



## **School Nurse Program Orientation & Practicum Guidelines**

### **What Makes the Rutgers Program Unique?**

The post-baccalaureate School Nurse Certificate program is an asynchronous fully online program for the convenience of the student living anywhere in New Jersey. During the School Nurse Practicum the student completes 75 clinical hours with a certified School Nurse preceptor and cooperating teacher of health. The student collaborates with the Program Director to choose a preceptor and school district that is local for them and meets the program requirements for the Practicum. Tuition is affordable at the undergraduate cost for this post-baccalaureate certificate program. The School Nurse Practicum includes student teaching of health in a classroom, clinical experience with a certified School Nurse preceptor, and instruction in Youth Mental Health First Aid taught by instructors certified through the National Council on Mental Health and Well Being. This includes topics related to mental health, suicide, cultural perspectives, sexual orientation and gender identity and substance use, abuse and misuse. Inspired and empowered by the quality of education they receive at the School of Nursing; our graduates are recognized as leaders throughout the profession.

The School of Nursing is fully accredited by the Commission on Collegiate Nursing Education (CCNE). The School Nurse Certificate Program is approved by the New Jersey Department of Education making students who complete the program requirements eligible to apply for instructional School Nurse certification from the NJ Department of Education. The instructional program qualifies students who are certified as School Nurses to teach health in Pre-K through grade 12 and to manage health services in their school district. The non-instructional option is not offered by the School of Nursing.

### **Overview of the School Nurse Certificate Program**

The dynamic, expanding, and comprehensive nature of the practice of school nursing demands an educational and skill level that enables nurses to meet the complex health needs of students. As the specialty of school nursing evolves, the post-baccalaureate certificate has become increasingly important.

The School Nurse program is a post-baccalaureate certificate program for registered nurses with a baccalaureate degree seeking school nurse certification. The program is designed to prepare registered nurses to meet the health needs

of children enrolled in pre-kindergarten through high school in the state of New Jersey. The School Nurse certificate is designed to provide registered nurses with the appropriate educational background, experiences and competencies to carry out the responsibilities and functions of the school nurse according to N.J.A.C. 6A:9B-14.3.

The goals of the program are to:

- Apply principles of school health nursing to the coordination of health care for students from preschool through grade twelve.
- Develop and provide leadership to advance school nursing practice.
- Advance the standards of school nursing practice to improve the quality of care for students in schools.
- Advance school nursing knowledge through professional development and research.

Upon completion of the program the student shall demonstrate the following competencies:

Communicator Role:

- Establish channels of communication with students, faculty/staff, families, community agencies and other health care providers
- Employ effective expressive and receptive verbal skills
- Utilize formal counseling techniques for student, faculty, and family

Leadership Role:

- Assist in development of a comprehensive school health program (strategic planning for school health program).
- Provide in-service programs for faculty/staff to update on the most current Centers for Disease Control (CDC) policy and to update faculty on common health problems to enable more accurate referrals.
- Serve as an advocate for the health needs of school age youth.

Management Role:

- Coordinate and manage health services within the school.
- Conduct school health needs assessment to identify current health problems, identify the need for new programs and evaluate ongoing health programs.
- Establish and implement guidelines in prevention and control of communicable diseases
- Identify and utilize community health resources.
- Understand the process of budgeting for nursing and health services.

- Develop policies and procedures for health services.

Care Provider Role:

- Develop follow-up strategies necessary for referrals.
- Identify, assess, and interpret the health status of students and students with special health needs
- Collaborate with the interdisciplinary team
- Utilize clinical reasoning to meet the health needs of the student with chronic illness/disability
- Provide health counseling (student, faculty/staff, family).
- Identify and correct unsafe health and environmental conditions (both physical and emotional environment).

Client Educator:

- Participate in assessment of health education and health instructional needs for the school community.
- Assist in formal health instruction, health promotion and prevention, by teaching components in the classroom based on learning theory and student's developmental level.
- Serve as a resource to faculty regarding health education and health education materials.
- Provide faculty and staff in-service education as to the nature and educational relevance of the special health needs of chronically ill/disabled student.
- Educate classmates of a student with special health needs as to the nature of the condition.
- Educate faculty/staff regarding their own health and self-care.

