:**

Faculty members are not obligated to serve as independent study advisors, and they receive no compensation for doing so. Providing this type of mentoring is a personal investment based on confidence that the student will effectively manage the process and produce high-quality work. Just as with any other professional mentoring situation, the student must recognize this placement of trust and make every effort to meet or exceed expectations.

#### **Proposal:**

Following are four recommended steps to take the student from an idea through the proposal and enroll in an Independent Study.

Two of the most common types of independent study are shown below with specific features to include in a proposal for research with a faculty member.

*STEP #1.* The student submits (1) a completed application form, (2) an unofficial transcript, and (3) the proposal (following the guidelines above) to a full-time faculty member. The faculty member may agree to the proposal, suggest further discussion and possible revisions, or decline involvement.

**NOTE:** *The application should be submitted to the faculty member during pre-registration for the semester in which the work will occur.*

*STEP #2.* If the student and faculty member reach agreement on the Independent Study, documentation of their agreement is sent to the Associate Dean, Baccalaureate Programs, who may request additional information for clarification or simply initial the application and, if desired, retain documentation in a central file for later reference.

*STEP #3.* If the proposal is approved (form is signed by the faculty member and by the Associate Dean, Baccalaureate Programs), the student contacts the Administrative Coordinator for the SNC CARES office to obtain the Special Permission Number required for the student to enroll in the course.

With enrollment complete, the student begins the work on the agreed project. The student is responsible for setting all necessary appointments with the faculty mentor and managing commitments to adhere to the proposal timeline.

**Completion:**

The student provides deliverables according to the descriptions and deadlines put forth in the final, approved proposal. High quality work is expected. Simply completing the work is no guarantee of an A grade. When the student and the faculty mentor agree that the work is complete, the faculty member assigns a grade and submits that to the registrar for posting to the student's record. To allow for any needed discussions at this point in the process, it is wise to schedule completion of the planned work a week or more before the standard grade submissions for that semester.

**A proposal for Research with a Faculty Member:**

- a. Specify a **research question**, a clear statement of the specific issues you plan to investigate and why this is interesting and important. The question should have both practical and theoretical significance.
- b. Provide **background** to this question in a brief summary of previous related research. Include a reference list from both academic journals.
- c. Explain the **methodology** you plan to use in your investigation of the topic (i.e. surveys, readings, interviews, etc.). The more detail you can provide, the better.
- d. Provide a clear **timeline** that shows responsibility for deliverables on specific dates throughout the time of the project. These might include deadlines for written work or presentations, or scheduled progress meetings at which to review specific portions of the work and receive feedback.

Describe the anticipated benefits of the project—the expected outcomes for your own learning and its fit in your educational program, as well as the potential contribution of resulting information for other researchers and the community.

(For this type of project, you would seek out a faculty member who does related research)

**A proposal to study specific information for which no class is currently offered:**

- a. Describe the **body of knowledge** you want to study, including why this is important to your overall program of study. This should include an overview of available courses that you have investigated and verified they do not cover what you are seeking.
- b. List proposed **sources for information** you want to study. This could include books, articles in professional journals, academic research articles, and others. Include full bibliographic information along with your reasoning for use of each source.
- c. Specify the **final product of** your work and intended audience (written paper or chapter on the topic, oral presentation to a class, related business proposal, etc.).
- d. Provide a clear **timeline** that shows responsibility for deliverables on specific dates throughout the time of the project. These might include deadlines for written work or presentations, or scheduled progress meetings at which to review specific portions of the work and receive feedback.
- e. Describe the anticipated **benefits** of the project—the expected outcomes for your own learning and its fit in both your education program (as referenced in item a), and your career after graduation.

(For this type of project, you would seek out the faculty member whose area of teaching and research is most closely related to your topic area)

## ***Section II G: Computing, Technology, and Social Media Conduct***

### **Computing and Technology**

While the School of Nursing–Camden does not require the purchase of any specific computing hardware, students must acquire a laptop computer that meets the standards set forth. Students are responsible for ensuring that they have required software for every course in which they are enrolled and are able to easily access required sites. Students are required to take computerized exams in class on their own laptop computers. For further information on compatibility and hardware and software operating systems used by the school please visit <https://nursing.camden.rutgers.edu/laptop-requirements>. If you have any questions, please email [support@camden.rutgers.edu](mailto:support@camden.rutgers.edu).

### **Social Media Policy**

Students who participate in social media are expected to abide by a common sense of respect for all persons and the policies described below.

***Definition:** Social media are various types of electronic communication created and shared by users. Social media include, but are not limited to networks such as Facebook, YouTube, Twitter, Instagram, Snapchat, Tik Tok; photo sharing sites such as Flickr; audio sharing through podcasts, SoundCloud and other venues; professional networks such as LinkedIn; user created pages such as Wikis and Wikipedia; public comment on webpages such as allnurses.com; social bookmarking through DiggIt and similar applications; blogs and similar forms of information sharing.*

### **Code of Conduct Regarding Social Media:**

Professional standards of behavior apply to social media use. Students are responsible for the content they post or promote in any online form. HIPAA guidelines apply to social media and prohibit the sharing of patient information. Students are to refrain from accessing or using social media at clinical sites. The National Council of State Boards of Nursing has developed guidelines for nurses and nursing students to use social media responsibly.

### **Guidelines for Social Media Use:**

1. Patient privacy and confidentiality must be maintained online. Students may not post or transmit any patient information.
2. Patients should never be videotaped or photographed.
3. Students should safeguard personal information by using privacy settings when available.
4. Anonymity does not exist; postings can be accessed broadly and indefinitely. Be aware that anyone, including colleagues, educational institutions, and employers, may be able to view content, regardless of your intended audience.
5. Students must observe and maintain boundaries with patients in accordance with ethical and professional guidelines.
6. The National Council of State Boards of Nursing has developed comprehensive guidelines for nurses and nursing students for using social media responsibly, found online at:  
[https://www.ncsbn.org/NCSBN\\_SocialMedia.pdf](https://www.ncsbn.org/NCSBN_SocialMedia.pdf)

*Other available resources include:*

Rutgers University Social Media Guidelines: See “Conduct on Personal Social Media Accounts”  
<https://communications.rutgers.edu/resources/social-media-guidelines>

Rutgers University–Camden Social Media Behavior and Cyberbullying  
<https://deanofstudents.camden.rutgers.edu/social-media-behavior-and-cyberbullying>

## ***Section II H: Student Organizations***

### **Student Organizations**

Students are encouraged to join the various student organizations on campus to stimulate interests outside of the profession and to contribute to their personal growth. They are also encouraged to volunteer for committee service in the SNC.

#### **The Student Nurses' Association (SNA):**

SNA is a vehicle for communication among undergraduate students, the Rutgers School of Nursing–Camden, the New Jersey State Student Nurses' Association, and the National Student Nurses' Association. All Rutgers School of Nursing–Camden students are eligible for membership in the National Student Nurses' Association and our school's Student Nurse Association (SNA). This is your pre-professional organization. The fee for membership is included in your school fees; however, applications must be completed annually during the first week of each academic year.

All students are encouraged to complete the application and participate in SNA activities. Participation affords students opportunities for leadership (national, state, and local), networking, community service, scholarships, discounts on malpractice insurance, conferences, a variety of merchandise, and other benefits.

During the first month of each semester, a representative of the SNA will send emails announcing meeting dates and times to all nursing students.

#### **Sigma Theta Tau International Honor Society of Nursing:**

Sigma is the International Honor Society of Nursing that recognizes the outstanding achievement, leadership, and creativity of its members. Sigma International, Eta Mu Chapter was chartered in 1984 at Rutgers-Camden.

*Undergraduate Membership for Sigma requires that students:*

- Have completed half of the nursing curriculum
- Rank in the top 35% of the student population
- Meet the leadership and ethical requirements of the organization
- Have a minimum cumulative GPA of 3.0

***Please note:*** All students in the undergraduate programs will be ranked according to GPA and requirements, and only those in the top 35% of this list who have a minimum GPA of 3.0 will be invited for membership.

### **Student Representation on School of Nursing Committees**

According to the Faculty By-Laws, there is to be student representation on the Faculty Organization and Curriculum and Educational Resources Committees. Each student representative determined by the SNA shall participate in the committee discussions but shall have no vote. Representatives are expected to bring to the committees the opinions and stated needs of the students they represent and to report back to the SNA regarding the proceedings of the faculty committees.

