Please note:

The Official Handbook will be updated on a regular basis and the most recent version will be located at the following URL:

http://www.unco.edu/nhs/nursing/resources/current-student/student-handbooks.aspx

and it will be updated as changes occur.

*Students will be responsible for accessing and using the most current version.*
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UNC
School of Nursing
Information
Mission of the UNC School of Nursing

The Mission of the UNC School of Nursing, congruent with the Mission of the University, is to provide teaching, scholarly activity and service in the discipline of nursing. The School of Nursing strives for excellence as reflected in highly qualified faculty, rigorous academic standards for students and a commitment to quality professional practice outcomes within all healthcare settings.

12/2/16 revision adopted by NFSO

UNC School of Nursing Goals for Graduate Programs

To prepare well-educated graduate prepared nurses who understand the impact of professional nursing on a dynamic, diverse and technologically advancing health care system.

To prepare graduate nurses in specialized fields of study:

- Students will engage in scholarly activity, research and creative projects conducive to advanced professional nursing roles and advanced nursing practice.

- Students are prepared for advanced professional nursing roles through a solid foundation of theory, research and advanced practice standards as well as specialty nursing coursework.

- Students develop professional values fostering the commitment to life-long learning, scholarship and service.

- Students will develop competencies essential to assume leadership positions in nursing education and practice.

11/2016 adopted by NFSO
Health care practice, lifelong education, and service form the foundation for professional nursing. Professional nursing practice is operationalized through the use of critical thinking, evidence-based practice, research, the nursing process, and the establishment of collaborative interdisciplinary relationships with the goal of promoting the health of individuals, families, groups, communities, and populations, with attention to diverse and vulnerable populations.

Each individual is a holistic, bio-psycho-social and spiritual being evolving and developing over the lifespan within a dynamic environment. The individual interacts and develops relationships as a member of a family and culture within a larger diverse community and global society. Respected as unique beings, all individuals have a right to health. Individuals interact, influence and are influenced by groups or aggregates within the larger population and global society.

Society and culture are a functional and integrated whole with interdependent parts. Political, legal, ethical, economic, and spiritual components of society and culture converge with health systems to form an operating whole.

Health is a dynamic state that is individually and collectively defined. Health integrates the physical, psycho-social, spiritual, and emotional states of well-being.

Health care is in a constant state of change. Numerous societal demands require creative interventions, alternative settings, collaborative partnerships and coalitions to maximize health care delivery. The delivery of modern health care depends on an expanding group of educated professionals coming together as an interdisciplinary team.

Nursing, as a caring profession, is both an art and a science that promotes, supports, and restores optimal health and enhances quality of life in individuals, families, groups, communities, and populations. It is a professional discipline that is an integral component of health care delivery systems. The professional nurse is a designer, manager, coordinator, and provider of safe, quality care based on current evidence from nursing science and other related disciplines. Additional professional roles include the nurse as educator, leader, health systems manager, researcher, and advocate for social justice through health care policy. Professional standards of moral, ethical, and legal conduct are integral to professional nursing practice. Professionalism involves an awareness of personal beliefs, biases, health, and their impact on choices and behaviors. The nurse is responsible and accountable for advancing the profession of nursing and for continued professional growth.

Learning is a lifelong process that involves the acquisition and enhancement of knowledge, skills and attitudes. The professional nurse is educated with a foundation in the liberal arts, sciences, and humanities, as well as the discipline of nursing. The educational process of the professional nurse includes intellectual inquiry and critical analysis; communication and collaboration; respect and caring; leadership and professionalism; and therapeutic nursing interventions. Students in all programs move from relative dependence to functioning independently, in preparation for assuming professional responsibility in new roles. Students have a responsibility to be actively involved in the educational process which is seen as a collaborative relationship between students and faculty.

The nursing faculty is a community of nurse scholars committed to creating an environment that promotes intellectual inquiry and sensitivity to diversity of ideas. Faculty members maintain expertise in the specialty areas in which they teach, as well as in teaching-learning practices. They serve as role models for theory-guided nursing practice and education, professional and community service, collaborative partnerships, scholarly inquiry, and health policy development. The nursing faculty is
committed to the recruitment and retention of diverse students and faculty. Quality distance learning environments facilitate greater educational access for students in all programs. As part of the University community, faculty members contribute to the operations and vitality of the College, the University, and the profession.

The nursing faculty believes that the entry level preparation for professional practice as a generalist nurse is the baccalaureate degree. Graduate education at the master's level prepares students for practice, leadership and educational roles. The Doctor of Nursing Practice (DNP) and the Doctor of Philosophy (PhD) are terminal degrees in the discipline, focusing on nursing science, research, practice and education.

12-2-2016 adopted by NFSO
The conceptual framework of the University of Northern Colorado’s School of Nursing is an outgrowth of the philosophy of the SON and reflects the faculty’s philosophical beliefs about the major conceptual cornerstones of nursing. The conceptual framework provides faculty with an outline for a defined, cohesive, logical curriculum with learning experiences which will achieve desired educational outcomes. The framework focuses on four major theoretical constructs (health, environment, clients and nursing) and five outcome concepts (therapeutic interventions, intellectual inquiry and analysis, communication and collaboration, respect and caring, and leader/manager/professional roles).

