DNP Project and Residency Handbook

2018-2019
DNP Project Overview

The American Association of Colleges of Nursing (AACN) *Essentials of Doctoral Education for Advanced Nursing Practice* states that the Doctor of Nursing Practice (DNP) is a *practice focused* terminal degree that prepares advance nursing practice to “translate research into practice and disseminate and integrate new knowledge” (AACN, 2006, p.11). Unlike the research doctorate (PhD) the DNP does not require the generation of new knowledge in the form of a dissertation. The DNP student applies and integrates knowledge to explore or give meaning to a clinical issue, or to improve patient health or outcomes in their area of specialization.

The DNP Practice Project can take many forms. Examples of acceptable practice projects include: quality improvement initiatives, new care process, integration of knowledge to improve patient outcomes, development of clinical guidelines, policy development, development or new use of databases to improve patient care, design or implementation of new models of care, program planning, or the integration of technology into practice. The student will work with a doctoral faculty mentor, with expertise in the specialty area of interest, throughout the practice project period. Examples of DNP clinical practice projects can be found in the nursing literature and on the following web sites:

Doctors of Nursing Practice LLC  
http://www.doctorsofnursingpractice.org/resources/dnp-scholarly-projects/

National Organization of Nurse Practitioner Faculties (NONPF)  
http://www.nonpf.com/displaycommon.cfm?an=1&subarticlenbr=27

Jacksonville University DNP students demonstrate the ability to translate research into practice and the achievement of many of the JU DNP program outcomes in a series of project/residency courses in their final year of study. The DNP Project Course Descriptions and objectives and the DNP Residency Course Description and objectives are listed below.

NUR 702: DNP Project: Students will synthesize existing literature from nursing and other disciplines into an evidenced based project designed to improve health outcomes or processes in an areas of specialized advanced nursing practice. Students will develop, implement and evaluate processes or outcomes related to the project with the expectation that it guides practice and/or policy

1. Identify a relevant practice problem within the advanced nursing scope of practice.
2. Translate relevant research findings from nursing and related disciplines into a project proposal designed to advance nursing practice and improve the health outcomes for individuals and populations.
3. Present the proposal to faculty and peers for critical evaluation.
4. Obtain Institutional Review Board approval for the practice project from the university and the agency if applicable.
5. Apply for funding to support the practice project.
6. Implement practice project and collect appropriate data for evaluation of project outcomes.
7. Analyze data and interpret significance of data to evaluate the outcome of practice project.
8. Disseminate the results of the practice project.
9. Present final oral defense of practice project

NUR 703 DNP Residency: Students will synthesize and integrate knowledge from doctoral coursework and apply concepts of advanced nursing practice skills in a variety of practice setting. Students will utilize leadership abilities and work with an interdisciplinary team to improve quality of care while addressing the multi-dimensional needs of clients/populations in advanced practice nursing care.

1. Lead interdisciplinary health care initiatives at the organizational and systems level to improve health outcomes for individuals and populations.
2. Integrate principles of ethics and cultural diversity into clinical decision making for individuals and populations experiencing complex health issues.
3. Influence public policy designed to ensure the safety and quality of healthcare for individuals and populations.
4. Demonstrate proficiency in the use of technology and information systems designed to improve the quality of care for individuals and populations.
5. Critically evaluate the philosophical and scientific underpinnings of advanced nursing practice.
6. Translate relevant research findings from nursing and related disciplines to advanced nursing practice to improve health outcomes for individuals and populations.
7. Demonstrate advanced nursing practice at the highest level to promote health and manage direct and indirect care of individuals experiencing acute and chronic health issues.
8. Disseminate advanced nursing knowledge derived from clinical scholarship.