## ***Section II I: Graduation Requirements and Nursing Program Awards and Scholarships***

### **Graduation Policies Credit Requirements**

Undergraduate students in the traditional Bachelors of Science (BS) in Nursing program must have successfully completed a minimum of 121 credits. A minimum of 60 credits taken at Rutgers–Camden is required for the Accelerated Bachelors of Science in Nursing program (ABS) and is combined with 60 credits awarded from the students' first baccalaureate degree to equal a minimum of 121 credits.

### **Graduation with Honors**

To be eligible for an honors designation, a student must successfully complete at least 45 credits at Rutgers, The State University of New Jersey, as a matriculated student in accordance with Rutgers University policy. The bachelor's degree is conferred with cum laude on all degree candidates with a minimum cumulative grade-point average of 3.5; the requirement for magna cum laude is a cumulative grade-point average of 3.75; the minimum requirement for summa cum laude is 3.9. **Credits for clinical or lab courses are not included in the calculation of final GPAs, just theory courses.**

<https://nursing.camden.rutgers.edu/graduation-information#honors-grads>

### **Representative Nursing Program Awards and Scholarships**

*(Please Note: Awards may vary from year to year based on funding and availability. New awards are noted through the University's universal scholarship application. Due to the changing nature of awards and scholarships year-to-year, periodic information letters may be emailed to students as applicable.)*

Each spring semester, nursing students will be invited to apply for scholarships through the Rutgers-Camden universal scholarship application. This is an online application that will list the requirements for each award. Nursing students must submit a recommendation for support for a specific award from a School of Nursing–Camden faculty or administrator that includes the student's behaviors which support their eligibility for the award. Non-nursing faculty should not be asked to provide support for a nursing scholarship asking about specific behaviors related to nursing traits or patient care behavior. Clinical faculty may be asked for letters of recommendation. Non-nursing faculty may provide letters of support for general scholarships.



## **SECTION III: RN to BS PROGRAM**

### ***Section III A: Program Description and Admission***

#### **RN to BS Nursing Program (for Registered Nurses)**

The Rutgers School of Nursing–Camden offers an RN to BS in Nursing for registered nurses who are seeking the Bachelors of Science in Nursing. This program has been designed to build upon the existing foundation of nursing knowledge and clinical experience possessed by registered nurses. Upon admission, each student will be considered individually, and a proposed course of study will be discussed and developed. The Rutgers School of Nursing–Camden RN to BS program is designed for those who have already completed their basic nursing education and are licensed registered nurses. Students apply directly to the program of their choice (Mercer, Atlantic Cape, or Fully-Online). Courses in the RN to BS nursing program include online, hybrid, and face-to-face classroom sessions. For curriculum plan see School of Nursing website.

#### **Transfer Credits**

The following limits are set on the maximum number of degree credits transferable into the School of Nursing–Camden: No more than 60 credits from two-year institutions, no more than 90 credits from four-year institutions and no more than 12 of the last 42 credits earned for the degree may be transfer credits. A maximum of 90 credits may be transferred from any combination of two- and four-year institutions. Students who have completed nursing course credits elsewhere, are evaluated on an individual basis. There is no guarantee that nursing courses taken elsewhere will transfer into the program. Matriculated students at Rutgers School of Nursing–Camden (SNC) are required to complete all coursework at Rutgers Camden unless they receive permission in advance to take a course at another institution.

### ***Section III B: Academic Advisement***

#### **Academic Advisement- RN to BS**

Students are encouraged to seek academic advisement every semester prior to registering for courses. It is the students' responsibility to understand program requirements. Academic advisement for RN to BS students is provided via the students' selected program as follows:

##### **Rutgers at Atlantic Cape Community College, Mays Landing, NJ**

Contact: Manager of Academic Programs

Phone: 609-837-2900 x 2912

Email: [Rutgers-accc@dceo.rutgers.edu](mailto:Rutgers-accc@dceo.rutgers.edu)

##### **Rutgers at Mercer County Community College Campus, West Windsor, NJ.**

Contact: Manager of Academic Programs Phone:

609-570-3490 or 609-570-3419

Email: [Rutgers-mccc@dceo.rutgers.edu](mailto:Rutgers-mccc@dceo.rutgers.edu)

##### **Fully Online Program**

Contact: Carlie Ale, MSN, RN-BC, CNE

Assistant Director

Center for Academic Resources, Engagement, and Services (CARES)

Phone: 856-225-2810

Email: [carlie.ale@rutgers.edu](mailto:carlie.ale@rutgers.edu)

All changes in a students' curriculum plan (Drop/Add) must be approved by the Assistant Director Center for Academic Resources, Engagement, and Services (CARES) or the Program Director. Students who do not seek advisement risk not being able to progress or graduate on time due to insufficient coursework, credits, and completion of requirements.

Students in the RN to BS campus-based programs must have successfully completed a minimum of 120 credits. Thirty of the last 42 credits earned must be at Rutgers–Camden. Students must apply for their diploma by the Registrar's published deadline: <http://www.ugamissions.rutgers.edu/Diploma/Login.aspx>

### ***Section III C: Compliance and Document Tracking***

#### **Compliances**

All Rutgers School of Nursing–Camden students must adhere to health requirements. Immunization and health testing information are needed to meet New Jersey law and university requirements, and to assist in maintaining your health and the health of others you meet while on campus. Forms should be submitted as directed in your admissions materials.

The School of Nursing–Camden also requires additional health, criminal background and other compliances as set forth by affiliate clinical agencies. Students must remain 100% compliant with these requirements in order to participate in on and off campus lab experiences. Missed clinical days due to non-compliance may result in failure of that clinical. Additionally, registration holds may be placed on the accounts of non-compliant students.

RN to BS students complete one clinical course. For RN to BS students, location of preceptors is a coordinated effort between the student, the SNC CARES office, and the Course Faculty/Program Director. RN to BS Fully Online Program students locate their own preceptors, but these preceptors must be approved by the SNC CARES office. RN students are required to complete questionnaires sent by the SNC CARES office well in advance of the semester in which they plan to enroll in clinical courses. These questionnaires facilitate appropriate clinical placement.

RN students will coordinate clinical dates and times with their preceptors directly and are required to complete the clinical hours as noted for the clinical course. If a student must miss a planned clinical day, he or she must notify their preceptor prior to the start of the clinical day and work with that preceptor to make up any missed hours.

#### **Document Tracking**

Students are required to submit immunization records, medical records, background information, and healthcare certifications directly by the assigned date to the university and/or a tracking system managed by Castle Branch, a secure online platform. Required documentation should not be submitted to School of Nursing–Camden personnel.

Students must upload all required documents into the Castle Branch tracking system by the assigned due date.

**Compliances (also see Appendix A)**

Adherence to the health requirements for all students at Rutgers School of Nursing– Camden is required. Prior to enrollment, immunization and health testing information is needed to meet New Jersey law and University requirements, and to assist in maintaining your health and the health of others with whom you come in contact while on campus. These forms should be submitted as directed in your admissions materials.

The School of Nursing–Camden also requires additional health, background and other compliances as set forth by affiliate clinical agencies. Students must remain 100% compliant with these requirements to participate in clinical rotations/hours. Non-compliance may result in delayed completion, or the inability to complete clinical rotations/hours. Additionally, registration holds may be placed on the accounts of non-compliant students.

## SECTION IV: APPENDICES

### Appendix A: Clinical Compliance Requirements

#### Document Tracking

Students are required to submit immunization records, medical records, background information, and healthcare certifications directly by the assigned date to the university and/or to Castle Branch, a secure online tracking management system, rather than to the School of Nursing–Camden.

#### Summary of Required Compliances

1. **Physical exam:** Students can either go to a primary health care provider or Rutgers–Camden Student Health Services for their physical exam and other related requirements. Even if a primary health care provider is used, students are encouraged to make an appointment with Student Health Services at 856-225-6005 for a “Nurse Review” to ensure that all the requirements/forms/labs are completed before they are uploaded to Castle Branch.