**HEALTH AND ENVIRONMENT:**
The UNC-SON faculty members regard the World Health Organization’s seminal definition of health (wellness) as integral to the conceptual framework: “Health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity.” Far from being a static state, health is viewed as a dynamic interaction of multi-dimensional forces of intrinsic and extrinsic factors, such as social / economic environment, physical environment, and individual personal characteristics and behaviors. These determinants of health function interdependently and are considered simultaneously in order to promote well-being and social justice. A holistic approach to health emphasizes the promotion and maintenance of health and the prevention of illness or injury rather than just the treatment of symptoms and disease. Health awareness and personal involvement assist clients to achieve or maintain a state of optimal health.

Illness and injury are alterations of health in individuals, families, groups, communities or populations. Human responses to illness and injury are unique and influenced by perceptions of self and others and by determinants of health. Illness and injury may result in changes in structure, function, roles, relationships, cultural practices, and spiritual values and beliefs. Clients may have an alteration in health, yet still achieve optimal functioning and quality of life. Alterations in health may be acute or chronic, and require a process of adaptation in order to achieve maximum health.

**CLIENTS AND NURSING:**
Client-centered interactions between client and nurse are the foundation of caring relationships. Nurses look beyond the individual to significant others, families, groups, communities and populations and as clients requiring care. Nurses engage in theory-guided, evidence-based, therapeutic interventions to provide ethical, safe, quality care. Inter- and intra-disciplinary communication, collaboration, and referral for identified client needs are integrated into nursing practice. Nurses enter into respectful and caring relationships with clients across the lifespan and at all levels of growth and development, with attention to diverse and vulnerable populations. Nurses provide leadership with a focus on safety, quality improvement, effective communication, client advocacy, coordination of care, use of technology, systems operations, and fiscal responsibility as they provide care in a variety of healthcare settings. Professional responsibilities include life-long learning, participation in professional organizations, and advocacy in the development of healthcare policy.

12-2-2016 adopted by NFSO
ABOUT THE GOVERNANCE STRUCTURE OF THE SCHOOL OF NURSING

The governance structure is guided by the School of Nursing by-laws, adopted by faculty. The by-laws have been revised throughout the years; the last revision was completed in 2016.

NURSING FACULTY STUDENT ORGANIZATION (NFSO)

This is a committee of the faculty as a whole plus student representatives from all levels. It meets several times per semester for communication of information and for decision making regarding Nursing program policies. In addition, there are subcommittees which also meet every semester for Graduate Affairs (policies and issues for graduate programs) and Graduate Curriculum (curriculum development, implementation, and evaluation). Student representatives have full voice and vote in all these meetings with the exception of declared executive sessions.

Student representatives receive the meeting agendas and minutes, and mailboxes are provided for them in School of Nursing Office. NFSO and subcommittee meetings are open for any interested student to attend. They are often scheduled on Friday mornings or afternoons (check with a faculty member or the office staff for dates).

Graduate nursing students annually select one or more representatives to attend meetings of the NFSO, the Graduate Leadership Team (GLT), and the Graduate Curriculum Committee (GCO). Be sure you know who your representative is. All students are encouraged to contact their representatives in person, in writing, by email or by phone to share questions and feedback about programs and issues.

STUDENT PARTICIPATION IN THE GOVERNANCE OF THE SCHOOL OF NURSING

Students are elected by their peers to represent them at meetings of the Nursing Faculty-Student Organization and its subcommittees. Faculty value student input and hope that students take appropriate advantage of the opportunities to participate.
Graduate Assistantships

Graduate Assistantships/Teaching Assistantship/Traineeships

Availability is determined on a year-to-year basis and announcements are sent by email when application is available.

**GA/TA/RA DESCRIPTION:**

The recipient of the award will be required to work 8 -10 hours per week (.20 FTE for each semester). Responsibilities may include assisting in skills lab, online courses or in faculty research projects.

The Graduate Assistant/Teaching Assistant will receive an established University salary or stipend. The student may also have some or all of that semester’s tuition paid by the Graduate School.

Requirements for becoming a GA/TA/RA can be found on the Graduate School website.

**Scholarships:**

**SIGMA THETA TAU, ZETA OMICRON CHAPTER:**

Zeta Omicron chapter of Sigma Theta Tau, the International Organization for Nursing Scholarship, invites qualified MS students to join the organization each year. The following awards are sponsored by the organization:

**Drennan Award**

The Drennan Award sponsored by Dr. Phyllis Drennan, former Dean of the School of Nursing, is awarded one or two outstanding graduate nursing student/s each year. Graduate nursing faculty nominate students for the award. The candidates will be evaluated by the selection committee on their commitment to nursing, professionalism, research activities, and professional growth achievements. The Drennan Award recipient(s) will receive a certificate of recognition, stipend and his/her name engraved on the Drennan Award Plaque displayed in the School of Nursing.