DNP Project Guidelines

DNP projects are expected to translate research into practice and thus improve health care outcomes. DNP projects are expected to demonstrate significant rigor and depth. Included in the DNP project are elements of planning, implementation and evaluation of processes or outcomes. According to the American Association of Colleges of Nursing, DNP projects should:

- Focus on a change that impacts healthcare outcomes either through direct or indirect care
- Have a systems (micro-, meso- or macro- level) or population/aggregate focus
- Demonstrate implementation in the appropriate arena or area of practice
- Include a plan for sustainability (e.g. financial, systems or political realities, not only theoretical abstractions)
- Include an evaluation of processes and/or outcomes (formative or summative). DNP Projects should be designed so that processes and/or outcomes will be evaluated to guide practice and policy. Clinical significance is as important in guiding practice as a statistical significance is in evaluating research
- Provide a foundation for future practice scholarship.
As mentioned above, examples of DNP projects include:

Quality Improvement Projects
Program Development and Evaluation
Development and Implementation of new models of care
Health policy analysis and implementation

**DNP Project Process**

The 700 level of the Jacksonville University DNP program includes both DNP project and residency hours. Students are encouraged to identify an idea for a DNP project early in the program and develop their idea as they progress in the 600 level courses. Once students advance to the 700 level they work with faculty and consultants/preceptors on refining the DNP project. At this point, the student will work fairly independently and must be able to self-motivate to complete required expectations. Each student will be assigned a faculty chair upon entering the 700 level courses who has expertise in the student’s area of interest.

Residency hours are also coordinated with faculty and are addressed later in this document.

The DNP project and residency hours may be completed in one semester minimally but may take longer as required. The expectation is that it will take 2-4 semesters. Students will continue to register for NUR 702 and NUR 703 for as many semesters it takes for them to complete project and residency requirements. Students must complete the following while in the 700 level courses.

- Development of DNP project*
- DNP project proposal paper*
- Meeting with statistician to develop data analysis plan for DNP project*
- DNP project proposal presentation to DNP Project Review Committee*
- Approval of IRB application to both JU and project site IRBs (as indicated)*
- Application for project funding
- Implementation of DNP project and evaluation of outcomes
- DNP presentation (oral or poster at JU student symposium or other event with permission of faculty)
- DNP project final paper**
- DNP manuscript submission to peer reviewed journal
- DNP project paper submission to JU site at the Henderson Repository at STTI and/or JU library
- DNP final defense (oral)***
- DNP portfolio

*Must be completed before student can begin implementation of DNP project
**Must be completed before student submits manuscript and completes final defense
***DNP students must be registered for coursework the semester they defend their final DNP project
These requirements can be conducted at the student’s own pace with faculty guidance. However, some requirements must be completed before a student is able to progress in the DNP program. Faculty chairs will provide students with individual deadlines for submission of material. However, in order to successfully defend a DNP project proposal, a student must submit to their faculty chair a completed proposal plan by week 10 of fall and spring semesters and week 8 of the summer semester. Faculty must be provided a minimum of two weeks to review and comment on DNP project proposal. Once the faculty chair has approved the DNP project proposal, the student will present their DNP project to the DNP Project Review Committee for final approval. Once the Project Review Committee approves the proposal the student may submit IRB applications. Once these approvals are obtained, with faculty permission, the student may begin implementation of DNP project. Discussion of the DNP Project Review Committee occurs later in this handbook.

Students must also meet the same target deadlines for submission of their final DNP project paper. This paper must be submitted to their faculty chairs no later than week 10 of the fall and spring semesters and week 8 in the summer semester. This gives the faculty chair time to review and comment on the final product before scheduling the student for the final defense. The DNP student must be registered for coursework the semester they defend their final DNP project. While students are expected to work independently at the 700 level, they must still attend required in-person meetings. These meetings provide students with knowledge and support in their project development, implementation and dissemination. Topics discussed during these meetings will include project development, grant writing, IRB processes, manuscript writing, journal selection and project paper format.

The expected content and format for the DNP Project Proposal and Paper is discussed later in this handbook. All students are required to use an editorial service to review their DNP proposal and final paper. Editorial services can be found by searching the web but the following are companies that provide this service. Editors for Students at [https://www.editorsforstudents.com/](https://www.editorsforstudents.com/) Charges by page Editor World: [https://www.editorworld.com/](https://www.editorworld.com/) Charges by the word. The cost to students is expected to run approximately $500.