### Practicum Guidelines

It is the responsibility of the student to secure clinical sites and preceptors for the practicum courses. This process should begin prior to the start of the practicum course. Students should:

- Consider a practicum based upon your area of interest or need.
- Complete the ***Clinical Site Information, Preceptor Appointment Agreement*** and ***Preceptor Data Form***. Everyone should have the clinical clearance (medical and criminal background check) completed ASAP. This will ensure no delays for your practicum, as these requirements must be met before you can proceed to upload any information about your preceptor or clinical placement site. When you plan for your practicum in a school, often there is a requirement that you be approved by the Board of Education to work in the school and student

teach health classes. This requires additional time as the Board of Education meets usually only once a month. Be proactive and get your information in place ASAP. You must be approved and ready to begin your hours when the Semester starts. Here is the site to upload your preceptor and clinical placement forms and all forms can be found here: <http://nursing.rutgers.edu/clinical/clinical-clearance-school-nurse.html>

- The **Preceptor Appointment Agreement** is required to be completed for every practicum.
- Contracts/Letters of Agreement are generated once your paperwork is completed. Be advised that contracts may take a month or more to be completed. Therefore, it is imperative that you submit all paperwork in a timely fashion.
- All documents must be on file before the first day of the practicum.
- If you are not taking classes at Rutgers in the Spring semester, you must inform the Office of Student Services of your Leave of Absence so that you can resume classes in the Fall.

### **School Nurse Clinical Hour Guidelines:**

- 75 hours in a school setting under the direct supervision of a certified school nurse, that includes student teaching of health in the classroom
- The 75 hours is completed in one semester.
- If you are currently employed as a non-certified or provisional school nurse and want to complete the 75 hours at your school, you must follow the guidelines below:
  - The preceptor must be a certified school nurse with at least 2 years of experience within the approved practicum school district
  - The student must be directly supervised by the certified school nurse for the required 75 hours in the preceptor's health office
  - In addition to the 75 hours students are required to have conferences with the faculty as needed

### **POLICIES RELATED TO CLINICAL EXPERIENCES**

#### ***Student Attendance at Scheduled Clinical Days***

If a student is to be absent for a scheduled clinical day, due to illness or emergency, the faculty/preceptor should be notified prior to the beginning of the clinical day. On the first clinical day, students should identify the procedure for contacting the faculty/preceptor in case of absence. It is the student's responsibility to negotiate with the faculty/preceptor regarding making up time,

when possible. Students are expected to schedule clinical time with the preceptor consistent with the preceptor's availability/schedule. The student must provide the schedule to the course faculty and school district administration.

***Professional Dress and Behavior***

Students are expected to dress appropriately and behave professionally at all times. School identification badges should be worn that includes the student's name and the name of the university.

***The Required Number of Clinical Hours Required for each Clinical Practicum***

This information is provided in the course description. Arrangements for the times and days for clinical hours should be validated by the faculty/preceptor and indicated in the student-preceptor agreement or contract. When meeting with the preceptor, the student should discuss with course faculty how clinical time will be scheduled, e.g. one day per week, blocks of time. In general, clinical hours may consist of experiences/activities assigned by or negotiated with the faculty member. Unless otherwise approved by faculty, clinical time is expected to extend over the entire semester for the full benefit from this experience.

**Clinical Placements**

Clinical placements for students are arranged collaboratively with the student, the faculty member responsible for the course, and the preceptor. The terms of the placement are formalized in a letter of agreement or contract filed with the agency and in the Office of Student Services. Specific requirements for each clinical course in the program may be found in the course syllabus.

**New Jersey Nursing License**

Students must have current New Jersey license on record in the Office of Student Services.

**Professional Liability Protection**

All students are covered by the Rutgers liability insurance during their clinical work.

**CPR Certification**

Certification for cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) at the health care provider level is required prior to beginning the clinical experience. Thereafter, bi-annual re-certification is required. A letter from the instructor indicating a *pass* or a current CPR card is valid proof of status. Certification may be issued by the American Heart Association, the

American Red Cross, the National Safety Council, or other entities determined by the Department of Health to comply with the American Heart Association CPR guidelines.