**Research Award**

Money for small grants may be available on an annual basis. Interested students should check the Zeta Omicron Chapter website for contact a board member for details.

Updated 7-6-16
NEXus is a partnership among participating universities who offer doctoral courses online to students in each of the participating universities. To view the courses offered in a particular semester, visit the website at www.winnexus.org

You may take individual courses as electives in the PhD and DNP programs with the approval of your advisor.

If you are interested in registering for a course through NEXus, contact Dr. Vicki Wilson (vicki.wilson@unco.edu), Coordinator PhD program. There is a specific procedure for requesting a seat with NEXus. Ann O’Connor in Extended Campus will contact you will specific paperwork that you will need to fill out.

Courses taken through NEXus are not considered transfer credit.
Progression for Doctoral Students,
Graduate Policies, and Forms
You may receive reminders from your advisor, but ultimately it is your responsibility to know about the Graduate School policies and deadlines and follow them. The UNC Graduate School home page is http://www.unco.edu/grad/. Under Current Students you will find deadlines, guidelines for theses and dissertations, forms, and more.

Here are some of the key Grad School items to note:

- You must enroll in courses during the first year of admission. A form is available to apply for an exception. http://www.unco.edu/grad/forms/pdfs/GraduateStudentPetitionForException.pdf
- For every semester you do not enroll, the Graduate School will bill you a $150 continuation fee. This amount is subject to change.
- You may request an exemption to the continuous enrollment policy if you are enrolled in a NEXus course – Use the form highlighted above in first bullet.
- The deadlines posted cover dates by which examination results must be filed, proposals must be filed, and ultimately when dissertations must be filed. As a general rule, dissertations must be filed about one month prior to the end of the semester.
- Coursework and Dissertation must be successfully completed within eight years of the first course date applied to the plan of study.
- Continuous Registration policy for Graduate Students http://www.unco.edu/grad/new_current/continuousregistration.html
- Withdrawal From Class http://unco.smartcatalogiq.com/en/current/Graduate-Catalog/General-Information/Registration/Withdrawal-From-Class
- Withdrawal from The program, please let your advisor know and follow the graduate school procedure provided in the link below. http://unco.smartcatalogiq.com/en/current/Graduate-Catalog/General-Information/Registration/Withdrawal-from-Program

**UNIVERSITY AND DEAN OF STUDENTS IMPORTANT INFORMATION:**
1. Students Rights and Responsibilities http://www.unco.edu/dos/Conduct.html
2. Title IX/Sexual Misconduct http://www.unco.edu/sexualmisconduct/
3. Complaints/University Appeals http://www.unco.edu/dos/complaints.html

**GRADUATE SCHOOL IMPORTANT LINKS:**
1. Transfer Credit from another institution - http://www.unco.edu/grad/forms/pdfs/TransferOfCredit.pdf
2. Petition for Exception (used for exceptions to time to competition and leave of absence from the program etc.) http://www.unco.edu/grad/forms/pdfs/GraduateStudentPetitionForException.pdf

**CAMPUS RESOURCES**
1. Writing Center = www.unco.edu/english/wcenter
2. Michener Librarian for NHS College = Stephanie Wiegand (Stephanie.wiegand@unco.edu)
4. Typist, Editor or Transcriptionist = http://www.unco.edu/grad/new_current/resources/typist.html
UNC Graduate School Policies

UNC Graduate school policies should be reviewed by each graduate student. These policies are updated on a regular basis and can change from semester to semester. The DNP coordinator will do his/her best to keep students informed of any important changes in graduate school policies, but ultimately it is the graduate student’s responsibility to be aware of graduate school policies as an active graduate student. The graduate school policy website can be found at the following URL:
http://www.unco.edu/grad/new_current/academic_policies.html

The graduate school also has posted on their website an academic calendar with important deadlines. Please keep abreast of these dates by accessing the following link:
http://www.unco.edu/grad/forms/deadlines.html

All Graduate School forms are also available at the following URL: http://www.unco.edu/grad/forms/index.html

UNC School of Nursing Policies

Similar to the UNC Graduate School policies, the UNC SON has several policies that pertain to the graduate students and programs at the SON. You can access them by following this link:
http://www.unco.edu/nhs/nursing/programs/graduate/policies/index.aspx
The School of Nursing has a policy regarding student dishonesty (see Policy and Procedure Regarding Students’ Dishonest Acts). The following information is provided to clarify the act of plagiarism as this is considered to be a dishonest act.

**Plagiarism:** ...means to use someone’s ideas, research, published or/ unpublished works as your own.

“Quotation marks should be used to indicate the **exact** words of another. Summarizing a passage or rearranging the order of a sentence and changing some of the words is **paraphrasing. Each** time a source is paraphrased, a credit for the source needs to be included in the text.” (APA, 2001, p. 399)


**PLAGIARISM MODULES**

For additional information on plagiarism, if you have not already done so visit:
http://www.unco.edu/english/wcenter/academicintegrityindex.html

**ACADEMIC HONESTY**

Students are expected to conduct themselves in accordance with the highest standards of academic honesty. Cheating, plagiarism, illegitimate possession and disposition of examinations, alteration, forgery, or falsification of official records or documents and similar acts or the attempt to engage in such acts are grounds for disciplinary action.

