College of Nursing
East Tennessee State University

DOCTOR OF NURSING PRACTICE
PROJECT GUIDELINES
February, 2016

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**Doctor of Nursing Practice (DNP) Project: What is it?**

Clinical doctoral degrees are distinguished from other doctoral nursing degrees such as PhD’s by the completion of a DNP Project that demonstrates synthesis of the student's work and education lays the groundwork for future practice scholarship. The Doctor of Nursing Practice (DNP) Project is a scholarly experience that implements the principles of evidence-based practice and translational science under the guidance of a faculty mentor. Unlike a dissertation, the DNP Project may take a number of forms. The theme that links varied DNP Project forms is the use of evidence to improve clinical outcomes or to resolve gaps between evidence and implementation in clinical practice and health policy.

The DNP Project Guidelines are designed to serve as a roadmap to the requirements, procedures, and typical progressions for completing the DNP Project and Residency/Immersion requirements. The guidelines provide DNP students with the information needed to understand the DNP Project, from possibly the initial stages of committee formation to the completion of the defense.

**Overview of the DNP Project**

The DNP Project demonstrates synthesis of the student’s work and provides the groundwork for future clinical or executive leadership and scholarship. The DNP Project is conceptualized early in the DNP program with most DNP Project activity occurring in the final four semesters of the DNP program. The DNP Project produces a tangible and deliverable academic product that is derived from the residency immersion experience and is reviewed and evaluated by an academic committee. Through the DNP Project, students demonstrate extensive knowledge of a practice area in combination with systems leadership, organizational dynamics, program assessment/evaluation, and practice change. The DNP Project is a significant, evidence-based contribution to nursing practice and existing nursing knowledge. It is expected that the project will be of sufficient scholarly and clinical rigor to lead to a publishable product. It is also expected that the project will be of substantive use to the agency where the student conducts the project.

Examples of a DNP Project include a/an:

- Evidence-based intervention or change initiative
- Program development and/or evaluation
- Pilot study
- Evaluation of a practice model
- Consultation model
- Research utilization project
- Policy initiative
- Demonstration project
- Quality improvement initiatives
- Implementation and evaluation of evidence-based practice guidelines
- Design and evaluation of a new models of care
- Implementation of a policy, project, or practice guideline
- Integration of a practice change
- Policy implementation, analysis, revision

A shared feature of these examples is the use of research evidence and systems leadership to improve healthcare outcomes, whether at the practice, patient, or health system level. The final product is a practice-
related, written product that is innovative and evidence-based, reflecting the application of credible research findings. Appendix I provides a more complete listing of types of DNP Projects.

**Scholarly Products of the DNP Project**

A scholarly paper, presentation, and formal oral defense are required as the final products of the DNP Project.

The DNP Project scholarly paper may take the form of:
- Manuscript suitable for publication
- Paper presentation at a professional conference
- Other similar high level scholarly product negotiated with the DNP Project Chair and Committee

**Residency, NRSE 6800**

NRSE 6800 is a 4-semester, 7 credit residency/clinical immersion progression intended with outcomes intended to demonstrate student accomplishment of the DNP Essentials. NRSE 6800 is taken in the final four semesters of the student’s DNP program.

The Residency/Immersion is comprised of two major components:
1) The student identifies, develops, implements, and evaluates their DNP Project.
2) Additional practicum activities are completed, as needed, to demonstrate synthesis of the DNP Essentials.

For all DNP students, a minimum 500 practice-related residency hours are required, divided proportionately across the four semesters. For BSN-DNP Nurse Practitioner students, 160-180 of these hours are directed toward practice in the specialty role preparation area, to maintain role preparation/specialty competencies. The residency/immersion DNP Project hours are cumulative per semester after completing the required per semester clinical hours. Documentation of meeting the DNP Essentials and practice hours is required.

The DNP residency/immersion includes a minimum of 70 hours clinical practicum experiences per credit. In addition the BSN-DNP Nurse Practitioner students need to incorporate a minimum of 40 hours out of the 70 hours within the chosen specialty clinical practice per semester in their role preparation area to achieve specialty competencies.

The NRSE 6800 Residency faculty member and DNP Project chair have joint responsibility for approving the student’s proposed residency/immersion clinical activities. Approval of proposed residency/immersion activities is based upon the DNP Project, achievement of the DNP Essentials, and the student’s role preparation/specialty practice area. Additional hours may be required on an individual basis to demonstrate accomplishment of the Essentials, project, or specialty practice area.

In each of the four semesters of residency/immersion, the following are required:
- Develop semester oriented clinical residency/practicum goals and objectives as related to the DNP Essentials (See Appendix II DNP Project Goals and Objectives form). The student is responsible to complete the goals and objectives form early and end of semester, obtain signatures of student/chair, then scan and submit to the D2L drop box residency course for that intended semester.
- Develop and maintain a log of clinical residency practicum hours and clinical hours as appropriate, activities, and accomplishment of the DNP Essentials
Incorporate reflective evaluative journaling relative to accomplishing the DNP Essentials

In addition, the following chart depicts typical development and progression of the DNP Project: The time lines set forth as target weeks in each residency are steps for progression to help guide student advancement through each residency activity. Individual student progression will vary based on DNP Project topic/project and site agency approval under direction of the DNP Project chair. The student is highly encouraged to stay focused and to meet timelines for each residency activity occurring each semester since residency courses are offered once a year, per the program of study.

Development and Progression of the Residency and DNP Project

NRSE 6800, Residency (1 cr)
- 1st semester of Residency
- Identify DNP Project Problem (target: Week 3 of the academic term)
- Identify the DNP Project Committee Chair and committee members of the Advisory Committee (Appointment of Advisory Committee form; target: Week 3 of the academic term)
- Chair and student agree upon the problem to be developed for the DNP Project (target: Week 5 of the academic term)
- Identify any necessary collaborating sites, agencies, or individuals in leadership roles (target: Week 7 of the academic term)
- Meetings with agency/organizational/community leaders for the exploration, definition, and discussion of the DNP Project problem
- Agency/organizational/community planning meetings to determine goals and approaches for addressing the DNP Project problem
- Attendance at agency/organizational/community meetings or membership on committees related to the DNP Project
- Site visits to gain background or depth in the DNP Project topic, if appropriate
- Complete preliminary Review of the Evidence-Based Literature (target: Week 10 of the academic term)
- By the end of Residency semester I, student has completed and obtained Chair approval on the DNP Project topic and concepts written in the form of a scholarly paper (DNP Project Proposal Approval form; target: Week 12 of the academic term)