***NOTE:** Only the Rutgers School of Nursing–Camden Student Health Records Packet, available through <https://nursing.camden.rutgers.edu/nursing-student-health-forms>, will be accepted. Please do not use personal health care providers’ standard health/physical forms.*

2. **Immunizations, titers (follow-up for negative/equivocal titers required):** 2 step PPD (7-30 days apart) OR QuantiFERON Gold (annual 1 step PPD OR QuantiFERON Gold), annual seasonal influenza vaccine (deadline announced annually based on clinical partner requirements), and all COVID vaccinations and applicable boosters are required
3. **CPR Certification:** Must be American Heart Association (Health Care Providers/BLS Providers Course) and must include student signature. Students must take an in-person/hands-on course.
4. **Background Check Items:** Criminal background check, child abuse clearance and fingerprinting are required.

Should any problems be encountered with Background Check Items, students should immediately contact: the Director of SNC CARES (undergraduate students), the Associate Dean for Graduate Programs (DNP students), the Director of the RN to BS program (RN to BS students), the Director of the WOCNEP program (WOCNEP students), or the Director of the School Nursing Program (School Nursing students).

5. **Urine Drug Screen:**

As part of the initial clinical compliance requirements to attend clinical, all students are required to undergo drug testing during the first nursing laboratory course. Any student who receives a positive drug screen will be notified through the Castlebranch system and must report it immediately to the Director of SNC CARES via email. The student will need to meet with the Director to discuss the positive drug screen and potential interventions/outcomes.

*Please refer to Appendix H: Substance Use / Abuse Policy for additional details.*

6. **Proof of personal Health Insurance:**

Student must show last name matching the name on the health insurance card. (If name does not match that of the primary card holder, further proof of coverage is required).

## **7. Student Handbook Quiz**

8. **Virtual eLearning Tracker Requirements:** Mandatory HIPPA & OSHA training, etc. are required for all students.

9. **Copy of RN license** (RN to BS Program Only).

Requirements are subject to change based on the needs of Rutgers School of Nursing- Camden and our clinical affiliates. See Castle Branch for specific requirements for each program.

### **Drug Screening (see Substance Use / Abuse Policy - Appendix H):**

Clinical Agencies require urine drug screening of all nursing students. Students must use the vendor selected by the School of Nursing–Camden, accessed through Castle Branch, and follow all instructions provided. Should any problems be encountered with urine drug screening results, students should immediately contact the Director of SNC CARES.

In the event of a drug screening result indicating use of an illegal drug or controlled substance without a legal prescription, the student will not be permitted in the clinical setting. Students who are licensed/registered health professionals may be reported to the Professional Licensing Agency in the state(s) where they hold a license when necessary.

### **Immunizations:**

Measles /mumps /rubella (MMR): Serologic proof of immunity (primary titers) to measles, mumps and rubella are required. If possible, documented dates of two MMR (measles, mumps, and rubella) vaccinations given after the first birthday. If titer the primary titer is negative or equivocal, a booster is required followed by secondary titers 4-6 weeks after booster.

Varicella: Two doses more than one month apart. If student has had the disease, a positive primary titer is required.

Tetanus, Diphtheria & pertussis (TDap): Documentation of a booster within the last 10 years.

Hepatitis B: A three dose series is required. Serological proof of immunity (primary titer) to HEPATITIS B virus will meet this requirement (Hepatitis B surface antibody only). If the primary titer is negative or equivocal, a booster, or repeat three dose series is required, followed by secondary titers 4-6 weeks after booster or last vaccine in series.

Meningitis: Required for all undergraduate, graduate, and transfer students who are new to Rutgers University and are new to University housing. The CDC recommends a booster dose (additional) if five years or more have elapsed since first dose.

Seasonal Influenza: A current seasonal influenza vaccination is required for participation in lab/clinical activities. Annual renewal is required (deadline announced annually based on clinical partner requirements).

COVID Vaccinations and Applicable Boosters: Required for all students based on university policy and/or clinical agency requirements.

University policy 100.3.1 Immunization Policy for Covered Individuals- provides details regarding the required immunization for COVID-19 and seasonal influenza.  
(<https://policies.rutgers.edu/sites/default/files/100-3-1-current.pdf>).

**IMPORTANT NOTICE -VACCINE EXEMPTIONS:** As a condition of enrollment and/or attendance, Rutgers University requires most students to provide proof that they have received certain vaccines. While students may seek an exemption from those requirements on religious or medical grounds, clinical, research, educational, and other sites operated by third parties may require vaccination and may not honor an exemption granted by Rutgers. Your program of study requires one or more graduation requirements to be completed at a clinical, research, educational, and/or other site that is operated by a third party. While the University will make reasonable efforts to place students who receive an exemption from the University's proof-of-vaccination requirements at clinical sites, students should be aware that those third-party sites may require vaccination without exception, may not honor the University's exemption, and may deny you placement. This may impact the progress of your studies, prevent you from completing the program, and/or prevent you from graduating.

**Tuberculosis (TB) Protocol Initial TB Protocol:**

- A two Step TB Skin Test (PPD) 7-30 days apart OR a QuantiFERON Gold or T-Spot Blood Test is required to meet the Initial TB Protocol Requirement and to participate in lab/clinical activities.
- If the result is negative, the renewal date for the Annual TB Protocol will be set for one year from the date of the testing initiation.
- If the result is positive, please provide a chest x-ray (lab report required) and make an appointment with Rutgers–Camden Student Health Services to complete a TB Questionnaire. Documentation of clearance for clinical from Rutgers–Camden Student Health Services is required.
- The renewal date for the Annual TB Protocol will be set for one year from the date of Rutgers-Camden Student Health Services Clearance for Clinical.

**Annual TB Protocol:** This compliance must be maintained in order to continue participating in lab/clinical activities.

- If the Initial TB Protocol results were negative, a one-step TB Skin Test (PPD) OR a QuantiFERON Gold or T-Spot Blood Test is required.
- If the result is negative, the renewal date for the Annual TB Protocol will be set for one year from the date of testing.
- If the result is positive, when it was previously negative, please follow the directions under "Initial TB Protocol Requirement" for a positive result. If the Initial TB Protocol results were positive, please make an appointment with Rutgers–Camden Student Health Services to determine your future course of action. Documentation of clearance for clinical from Rutgers–Camden Student Health Services is required in order to continue participating in lab/clinical activities.

### **Criminal Background Check, Child Abuse Clearance and Fingerprint Background Check:**

All students are required to have a criminal background check, child-abuse clearance and fingerprinting through the approved vendor, Castle Branch: <https://www.castlebranch.com/>. Results will be sent directly to the Rutgers School of Nursing–Camden, which must receive the report by the assigned due date. Clinical

agencies use background checks and clearances on individual workers to help protect their clients/patients. Several accrediting bodies have established a mandate that agencies include nursing students in criminal background checks and clearances.

Should any problems be encountered with background check items, students should immediately contact: the Assistant Director of SNC CARES. Additional information will be requested and must be expediently provided. The school will confidentially notify the clinical agency if the student has an event that requires reporting to that agency, which is solely responsible for determining whether the student is permitted to participate at the agency. Clinical agencies may require additional background and other clearances. Although the School of Nursing–Camden will work collaboratively with agencies to find a suitable agency placement, some offenses may interfere with the student’s ability to participate in required clinical activities, thus impeding the student’s progress in the program and prohibiting its completion.

The National Council of State Boards of Nursing has mandated that an application for a nursing license will include a question about any past criminal history, in addition to requiring a biometric criminal background check similar to that required of students. At the conclusion of the program, when applying for licensure, all misdemeanors, felonies or plea agreements must be reported. The Board of Nursing will determine if the applicant is eligible for licensure.

**Mandatory Pre-Clinical Agency Requirements/On-Boarding:**

Some clinical agencies may have additional mandatory pre-clinical requirements that must be completed before the start of the clinical experience. These requirements and instructions for completing them may be found in the SNC CARES Student Portal at <https://nursing.camden.rutgers.edu/clinical-operations-portal#overlay-context=clinical-operations> Students must complete all requirements associated with their clinical assignment and comply with all posted deadlines or they will be removed from their clinical group for non-compliance, thus impeding progress in the program and prohibiting program completion.

## Appendix B: Clinical Enhancement Tool (CET)

Rutgers University School of Nursing–Camden

Student Name: \_\_\_\_\_ RUID: \_\_\_\_\_

Date CET Received: \_\_\_\_\_

Responsibilities:

**Clinical Instructor:** Please complete the CET and send a copy to the student and Course Coordinator within two days of your verbal counseling session. Complete one form for each objective not met.