**DNP Project Review Committee**

Upon entering the 700 level courses, students ideally have a general idea of their DNP project. The DNP program director, with student input, will identify a faculty chair who possesses the expertise that matches the student project idea. The faculty chair will work with the student to develop an appropriate DNP project. Students are encouraged to utilize consultants from the project site to aid in the project development. Letters of support for utilizing the practice site and/or conducting the DNP project may be required. Once the faculty chair has approved the DNP project idea, the student will operationalize the project in a written proposal and submit the proposal to the chair for approval. Once the DNP project proposal is approved by the faculty chair, the student will be scheduled to orally present their project proposal to a DNP Project Review Committee. The DNP Project Review Committee will consist of a nursing faculty chair, three faculty from the Keigwin School of
Nursing and three faculty from the School of Applied Sciences. The student will present his or her project plan, expected outcomes, timeline for project completion, data analysis plan and expected needed resources. The DNP Project Review Committee will give final approval for the student to progress forward. Projects may be approved as presented or with modifications. If there are significant issues with the project, the student may be asked to resubmit to the Project Review Committee at a later date. Recommendations for minor revisions will be completed by the student with approval of the chair and do not have to be resubmitted to the Project Review Committee. Any significant changes that are made to the DNP project once approved by the Project Review Committee must be submitted to the Committee for approval. Please see grading rubric for DNP scholarly papers later in this document.

The dates for the DNP Project Review Committee will be posted each semester on the Blackboard Graduate Nursing site. There are multiple dates posted for each semester. If a student expects to present their proposal defense at a specific date, they must coordinate with their assigned chair. The student’s DNP proposal must be approved by the chair and received by the DNP Project Review Committee at least two weeks prior to the date the student plans to attend.

Going forward, the student will next seek approval from JU IRB. If indicated, IRB at the project site will also be secured. Once IRB approvals are achieved, the student may begin implementation of the DNP project.

Once the student begins implementing the DNP project, he or she will continue to work individually with their chair and/or project consultants. Once the project is completed, the student will complete the final DNP project paper. With the chair’s approval, the student will schedule his or her final project defense. The final defense is an oral presentation of the DNP project presented to JU faculty, staff and students and outside guests the student may invite. The DNP student must be registered for courses the semester they defend their final DNP project.

**Dissemination of DNP Project Results**

After completion and analysis of DNP project, students are expected to disseminate their results. Dissemination is a critically important component if DNP projects are to improve health outcomes. Dissemination can occur by several different mediums including print journals, online journals, poster or podium presentations at local, regional or national conferences. All DNP students are expected to disseminate their findings by oral presentation (either podium or poster) at a professional conference. Jacksonville University conducts a research symposium each year and this is an acceptable avenue to present findings. Additionally, students are required to submit their project results in the form of a manuscript to a peer reviewed journal. Peer review is a “process by which scholarly work (such as a paper or research proposal) is checked by a group of experts in the same field to make sure it meets the necessary standards before it is published or accepted” (Merriam-Webster, 2015).

Students can choose the peer reviewed journal to which they wish to submit. Keep in mind that all journals have different requirements for submission and these include requirements for publication style and authorship. The student is expected to create a manuscript based on their
final DNP scholarly paper. Faculty will serve as consultants on the final manuscript and will approve its content prior to submission to chosen journal. Once submitted the student will receive a confirmation email from the journal that she or he shares with faculty to let them know this program requirement is completed. The manuscript does not need to be accepted for the student to graduate.

Authorship on print and oral presentations can vary. Faculty and students will agree on this element at the beginning of the student DNP project. Students will always be first authors on manuscript submission from their DNP projects. However, if the faculty has contributed to the project idea, development and implementation, there is an expectation that the faculty will be included as second author on any submission. Keep in mind that project consultants from the practice site may also need to be included as authors depending upon their contribution to the DNP project. Additionally some journals and conferences require student submissions to include faculty as second authors regardless of their contributions. If a faculty is listed as second author and the manuscript is returned with a request for minor revisions, the student (now graduate) is expected to resubmit the manuscript with the editing requests. If the student/graduate elects not to complete the revisions within six months, the manuscript reverts back to faculty ownership.