NRSE 6800, Residency (1 cr)
- 2nd semester of Residency
- Successfully present and defend the DNP Project Proposal to the DNP Project Committee (Results of Examination, Report, and/or Culminating Experience form; target: Week 3 of academic term):
  - Title
  - Abstract
  - Table of Contents
  - Introduction (Description of the Problem)
    - a. Background and Significance
    - b. Problem and Purpose Statement
    - c. Aims Statement
  - Exploration of Practice Issues
    - a. Analysis and Synthesis of Practice Issues
    - b. Identify Gaps in Current Practice
  - Theoretical Framework (Model/Theory)
  - Beginning Systematic Literature Review
  - Methods
  - Procedures
  - Timeline of proposed completion
  - Proposed Outcomes/Limitations
  - Proposed Analysis/Evaluation Plan
  - References

Writing
- Identify specific steps of the DNP Project, including relevant data collection/review and instrument development (target: Week 4 of the academic term) Obtain any required clinical site, agency, or organizational approvals (target: Week 5 of the academic term)
- Finalize the DNP Project plan and timeline (target: Week 5 of the academic term)
- Develop and submit necessary IRB approvals
<table>
<thead>
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<th>NRSE 6800, Residency (2 cr)</th>
<th>NRSE 6800, Residency (3 cr)</th>
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<tbody>
<tr>
<td>• 3rd semester of Residency</td>
<td>• 4th semester of Residency</td>
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<tr>
<td>• While implementing the DNP Project, refine the project to incorporate relevant models, theories, guidelines, project modifications, and any additional steps needed to successfully complete the project</td>
<td>• Complete DNP Project implementation</td>
</tr>
<tr>
<td>• Continue the evidence-based Review of Literature</td>
<td>• Analyze DNP Project outcomes and evaluate project effectiveness (demonstration of practice change)</td>
</tr>
<tr>
<td>• Implement all aspects of the DNP Project (design and delivery)</td>
<td>• Complete Project paper with addition of the following headings:</td>
</tr>
<tr>
<td>• Refine the data collection and analysis plans, including statistical analysis (target: Week 8 of the academic term)</td>
<td>a. Discussion of findings</td>
</tr>
<tr>
<td>• Conduct any DNP Project-related data collection, including project evaluation data (target: Week 14 or the academic term)</td>
<td>b. Reflection of Conceptual framework/Model/Theory to project findings</td>
</tr>
<tr>
<td>• Complete reflection on and evaluate accomplishment of semester goals &amp; objectives</td>
<td>c. Nursing Implications</td>
</tr>
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<tr>
<th>NRSE 6860, DNP Project (3 cr)</th>
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<tr>
<td>• Complete final DNP Project Paper</td>
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<tr>
<td>• Following DNP Project Chair approval, notify Graduate Programs office two weeks in advance of defense date. Graduate Programs will publicize defense.</td>
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<tr>
<td>• Present and Defend the Completed DNP Project (Results of Examination, Report, and/or Culminating Experience form)</td>
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<tr>
<td>• Submit final presentation and scholarly paper electronically and in paper format to the College of Nursing</td>
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Minimum DNP Project Requirements (or Standards) for Progression:

At the completion of each Residency course, students must meet the minimum requirements listed in the table below to progress to the following Residency course. If students fail to complete all minimum requirements, they must take an incomplete and meet all requirements prior to resuming Residency course progression. If a student completes all minimum requirements, but fails to pass the course, students will not be able to progress forward to the following Residency course and will review program options with DNP Coordinator and DNP Project chair.

<table>
<thead>
<tr>
<th>Course (Credits)</th>
<th>Minimum Residency Hours</th>
<th>Minimum Clinical Hours (BSN-DNP Students)</th>
<th>Minimum DNP Project Requirement</th>
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| Residency I (1 credit) | 70 hours | 40 hours | • Passing grade on Paper II  
• Submission, passing grade, and approval of stakeholder letter  
• Completion of DNP Project Proposal Approval form with consent by chair  
• Evidence of completion of CITI-IRB training  
• Selection of committee |
| Residency II (1 credit) | 70 hours | 40 hours | • Presentation of DNP Project proposal to committee  
• Proposal presentation passed and committee approval to submit to IRB and implement without revisions  
• Completion, submission and acceptance of X-Form 129 |
| Residency III (2 credits) | 150 hours | 40 hours | • Approval submission of IRB proposal for DNP Project approval (Steps of IRB Approval process:  
1. student submits completed IRB application/ adds chair as “collaborator”  
2. IRB submission preview with comments back to student for revisions  
3. Student revisions approved by chair and re-submits to IRB staff  
4. IRB staff notify faculty advisor to sign off final submission  
5. IRB Chair and committee approval)  
• Begin implementation of DNP Project |
| Residency IV (3 credits) | 210 hours | 40 hours | • Completed DNP Project implementation  
• Passing grade on Final DNP Project Paper  
• Presentation of DNP oral and written Project Final Defense with committee |
Kinds of Activities and Clinical/Practicum Experiences that can be Proposed for Residency/Immersion

Hours:

Following is a listing of the kinds of activities that can typically be expected within the NRSE 6800 Residency clinical residency/immersion experiences:

- Meetings with consultants and content experts to learn about approaches for addressing the DNP Project problem
- Presentations to or facilitating work groups related to the DNP Project, eg., planning and project development
- Carrying out the project
- Poster, podium, workshop, or conference presentations related to the DNP Project
- Workshop or conference attendance when directly related to the DNP Project
- DNP Project grant preparation or funding proposals
- Manuscript preparation and submission
- Policy work
- Project-relevant tool development
- Other creative or residency/immersion activities with direct relationship to the DNP Project as negotiated with the NRSE 6800 Residency faculty member
- Residency credit for literature review on the DNP Project topic is limited to no more than 10 hours
- These hours may be divided through the four residency courses with approval of DNP Project chair or given as a total of 10 hours in Residency I.
- Review courses for Nurse Practitioner national certification exams are limited to no more than 10 hours

In all cases for NRSE 6800 Residency, the appointed DNP Project chair approves the specific clinical residency/immersion experiences which focus on the student’s DNP Project topic/project. Residency/immersion activities may be disqualified if not substantively related to the DNP Project, at an appropriate level for doctoral work, or consistent with the DNP Essentials. Residency hours must be documented and submitted. A record of the residency hours is kept in the student’s official academic file and ePortfolio. All students are required to demonstrate accomplishment of the DNP Essentials through their residency experiences. Final determination of satisfactory demonstration of the DNP Essentials is made by the faculty member for the 4th semester NRSE 6800 Residency course.