**Student:** Once the form is received, set up an appointment within the next 48 hours to meet with the Lab Coordinator.

**Lab Coordinator:** Schedule lab time with student, meet with student, and review CET. Work with student on individual Learning Contract. Provide additional guidance and support as needed. Once the student has successfully completed the Learning Contract, sign the form and have the student sign it. Make a copy to keep in Remediation Tool Book in lab and return a copy to the student to bring back to the Clinical Instructor.

**Clinical Objective:**

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a) Description of deficiency:

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b) Plan to meet objective (Please include self- learning activities, lab sessions, review of videos, etc.):

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Clinical Instructor /Date

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Student/ Date

**To Be Completed by Lab Coordinator:**

**Date(s) of lab session:** \_\_\_\_\_ **Duration of lab session(s)** \_\_\_\_\_

\_\_\_\_\_ Student successful with plan outlined to improve skills

\_\_\_\_\_ Student requires additional enhancement to improve skills

Comments: (include how student was able to meet objective):

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Lab Coordinator/Date

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Student/Date

**Additional Comments:**

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Lab Coordinator or Clinical Instructor

## Appendix C: Independent Study Application

Rutgers University School of Nursing–Camden

### To be completed by the student at time of initial proposal

Student name: \_\_\_\_\_ Rutgers ID: \_\_\_\_\_

Current GPA: \_\_\_\_\_ Number of Credits Completed to Date: \_\_\_\_\_

Proposed term for Independent Study:

Spring 20 \_\_\_\_\_ Summer 20 \_\_\_\_\_ Fall 20 \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

### To be completed after student and faculty member have agreed on form and content of independent study project.

Title of Independent Study project: \_\_\_\_\_

The project has been approved for the above noted semester, for a total of \_\_\_\_ academic credits. The approved proposal is attached.

Signature of Faculty Member: \_\_\_\_\_

Printed Name of Faculty Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Divisional Chair: \_\_\_\_\_

Printed Name of Divisional Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Associate Dean: \_\_\_\_\_

Printed Name of Associate Dean: \_\_\_\_\_ Date: \_\_\_\_\_

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Course # \_\_\_\_\_

Index # \_\_\_\_\_

Special Permission# \_\_\_\_\_

## Appendix D: Re-Application to the School of Nursing–Camden (SNC)

Eligible students wishing to reapply must do so **within 18 months from date of leaving**. Readmission may be requested only once.

### Eligibility:

- a. Readmission will generally only be considered following a leave of absence (LOA) from the program/University due to non-academic reasons.
- b. Students dismissed from the SNC due to academic or clinical reasons should not expect to be readmitted. Rarely, exceptional circumstances surrounding a dismissal from the SNC may be considered when a student reapplies to the program.
- c. Previously dismissed students will be considered for readmission along with the students in the current applicant pool. The SNC reserves the right to evaluate for readmission/reenrollment based on previous academic performance and space availability.  
**Students are not guaranteed readmission to the SNC.**

### Process: Reapplying to the School of Nursing–Camden (SNC) After Student Dismissal

- a. Students wishing to reapply after dismissal may do so during the fall or spring application period.
- b. Application types:
  - i. Students who currently are enrolled within another school at Rutgers University-Camden should use the school-to-school transfer application link for re-admission.  
<https://www.ugadmissions.rutgers.edu/schooltoschool/auth.aspx>.
  - ii. Students who have left Rutgers University (whether or not they have taken courses at other schools) should submit an application using the re-enrollment link  
<https://www.ugadmissions.rutgers.edu/reenrollment/>. All updated transcripts must be submitted prior to consideration for readmission.
- c. All students wishing to reapply **MUST** complete an online **SNC Readmission Plan Form** along with their application available here:  
[https://rutgers.ca1.qualtrics.com/jfe/form/SV\\_5nVu0eZiCiRPl3g](https://rutgers.ca1.qualtrics.com/jfe/form/SV_5nVu0eZiCiRPl3g).  
The **SNC Readmission Plan Form** focuses on:
  - i. Academic reasons for not being successful in the previous attempt.
  - ii. Academic goals to help ensure or foster success upon re-admission.
  - iii. Campus resources that the student plans to use to help meet goals and ensure academic success.
- d. Students that plan to apply to the Accelerated Bachelor of Science (ABS) Nursing Program who finished a degree in another major after dismissal from the Traditional nursing program should be aware that acceptance into the ABS Program will follow current policies and procedures for student admission. Applicants will be considered along with the students in the current application pool.

### Process: Reapplying to the School of Nursing–Camden (SNC) following a Leave of Absence (LOA)

- a. Students wishing to reapply after LOA due to non-academic reasons may do so during the fall or spring application period using the re-enrollment application:  
<https://www.ugadmissions.rutgers.edu/reenrollment/>
- b. All updated transcripts must be submitted prior to consideration for readmission

### **Conditions of Readmission after Dismissal or Leave of Absence**

- a. Readmitted students must meet with their advisor to receive a revised academic plan of study. The academic plan will depend on several factors:
  - 1. Students must repeat School 57 courses if:
    - a. The course is greater than 18 months old.
    - b. The course was revised significantly since the student successfully completed the course.
    - c. The SNC curriculum was revised since the student was previously enrolled.
  - 2. School 57 courses in which the student earned a grade of C+ or higher may be considered for transfer from the Rutgers Traditional nursing program to the ABS program, or vice versa, pending approval of the Associate Dean for Baccalaureate Programs.
- c. Readmitted students must commit to a Learning Contract with the Nursing Student Coach and Retention Specialist. If a student fails to meet the requirements of the Learning Contract, they will be subject to dismissal and will not be considered for readmission to a Rutgers School of Nursing-Camden pre-licensure program in the future.
- d. If a student is readmitted and earns a grade lower than C+ in ANY subsequent School 57 course, they will be subject to dismissal and will not be considered for readmission to a Rutgers School of Nursing-Camden pre-licensure program in the future.
- e. All nursing program and University compliance requirements (COVID-19 vaccination and booster, CastleBranch, other required immunizations, background check, CPR, insurance, etc.) must be current prior to returning to the SNC.
- f. Due to residency requirements, the last 30 credits of the traditional and ABS nursing programs must be taken in the Rutgers–Camden program.

Amended and approved by Faculty org 5/5/2020

Amended and approved by Faculty org 5/3/2022

## **Appendix E: Remediation Policy and Learning Contracts**

The goal of remediation is to assist the student in improving areas in need of further mastery (i.e. content, test taking strategies, clinical skills), based on course objectives and evidenced by unsatisfactory performance on examinations, and/or final course/clinical grades. .

### **While Enrolled in a Course:**

The opportunity to remedy academic deficiencies begins with students reaching out to faculty teaching the course. Based upon an assessment of need, students may be directed to connect with the Course Assistant, SNC CARES or obtain additional tutoring from the RU-Camden Learning Center (RUCLC). Example of steps:

- Students to meet with Faculty/Course Assistant – tutoring or test reviews provided.
- Course faculty can direct students to the SNC CARES/Nursing Student Success coach for an initial evaluation of problem areas (test taking skills, note taking, content mastery, etc.). A study skills improvement plan will be given to the student or a referral made to RUCLC.
- After faculty submit midterm warning notices, the SNC CARES academic advisors will, contact nursing students who have alerts issued on Raptor Connect and inform them of the need to meet with an academic advisor. All students who receive an academic warning in Raptor Connect must meet with an academic advisor as well as the course faculty within two weeks of the warning.
- If the student is in need of additional overall academic support in areas such as time management, organization, goal setting, note taking, test taking strategies and/or learning style assessment, they can contact RUCLC through Raptor Connect.
- Clinical faculty can direct students in need of clinical skills improvement to the lab coordinator

### **Following a Course:**

If a student is not successful in a nursing course, they will need to complete a Learning Contract. Faculty will direct students to the SNC CARES office to meet with the Nursing Student Success Coach and to receive a Learning Contract.