### **Criminal History Background Check**

All students at Rutgers School of Nursing are required to have a criminal background check run prior to participation in clinical placements. To facilitate this requirement, Rutgers has engaged CastleBranch to provide this service. The process for ordering your background check can be found at this site:

<http://nursing.rutgers.edu/clinical/clinical-clearance-school-nurse.html>. No other criminal background check will be accepted.

You should order your background check the semester before you start your clinical courses. Specific due dates are provided each semester by the Office of Student Services. Please note that previous background checks completed at your place of employment are not acceptable. You must have a background check run through CastleBranch prior to participation in clinicals.

### **Health Requirements**

All students enrolled in a clinical practicum must provide documents to prove that they have had all immunizations that are required by state law. The required immunization forms are included with the student's letter of admission. Students who do not submit documentation of immunizations before enrolling or during the first term of enrollment may not register for the following term. Any student seeking an exemption from this requirement for medical or religious reasons must request in writing that the requirement be waived.

The School of Nursing health policy requires the following:

1. Complete physical examination, health history, and laboratory tests;
2. Documentation of immunity to measles, mumps, rubella, varicella, and Hepatitis B;
3. Adult Tdap (tetanus/diphtheria/acellular pertussis);
4. 2-step PPD testing or FDA approved blood assay for TB. Students with a history of positive PPD results must submit results of a positive PPD test as well as a chest x-ray report or an FDA approved blood assay for TB.

### **HIPAA Compliance**

All students must complete the HIPAA Compliance module.

### **Academic Dishonesty**

Academic dishonesty is not tolerated at Rutgers. The university has a policy on academic integrity which the College of Nursing follows. This policy can be found

at <http://academicintegrity.rutgers.edu/>. If you suspect a student of being dishonest, please contact the faculty member immediately.

### **Advisement**

The Office of Student Services at the School of Nursing coordinates general academic advising with the Program Director. The Program Director guides and advises students as the student progresses through the curriculum. Students should contact their Program Director, Dr. Catherine Grano PhD, RNC-OB, CSN-NJ at [cgrano@sn.rutgers.edu](mailto:cgrano@sn.rutgers.edu) to review course selections before registration. Advisement usually occurs two weeks prior to registration. Registration for the fall semester usually occurs in April, for spring in October, and for summer in February.

It is the student's responsibility to be aware of advisement and registration dates by checking the University's Registrar website and the School of Nursing website.

### **Non-Rutgers Courses**

While many courses taken at other institutions can be assigned exact equivalents (see <http://www.njtransfer.org> for information about transferring courses from New Jersey community colleges), students should be prepared to provide a syllabus or course description if it is needed for review. Decisions on the courses which will fulfill requirements in the nursing major are at the discretion of the academic dean.

School of Nursing students who wish to take a course at another institution should submit the *Application for Transfer Credit* form to the Office of Student Services or the Undergraduate Dean's Office. The form is located on the Rutgers School of Nursing website at <http://nursing.rutgers.edu>. At the end of the course, it is the student's responsibility to have an official transcript sent to the Office of Student Services, 180 University Avenue, Newark, New Jersey 07102.

### **Degree Credit is Not Given For:**

- Physical education or athletic performance courses
- Courses passed outside Rutgers University with a grade of less than "C" (e.g. "C-")
- Licensed Practical Nurse courses
- Vocational or technical courses
- Credit awarded by examination in another college or university
- Life experience

### **TO DO LIST for Practicum Courses**

**GENERAL**

|  |  |
|--|--|
|  | <a href="#">CREATE A UNIVERSITY NETID AND UNIVERSITY <b>SN</b> EMAIL ACCOUNT, THIS IS SEPARATE FROM YOUR RUTGERS SCARLETMAIL ACCOUNT</a>   |
|  | <a href="#">ALL FORMS CAN BE FOUND HERE:<br/><a href="http://nursing.rutgers.edu/clinical/clinical-clearance-school-nurse.html">HTTP://NURSING.RUTGERS.EDU/CLINICAL/CLINICAL-CLEARANCE-SCHOOL-NURSE.HTML</a></a> |
|  | <a href="#">REVIEW PROGRAM ORIENTATION &amp; PRACTICUM GUIDELINES</a>  |
|  | <a href="#">DOWNLOAD PRACTICUM INTRODUCTION &amp; ROLE EXPECTATIONS TO PRESENT TO YOUR POTENTIAL PRECEPTOR</a>   |