The student’s final DNP scholarly paper is also submitted to the JU site at the Virginia Henderson e-Repository at Sigma Theta Tau International. There is an electronic repository within the library for all student DNP papers. This allows future students to access past projects to seek ideas for future projects. The student DNP paper is submitted to the Henderson repository electronically as a pdf file. Submission to this repository does not remove ownership of the paper from the student. Additionally, DNP projects are also submitted to the JU library repository to benefit future students.

**DNP Residency Hours**

All DNP students are required to complete 1000 practice (residency) hours post baccalaureate degree. Students entering the program as post Master’s students earn credit for hours completed in their Master’s program. The practice hours must be part of an academic program and performed under supervision of the program. The number of hours must be verified by staff at the student’s graduate program and students are expected to reach out to their former school to obtain this information. Verification can be by email or letter and should be addressed to the Graduate Advisor. Rarely is this information found on school transcripts. Although hours earned in school to obtain national certification count as practice hours, students are not given a “set” number of hours for certification and must provide confirmation of hours earned while in school. Students in the post Master’s DNP must complete a minimum of 270 practice hours in the DNP program regardless of the number of practice hours previously earned in graduate programs. However, depending upon the number of hours obtained in the student MSN program, some may need to obtain additional residency hours beyond the 270 minimum requirement to achieve the 1000 hour mark. The final number will vary for the post Master’s DNP student and the student will be advised of the hours needed once all information from previous programs is received. In the BSN to DNP program, the 1000 residency hour requirement is fulfilled within the curriculum. For students in the BSN to DNP/FNP program, 730 hours will be NP clinical hours with the remaining hours related to non direct care activities.
The American Association of Colleges of Nursing (AACN) describes practice as including “leadership, advancing the quality of nursing care and the profession of nursing through policy evaluation, development and advocacy and the creation and maintenance of healthy work environments.”

Residency hours in the DNP program are designed to give students the opportunity apply, integrate and synthesize knowledge into nursing practice. The final year immersion experience aids students in achieving the DNP program outcomes and meeting the AACN DNP Essentials. Residency hours will vary per student and fulfill both student needs and goals as well as enhance their final DNP project.

DNP residency hours can be conducted by a variety of options. All practice options must provide the student with new opportunities for professional growth and not be activities the student has already mastered. These practice experiences can include but are not limited to the following options:

- Direct patient care that includes learning new skills or knowledge not within the student’s current scope of practice
- Attendance at nursing conferences (limited to 16 hours)
- Serving on organizational boards of directors, hospital wide committees
- Participation in medical humanitarian activities
- Shadowing health care administrators or other leaders
- Serving as an officer of a professional nursing organization
- Presenting at a nursing conference
- Volunteering at legislative/political events
- Serving as an advocate for patients, families, communities
- Attendance at health care activities and meetings related to DNP project
- Writing an article for a scholarly source
- Participate in media events
- Precepting students
- Development and teaching coursework in JU nursing program

Prior to initiating practice hour experience, all students will meet with their assigned faculty and discuss goals and objectives for the practice experience. Students are expected to complete written objectives for the residency hours. In some circumstance the student must produce a final deliverable that results from the experience. Final deliverables may include literature reviews, presentations and reflective papers. Not all residency activities require a preceptor. However, if the residency activity involves a clinical practice site, a preceptor is required. Each student must identify a preceptor at the practice site. Ideally this person is doctoral prepared although that is not required. The preceptor may also be a non nurse. The preceptor will work with the student on establishing objectives for the practice experience and make recommendations for the final practice deliverable. The preceptor must be approved by the student’s assigned faculty.
The following is required by each student regarding residency hours performed at health care facilities:

- Confirmation of an affiliation agreement between the practice site and Jacksonville University Brooks Rehabilitative College of Healthcare Sciences. The BRCHS has a clinical coordinator who can assist with this. **Students may not begin residency hours until a signed affiliation agreement is confirmed.**

- Completion of a preceptor agreement between the identified preceptor and the student and submitted to the BRCHS clinical coordinator. **Students may not begin residency hours until a signed preceptor agreement is received by the clinical coordinator.**

- Completion and submission of clinical requirements. This varies based on setting but may include background check, drug screening, etc. **Students may not begin residency hours until clinical requirements are received by the clinical coordinator and the student given clearance.**

- Completion and submission of evaluation forms to clinical coordinator at the conclusion of each semester. Forms include a preceptor evaluation of the student, student evaluation of the preceptor and student evaluation of the site. All forms must be signed by both the student and the preceptor

- Forms can be faxed or emailed to the external clinical coordinator, Blair Lobezc, at blobezc@ju.edu or 904-256-7287 (fax) or submitted in person.