This action can include any of the following, in addition to any University disciplinary action:
- A failing grade for an assignment.
- A failing grade for a class.
- Required remediation.
- Dismissal from the program.

Students are referred to the Student Conduct Code, and the section on plagiarism in the Graduate Catalog.

Safe Assignment is used in Blackboard courses for submission of written work including written comprehensive exams.
PLAGIARISM CONTRACT

I certify that I have read, understand, and agree to the terms set forth in the plagiarism modules. I will certify that I will not plagiarize any of the documents created by myself or as a group for this program. I will also agree to follow the University Honor Code.

University Honor Code

All members of the University of Northern Colorado community are entrusted with the responsibility to uphold and promote five fundamental values: Honesty, Trust, Respect, Fairness, and Responsibility. These core elements foster an atmosphere, inside and outside of the classroom, which serves as a foundation and guides the UNC community’s academic, professional, and personal growth. Endorsement of these core elements by students, faculty, staff, administration, and trustees strengthens the integrity and value of our academic climate.

Printed Name: 

Student Signature: 

Date: 

Revised 7-7-15
DNP Program Information
The primary mission of the UNC Doctor of Nursing Practice (DNP) is to prepare individuals for specialized advanced nursing practice with the highest level of scientific knowledge and practice expertise. The DNP program prepares expert nurse clinicians with critical thinking, leadership and political policy skills needed to advocate and create changes in healthcare practice at individual, population and organizational systems levels. Education at the doctoral level builds upon and extends content acquired at the baccalaureate and master’s levels to emphasize quality improvement leadership, evidence based advanced nursing practice, patient care information systems, health care policy advocacy, inter-professional collaboration and health interventions for individuals and populations. Graduates of the DNP program are qualified to be recognized as an Advanced Practice Nurse from the State Board of Nursing and apply for national certification.

**DNP Program Outcomes**

1. Demonstrate advanced levels of knowledge and skills in evidence based advanced practice to promote and improve healthcare delivery systems and practice applications.

2. Integrate organizational and systems leadership knowledge, communication expertise and collaborative skills within the healthcare delivery system to develop, implement and evaluate best practices for health promotion, intervention and delivery.

3. Promote optimal health care through individual, family, population and systems perspectives to diverse populations using varied delivery models and healthcare applications.

4. Provide and advocate for optimal direct and indirect health care provision in context of professional ethics, cultural diversity, legal parameters, and social justice.
### COURSE SEQUENCE (44 credits)

<table>
<thead>
<tr>
<th>First Fall</th>
<th>First Spring</th>
<th>First Summer</th>
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<tbody>
<tr>
<td>NURS 618 – Epidemiology in Advanced Nursing Practice (3)</td>
<td>NURS 711 – Advanced Nursing Theory (3)</td>
<td>NURS 707 – Leadership in Health Policy (3)</td>
</tr>
<tr>
<td>NURS 678 – Professional Practice and Healthcare Finance Seminar (3)</td>
<td>NURS 723 - Design, Methods, &amp; Analysis in Health Care Research, Part I (3)</td>
<td>NURS 724 – Design, Methods and Analysis in Health Care Research, Part II (3)</td>
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<tr>
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<td>NURS 791 – DNP Seminar I (1)</td>
<td>NURS 792 – DNP Seminar II (1)</td>
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<tr>
<th>Second Fall</th>
<th>Second Spring</th>
<th>Second Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 725 – Translational Research Methods (3)</td>
<td>NURS 795 – DNP Project Proposal Seminar (2)</td>
<td>**Elective (can be taken anytime) (3)</td>
</tr>
<tr>
<td>NURS 668 – Population Centered Health Care (3)</td>
<td>*NURS 798 – DNP Project Practicum (1-6)</td>
<td>*NURS 798 – DNP Project Practicum (1-6)</td>
</tr>
<tr>
<td>NURS 793 – DNP Seminar III (1)</td>
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* Students must take a total of 12 DNP Project Practicum credit hours.
**Students must take a 3 credit elective during their program that must be approved by the DNP coordinator or Research Advisor.