**PRECEPTOR**

|  |   |
|--|---|
|  | <a href="#">CONTACT POTENTIAL PRECEPTOR: SHARE THE PRACTICUM INTRODUCTION &amp; ROLE EXPECTATIONS</a>   |
|  | <a href="#">COMPLETE PRECEPTOR DATA FORM &amp; REQUEST RESUME FOR CLINICAL CLEARANCE</a>  |
|  | <a href="#">OBTAIN COPY OF PRECEPTOR'S NJ SCHOOL NURSE CERTIFICATE &amp; CURRENT NJ RN LICENSE FOR CLINICAL CLEARANCE APPROVAL</a>                        |
|  | <a href="#">PRECEPTOR RETURNS A SIGNED AGREEMENT FORM FOR PRACTICUM. THIS WILL BE EMAILED TO THE PRECEPTOR WHEN YOU HAVE COMPLETED CLINICAL CLEARANCE</a> |
|  | <a href="#">PROVIDE PRECEPTOR WITH THE WELCOME PACKET FOR PRECEPTORS</a>  |

**CLINICAL REQUEST INFORMATION**

|  |   |
|--|---|
|  | <a href="#">SCHOOL SITE &amp; CONTACT INFORMATION FOR PRECEPTOR AND SUPERINTENDENT OF THE SCHOOL DISTRICT -NAME, ADDRESS, PHONE &amp; EMAIL FOR CLINICAL CLEARANCE</a>                              |
|  | <a href="#">THE SCHOOL DISTRICT MAY REQUIRE ADDITIONAL APPROVAL FROM THE BOARD OF EDUCATION. BOE MEETS ONCE A MONTH, SUBMIT YOUR REQUEST EARLY</a>  |
|  | <a href="#">SCHOOL DISTRICT SUPERINTENDENT WILL GET EMAIL FOR CLINICAL CONTRACT</a>   |
|  | <a href="#">REGISTER FOR CLINICAL PRACTICUM BY CONTACTING YOUR ADVISOR VIA EMAIL DR. CATHERINE GRANO <a href="mailto:cgrano@sn.rutgers.edu">CGRANO@SN.RUTGERS.EDU</a> FROM YOUR <b>SN</b> EMAIL</a> |

**HEALTH REQUIREMENTS SUBMITTED TO OFFICE OF STUDENT SERVICES**

|  |  |
|--|--|
|  | <a href="#">COMPLETED HEALTH FORM</a>  |
|  | <a href="#">IMMUNIZATIONS (HEPATITIS B, VARICELLA, MMR, ADULT TDAP, FLU)</a> |
|  | <a href="#">TUBERCULOSIS TESTING WITH RESULTS</a>                            |

**ADDITIONAL PROGRAM REQUIREMENTS SUBMITTED TO OFFICE OF STUDENT SERVICES IN THE CLINICAL CLEARANCE PROCESS**

|  |  |
|--|--|
|  | <a href="#">COPY OF CURRENT NEW JERSEY NURSING LICENSE</a>                           |
|  | <a href="#">CRIMINAL BACKGROUND CHECK COMPLETED THROUGH RUTGERS</a>                  |
|  | <a href="#">CURRENT AHA BLS FOR HEALTHCARE PROVIDERS CPR &amp; AED CERTIFICATION</a> |
|  | <a href="#">COMPLETION OF HIPAA TRAINING</a>   |



**Course Descriptions of Required Courses in the School Nurse Program:**

The following are the required courses and their credit allotment for the school nurse minor/certification program. They are offered at the 300 and 400 level at Rutgers, The State University of New Jersey:

**77:705:306 Health Assessment Across the Life Span (3 credits)**

This course focuses on health assessment of well individuals and families. Clinical reasoning/judgment is used to assess well individuals and develop appropriate nursing diagnoses in simulated settings. Students will also be introduced to the concepts of health promotion.