For BSN-DNP NP students, in addition to the above activities, 40 hours of each semester in residency will be directed toward practice in their role preparation area (Family Nurse Practitioner, Adult/Gero Nurse Practitioner, Psych/Mental Health Nurse Practitioner) to achieve and maintain specialty competencies. These hours of residency require separate, formal placement in a clinical agency and supervision by an appropriately credentialed CON (DNP) faculty member who serves as a DNP Project committee member (i.e., with appropriate role preparation, certification, and population focus). For NP students in regard to this aspect of residency, all policies from the NP Preceptor Guidelines for clinical practice apply.

In order for students to progress through residency, satisfactory completion of all prior semester requirements is needed.
Documentation of and Reflection on Accomplishment of the DNP Essentials:

Students are responsible for maintaining a log of clinical practicum/residency hours, activities, and accomplishment of the DNP Essentials. A log detailing hours, description of residency/immersion activity, and reflection on accomplishment of the DNP Essentials is to be maintained for each semester of residency. (See Appendix III: Hours Log form). Certain DNP Project activities will need prior approval (i.e. seminar/conference attendance, manuscript, presentations). See Appendix IV Residency/Practicum non-precepted activity form and guidelines. Students are not permitted to count time spent toward the required minimum DNP Project 500 residency/clinical hours on any of the following activities required in residency: a. actual DNP Project proposal and defense, b. DNP Project proposal and defense power point development and presentation, c. IRB submission procedure, and d. any time toward writing of the DNP Project proposal or DNP Project defense paper and/or revisions or corrections made to the paper suggested by the committee. At end of each residency semester, the student verifies completion of required residency/practicum hours (See Appendix V, Verification of Practicum/Residency Hours form). Students are encouraged to a copy of all forms for record keeping.

The student is responsible to complete the following forms with appropriate signature of student/chair as indicated, then scan and submit a copy of the forms and logs to the D2L drop box residency course for the semester: NP clinical logs (log of clinical hours/clients), residency hours log, residency/practicum non-precepted form, and verification of practicum/residency hour’s form. These forms are CON internal forms meaning these forms do not need original signature forms. These forms are to be scanned and submitted to the D2L course drop box with copies kept by student for their record keeping. Demonstration of satisfactory progress is on the DNP Essentials is required for progression through the four semesters of residency.

In the final semester of residency, the student completes an in-depth synthesis evaluation of their progress and performance on the DNP Essentials, demonstrating full and meaningful completion of the Essentials.

DNP Project Chair and Committee Selection:

In conjunction with the DNP Program Coordinator, Director of Graduate Programs and the DNP Project Residency Workshop/Residency I faculty instructor, students will be assigned a DNP Project Chair during the Fall Semester prior to entering Residency I. The DNP Project Chair will work with the student to manage and facilitate the DNP Project, confirm progression through steps of the DNP Project, and direct completion of the scholarly paper, presentation, and final oral defense.

Identification of the DNP Project chair is based on the student’s proposed project and the faculty member’s areas of expertise. The DNP Project chair must be a doctorally-prepared member of the CON faculty with member or senior member graduate faculty status. The faculty member who is assigned to serve as DNP Project chair may defer acceptance until the student has submitted a specific area of inquiry or a beginning DNP Project problem. The DNP Project chair has primary responsibility for guiding the student through the DNP Project including developing a plan of study, guiding the student through essential steps including IRB compliance, monitoring the student’s progress, revising the DNP Project plans as needed to
incorporate necessary activities, evaluating the project for completion, and organizing and managing the final oral defense.

After agreement upon the DNP Project topic and no later than the first few weeks through the first semester of residency, the student and DNP Project chair collaboratively identify additional members of the DNP Project committee. Two additional committee members are selected: 1) a committee second reader who is a master’s or doctorally prepared CON faculty member with clinical expertise related to the DNP Project;

**DNP Project Chair and Committee Selection:** (Continued)

2) a committee third reader who is a community member/agency representative in a leadership role with direct knowledge of the student’s DNP Project or expertise in the topic area. It is highly recommended that the third member of the committee be from the organization or clinical site where the student will conduct the project or a content expert in the topic selected for the DNP Project. The student is free to add additional members to the DNP Project Committee. Additional members of the committee will be nonvoting members of the committee. All members should bring expertise in the clinical nursing phenomena of interest, the methodology used in the project, or other knowledge related to the student’s DNP Project.

Signatures of all DNP Project Committee members are obtained by the student by using the "Appointment of an Advisory Committee form," (see Appendix VI). This form is a CON internal form with a scanned copy to be placed in the course D2L drop box and copy kept by the student for record keeping.

All committee members must hold current IRB certification. The student has the option to change the DNP Project Committee members if necessary by filling out the Application for Change in Advisory Committee form. (See Appendix VII). This form can be found on the ETSU Graduate Studies home page by accessing the link “Forms”, then “Program Materials”, and choosing “Change of Committee Form”. The student is responsible for obtaining all necessary signatures. Once all signatures obtained, the form is scanned then placed in the course D2L drop box and copy kept by the student for record keeping.

**Role of the DNP Project Committee:**

DNP Project Committee members have important responsibilities at the proposal, project implementation, and final project defense stages. As a result, committee members should be selected carefully.

At the proposal stage committee members are responsible for assisting with development of the DNP Project proposal, reading and evaluating the proposal, attending the DNP Project proposal defense, providing the student with constructive feedback and specific expectations for project improvement, and evaluating the student’s readiness to proceed with project implementation. The DNP Project chair is responsible for ensuring that the student meets with each committee member at least once before the student’s DNP Project proposal is submitted for review and approval.

During project implementation committee members are available to the student for consultation and on a negotiated basis, for more intensive or direct involvement with DNP Project implementation. At the final defense stage, committee members are responsible for reading and evaluating the final scholarly project, attending and evaluating the DNP Project presentation, participating as evaluators in the oral defense, and providing constructive feedback and specific expectations should additional DNP Project work be required.

There will be at least two meetings of the entire committee, one for defense and approval of the project proposal, and one for final presentation, oral defense, and evaluation of the project when it is completed.
Committee members have signatory authority for the DNP Project proposal and for final DNP Project completion.

**DNP Project Proposal:**

The student’s defense of the DNP Project proposal serves as the qualifying examination for the DNP program. The DNP Project proposal defense is intended to determine whether the student is prepared and qualified to begin work on the proposed DNP Project. At their discretion, members of the DNP Project Committee may ask additional fundamental and developmental questions covering the first year of DNP coursework (MSN-DNP) or the first three years of DNP coursework (BSN-DNP).