Updated 2/6/17
Masters to DNP PLAN OF STUDY

NAME: ___________________________ STUDENT NUMBER: ____________

ADDRESS: _______________________________________________________

Telephone: ____________________________

DEGREE PROGRAM: Post-Masters to DNP

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**RESEARCH CORE**

**DNP Core – 15 hours:**
- NURS 616 Epidemiology in Advanced Nursing Practice 3
- NURS 668 Population Centered Health Care 3
- NURS 678 Professional Practice & Health Care Finance 3
- NURS 711 Advanced Theory & Knowledge Development 3
- NURS 707 Leadership in Health Policy 3

**DNP Research Core – 29 hours:**
- NURS 723 Design, Methods & Analysis – Part 1 3
- NURS 724 Design, Methods & Analysis – Part II 3
- NURS 725 Translational Research 3
- NURS 791 DNP Seminar I 1
- NURS 792 DNP Seminar II 1
- NURS 793 DNP Seminar III 1
- NURS 795 DNP Project Proposal Seminar 2
- 3 credit elective approved by advisor (related to project) 3
- NURS 798 DNP Project Practicum 12

44 Total Hrs.
TRANSFER CREDITS (from other accredited colleges or universities):
University, Prefix, Course #, Course Title, Semester/Quarter/Year, hrs. & Grade

TOTAL TRANSFER CREDIT HOURS: ___

TOTAL DNP PRACTICUM HOURS
Total MS Practicum hours accepted: ______
UNC DNP Practicum hours: __________
Total hours: ______

TOTAL SEMESTER HOURS
Total UNC hours: ______
Post Masters to DNP: 44 total hours
Total transfer hours (quarter or semester): ______
Total hours: ______

APPROVALS
The Graduate School requires the signature of the student and the program advisor. Additional signature lines are provided for departmental signatures that may be required. Please keep a copy of this form for your records. A copy should be given to your program advisor.

__________________________________________________________________
Student Signature         Date
__________________________________________________________________
Program Advisor         Date
__________________________________________________________________
Name           Date
DNP Practicum Information
In the instance that the DNP student will be using direct patient care hours to fill a knowledge gap to inform their DNP project practicum experience, the UNC School of Nursing has developed specific guidelines for these experiences as follows:

**Preceptor Responsibilities, Requirements and Helpful Information:**

1. The DNP Project Practicum hours are to be spent completing the various work of the DNP Project. This work may include access to the practice setting where a more traditional preceptor may be used, or may be primarily guided by a qualified research preceptor.
2. If the DNP Project Practicum hours dictate access to a traditional student/preceptor experience, it is expected that the preceptor hold a professional practice license as a MD, DO, Midwife, NP, or other licensed or certified professional.
3. Use of a traditional clinical setting for the DNP Project Practicum hours must augment and add to knowledge base about DNP Project Practicum topic that individual student has selected.
4. Preceptors are expected to orient the DNP student to the clinical setting and his/her personal responsibilities, assist the student in accessing clinical experiences that will enrich their understanding of their topic area, and oversee their functioning within the clinical practice setting.
5. All DNP Project Practicum preceptors will be expected to assist DNP student in meeting DNP Project Practicum objectives and personal learning objectives.
6. Each preceptor is expected to be available for consultation with the student’s DNP Project Research Advisor and Team.
7. In a traditional clinical setting, ultimate responsibility for client care will remain with the agency personnel rather than the student in the clinical setting.

**Student Responsibilities and Requirements:**

1. Licensed as an RN/APN in their practicing state.
2. Acceptance as a student in the DNP program of UNC.
3. Writing personal learning objectives for each practicum experience including hour allocation for each objective.
4. Successful completion of specific practicum objectives and personal learning objectives related to the DNP project.
5. If completing the practicum in a clinical setting, students must:
   a. Carry liability insurance, workman's compensation coverage, and personal health insurance (provided by the individual or through the School of Nursing).
   b. Be sure that there is a Clinical Contract/Agreement between agency and UNC - School of Nursing prior to beginning student practice. (contact Emily Perkins in UNC front office for details).
6. Complete background clearance.
1. A student may not enroll for course credit and be paid for the same clinical hours.

2. If a student is an employee of a site or has any other formal relationship with the site where s/he has been placed to do clinical work as a student, roles must be clearly defined and separated, in writing and in advance of the placement, as follows:
   a. A faculty supervisor must be listed for each student.
   b. Program or course content and educational objectives for the student’s experience at the site must be detailed.
   c. If a student is also an employee of site or has a formal relationship with the site, the hours in which the student is functioning as an employee/in the other role vs. the hours the student is functioning as a student must be defined.

3. In order to avoid potential conflict between the site’s expectations regarding levels of productivity related to site objectives and the student’s use of clinical time to meet STUDENT objectives, a student may not bill for a service s/he provided while in a student role.

4. Preceptors:
   a. No preceptor may hold student status in the same degree program, in the same graduate certificate program, or in the corresponding MN focal area/DNP specialty, as a student s/he is precepting.
   b. The student’s preceptor of record - or an approved, temporary designee - must be on-site at the same time as the student.
1. The following courses require practicum hours

   NURS 678 Professional Practice/HC Finance 1 cr.hr. = 45 hours
   NURS 798 DNP Project Practicum - total of 12 cr. hr. = 540 hours

   Each student will complete a minimum of 585 hours or greater their plan of study in practicum and completion of the DNP scholarly project during the program.

   Students are required to hold and provide proof of advanced practice nursing malpractice insurance while in any direct patient care practicum setting.

   The UNC SON needs on file a signed legal agreement between UNC and each practicum agency.