### **The Learning Contract**

A Learning Contract is a roadmap to guide the student in the learning process and facilitate their academic success. Students are required to enter into a Learning Contract in the following conditions:

1. Student withdrawals from or fails a required school-57 course
2. Student receives a score of Below Level 1 on a proctored ATI assessment+
3. Student is re-admitted to the School of Nursing-Camden (SNC)
4. Student is instructed to enter into a Learning Contract by the SNC

Students must schedule a meeting with the Nursing Student Coach and Retention Specialist or designee to initiate a Learning Contract within one week of meeting any of the above conditions. Once a Learning Contract is initiated, the student has 30 days from close of the unsuccessful semester to turn in the required Learning Contract Module to become compliant. The student must become compliant and remain in

compliance with the requirements of the Learning Contract in order to enroll in subsequent school-57 courses. The Learning Contract will remain in effect until the conditions of the Learning Contract are met. Additionally, students must:

1. Achieve a grade of at least C+ in withdrawn/failed courses (if applicable)
2. Achieve a semester GPA of greater than 2.75 (for students repeating a withdrawn or failed course or re-admitted to the SNC)
3. Meet requirements of the ATI Testing and Remediation policy+

Please refer to the Dismissal Policy for consequences if a student fails to earn a grade of at least a C+ in any nursing course or fails to meet the conditions of a Learning Contract and/or probationary period. If a student fails to comply with a Learning Contract, a registration hold may be placed on their account and they may be de-registered from future nursing courses until compliance is re-established. Failure to comply with a Learning Contract may result in program dismissal. The SNC reserves the right to revise a Learning Contract.

+See ATI Testing and Remediation Policy

### **Tutoring and Writing Assistance (RCLC)**

Of note, off campus students (remote campus and online) can also use tutoring and writing assistance services from the RUCLC. All tutoring sessions are by appointment only, which may be made online at <http://learn.camden.rutgers.edu>. The RUCLC also offers real time live Online Tutoring in many classes: first select "Online Tutoring" as the subject area and then scroll to find the desired OL course.

3/2017 - SRRC

8/2019 – SSRC revised

3/1/2022 Faculty Org revised and approved.

## Appendix F: ATI Testing and Remediation Policy

**ATI Educational Resources are important tools to help students learn, improve, apply, and predict future success. It is important that students utilize all ATI resources to their fullest capacity. Increased utilization and engagement with ATI resources correlates with student success.**

**ATI testing provides students with subject benchmarking information to compare performance to national standardized cohorts. The remediation resources provide a subject-specific means to help students correct knowledge deficits across the program in preparation for the NCLEX-RN examination.**

Students are expected to keep an active ATI account and be able to access all learning resources within the site.

### **1. Preparation for ATI Content Mastery Assessments throughout the semester:**

Students should utilize ATI resources throughout the semester prior to testing.

- a. Specifically, students should utilize ATI E-books weekly to supplement course lecture.
- b. Weekly quizzing using Learning system (LS) 3.0 custom and dynamic quizzing is highly recommended to practice questions, evaluate content mastery, and improve test taking abilities.

#### **1. ATI practice assessments:**

- a. **Practice assessment (version A)** Student will take the practice assessment A initially with *rationales disabled*. **Students must not look up answers while taking the practice assessment, as it does not provide the student with an accurate assessment of their own knowledge deficits.**
  - i. Based on the practice assessment, an individualized Focused review is created for the student to remediate missed concepts. The Focused review highlights key missed concepts and generates recap quizzes if concept subscores are below 75%. The student must complete all remediation, based on the first attempt in the assessment. Complete all remediation, including quizzes and additional remediation generated based on post-remediation quizzing scores.
  - ii. Students will remediate each missed topic in the focused review by studying the identified content and reflecting on the most important points to know about that topic.
  - iii. The student will produce evidence of remediation in one of the following formats for each missed topic (pick one that best meets your needs):
    - Summation of 3-5 -critical points (see instructions posted on Canvas)
    - Concept mapping (see examples posted on Canvas for tab labeled concept mapping)
    - Use of the ATI Active Learning templates (Templates available within ATI)
    - Any additional learning formats (MUST BE pre-approved by faculty)
  - iv. Complete any recap quizzing that has been generated. After two weeks, the rationales will be re-enabled for students to retake assessment.
- b. **Practice version B** will be opened two (2) weeks before proctored assessment with rationales *enabled*. The student will create a focused review 2.0 as described above.
- c. Students are encouraged to study and take notes on the practice assessment rationales A & B.
- d. Students are encouraged to use other ATI resources, including Learning system (LS) 3.0 quizzing appropriate for the course topic prior to the Proctored assessment.

## 2. Remediation of ATI proctored assessments:

- a. Following the proctored exam, students must create a focused review 2.0 and remediate all missed topics.
- b. Students will remediate each missed topic in the focused review by studying the identified content and reflecting on the most important points to know about that topic. The student will produce *evidence of remediation in one of the following formats for each missed topic (pick one that best meets your needs)*:
  - Summation of 3-5-critical points (see instructions posted on Canvas)
  - Concept mapping (see examples posted on Canvas for tab labeled concept mapping)
  - Use of the ATI Active Learning templates (Templates available in ATI)
  - Any additional learning formats (MUST BE pre-approved by faculty)

3. Remediation notebook: Students are instructed to maintain an electronic or hard copy notebook with separate files for each course or assessments. The remediation binder will include:

- Current student individual performance reports
- Remediation deliverables (e.g. 3 critical points for each missed topic in the assessments).

**ATI proctored grading based on level achieved: (*Grade includes credit for remediation and proctored assessment*). Professor has the right to hold points for ATI grade until remediation for all practice and proctored assessments are completed satisfactorily. )**

**Level 3** (Exceeds benchmark) = ATI grade of **100%**

**Level 2** (Meets benchmark) = ATI grade of **90%**.

**Level 1** (below benchmark) = ATI grade of **75%**. **Retake recommended**

**Below level 1** = ATI grade of **65%**. **Retake required**

**All students scoring Level 1 or Below level 1:** The student will be required to meet with the Nursing Student Success Coach and to initiate a Learning Contract, which uses ATI resources to reinforce missed concepts. The assigned work is to be completed and submitted to the Nursing Student Success Coach prior to the scheduled retake.

- A retake assessment is **required** for all students who scored Below Level 1.
- A retake assessment is **recommended** for all students who scored at Level 1 to evaluate the effectiveness of additional remediation.

*If a student continues to score Below Level 1 on any Content Mastery assessment, the student will continue on a Learning Contract and will be required to follow up with the Nursing Student Success Coach.*

## **Schedule of ATI Content Mastery series retakes based on courses:**

- ATI Foundations assessment: Retake scheduled prior to final grade assessment in Health and Illness (57:705:310/318).
- ATI Psych Mental Health: Retake scheduled prior to start of next semester (57:705:403/466).



- ATI Maternal Child Health: Retake scheduled prior to start of next semester ((57:705:302/381)
- ATI Nursing Care of Children: Retake scheduled prior to start of next semester ((57:705:305/360)
- ATI RN Adult Medical Surgical: Retake scheduled prior to start of next semester ((57:705:350/416)
- ATI Pharmacology: Retake scheduled prior to the final Comprehensive predictor in Capstone (57:705:419/468)

## **DEFINITIONS of LEVELS: PER ATI**

**LEVEL 3:** Scores meeting the Proficiency Level 3 standard can be considered to *exceed most expectations for performance in this content area*. Scores at this level were judged by the content expert panel to indicate a student as likely to *exceed* NCLEX-RN standards in this content area. ATI advises these students to engage in continuous focused review to maintain and improve their knowledge of this content.

**LEVEL 2:** Scores meeting the Proficiency Level 2 standard can be considered to *exceed minimum expectations for performance in this content area*. Scores at this level were judged by the content expert panel to indicate a student as fairly certain to meet NCLEX-RN standards in this content area. ATI advises these students to engage in continuous focused review in order to improve their knowledge of this content.

**LEVEL 1:** Scores meeting the Proficiency Level 1 standard can be considered to meet the absolute minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as *likely to just meet NCLEX-RN®* standards in this content area. ATI advises *these students to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this content*.

**BELOW LEVEL 1:** Scores below the Proficiency Level 1 standard can be considered *below minimum expectations and can be indicative of significant risk in this content area*. ATI strongly advises these students to develop and complete an intensive plan for focused review and remediation, including the use of ATI materials, textbooks, class notes, reference materials, and assistance from nurse educators.