**Eligibility for DNP Project Proposal Defense:**
1) Satisfactory completion of one semester of NRSE 6800
2) DNP Project chair and committee in place
3) DNP Project chair and committee have indicated conditional approval of the DNP Project

At the proposal defense, the DNP Project committee determines formal approval of the DNP Project proposal. Whether approved or not, the student is responsible for correcting any DNP Project deficiencies identified by the committee. If a student does not receive approval of the DNP Project proposal by the committee, the student must meet again with the DNP Project committee. If a student does not pass the proposal defense, the Results of Examination form is submitted to the School of Graduate Studies with a notation that the student will need to represent the DNP Project proposal defense. Students are allowed to repeat the proposal defense once. If the student fails to receive approval for the DNP Project after the second attempt, the student is dismissed from the DNP program. With approval of DNP Project proposal defense, the student is responsible for completion of form with original signatures from chair and committee members. The chair will document the date successful for the DNP Project proposal defense and check “Passed” on the form. Once all original signatures are obtained, the student then forwards the original Results of Examination, Report, and/or Culminating Experience form to the DNP Coordinator for final signature. The DNP Coordinator or the student will then forward the form to Office of Student Services (Amy Bower) who will deliver to the School of Graduate Studies for official record keeping. The student may keep a copy for personal records (See Appendix VIII). Please note: Later in the program when the student successfully passes the DNP Project defense, a second form utilizing the Results of Examination, Report, and/or Culminating Experience Form is again used to obtain original signatures from the chair and DNP Project committee. The chair will document the date successful for the DNP Project defense and check “Passed” on the form and will also document the dates and check “Passed” for the Residency Activities Portfolio and the DNP Project Proposal Defense section on the form. The form must be completed in all three sections with appropriate dates and marked “Passed” on the form. Once all original signatures are obtained on the completed form, the student then forwards the original Results of Examination, Report, and/or Culminating Experience form to the DNP Coordinator for final signature. The DNP Coordinator or the student will then forward the form to Office of Student Services (Amy Bower) who will deliver to the School of Graduate Studies for official record keeping. The student may keep a copy for personal records (See Appendix VIII).

**Preparation of the DNP Project Proposal:**
The DNP Project proposal should include a needs assessment (if applicable), rationale, and problem statement for the project. The DNP Project proposal should also include an evidence-based review of literature, project objectives, activities/methodology, timetable, necessary resources, and proposed analysis/evaluation plan. The DNP Project proposal is characterized by logical progression of thought, well developed project detail, good literary style, scholarly review of the evidence-based literature, and adherence to practices of scholarly writing. DNP Project Proposal paper guidelines and PowerPoint guidelines are located in Residency I and II syllabus. DNP Project proposals will adhere to the current edition of the Publication Manual of the American Psychological Association (APA). This includes obtaining appropriate permissions for the inclusion of others’ published or copyrighted materials in papers, presentations, or publications associated with the DNP Project.

**DNP Project Proposal Defense Meeting:**

1. The student, chair, and members of the student’s DNP Project committee must attend the proposal defense meeting. DNP Project committee members may attend the DNP Project proposal defense by skype, Web Ex, smartphone or another form of information technology allowing the member to connect synchronously. The DNP Project chair is responsible for recording proceedings of the meeting including points made during the meeting, the formal committee vote, and recommendations for revision.
2. The student should be prepared to discuss the entire proposal.
3. At completion of the proposal defense meeting, the chair will summarize major points raised by the reviewers and call for a vote of approval.
4. The committee may choose to:
   a. Accept the proposal as is or conditionally accept with minor revisions and no re-review;
   b. Require minor or major revisions and re-review;
   c. Reject the proposal;

In the case of approval with minor revisions, the student must submit notification to the DNP Project Chair of completed revisions and obtain chair approval. The student, DNP Project chair and committee members will agree on revisions to be made to the DNP Project proposal paper, and PowerPoint with agreeable date/time set by student and all DNP Project committee members.

In the case of major revisions required or approval denied, the student must develop a significantly revised or a new DNP Project proposal. The DNP Project chair will work with the student on the revision. The DNP Project committee will review the new proposal and all prior steps will be repeated. If the student is unable to satisfactorily defend the DNP Project proposal after two attempts, the student may be dismissed from the program.

**Required Procedures:**

In consultation with the student’s DNP Project committee and chair, the student arranges for the proposal defense by contacting roser@etsu.edu, with information such as student name, title of defense, date, and time of defense so a smart room location can be arranged. The student shall provide all committee members/chair with the above information by completion of the DNP Project Proposal Approval Form. The student completes the DNP Project Proposal Approval form, (See Appendix IX) then scans and submits the form to the D2L drop box residency course for that intended semester. The student is responsible for providing a copy of the form to all committee members and for personal record keeping. This can be done by email or hand delivered. Notice of the successful completion of the DNP Project Proposal Defense will be documented on the signed Results of Examination, Report, and/or Culminating Experience form filed with the School of Graduate Studies.

**Institutional Review Board (IRB) and other Required Agency Approvals:**
Immediately following successful proposal defense of the DNP Project, the student must apply for IRB approval to the ETSU Office of Research and Sponsored Programs if needed. Some DNP Projects may qualify as "expedited" or “exempt” status or a Quality Improvement Project. Many DNP Projects are considered as expedited studies. Students should work closely with the DNP Project chair and committee to prepare the IRB application. Additionally, as needed, the student must apply to the official IRB committee(s) at the site(s) of data collection. Approval from agency IRB must be forwarded, along with the completed application form of the cooperating agencies, to the DNP Project chair in a timely manner. No data can be collected until IRB approval has been obtained from both East Tennessee State University and the participating agency.

Protocol for Communication between the Student and DNP Project Chair:

For the purpose of federal guidelines involving human subjects, the DNP Project chair is considered the Principal Investigator of the DNP Project, and the student is co-investigator. In addition, any external communication or reporting about the DNP Project reflects on the East Tennessee State University and the College of Nursing. Therefore, it is important that the candidate keep the chair informed as follows:

a. Determine primary and secondary authorship on any manuscripts, presentations, grants, funding proposals, or other formal documents that are products of the DNP Project. Standard accepted principles, roles and responsibilities of primary and secondary authorship are applicable to all authors.

b. Communicate with the DNP Project chair before submitting:
   • any grants to fund all or part of DNP Project;
   • any abstracts for conferences or publications that report on the project or its results/findings;
   • to the public domain any materials that are an integral component of the DNP Project.

DNP Project Final Report/Scholarly Paper:

The final report of the DNP Project is a scholarly paper. The specific format for the paper is negotiated with the DNP Project chair, follows the paper guidelines presented in the Residency course, and may take the form of:
   • Manuscript suitable for publication
   • Paper presentation at a professional conference
   • Other similar high level scholarly product negotiated with the DNP Project Chair and Committee

Following final revisions, the report is submitted in both electronic and paper formats to the College of Nursing.