**05:300:306 Educational Psychology (3 credits)**

The purpose of the course is to introduce the theory and research that underlies instructional practice. Whether you plan to become a teacher or not, you can expect to learn about your own thinking skills and learning strategies. Most people do teaching (e.g., coaching, training in business, medical education, health education, parenting etc.). If you are planning to become a teacher, you will have further courses as part of the teacher preparation program that will provide you with practical experience (observation, teaching practice) in the classroom. The primary goal is to have you reason about the psychological basis of behavior when learning and teaching. The course will introduce you to competing theories of learning and motivation with a view to understanding how different theories may have different implications for decisions made in classrooms.

**77:705:470 Foundations of Health Education (3 credits)**

The course will focus on current educational practices including history of education, educational theories, objectives or policies, teaching and evaluation strategies. Strategies for teaching children, adolescents, and adults will be presented. Students will develop, present, and critique health education plans for individuals, groups, and/or communities.

**77:705:480 School Nursing (6 credits)**

Prerequisites or co-requisites: 77:705:470; 05:300:306

This course focuses on the specialized practice of the school nurse within the nursing and educational professions. The Comprehensive School Health program including health services, health education and a healthy school environment will be described. The role of the school nurse as a service provider, health advocate, health educator, case finder/manager and collaborator with families, educators and the health care delivery system to promote the health and well-being of students will be evaluated. New Jersey State mandates governing school health and nursing services will be explored in depth.

**77:705:481 School Nurse Practicum (3 credits)**

Prerequisites or co-requisites: 77:705:480

This course focuses on the application of knowledge of nursing and education theories as well as state mandates in the care of children in the school setting, K-12. Emphasis is placed on the promotion of health and wellness in the school age child as well as providing nursing services to children with acute and chronic health problems and those with special needs. Students will be placed for 75 hours under the supervision of a Certified School Nurse and a Teacher of Health Supervisor. The student will participate in the roles and activities of the school nurse and participate in planning and implementing health education classes with experienced teachers. Students will be observed in the field by nursing faculty and participate in weekly seminars throughout the semester.

**77:705:447 Community and Public Health Nursing (4 credits) \***

This course provides RN students with an introduction to community health nursing practice, including the standards of practice for community health nursing, with an emphasis on community assessment, program planning and evaluation, community empowerment, and caring for high-risk aggregates and vulnerable populations. Students will learn the theoretical basis underlying analysis of health patterns of communities and develop an understanding of the role of the professional nurse in promoting the health of communities.

\*Students with a baccalaureate in nursing will be exempt from this course

**Required Foundational/Prerequisite Courses (7 credits)**

Equivalent courses earned while obtaining licensure as a registered professional nurse with a BS/BA or BSN degree can be applied to these course requirements.

|            |                                     |       |
|------------|-------------------------------------|-------|
| 77:705:447 | Community and Public Health Nursing | 4 cr. |
| 77:705:306 | Health Assessment                   | 3 cr. |

**Required Core Courses (15 credits)**

|            |                                  |       |
|------------|----------------------------------|-------|
| 05:300:306 | Educational Psychology           | 3 cr. |
| 77:705:470 | Foundations of Health Education* | 3 cr. |
| 77:705:480 | School Health Nursing*           | 6 cr. |
| 77:705:481 | School Health Nursing Practicum  | 3 cr. |

\* 705:470 is a prerequisite for 705:480 School Health Nursing and 300:306 is a prerequisite or co-requisite for 705:480 School Health Nursing

\*\* 705:480 is a prerequisite or co-requisite for the School Health Nursing Practicum

A minimum of 12 credits must be taken at Rutgers University School of Nursing to obtain this certificate, otherwise there is no limit on transferred credits for certification purposes.

### Student Teaching

Student teaching will take place in 25:705:481 School Health Nursing Practicum. The practicum consists of 75 hours and includes the classroom student teaching requirement. All practicum hours must be under the direct supervision of a certified school nurse and a health education teacher in the classroom if the certified school nurse is not the health educator.