*Faculty Organization approved 12/19*

*Faculty Organization revised and adopted 2/1/22*

*Communicated to SNC 4/11/22*

## Appendix G: Technical Standards

The Rutgers School of Nursing-Camden (SNC) is rapidly emerging as an important leader in nursing education, research, and the expert delivery of health care across southern New Jersey, the Delaware Valley, and beyond. We became the fourth designated school at Rutgers University–Camden in 2011, but our tradition of excellence in nursing education extends to 1972 when the Rutgers University–Camden Department of Nursing was first established. For more than 45 years, Rutgers–Camden has prepared world-class nurses right here in the heart of southern New Jersey, educating health care providers, scholars, and leaders who will work to create healthy communities and make a difference. The curriculum focuses on preparing nurses to provide care across the continuum, from acute to primary care. We inspire students to disrupt nursing stereotypes, to understand the full scope of nursing practice and to pursue unlimited opportunities. Rutgers School of Nursing-Camden is committed to standards and policies that ensure that all persons shall have equal access to its programs, facilities and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status or sexual orientation.

As participants in a program accredited by [Commission on Collegiate Nursing Education](#), candidates must develop broad knowledge, skills, behaviors, and a commitment to ongoing self-directed learning that will enable them to serve as competent, ethical nursing practitioners and render a wide spectrum of patient care. In addition to the clearly defined academic standards specified in the School of Nursing-Camden (<https://nursing.camden.rutgers.edu/>) program and in the Student Handbook under Scholastic Standing Requirements, the School has identified a set of technical standards that specify the non-academic attributes, abilities, and skills candidates must demonstrate for admission, retention, progression and graduation in the School of Nursing-Camden.

Admission to the School of Nursing-Camden is conditional on the candidate's\* ability to achieve and meet these technical standards in conjunction with the academic standards, with or without reasonable accommodation, and depends on a process that examines and values the pertinent skills, attitudes, and attributes of each candidate on a case-by-case basis. The School of Nursing-Camden adheres to the highest ethical and professional standards of the nursing profession. In doing so, the School of Nursing-Camden reserves the right to deny admission to candidates or to dismiss candidates who, upon completion of the interactive process, cannot meet these technical and/or academic standards or who would be deemed to pose a threat to patients and others in the educational and clinical environment. Under all circumstances, a candidate should be able to perform in an independent manner. The use of an intermediary in the clinical setting is ordinarily not permitted and may never be used as a substitute for a candidate's judgment or intellectual acumen. The use of an intermediary would be considered only when it does not alter an essential element or function of these technical and/or academic standards.

### Technical Standards

A candidate for the School of Nursing-Camden degree must possess abilities and skills that are observational, communicational, dexterity/motor, intellectual-conceptual (integrative and quantitative), behavioral and social. The School of Nursing-Camden adheres to the following technical standards that are required of all candidates for the undergraduate or graduate degrees in nursing for admission, progression, and graduation, with or without reasonable accommodation. The attainment of knowledge mandates that the candidate participates in course activities, laboratories and experiential rotations as defined by the School of

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\* The term "candidate" refers to current nursing students who are enrolled and seek to progress and graduate.

Nursing-Camden policies. All courses in the curriculum must be completed successfully. In order to acquire the knowledge and skills to function in a variety of clinical situations and to render a wide spectrum of patient care, students for the undergraduate and graduate degrees in nursing must have abilities and skills in the following five areas:

### **1. Observation:**

Observation requires the use of visual, auditory, olfaction, palpation, and somatic senses (or the functional equivalent) in a variety of areas related to contemporary nursing practice. Candidates must have the ability to observe and evaluate in classroom settings, small group teaching exercises, one-on-one evaluation, patient care settings, nursing practice, and clinic sites. Candidates must be able to observe demonstrations and participate in didactic courses and simulated learning opportunities. Candidates must be able to observe a patient accurately at a distance and close at hand, and to interpret technology of physiological phenomenon (such as EKGs) and particularly as related to disease state monitoring.

### **2. Communication:**

A candidate should be able to communicate effectively and efficiently; observe patients in order to elicit information; describe or detect changes in mood, activity, and posture; perceive nonverbal communications; and establish a therapeutic relationship. A candidate must be able to respectfully communicate effectively, efficiently and sensitively (using English and/or a functional equivalent) in clinical and classroom settings with patients, their families, faculty, peers and all other members of the health care team in both immediate and recorded modes. Communication includes not only speech but reading and writing or the functional equivalent.

### **3. Dexterity/Motor:**

Candidates should be able to perform nursing skills requiring the use of gross and fine motor skills. Candidates should have sufficient motor function to elicit information from patients by palpation, percussion, auscultation, and other basic diagnostic procedures or assessment techniques. Candidates must be able to execute motor movements reasonably required to provide nursing care and emergency response to patients, such as IV insertion, venous blood draw, urinary catheter insertion, airway management, cardiopulmonary resuscitation, and application of pressure to control bleeding. Candidates should also be able to assist and/or participate in various lifting activities. All actions included in this section require the coordination of gross and fine muscular movements, equilibrium, and use of the senses of touch and vision or the functional equivalent.

### **4. Intellectual, Conceptual, Integrative, and Quantitative Abilities:**

Candidates are required to measure, calculate, reason, analyze, integrate, synthesize and retain complex information. In addition, candidates must be able to recall and apply information from course materials, lectures, current literature and journals, as well as real world nursing practice sites. Necessary abilities include critical thinking and reasoning, problem solving, measurement, and mathematical calculation in order to provide optimal nursing care. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

### **5. Behavioral-Social:**

Candidates must act ethically with integrity, and demonstrate compassion and concern for others. Candidates are expected to exhibit professionalism, personal accountability, motivation and interpersonal skills, including accepting and applying feedback and respecting boundaries, and caring for all individuals in a respectful and effective manner regardless of sex, gender identity, age, race, sexual orientation, religion, disability, or any other protected status. Candidates must have appropriate hygiene and a professional

appearance. Candidates must possess the emotional health required to fully utilize their intellectual abilities, exercise good judgment, work as effective members of a healthcare team, and function successfully under emotionally, intellectually, and physically demanding workloads within the classroom and clinical settings. This requires the ability to take responsibility for one's personal actions and emotional stability in stressful situations, with long hours and personal fatigue, dissatisfied patients, and tired colleagues. They must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical environment.

Candidates must be able to develop skills necessary to recognize when they may need the support or assistance of other health care professionals and seek help when needed. Candidates are expected to maintain the highest ethical standards in their behavior. Candidates are expected to meet the ethical standards set forth by the nursing profession. Candidates must be able to develop professional relationships with patients, patients' families and/or caregivers, and other healthcare providers to provide effective nursing care while maintaining patient confidentiality. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that are assessed during the admissions and educational process.

Candidates must pass criminal background checks and submit a drug screen during the program. Candidates must also have the required health certification documentation. Moreover, during the course of their matriculation, the candidates will be required to have additional immunizations and testing as required by the School of Nursing-Camden. In addition, candidates must adhere to and comply with all policies in the School of Nursing-Camden Student Handbook and the Rutgers University Code of Student Conduct <http://studentconduct.rutgers.edu/university-code-of-student-conduct>

## **6. Practice and Experiential Education**

An integral part of the nursing education process is the completion of introductory, intermediate and advanced nursing practice experiences. Within the constraints established by law, in these experiences student-nurses are placed in healthcare practice settings and expected to function at the professional level of a student nurse with the highest ethical standards.

Candidates are expected to maintain a high standard of professionalism in areas including attire, personal demeanor, and communication skills. Additionally, candidates are expected to adhere to HIPAA regulations, which include but are not limited to maintaining patient confidentiality, and the protection of access to patient records. Candidates are expected to take responsibility for their own learning and demonstrate a willingness to engage patients, ancillary personnel, health care providers, and others in the provision of patient-focused services and care.

A candidate, whose behavior or performance raises questions concerning his/her ability to fulfill the technical standards and essential functions, may be required to obtain an evaluation and/or testing by a health care provider. Students will be referred to the Student Wellness Center (<https://wellnesscenter.camden.rutgers.edu/>) on the Camden campus for an evaluation. The results of this evaluation will be provided to the Associate Dean, Baccalaureate Programs and shared with the appropriate leadership of the School to determine whether the student is fit to pursue the educational and/or clinical program. If the candidate is deemed fit to pursue the program, the School reserves the right to require actions recommended by the health care provider, including but not limited to further testing, counseling, monitoring, and leaves of absence.