At a minimum the report should include:
   • Title Page. This includes the name of the project, student name and academic credentials, Name of Academic Institution, and the words, “in partial fulfillment of the requirements for the Doctor of Nursing Practice Degree”; copyright.
   • Abstract. This is no more than 1 page long and inserted as the first page behind the title page. The abstract should contain summary elements from the bulleted items listed below. The abstract provides an overview of the project. Bullet point format with headings is acceptable and may be used to conserve space in the abstract.
   • Table of Contents
   • Description of the Project. This section includes: background and significance, problem statement, theoretical framework, project description with purpose and objectives, project
design, data collected/reviewed, and expected outcomes. Descriptions of technical equipment, instruments, key personnel etc. should be placed in the appendix.

- Evidence-Based Review of the Literature. This review of the literature is sufficiently comprehensive and updated from the DNP Project proposal to represent the state of the science for the DNP Project.
- Results/Findings. This section describes the results/findings of the project in terms of the objective data generated through or reviewed in conducting the project.
- Evaluation. For each objective, include specific details as to how your project was evaluated. What evidence-based measures were applied to evaluate the project? What evidence-based measures/instruments were used for each objective? What method of analysis was used for each objective?
- Outcomes. These should be written against each project objective and expected outcome. To what extent was the objective/expected outcome achieved? For each objective/expected outcome, discuss the key facilitators that made the objective achievable and the key barriers.
- Include a section that describes unintended consequences, remembering that unintended consequences can be positive or negative.
- Recommendations. In this section discuss recommendations that emerge from the DNP Project. Recommendations should be specific. They may be directed toward the site at which the project was conducted, health policy, practice guidelines, or further project development. Should the project be continued, reduced, phased out, or expanded? Are any ongoing evaluations needed for phases outside the scope of the DNP project? What are the next steps? Place your recommendation within the framework of applicable strategic planning needs, including who needs to be involved in or responsible for future phases. Then consider recommendations/implications regarding possible application of this project in other settings.

DNP Project Final Report/Scholarly Paper: (Continued)

Final DNP Project Defense:

The final oral presentation and defense of the DNP Project culminates the DNP program. Presentation and oral defense of the DNP Project serves as the final comprehensive examination for the DNP program. The oral presentation and defense serves to determine that the student has met all requirements of the DNP Project and has completed a project reflective of doctoral level academic and clinical work.

Criteria for Moving to Final Presentation and Defense:

1. All academic requirements completed, including
   - Completion of all residency/immersion clinical hours
   - Satisfactory demonstration of the DNP Essentials
   - DNP Project chair agreement that the DNP Project is complete
   - DNP Project chair agreement that the final scholarly paper is ready for committee review

Two weeks prior to the final presentation and defense, the student must schedule the defense with a designated person in the CON. Students may contact: roser@etsu.edu with information including student name, title of defense, date and time of defense so a smart room location can be arranged. The student shall also inform all committee members/chair, Graduate Program Director, DNP Coordinator and CON’s digital media specialist (mann@etsu.edu) with the above information. A “livestreaming” video of each student’s public defense will be arranged by DNP Coordinator/digital medical specialist who will publicize the defense. Approval of the final defense of the DNP Project by the DNP Project committee serves as
documentation that the student has met all degree and DNP Project expectations and is eligible for graduation. If a student does not pass the final defense, the student must correct any deficiencies and meet again with the DNP Project committee.

Students are allowed to repeat the final DNP Project defense once. If the student fails the project defense a second time, the student is dismissed from the DNP program. Students who do not complete the DNP Project or do not pass the final DNP Project defense before completion of DNP program coursework are required to maintain registration in a minimum of two credits of coursework each semester until the final defense of the DNP Project is completed and approved by the DNP Project committee.

Preparation of the Final Presentation of the DNP Project:

1. The final draft of the DNP Project scholarly paper is prepared in strict adherence with APA 6th edition guidelines.

2. The student is responsible for ensuring full preparation for the final presentation and defense, including development of a formal presentation representative of the DNP Project.

3. The DNP Project chair organizes, chairs, and manages the final oral defense meeting.

4. The final project presentation is held under the auspices of the student’s DNP Project committee. Members of an audience may question the student if the project is presented at a public forum. Private questioning by DNP Project committee members will take place after the public presentation.

5. The candidate must present the DNP Project in a manner consistent with a formal academic presentation and satisfy the committee that s/he is qualified to receive the degree of Doctor of Nursing Practice.

6. Following the student’s presentation and questioning by the committee, the DNP Project committee convenes in private to vote on the student’s satisfactory completion of the DNP Project requirements.

7. A passing vote for the defense requires consensus of all voting members that the student has passed the defense. In the case of passing with minor revisions, the student must submit the revisions and obtain the DNP Project chair’s final approval within one month of the final defense.

8. In the event of one or more negative votes, the candidate fails the DNP Project defense. The committee must make recommendations to the chair regarding next steps. The committee may recommend significant revisions of the DNP Project or additional study/coursework in the area of the knowledge deficiency. A timeline will be set. The candidate will be given a second opportunity to successfully complete the project. In the event of two failures, the candidate will be dismissed from the program.

9. Once the DNP Project committee votes to confer the degree and has received the final revised DNP Project report, the Results of Examination, Report, and/or Culminating Experience form must be signed. The chair is to verify the minimum of 500 DNP Project hours has been completed and passed by placing an "x" in box on form with date when DNP Project defense is approved. The student is responsible for completion of the form with all required information such as dates, all passed/failed activities (residency activities/DNP Project proposal defense/DNP Project defense), and signatures of all committee members. The student will then forward the original form to the DNP Coordinator for signature. The DNP Coordinator will submit the form to the Office of Student Services (Amy Bower) to the School of Graduate Studies for record keeping and to the student’s CON file. The student may keep a copy for personal records. The student is responsible for having a graduation check done and for submitting a request to graduate with the School of Graduate Studies. The student is responsible for knowing the dates for submission of forms and projects in order to graduate.
10. The student needs to express their professional appreciation to the hosting individuals, organizations and agencies with which the student has collaborated with during the DNP Project.

11. The final approved DNP Project scholarly paper is submitted electronically to the student’s ePortfolio and in paper to the Office of Student Services, College of Nursing.

12. It is customary to give a copy of the DNP Project final scholarly paper to each committee member.

For easy reading and summary of all related residency and DNP Project clinical logs and forms, see Appendix X for a table listing each NRSE 6800 residency I-IV specific forms.

APPENDIX I
TYPES OF DNP PROJECTS

This list reflects a range of types of scholarly projects. This is a sample list and is not exhaustive.