## School Nurse Curriculum

### Optional Plans of Study for Core Courses

| Plan A   |   |
|--|---|
| Fall   | Spring  |
| <ul style="list-style-type: none"> <li>• 300:306 Educational Psychology (3 cr)</li> <li>• 705:470 Foundations in Health Ed (3 cr)</li> </ul> | <ul style="list-style-type: none"> <li>• 705:480 School Nursing (6 cr)</li> <li>• 705:481 School Nurse Practicum (3cr)</li> </ul> |

| Plan B   |   |
|--|---|
| Fall   | Spring  |
| <ul style="list-style-type: none"> <li>• 300:306 Educational Psychology (3 cr)</li> <li>• 705:470 Foundations in Health Ed (3 cr)</li> </ul> | <ul style="list-style-type: none"> <li>• 705:480 School Nursing (6 cr)</li> </ul> |
| Fall   |   |
| <ul style="list-style-type: none"> <li>• 705:481 School Nurse Practicum (3 cr)</li> </ul>  |   |

### *Important Notes:*

- 705:306 and/or 300:306 are pre or co-requisites for 705:480 School Nursing.
- 705:480 School Nursing is ONLY OFFERED in the Spring semester.
- 705:470 is offered in the Fall semester as an online course, and may be offered in the Spring semester dependent on enrollment.
- 300:306 is offered in the Fall semester as an online course, and may be offered in the Spring semester dependent on enrollment.

### Optional Plans of Study for Foundational and Core Courses

| Plan A   |   |
|--|---|
| Fall<br>• 705:306 Health Assessment (3cr)<br>• 705:447 Community & Public Health Nursing (4cr) | Spring<br>• 300:306 Educational Psychology (3 cr) |
| Fall<br>• 705:470 Foundations in Health Ed (3 cr)  | Spring<br>• 705:480 School Nursing (6 cr)         |
| Fall<br>• 705:481 School Nurse Practicum (3 cr)  |   |

| Plan B  |  |
|---|--|
| Fall<br>• 705:306 Health Assessment (3cr)<br>• 705:447 Community & Public Health Nursing (4 cr) | Spring<br>• 300:306 Educational Psychology (3 cr)                                      |
| Fall<br>• 705:470 Foundations in Health Ed (3 cr)   | Spring<br>• 705:480 School Nursing (6 cr)<br>• 705:481 School Nursing Practicum (3 cr) |

| Plan C   |   |
|--|---|
| Fall<br>• 705:306 Health Assessment (3 cr)<br>• 705:447 Community & Public Health Nursing (4 cr) | Spring<br>• 300:306 Educational Psychology (3 cr) |
| Fall<br>• 705:470 Foundations in Health Ed (3 cr)  | Spring<br>• 705:480 School Nursing (6 cr)         |
| Fall<br>• 705:481 School Nurse Practicum (3 cr)  |   |

***Important Notes:***

- 705:306 is offered online but has a practicum component. An equivalent course is also offered through the Rutgers School of Nursing Center for Professional Development (4 Saturdays on the Newark Campus starting in May or October)
- 705:202 may be challenged or equivalent courses may be available in other colleges
- 705: 306 and/or 300:306 are pre or co-requisites for 705:480 School Nursing.
- 705:470 is offered online in the Fall semester, and may be offered in the Spring semester, dependent on enrollment.
- 300:306 is offered online in the Fall semester, and may be offered in the Spring semester, dependent on enrollment,

**Certification Eligibility for Graduates**

Upon completion of the program, students are eligible for New Jersey Department of Education School Nurse Instructional Certificate.

**Post Baccalaureate Program**

Requirements (15-22 S.H.) – The NJ Department of Education requires a minimum of 21 credits for a school nurse /instructional certificate. The transfer of credits from previous courses of study, that satisfy content requirements, may reduce the total credits that students must complete.

**Obtaining the School Nurse State Certification:**

In the student's last semester, and once all the requirements for certification are completed, the student will receive notification from the Program Director about the online application process for School Nurse Certification in New Jersey. The New Jersey Department of Education application requires a fee of \$95.00 (fee is subject to change).