Candidates who cannot meet the technical standards with or without accommodations may be subject to review to determine the appropriate action, which can include dismissal from the program. Candidates must

be proactive in addressing deficiencies in meeting the standards and follow appropriate University policies set forth in doing so.

The School of Nursing-Camden complies with all applicable laws concerning applicants and candidates with disabilities. For any eligible student, Rutgers University provides reasonable accommodations in order to ensure that all candidates have an equal opportunity to participate in all programs, services, and practical training activities. These technical standards are not intended to deter any candidate for whom reasonable accommodation would allow the fulfillment of the complete curriculum. The School of Nursing-Camden will provide reasonable accommodations, according to University policies and procedures, to otherwise qualified applicants and matriculated candidates with disabilities unless: (a) such accommodations impose undue hardship to the institution, (b) direct threats of substantial harm to the health and safety of others due to the disability cannot be eliminated by any reasonable accommodations available, or (c) such accommodations fundamentally alter the educational program or academic standards.

If the candidate requires any accommodation in order to perform these functions, the candidate agrees to request accommodation, if needed, by promptly following the established policies and procedures set forth by the University.

If you have any general questions about this form or its contents, please contact the Director of SNC CARES ([nursing@camden.rutgers.edu](mailto:nursing@camden.rutgers.edu)). Candidates with questions regarding what types of accommodations may be considered to achieve these standards are encouraged to contact the Office of Disability Services-Camden at 856-225-6442 or email ([disability-services@camden.rutgers.edu](mailto:disability-services@camden.rutgers.edu)) immediately to begin discussions and register for services at <https://ods.rutgers.edu/students/applying-for-services>.

## **Appendix H: Student Substance Use / Abuse Policy**

Effective May 1, 2021

### **Purpose**

The purpose of this policy is to address the issue of substance use/abuse and how it relates to the profession of nursing, code of conduct, patient safety, and clinical experiences. The School of Nursing (RUSC) recognizes the importance of educating its students about the problems associated with student substance use/abuse issues. It is vital that students recognize that substance use/abuse is a professional hazard, and can limit one's ability to think critically and make comprehensive safe decisions in practice.

This policy impacts upon and augments the student's ability to maintain personal and professional integrity and facilitates the student's success both clinically and didactically. It promotes a healthy learning environment for the student. In the clinical setting, this policy enhances patient safety. It also fosters the development of professional nurses who are well educated about the prevalence and adverse outcomes of substance abuse.

### **Policy**

This policy applies to all nursing students who have matriculated in the School of Nursing into lab and/or clinical courses. Students are never permitted to possess, use, manufacture, distribute, or divert any illegal substances. Students are also prohibited from being under the influence of controlled substances or alcohol while in the classroom and/or performing clinical duties. Improper use of any substance may constitute removal from the clinical experience and/or cause for termination from the program.

Failure or refusal to comply with the substance use/abuse policy and procedures outlined below may be grounds for disciplinary action, including dismissal from the program. Any attempt to delay, hinder, or tamper with any testing or to alter the results of testing will be considered a refusal to comply with this policy. In addition, failure or refusal to comply with any aspect of the substance abuse policy may be reported to the University's Office of Student Conduct for possible disciplinary action in accordance with the University's Student Conduct Policy.

A student convicted of or arrested for violating any federal, state or local law or regulation pertaining to the manufacture, possession, sale, use or distribution of a drug or alcohol or misuse of prescribed or over-the-counter medications must report this conviction or arrest to the Director of SNC-CARES within five days of the conviction or arrest.

All students must follow the Rutgers University policy 10.2.14 Alcohol and Other Drugs Policy for Students and Rutgers University policy 60.1.11 Alcohol and Other Drugs Policy, as well as the Rutgers University-Camden policy on substance abuse and reporting available at:

<https://deanofstudents.camden.rutgers.edu/reporting>

### **Procedures**

#### **I. Drug / Alcohol Testing - Examples of Prohibited Controlled Substances**

Substances tested may include but are not limited to the following examples:

Amphetamines, barbiturates, benzodiazepines, cannabinoids, cocaine, creatinine, meperidine, methadone, opiates, oxycodone, phencyclidine, propoxyphene, tramadol, etc.

Although marijuana is legal in the state of New Jersey, marijuana is a Schedule 1 substance under federal law and continues to be an illegal substance for the purposes of this policy. Please also be aware that it is possible for CBD use to result in a positive drug screen and it will be treated as such.

## II. Drug / Alcohol Testing - Routine

As part of the initial CastleBranch compliance requirements to attend clinical, all students are required to undergo drug testing during the first nursing lab course. Students will be directed to submit a specimen (urine) at a designated laboratory within a specific time frame.

## III. Drug / Alcohol Testing – Suspicion of Being Under the Influence

A student in the Rutgers School of Nursing-Camden may be required to undergo drug or alcohol testing when it is determined through direct observation or outside report that there is reasonable suspicion that a student is impaired due to illegal drug or alcohol use, the use or misuse of prescribed or over-the-counter medications based upon, but not limited to:

1. Unusual or aberrant behavior
2. Physical symptoms indicative of being under the influence
3. Patterns of abnormal or erratic behavior
4. Inconsistent quality of work performance
5. Conviction for drug-related offenses
6. Being identified as the subject of a drug-related criminal investigation
7. Credible information from independent sources
8. Evidence of drug tampering or misappropriation
9. Consistently discrepant daily drug counts in clinical
10. Accidents or illnesses caused by substance abuse
11. Impairment or intoxication in the clinical and/or didactic setting
12. Patterns of absenteeism and/or lateness
13. Alterations in student clinical and/or didactic performance that may not be attributed to other causes
14. Following a work-related injury or illness
15. Observation of poor judgment or careless acts which caused or had the potential to cause patient injury, jeopardize the safety of self or others, or resulted in damage to equipment

A student who suspects possible substance abuse or a violation of this policy by another student has the responsibility to report this information. A report can be made to the course instructor, any member of nursing leadership, and or the Dean of Students Office. The identity of the individual making the report will be kept confidential to the greatest extent possible consistent with the need to investigate the report and subject to legal requirements.

## IV. Reporting

Any student who receives a positive drug screen will be notified through the Castlebranch system and must report it immediately to the Director of SNC CARES via email. The student will need to meet with the Director to discuss the positive drug screen and potential interventions/outcomes.

## V. Testing Procedure

All initial drug testing will be performed during the first lab course in the program. The following steps will be included in the process:

1. Each student will provide a urine specimen to an independent laboratory specified by Castlebranch within a specified time frame as designated by the Castlebranch compliance due date.
  - a. Urine will be screened for controlled substances (see list) or any other controlled substances that are suspected of being abused or used by the student.

2. If the urine analysis comes back negative, no further testing will be required at this time.
3. If the urine analysis comes back positive, and the student disputes the results, the student may request a retesting of the sample by the facility; however, the cost of the additional testing would be borne by the student. This request must be made within 5 days of the initial report being provided to the student. A new sample will not be required, the lab stores all specimens and will retest of the original sample.
4. If the urine test is inconclusive or reported as “diluted positive” the screening will be treated as positive. If a urine comes back “diluted negative” it will be treated as a negative result.

## VI. Actions for Positive Drug Testing

If a student’s drug testing comes back positive the following actions will be taken:

1. The student will be required to notify the SNC CARES Director as soon as they are notified of a positive result. Failure to do so will be considered a violation of this policy.
2. Students will be allowed to continue in all theory courses not linked to a clinical course
3. Students will be removed from the lab and/or clinical setting
4. Students will be referred to the Drug and Alcohol Counselor on the Camden campus for continued assessment and intervention. During the same semester in which a positive result occurs, students will be required to complete a program approved and/or provided by the counselor. Once completed, students must submit a signed form to validate successful completion which will be placed in the student’s file. If a student chooses not to attend the counseling program or does not complete an approved program by the end of the semester, he/she will not be able to progress in the nursing program.
5. Any student who had a positive drug screen and then completed counseling must submit a new urine sample prior to beginning clinical experiences in the next semester of the program. If at this time the drug screen comes back positive, students will be dismissed from the program.
6. The requirement that a student be tested as well as the test results will remain confidential and disclosed only to those individuals within Rutgers University as well as any licensing, registering, or certification boards that have a need to know. Any affiliated clinical sites with a need to know or as required by law or regulation will also be notified.
7. There may be circumstances when students may take prescriptive medication that impact the results of a drug screen. Many of them including marijuana are banned regardless of the existence of a prescription. Please be aware that it is the student’s responsibility to contact the CARES Department to discuss the options if prescribed any prohibited substances when reaching the program level that involves lab courses or beyond. Students should contact the CARES department prior to the initial drug screening if the medication is prescribed prior to that point in the program and/or immediately upon obtaining a prescription if this occurs after that point in the program. Review of drug test results will be conducted by the Medical Director of the designated vendor to determine a passing or failing level. The decision made by that individual will be final.