2. Requirements for specific courses are as follows:

   **NURS 678** 45 hours to investigate economic components of health care delivery including financial, legal, and regulatory aspects of professional nursing practice. This experience may occur in a variety of health care organizations—primary care clinics, hospitals, public health departments, managed care facilities, home health agencies or other agencies that will allow the student to investigate financial and economic aspects of providing health care. Providing direct patient care is not an appropriate activity for the practicum.

   **NURS 798** 504 hours of project practicum to be directed by the research advisor and project committee. These hours will be spent in the development, implementation, evaluation, presentation, and dissemination of the DNP project.

   An on-site visit or virtual visit for practicum settings may occur by your research advisor depending on the arrangement between the agency, student, and project committee.

   If any practicum experience involves direct patient care practicum to inform the project, the student must provide a list of behavioral objectives for the experience as well as a number of hours to be spent in each specific experience. These practicum experiences must have a direct connection to the project objectives and be approved by the student’s research advisor. As in any other direct patient care practicum, the student will need to confirm that there is a signed affiliation agreement and certification data or resume from the preceptor/agency on file in the School of Nursing; and obtain an informal learning agreement with the preceptor(s) as below indicating the number of practicum hours, dates and times the student will be with the preceptor.

   - Obtain approval from the course faculty for the practicum site and activity before beginning any practicum activity.
   - Affiliation and informal learning agreement must be on file before the student begins any practicum activity. Certification/licensure/resume data about the preceptor must be on file with the University.
   - Informal learning agreement must include the preceptor name, preceptor email address, address of the agency, agency phone number, the student’s phone number and the preceptor’s signature.
- If the student is unable to attend a scheduled practicum time, it is his/her responsibility to notify the practicum faculty that will be conducting the site visits.
- All faculty site visitors will have a copy of your behavioral objectives and schedule and will arrange visits based on the information you provide.
- Clinical experience will be evaluated by the student’s research advisor either through direct observation/communication with the preceptor(s) or by verbal communication with the student, written work, and/or agency reports using College of Nursing Clinical Evaluation Forms.

***Please do note that planning ahead for these types of experiences is essential as it is not uncommon to have weeks or at times months of “on-boarding” for students to be able to access clinical settings.***
Student cooperation in meeting the Clearance Program Requirements will enable students to have access to the clinical sites that will prepare them for the practice of professional nursing. In addition, clinical agencies are required by their accrediting and regulatory bodies to guarantee that staff, students, faculty and visitors meet health and safety standards. There are periodic audits by agency representatives to verify that the School of Nursing (SON) students and faculty are compliant.

### Background Check and Drug Screen

(One time only)

- Create an account with American DataBank (ADB) at [https://unco.applicantcompliance.com/](https://unco.applicantcompliance.com/).
- Fill out the required forms for the background check.
  - The SON will receive results directly from ADB within 48-72 hrs.
- ADB will mail drug screen materials to student for completion.
  - The SON will receive results directly from ADB within 2-3 weeks.

### RN License, and Health Clearance

**RN License**

- Submit verification from your state’s licensing website.
- For Colorado, visit the DORA website: [https://www.colorado.gov/dora/licensing/Lookup/LicenseLookup.aspx](https://www.colorado.gov/dora/licensing/Lookup/LicenseLookup.aspx)
- Renewal due by the 1st of the month in which it expires.

**Health**

Student must provide supporting documentation for the following:

**One Time**

- MMR vaccination (2-shot series or positive titers)
- Hepatitis B vaccination (3-shot series or positive titer)
- Varicella vaccination (Chicken Pox) (2-shot series or positive titer)

**Renewable**

- Tuberculin Skin Test (two separate TB/PPD tests within 12 months of each other OR QuantiFERON OR TSpot)
- Tdap vaccination w/in past 10 years (must be renewed every 10 years)

**CPR**

Certification must be for “Healthcare Provider” or “Professional Rescuer,” and training must have included “hands-on” practice. Submit a front and back copy of the signed CPR card.

Documentation due: **August 1st of year of entry into program**

Renewal due by the 1st of the month in which it expires.

TB/PPD tests are required **annually**.

Tdap required at least once with a Td booster after 10 years.

Documentation due: **August 1st of year of entry into program**

Renewal due by the 1st of the month in which it expires.
It is ALWAYS the responsibility of the student to keep track of expiration dates and to submit renewals by the 1st of the month deadline.

**IMPORTANT:** If required documentation is not provided to the SON by the deadline, student will be considered out of compliance with the policy and not eligible to proceed in the nursing program. If dropped from courses, once verification of renewal is shown, student will be allowed to reregister, but a processing fee may be assessed by the Registrar and financial aid may be affected.