- Students will not receive a grade for each semester until final evaluation forms are received.

- Students must complete the required paperwork for each different practice site attended.

- Students must complete the required paperwork for each semester practice hours are performed

- There are some situations where an affiliation agreement, preceptor agreement or evaluation forms are not required. Your faculty advisor will guide you in these situations

- All DNP residency hour forms can be found on the Blackboard site under Graduate programs, DNP documents.

Practice hours may be performed within the student’s current work setting and during the student’s regular working hours, provided the work setting approves. However, the student must be performing duties above and beyond their normal work responsibilities that provide opportunities for growth in nursing knowledge and skills that will enhance their future nursing practice.

All DNP residency hours must be documented on a clinical log that is submitted to faculty each semester. Students must include time, location and setting for practice hours. Additionally students must include a notation on which DNP program outcome was met by the practice hours.

NP students will perform some of their residency hours performing clinical rotations for their NP specialty. These assignments will be made by the External NP Coordinator (Professor Annie Rini). Students must complete all clinical requirements prior to starting these hours. NP clinical hours for students earning new certifications must be documented within the Typhon system. See the NP clinical syllabus for further details.
DNP Portfolio

At the conclusion of the DNP program, all students must complete a final DNP Portfolio. A portfolio is a compilation of activities performed by the student during the pursuit of doctoral education. Students chose which activities to include in the portfolio. The portfolio is a reflection of the student’s achievement of the DNP program outcomes. This is an electronic document. There is a portfolio template for DNP students located in the Blackboard site.

Students are advised to begin developing the portfolio as they progress. Each portfolio will consist of the 8 program outcomes of the DNP program as listed here:

1. Lead interdisciplinary health care initiatives at the organizational and systems level to improve health outcomes for individuals and populations.
2. Integrate principles of ethics and cultural diversity into clinical decision making for individuals and populations experiencing complex health issues.
3. Influence public policy designed to ensure the safety and quality of healthcare for individuals and populations.
4. Demonstrate proficiency in the use of technology and information systems designed to improve the quality of care for individuals and populations.
5. Critically evaluate the philosophical and scientific underpinnings of advanced nursing practice.
6. Translate relevant research findings from nursing and related disciplines to advanced nursing practice to improve health outcomes for individuals and populations.
7. Demonstrate advanced nursing practice at the highest level to promote health and manage direct and indirect care of individuals experiencing acute and chronic health issues.
8. Disseminate advanced nursing knowledge derived from clinical scholarship.

Students will create sections in the portfolio using each program outcome as a heading. Under the program outcomes, students will discuss how they were able to meet the outcome through the assignments and activities performed while in the program. The expectation is that students elaborate on their growth as nurses and reflect on how these activities contributed to their growth. Students can upload completed assignments if desired or write about activities performed. The assignment and activities can be from formal courses or while conducting their project and residency hours. It is up to the individual student to choose which activities and assignments to include and under which program outcome. Assignments and activities can be used more than once if appropriate. It is advised that students work on their portfolios as they progress in the program.

DNP Project Proposal and Final Paper Format

The format for the DNP project proposal and final paper should include major sections including an introduction that includes a discussion of the problem being addressed, a review of the literature, project design/implementation, results of the project and discussion of the results.
The DNP project paper is written using APA formatting but each student should discuss with their faculty chair for specific instructions in regards to their proposal/paper