## VII. Voluntary Self-Disclosure

Students who voluntarily self-disclose a substance or alcohol abuse problem to a faculty member, academic advisor, Office of Student Services staff member or the Associate Dean for Academic Programs, prior to a positive drug/alcohol test result, and who are willing to enter in and complete an appropriate program of treatment may be granted a medical leave of absence while she/ he undergoes treatment. Students who are referred to drug and alcohol counseling treatment may also be referred to the Student Wellness Center.



In consultation with her/his health care provider and providers from the University (Counseling and Psychological Services and/or the Student Health Service), a treatment program will be identified, and the student will be assisted in entering it. The student must sign appropriate University forms providing designated University providers (Counseling and Psychological Services and Student Health Services) to communicate with the student's private providers about her/ his recovery status and with the School of Nursing.

Revised policy 3-2021/MLW

## **Appendix I: Student Examination and Testing Policy**

Absence from course examinations, quizzes or assessments:

Students must notify the course faculty by Rutgers email PRIOR to the start of the exam, quiz, or assessment if it cannot be taken because of urgent health or emergent issues, such as jury duty, court appearances, or military duty. Students who are absent from a regularly scheduled exam, quiz, or assessment will earn a zero (0) as their exam, quiz, or assessment grade.\*

Students must notify faculty of personal circumstances which may significantly affect academic performance prior to sitting for an exam, quiz, or assessment. Students cannot retake, redo, or request extra credit for any exam, quiz, or assessment that they have elected to take.

\*Make-up for missed examinations, quizzes or assessments:

A make-up examination, quiz, or assessment may be provided at the discretion of the professor in the following circumstances:

1. The student was absent due to urgent health or emergent issues.
2. The Professor was notified by email prior to the exam, quiz, or assessment.
3. The student provides appropriate documentation of absence, such as a healthcare provider note, to excuse the absence from the original exam, quiz, or assessment date. (Please note that working is not considered a valid excuse for a missed exam, quiz, or assessment).
4. Students must contact faculty within 24 hours of the original exam, quiz, or assessment to arrange a date and time for a make-up, at the discretion of the course professor. Students who do not make these arrangements within 24 hours or who do not take the make-up at the time scheduled by the professor, will retain a zero (0) as a grade for the exam, quiz, or assessment.

The make-up exam, quiz, or assessment may include alternate format questions (including fill in the blank or essay) and will be an alternate version of the exam, quiz, or assessment. The make-up assessment may also vary from the original examination in terms of number of questions as well as topics tested. The make-up will be scheduled at the discretion of the professor.

Testing Procedures (For Exams, Quizzes, and Assessments):

1. Unless otherwise specified by the professor, all tests are proctored and to be completed in class.
2. No backward navigation is enabled for any proctored testing.
3. All student-owned electronic devices must be turned OFF (not just silenced) and stowed with belongings during quizzing/testing. This includes but is not limited to phones, smart watches, and wrist-worn fitness devices. These electronic devices may not be on your person and under no circumstances may they be accessed during the exam. Accessing an electronic device during the examination for any reason may result in a grade of zero.
4. Prior to the exam, students must place all belongings at the back of the room, including electronic devices, notes, books, binders. No hoods, caps or hats may be worn during testing. Religious head garments are permitted.
5. Add no drinks, snacks, or food permitted during testing unless approved by ODS.

6. Hair should be pulled back, so ears are visible. Foam ear plugs are permitted for noise abatement. Students must show ear plugs to the exam proctor prior to starting the exam.
7. All exams are timed and must start at the scheduled time. Students are expected to be at their computer and seated at least 10 min before the start of the exam. If a student is late, the professor has the right to deduct testing time. If a student arrives after any student has completed their examination, the student may earn a zero for the examination. See above policy on make-up examination.
8. Students may be assigned seating by the instructor.
9. During the exam, students are to keep their eyes on the computer.
10. If scrap paper is permitted, students need to print their name on the paper and turn it in at the end of the exam, regardless of whether the paper was used or not. During the exam, the student is required to keep the scrap paper covered or under their computer.
11. Restroom breaks during an examination are not generally permitted. If a student is given permission to leave the room for a restroom break, only one student may leave at a time.
12. Once a student completes and submits their exam, they are expected to show the proctor that the exam has been successfully uploaded, then shut down their computer.
13. Students must complete the assessment as directed and by the professor in preassessment instructions. Failure to perform an assessment as directed may result in deduction of points from the examination, including earning a zero for the examination. In addition, failure to perform an assessment as directed may also result in an academic integrity investigation.
14. Following the exam, students are expected to quietly leave the exam area to avoid disturbing other students. (Be careful not to let the door slam when exiting the room). Students are asked to refrain from gathering in the hall outside of the classroom while students are still testing. (The noise carries into the classroom). Students should refrain from discussing the exam questions with other students.

Grades on exams are conditional. Faculty have the right to hold a student's grade if there is an ongoing academic integrity investigation or change a posted grade following the outcome of the academic integrity investigation. If there has been a failure to perform an assessment as directed or a student is found responsible for an academic integrity violation, a grade will be adjusted or withdrawn completely. See [\*Academic integrity policy\*](#).

Laptops: All tests will utilize a computer-based resource. Laptops must meet the [SNC Laptop Requirements](#) to be used during exams.

- For technical assistance, visit Help Desk in the Rutgers Student Computer Lab on the first floor of Robeson Library, call (856) 225-6274 or email. Help Desk support is available during lab hours. Visit the [RU-Camden Information Technology](#) page for information and documentation.
- The Help Desk at the Robeson Library has a limited number of laptops available on loan for students who have temporary technical difficulties with their own computer or who are unable to provide a laptop that meets the requirements.
- Students who need loaner laptops must contact Rutgers Camden Help desk ahead of their scheduled exam to arrange for assistance. [Please see hours to pick up a loaner laptop](#). For emergency situations, please also notify your course professor.

Exemplify: During the first weeks of classes of each semester, students who will be testing with Exemplify will receive an onboarding email in their Rutgers email inbox that includes their username, password, and instructions to complete a practice exam.

- Students must complete the practice exam each semester by the date specified to ensure the student is running the latest version of Exemplify and identify technical issues ahead of their course exams. Students should pay close attention to the deadlines and instructions in the onboarding email to make sure their software is up to date and their files are correctly uploaded.
- Exam issues can usually be avoided by having a laptop that meets the minimum specifications of the laptop policy, and by performing the onboarding exam with the computer that will be used for the exams.
- If a student has technical issues during an exam, please notify the professor. Many times, simply restarting the computer will fix the problem. The professor may need to add an additional download after you restart your computer.
- If a student experiences additional technical difficulties when using Exemplify, there are two routes for troubleshooting. Issues related to the student's laptop should be directed to RCIT (email [help@camden.rutgers.edu](mailto:help@camden.rutgers.edu) or call (856) 225-6274). Issues related to the Exemplify software should be directed to ExamSoft Support (visit <https://examsoft.force.com/etcommunity/s/> for support guides or live chat or call +1 954.429.8889

Reviews Following Exams: After exam scores are released an exam review of student incorrect answers will be scheduled at the discretion of the professor. If scheduled in class or recitation, students must comply with testing security measures (ie recording is prohibited, no pencils, pens, or electronic devices (including cell phones, smart watches removed and stowed with belongings; all notes, books, binders cleared from desk). Students who have not taken the examination are not permitted to attend the exam review. Students who do not attend the scheduled review session other than verified urgent health or emergent issues, forfeit their opportunity to review their exam at another time and will not be allotted an additional time to review their exam. Students who score less than 75 on any exam are highly encouraged to schedule an appointment with the course professor to discuss opportunities for improvement. Students are also recommended to make an appointment with the Nursing Student Success Coach to identify opportunities for improvement.

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