Translate research into practice application:
• Quality improvement (Care processes, Patient outcomes)
• Implement and evaluate evidence based practice guidelines
• Analyze policy: Develop, implement, evaluate, or revise policy
• Design and use databases to retrieve information for decision-making, planning, evaluation
• Conduct financial analyses to compare care models and potential cost savings, etc.
• Implement and evaluate innovative uses of technology to enhance/evaluate care
• Design and evaluate new models of care
• Design and evaluate programs
• Provide leadership for inter-professional and or intra-professional collaborative projects to implement policy, evaluate care models, transitions, etc.
• Collaborate with researchers to answer clinical questions
• Collaborate on legislative healthcare related change using research evidence for support

Community Action projects:
• Work with lay and or professional coalitions to develop, implement or evaluate health programs (such as health promotion and disease prevention programs for vulnerable patients, groups or communities). The scope of the scholarly project is designed to benefit a group, population and /or a community rather than an individual patient.

Evaluate interventions, innovations in care techniques:
• Obtain baseline data, design an evidence based intervention plan and evaluation process
• Collaborate with other NPs or other professional colleagues to compare / evaluate group visits
• Capture data on common problems and effectiveness of treatments with recommendations for change
• Evaluate management of psychiatric patients (protocols, meds, metabolic monitoring) and develop a treatment management program based on research evidence
• Evaluate peer led support groups and measure outcomes
• Evaluate pain control in palliative care and measure outcomes
• Promote patient safety by implementing a program to reduce errors in medications and measuring outcomes
• Evaluate home care comparing and contrasting satisfaction with physician and NP care management.

Health Promotion & Community Health: Epidemiology and Continuity of Care:
• Compare strategies for health promotion / disease prevention (community, schools, churches, etc.) based on outcome evidence
• Evaluate trends in patient visits, and the effect of outreach programs
• Launch collaborative health promotion program in a vulnerable community population and evaluate outcomes
• Compare and contrast monitoring tools or screening programs, evaluating effectiveness, cost savings, and outcomes
• Evaluate screening protocols based on outcome data
• Evaluate programs (care, training volunteers, education) and demonstrate cost implications
• Evaluate community responses to disasters based on selected outcome criteria
• Develop and evaluate the impact of self-care models for use in chronic illness
• Develop and test transition protocols to promote continuity of care across settings
• Evaluate high risk patients and develop approaches for risk reduction (child and elder abuse) for policy change or care improvement.

Policy-Related Scholarly Projects:
• Implement new policy collaboratively by designing and evaluating HPV vaccination for 6th grade girls to prevent cancer (partnering with School / Health Dept., etc.)
• Evaluate or compare nursing home policies for treating chronic pain and compare with WHO recommendations
• Evaluate students at risk (school dropouts, depressed, substance users, pregnant) and recommend policy change, or risk reduction programs
• Evaluate employer policies regarding health and potential cost savings of new policies
• Evaluate the effectiveness of evidence based policy in NICU
• Evaluate inconsistencies in scope of practice issues and use evidence-based knowledge and to recommend changes

Integration of Technology in Care and Informatics Related Projects:
• Create a database for monitoring childhood injuries in urgent care and evaluate its impact
• Use technology to improve care (telehealth consultation, interactive “home” visits, etc.) and evaluate results
• Evaluate technology’s impact on care (information transfer to point of care, etc.)
• Establish protocols that integrate use of technology in patient assessment in urgent care and evaluate their impact

Appendix II
(CON Internal Form Use Only)

DNP Project Goals and Objectives

Goals are specific to residency semester only. Each goal should be related to DNP Project. Each goal should have a minimum of at least one measurable time limit to each objective. Use same form for both the beginning and end of semester signatures.

The form must be signed by student and chair. No attached documents are to be added to the form.

Student Name: ___________________________ NRSE 6800 Residency 1 2 3 4 (circle)
BSN-DNP Track ____ MSN-DNP Track ________

GOAL(S):
____________________________________________________________________________________________
____________________________________________________________________________________________

OBJECTIVES:
____________________________________________________________________________________________
____________________________________________________________________________________________

BEGINNING OF SEMESTER:
STUDENT SIGNATURE: ___________________________ DATE: ________________
DNP PROJECT CHAIR: ___________________________ DATE: ________________

EVALUATION OF PROGRESS TOWARD GOALS AND OBJECTIVES:
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

END OF SEMESTER:
STUDENT SIGNATURE: ___________________________ DATE: ________________
CHAIR SIGNATURE: ___________________________ DATE: ________________

Revised November, 2015
Student Name: ________________________________

Residency: I II III IV (circle one)
Semester: Spring Summer Fall (circle one)
DNP Concentration Track:
FNP  A/GNP  PMHNP  Executive Leadership (circle one)

Approved banked hours from previous residency semester: ____________

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Activity Hours</th>
<th>Link to DNP Essentials (Roman Numerals/Numbers)</th>
<th>Semester Cumulative Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Applicable Banked Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>See log date on NP Clinical Log</td>
<td>Clinical Specialty Hours</td>
<td>40</td>
<td>VIII</td>
<td></td>
</tr>
<tr>
<td>See log date on NP Clinical Log</td>
<td>Additional Clinical Specialty Hours</td>
<td></td>
<td>VIII</td>
<td></td>
</tr>
</tbody>
</table>
For each log sheet:

| Step 1 | Place the total number of Activity Hours in this box for each log. |

Calculation of Hours:

| Step 2 | Place number of the total cumulative hours from the last log sheet in this box. (To be done at end of semester only) |
| Step 3 | Fill in the residency hours that apply:  
Residency I = 70 hours  
Residency II = 70 hours  
Residency III = 150 hours  
Residency IV = 210 hours |
| Step 4 | Calculate the number of Banked Hours for next Residency by subtracting Step 2 hours from Step 3.  
Note: This number will start the beginning log of your next residency course |

Approved October, 2013  
Revised November, 2015
"The purpose of the residency requirement is to build a community of scholars. It provides a doctoral student with significant time for sustained participation with peers and faculty members in scholarly and creative activities that will benefit rural and underserved populations."