Submit documentation via:
email: [emily.perkins@unco.edu](mailto:emily.perkins@unco.edu) or fax: 970-351-1707 or drop off: Gunter Hall, Rm 3080

<table>
<thead>
<tr>
<th>Malpractice Insurance</th>
<th>OSHA/HIPAA Exam (online)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Further information provided by the SON with next correspondence</td>
<td></td>
</tr>
<tr>
<td>• Submit photocopy of Certificate/Memorandum of Insurance indicating medical specialty, term and coverage amounts (a receipt of purchase is not sufficient)</td>
<td></td>
</tr>
<tr>
<td>Documentation due: <strong>Prior to first clinical course</strong></td>
<td></td>
</tr>
<tr>
<td>(Tip: List the insurance term start date to be the first day of class.)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Influenza Vaccination</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- required fall</td>
<td>You will be notified after the start of the program when these items are due.</td>
</tr>
<tr>
<td></td>
<td>Renewed annually</td>
</tr>
</tbody>
</table>

---

**Malpractice Insurance**
- Further information provided by the SON with next correspondence
- Submit photocopy of Certificate/Memorandum of Insurance indicating medical specialty, term and coverage amounts (a receipt of purchase is not sufficient)
(Tip: List the insurance term start date to be the first day of class.)

**OSHA/HIPAA Exam (online)**

**Influenza Vaccination** - required fall

Documentation due: **Prior to first clinical course**

You will be notified after the start of the program when these items are due.
Renewed annually
**Student Nurse Health Clearance Form**

**Graduate Programs – Student Nurse**

**Documentation of items listed below must be attached and items highlighted**

Revised 3/9/2016

<table>
<thead>
<tr>
<th>NAME (last, first):</th>
<th>DATE:</th>
</tr>
</thead>
</table>

**MEASLES, MUMPS, & RUBELLA (2 shot series)**

<table>
<thead>
<tr>
<th>Dates: MMR Dose #1:</th>
<th>MMR Dose #2:</th>
</tr>
</thead>
</table>

Positive antibody titer:

<table>
<thead>
<tr>
<th>Date:</th>
<th>Results:</th>
</tr>
</thead>
</table>

**Tdap**

(Td booster required if Tdap is more than 10 years old)

<table>
<thead>
<tr>
<th>(required at least once)</th>
<th>Date given:</th>
</tr>
</thead>
</table>

Td booster:

<table>
<thead>
<tr>
<th>Date given:</th>
</tr>
</thead>
</table>

**HEPATITIS B (3 shot series)**

<table>
<thead>
<tr>
<th>Dates: Hep B vaccine #1:</th>
<th>Hep B vaccine #2:</th>
<th>Hep B vaccine #3:</th>
</tr>
</thead>
</table>

Positive immune titer (HbsAB):

<table>
<thead>
<tr>
<th>Date:</th>
<th>Results:</th>
</tr>
</thead>
</table>

**VARICELLA (Chicken Pox)**

(2 shot series)

<table>
<thead>
<tr>
<th>Dates: Varicella #1:</th>
<th>Varicella #2:</th>
</tr>
</thead>
</table>

Proof of immunization or disease via titer:

<table>
<thead>
<tr>
<th>Date:</th>
<th>Results:</th>
</tr>
</thead>
</table>

**INFLUENZA**

(DUE ANNUALLY EACH FALL)

Student will supply flu vaccination documentation directly to the SON annually each fall.
**Student Nurse Health Clearance Form**

**Documentation of items listed below must be attached and items highlighted**

Revised 3/9/2016

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**TUBERCULIN SKIN TEST (TB/PPD)**

*(ANNUAL TESTING REQUIRED)*

Initial clearance includes two separate TB/PPD tests within 12 months of each other.

If the test is positive, the student will need to provide a negative Chest X-ray AND annual documentation of TB free status by completing a questionnaire and documentation by their provider.

Current PPD:

Date PPD given: ________________________________

Date read: ________________________________

Results: _____ mm (required)

☐ NEG ☐ POS

Previous PPD:

Date PPD given: ________________________________

Date read: ________________________________

Results: _____ mm (required)

☐ NEG ☐ POS

OR

Quantiferon or TSPOT:

Date given: ________________________________

Results: ________________________________

OR

If PPD is positive:

Date of Chest X-ray: ________________________________

Results: ________________________________

AND

Annual documentation of TB free status:

Date given: ________________________________

Results: ________________________________
REQUEST FOR
AFFILIATION AGREEMENT / ATTESTATION TO CLINICAL SITE

- Notify the UNC School of Nursing of your intent for clinical placement by completing this form and submitting it to Emily Perkins (emily.perkins@unco.edu). This will also initiate the verification of a current affiliation agreement with your proposed clinical site or initiate the formation of a new one.
- You may also contact Emily to see if an agreement is in place prior to filling out the paperwork, but you will still need to fill out the top section to alert the SON office of your intent for completing clinical hours.
- New agreements could take 2-3 months to establish, so students should begin working early with the School of Nursing office to secure the site.
- Students may not participate in clinicals in any agency until there is a current affiliation agreement in place.
- Any informal agreements/contracts will be processed through your instructor of record, not through the School of Nursing main office.

| Student Name: ___________________________ | Email: ___________________________
| Proposed Clinical Site: ___________________________ |
| The following agencies require placement requests by your program coordinator only, not by individual students: Denver VA, Kaiser |

| Preceptor Name: ___________________________ | Clinical Start/End: ___________________________ |
| # of Hours: ___________________________ | Course/Section: ___________________________ |