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<tr>
<th>Project Elements</th>
<th>Pass</th>
<th>Needs improvement</th>
<th>Fail</th>
<th>Comments</th>
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<tr>
<td>The student addresses each project element:</td>
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<td><strong>Background and Significance</strong></td>
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<td>Need or problem being addressed clearly stated. Background information supports the need or problem. Significance of the project clearly stated.</td>
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<td><strong>Problem Statement or Purpose</strong></td>
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<td>Problem clearly described and aligned with project objectives</td>
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<td>Purpose clearly described and aligned with project objectives.</td>
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<td>Scope of project realistic, and appropriate for DNP.</td>
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<td><strong>Literature Review</strong></td>
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<td>Literature review supports significance / relevance of problem / proposed project / intervention.</td>
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<td>Review is comprehensive, thorough and integrated and includes a final synthesis of significant findings from the review</td>
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<td>Definitions of key terms provided</td>
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<td><strong>Framework</strong></td>
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<td>QI Model discussed including its application to project</td>
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<td>Framework (theoretical/conceptual/quality improvement/practice) is described and applicable including concepts and relationships as appropriate.</td>
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<td><strong>Project Description/Design</strong></td>
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<td>The project is clearly explained with process objectives and outcome</td>
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objectives stated that are feasible and measurable

Intervention described in detail

Setting of project clearly described including facility support

Population clearly described including plan for recruitment

Assurance of privacy and confidentiality of participants in a QI project; copies of consents/assents forms provided as an Appendix.

Plan for implementation clearly described

Instruments/measures are clearly defined both conceptually and operationally (with citations/references).

Discuss permissions obtained, assure reliability & validity of data and plan for administration of instruments (including interrater reliability if more than one person administering).

Instrument measures tied to project outcomes, problem statement and project purpose.

Timeline for project described; the expected timeline to measure outcomes is at least 3 months from implementation of project

Stakeholder assessment discussed including the organization’s readiness for change

Financial costs of project discussed

Sustainability of project discussed

Plan for IRB approval discussed

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<th>Evaluation Plan</th>
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<td>Plan is coherent and consistent with project</td>
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<td>Evaluation measures linked to objectives and consistent with conceptual and operational definitions.</td>
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<td><strong>Method of analysis clearly described for each measurement.</strong></td>
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<td><strong>Plan for data collection and protection clearly described</strong></td>
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**Findings**

- Findings presented in organized format.
- Findings aligned to problem statement, purpose, objectives, outcomes and evaluation plan and describe extend to which these were achieved.
- Findings address key facilitators and barriers that impacted the project’s outcomes.
- Findings describe unintended consequences (both positive and negative).

**Recommendations/Implications**

- Recommendations/Implications addressed for problem statement, supporting organization, key stakeholders, other settings, and student.
- Included recommendations related to identified facilitators / barriers and unintended consequences.
- Addressed any ongoing activities or evaluations outside the scope of the DNP Project.

**Writing and Organization**

- APA format followed appropriately; writing is scholarly and clear; appropriate for doctoral level education.
NUR 703 Residency Projects

Student Name: 
Faculty Supervisor: 
Project Name: 
Semester: 
Projected hours: 

Residency Project Overview: Include background information and project purpose. Identify DNP program objectives that relate to the proposed project.

Residency Project Scope: Include a summary and description of proposed student activities.

Desired Residency Outcomes: Overall project goals

Residency Project Objectives: These are the smaller specific steps you will take to meet the overall residency project goals. Please identify the DNP program outcomes that relate to the residency objectives. Please number these and use that number to complete the planning chart below.

Project Deliverables: Documentation of task that must be achieved/or delivered to meet the objectives and complete the residency project.

Project timeline: Put the number of hours you plan to spend in each area and on each object. Follow this with the actual number of hours spent in the following areas:
## Project Summary and Evaluation

*Include a summary of the residency project. Include implications for personal future practice and scholarship.*

<table>
<thead>
<tr>
<th>Residency Project Activity</th>
<th>Corresponding Residency Project Objective</th>
<th>Week 1-2</th>
<th>Week 3-4</th>
<th>Week 5-6</th>
<th>Week 7-8</th>
<th>Week 9-10</th>
<th>Week 11-12</th>
<th>Week 13-14</th>
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**Student Name:**

**Location/Setting:**

**Preceptor:**

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<tr>
<th>Date/Topic</th>
<th>Description and Analysis</th>
<th>Residency Objective</th>
<th>DNP Program Outcome</th>
<th>Hours</th>
<th>Cumulative Hours</th>
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References