Proposed Activity: _______________________________________________________________

Date(s) of Activity: ____________ Location: __________________________________________

Mentor(s) / Preceptor (s): ________________________________________________________

Financial Support: (Amount, Source) ______________________________________________

Total Number of Activity Hours: _______________________________________________

Examples of activities to use form are: seminars, conferences, workshops, manuscript writing, actual participation as leader in political issues, grant-writing participation, research participation, committee participation, and podium/poster presentations

Please attach a copy of the certificate of attendance/credits awarded or other documentation

Show how this activity is related to your goals & objectives for the semester and/or DNP Project and describe specific linkages with the AACN DNP Essentials (place an "x" in box to show all applicable essentials)

□Essential 1: Scientific Underpinnings for Practice
□Essential 2: Organizational and Systems Leadership for QI and Systems Thinking
□Essential 3: Clinical Scholarship and Analytical Methods for Evidence-Based Practice

FOR COMPLETION OF FORM TURN OVER BACK OF FORM →
□ Essential 4: Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care

□ Essential 5: Health Care Policy for Advocacy in Health Care
□ Essential 6: Interprofessional Collaboration for Improving Patient and Population Health Outcomes
□ Essential 7: Clinical Prevention and Population Health for Improving the Nation’s Health
□ Essential 8: Advanced Nursing Practice

Student Signature_____________________________________ Date:_________________________

Approved:

*Chair/Faculty Signature: _______________________________ Date:_________________________

*All Residency activities must be signed by the chair & faculty signature is required for clinical activities.

Approved October, 2013
Although most practicum experience will be with a preceptor in an administrative or clinical role depending on program track, there may be other practicum activities the student may choose to complete. If a student chooses to do any of these activities prior approval from the chair is needed by filling out the DNP Project Activity Form.

The purpose of this practicum is to enhance administrative or clinical development and to support activities which will enhance the DNP Project.

Examples of DNP Project activities that meet this purpose may include, but not be limited to, the following:
(Also refer to DNP Project guidelines pages 7 and 8 for list of activities)
1) Seminar/conference attendance that meet the objectives stated above (include the flyer, the program, and a signed statement from the sponsor that you attended the seminar). Hours will only include times attending a presentation—actual hours up to 30 hours.
2) Manuscript—serving as author or co-author of a submitted peer-reviewed article or book chapter—actual hours up to 70 hours.
3) Actively participating as a leader in political issues related to nursing, health care, community service, cultural diversity, and research—actual hours up to 15 hours.
4) Participating on a grant-writing team—actual hours up to 20 hours. (Actual time signed off by Principle Investigator)
5) Participating in administrative, clinical or related research with a faculty member that meet the purposes listed above—actual hours up to 20 hours (Actual time signed off by faculty member)
6) Podium presentations—up to 25 hours development plus actual presentation.

The hours designated for activities listed above or other activities decided upon between student and Chair is to be approved by DNP Project Chair

Evaluation of DNP Project Activities, if completed

An evaluation of a DNP Project activity is needed to document the following:
1) Include the original DNP Project Activity Form approved by the chair.
2) Discuss any significant issues/learning experiences while doing this activity.
3) Supply the documentation needed to show completion of this activity, and provide the number of hours involved, if it is a manuscript, place copies of the final document here, i.e., a completed manuscript, and a copy showing a submission to a refereed journal.
(Please print or type)

<table>
<thead>
<tr>
<th>Name</th>
<th>Last</th>
<th>First</th>
<th>MI</th>
</tr>
</thead>
</table>

Student ID _________________________________________________

Course Number ______________________________________________

Course Name ________________________________________________

Semester/Year _______________________________________________

Area of Concentration _________________________________________

Number of NP Clinical Specialty Hours in this course (only for BSN NP students) _______________

Clock Hours

Number of Residency, Practicum/Residency Hours in this course _______________

Clock Hours

Total Number of Clinical Practicum/Residency Practicum Hours in this course _______________

Clock Hours

Experience(s): Meetings, webinars, and attendance at presentations all related to proposed DNP Project project. Individual activity forms completed for each activity and submitted to chair/faculty for approval.

Student Signature ___________________________________________ Date ____________

*Chair/Faculty Signature ________________________________________ Date ____________

*All Residency activities must be signed by the chair & faculty signature is required for clinical activities.

Copies: Student

Course Faculty

Approved October, 2013
APPENDIX VI

EAST TENNESSEE STATE UNIVERSITY
SCHOOL OF GRADUATE STUDIES
(CON INTERNAL FORM USE ONLY)

THE APPOINTMENT OF AN ADVISORY COMMITTEE FOR THE
DOCTOR OF NURSING PRACTICE DEGREE

NAME: ___________________________________________ E# __________________

Student’s Name (Please type or print)

Admitted to doctoral study in the College of Nursing in the _______________semester of ____________

Fall/Spring/summer (year)

Field of Study: Nursing Practice    Concentration: ___________________________ Degree: DNP

NOTE: On admission to the program, the student will be assigned a major academic advisor. The major academic advisor will approve the student’s program of study and advise the student throughout coursework. In conjunction with the DNP Program Coordinator and Director of Graduate Programs, the student will select a DNP Project chair. The DNP Project chair and student identify the DNP Project committee. The DNP Project committee must consist of two eligible committee members. The chair of the DNP Project committee must be a doctorally prepared, ETSU College of Nursing faculty member with member or senior member status; one DNP Project committee member who is a master’s or doctorally prepared Con faculty member and one master’s prepared committee member from the community, agency, or clinical site. Faculty outside of ETSU will need to have temporary graduate faculty status from ETSU School of Graduate Studies. Committee members must hold current IRB certification.

The members of the student’s advisory committee as indicated below were designated during a conference with the student on ___________________      _______________________________________________________

Date                                                                   Coordinator

Faculty Signature affixed below constitute acceptance of the advisory committee assignment.

Committee Names (Please Type or Print) Committee Signatures:

Chair, Advisory Committee        Phone Number
                      Signature        Date

Committee Member        Phone Number
                      Signature        Date

Committee Member        Phone Number
                      Signature        Date

Committee Member        Phone Number
                      Signature        Date

Committee Member        Phone Number
                      Signature        Date

For Office Use Only

Grad Expiration Status Faculty Date

_________________    ________________

_________________    ________________

_________________    ________________

_________________    ________________

_________________    ________________

_________________    ________________

_________________    ________________
APPLICATION FOR CHANGE IN GRADUATE ADVISORY COMMITTEE

Date_________________________________

To: DNP Graduate Coordinator

From: Student Name (Type or Print)_______________________________________ E#___________________

I hereby request the following change in advisory committee membership.

A. Committee chair:
   From: (Type name or print)_________________________________ Signature:________________________
   To: (Type name or print)_________________________________ Signature:________________________

B. Committee Membership:
   From: (Type name or print)_________________________________ Signature:________________________
   To: (Type name or print)_________________________________ Signature:________________________
   From: (Type name or print)_________________________________ Signature:________________________
   To: (Type name or print)_________________________________ Signature:________________________
   From: (Type name or print)_________________________________ Signature:________________________
   To: (Type name or print)_________________________________ Signature:________________________

This change is requested for the following reasons:

Student signature:________________________________________________________    Date:______________

Approved [ ]   Denied [ ]

Department Chair or Graduate Coordinator:____________________________________   Date:______________
APPENDIX VIII

EAST TENNESSEE STATE UNIVERSITY
SCHOOL OF GRADUATE STUDIES

(RETURN ORIGINAL FORM WITH SIGNATURES TO GRADUATE STUDIES DEPARTMENT)

RESULTS OF EXAMINATION, RESIDENCY REQUIREMENTS AND DNP PROJECT DEFENSE FOR
THE DNP IN NURSING DEGREE

______________________________________________________________________________
Student’s Name (Please type or print) E #

Practice

Field of Study

_DNP

Degree

The above candidate has completed the requirements as checked below:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Date</th>
<th>Passed</th>
<th>Failed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Residency Activities Portfolio</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Minimum of 500 hours for MSN to DNP and 1,000 hours for BSN to DNP)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. DNP Project Proposal Defense (Written and Oral)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>3. DNP Project Defense</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Signatures of Advisory Committee

Chair, Committee __________________________________________________________

Committee Member __________________________________________________________

Committee Member __________________________________________________________

Committee Member __________________________________________________________

DNP Program Coordinator Signature __________________________________________

Remarks or Conditions

______________________________________________________________________________

Return original to School of Graduate Studies
APPENDIX IX
(CON INTERNAL FORM USE ONLY)

DNP PROJECT PROPOSAL APPROVAL FORM

TO: COMMITTEE CHAIR  NAME: __________________________

COMMITTEE MEMBER NAME: __________________________

COMMITTEE/COMMUNITY OR
AGENCY REPRESENTATIVE NAME: ______________________

FROM: ______________________________

(DNP CANDIDATE)

THIS IS TO INFORM YOU THAT MY DNP PROJECT PROPOSAL DEFENSE WILL BE HELD ON
__________  AT ____________  IN ROOM ________  LOCATED IN
(DATE)  (TIME)

__________________________________________

(BUILDING)

THE TITLE OF MY DNP PROJECT IS

_______________________________________________________________________________________
___________________________________________________________________________________

This notification confirms that all members of my DNP Project Committee have been notified within two
weeks of this proposal defense and will attend the agreed upon date, time and location of the proposal
defense as well as acceptance of a draft form of my proposal ready for presentation.

____________________________

(DNP CANDIDATE)

CC: All Committee Members
    Student
## APPENDIX X

### TABLE OF DNP RESIDENCY AND DNP PROJECT FORMS

(STUDENT REFERENCE USE)

<table>
<thead>
<tr>
<th>What?</th>
<th>Target Date</th>
<th>Person Responsible</th>
<th>Original Signatures Required?</th>
<th>Routing</th>
<th>Comments</th>
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<td>NRSE 6800 Residency I</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appointment of Advisory Committee</td>
<td>Week 3</td>
<td>Student</td>
<td>No</td>
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</tr>
<tr>
<td>DNP Project Goals and Objectives</td>
<td>Early Semester</td>
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<td>Week 12</td>
<td>Student</td>
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<td>Residency Hours Log</td>
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</tr>
<tr>
<td>DNP Project Activity Form (and certificate if indicated)</td>
<td>Throughout the semester</td>
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</tr>
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<td>Verification of Practicum/Residency Hours</td>
<td>Throughout the semester</td>
<td>Student</td>
<td>No</td>
<td>Scan and submit to course D2L dropbox</td>
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</tr>
<tr>
<td>Log of Clinical Hours/Clients Seen</td>
<td>Throughout the semester</td>
<td>Student</td>
<td>No</td>
<td>Scan and submit to course D2L dropbox</td>
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</tr>
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<td>NRSE 6800 Residency II</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Results of Examination, Residency Requirements and DNP Project Defense</td>
<td>Week 3</td>
<td>Student</td>
<td>Yes</td>
<td>Upon completion student forwards to DNP Program</td>
<td>Used once DNP Project proposal has been defended</td>
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</table>

For BSN to DNP Students
For MSN to DNP students taking 5000 level practicum courses
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<tr>
<th>What?</th>
<th>Target Date</th>
<th>Person Responsible</th>
<th>Original Signatures Required?</th>
<th>Routing</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>DNP Project Goals and Objectives</td>
<td>Early Semester and End of Semester</td>
<td>Student</td>
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<td>Scan and submit to course D2L dropbox</td>
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</tr>
<tr>
<td>Residency Hours Log</td>
<td>Throughout the semester</td>
<td>Student</td>
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<td>Scan and submit to course D2L dropbox</td>
<td></td>
</tr>
<tr>
<td>DNP Project Activity Form (and certificate if indicated)</td>
<td>Throughout the semester</td>
<td>Student</td>
<td>No</td>
<td>Scan and submit to course D2L dropbox</td>
<td></td>
</tr>
<tr>
<td>Verification of Practicum/Residency Hours</td>
<td>Throughout the semester</td>
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<td>No</td>
<td>Scan and submit to course D2L dropbox</td>
<td></td>
</tr>
<tr>
<td>Log of Clinical Hours/Clients Seen</td>
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<td>Scan and submit to course D2L dropbox</td>
<td>For BSN to DNP Students For MSN to DNP students taking 5000 level practicum courses</td>
</tr>
<tr>
<td>DNP Project Proposal Approval</td>
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<td>Student</td>
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</tr>
<tr>
<td>NRSE 6800 Residency III</td>
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<td></td>
<td></td>
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<td>Student</td>
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<td>Scan and submit to course D2L dropbox</td>
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</tr>
<tr>
<td>Residency Hours Log</td>
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<td>Student</td>
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<td>Scan and submit to course D2L dropbox</td>
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<tr>
<td>DNP Project Activity Form (and certificate if indicated)</td>
<td>Throughout the semester</td>
<td>Student</td>
<td>No</td>
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<td>Student</td>
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<td>For BSN to DNP Students For MSN to DNP students taking 5000 level practicum courses</td>
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31
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<th>Person Responsible</th>
<th>Original Signatures Required?</th>
<th>Routing</th>
<th>Comments</th>
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<td>Hours/Clients Seen</td>
<td>the semester</td>
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<td>Results of Examination, Residency Requirements and DNP Project Defense</td>
<td>2 weeks before graduation</td>
<td>Student</td>
<td>Yes</td>
<td>Upon completion student forwards to DNP Program Coordinator</td>
<td>Used for Residency Activities Portfolio and DNP Project Defense</td>
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<td>DNP Project Goals and Objectives</td>
<td>Early Semester and End of Semester</td>
<td>Student</td>
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