**Clinical Overview/Purpose (finance focus, H & P, etc.):**

### Agreement Requests
(Other than those agencies listed above, the student or potential preceptor should have already contacted the agency’s administrative department/area in charge of placements)

| Clinical Site’s Administrative Office Contact Information (this could also be the preceptor) |
| Name: ___________________________ | Have you or your preceptor already contacted this individual? |
| Address/City/State/Zip: ___________________________ |
| Phone: ___________________________ |
| Fax: ___________________________ |
| Email: ___________________________ |

**OFFICE USE ONLY:**

| Affiliation Agreement: YES ☐ NO ☐ | Initiated Date: ___________________________ |

**NOTES:**
Title of Policy: Malpractice Insurance

Policy:

Because of the increasing legal requirement by clinical agencies used by the School of Nursing for individual student malpractice coverage, the SON requires all students in undergraduate and master's programs to obtain and maintain individual malpractice coverage with minimal limits of $1,000,000 per occurrence and $3,000,000 in the aggregate.

Procedure:

1. Students shall be informed upon admissions to the School of Nursing programs of the requirement of carrying individual malpractice insurance throughout their clinical program.
2. Information regarding agency options for such insurance will be provided in student handbooks and the SON office.
3. Students may be required by clinical agencies to show proof of their individual malpractice coverage. Failure to have required coverage will necessitate withdrawal from the clinical course.

<table>
<thead>
<tr>
<th>AGENCY OPTIONS</th>
<th>ADDRESS/TELEPHONE/WORLD WIDE WEB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurses Service Organization</td>
<td>NSO 159 E. County Line Road; Hatboro, PA 19040 1-800-247-1500 <a href="http://www.nso.com">http://www.nso.com</a></td>
</tr>
<tr>
<td>Mercer Consumer (part of the family of Marsh &amp; McLennan companies)</td>
<td>Mercer Consumer P.O. Box 14576; Des Moines, IA 50306; 1-800-503-9230 (7:30A - 5P CT, M-F) <a href="http://www.proliability.com/">http://www.proliability.com/</a></td>
</tr>
<tr>
<td>Your homeowners insurance agency</td>
<td>Contact your insurance agent for information.</td>
</tr>
</tbody>
</table>
University of Northern Colorado  
School of Nursing  
Notification of Unsatisfactory Course or Clinical Performance

Student Name: __________________________________________________________

Course Faculty: _______________________________________________________

Clinical Preceptor(s): _________________________________________________

Date: _________________________________________________________________

Course: _______________________________________________________________

This is notification that you currently have unsatisfactory performance in a course or clinical. The following course and/or clinical objectives below are not being met based on the data outlined below:

In order for you to achieve a grade of satisfactory in the course or clinical, you will need to do the following:
Follow up

Student is meeting the clinical objectives and has satisfactorily completed the items outlined in the remediation plan above.

____________________ Yes
____________________ No, next steps identified.

Comments:

I understand that this remediation plan and the course evaluation will be shared with the course faculty and the clinical preceptors of future clinical courses.

Student Signature: ________________________________________ Date: _________

Clinical Faculty
Signature: ________________________________________ Date: _________
Doctor of Nursing Practice
Project Information
DNP Project Description

Clinical doctoral degrees are distinguished by the completion of a scholarly project that demonstrates synthesis of the doctoral course work and lays the groundwork for future practice scholarship. The Doctor of Nursing Practice (DNP) project implements the principles of evidence-based practice and implementation science under the guidance of a faculty mentor. The project may take a number of forms and will focus on the use of evidence to improve clinical outcomes to resolve the gap between evidence and implementation of the evidence in clinical practices and community settings.

The Graduate School website is an essential source of information: http://www.unco.edu/grad/new_current/index.html

Prior to beginning the project, the Plan of Study must be signed by the program coordinator and on file with the Graduate School. Be certain to maintain contact with your program coordinator.

PREPARATION FOR THE DNP PROJECT:

Review project development and implementation process as follows

- Select committee members (see graduate school policy regarding membership of doctoral committees). Complete UNC graduate school paperwork: Appointment of a Doctoral Committee Request Form available on the graduate school website: (http://www.unco.edu/grad/forms/index.html)
  - Any outside committee members will need to apply for UNC graduate school faculty equivalence to be a part of the DNP project committee. The potential member's up to date C.V. or resume with credentials and a brief summary of why they have been chosen to be a part of the DNP project should be forwarded electronically to the committee chair very early in the process. It does take time for the graduate council to grant outside members graduate faculty equivalence, so this should be a process that is started early if at all possible. The DNP research advisor (committee chairperson) will assist the outside member in the completion of the graduate school paperwork.

- Consult closely with the research advisor to secure affiliation agreement between university and agency in which project will be conducted (if necessary – see Appendix 2).

- Work with committee to develop the project proposal. Presentation and approval of the proposal will serve as your doctoral comprehensive written & oral examination.

- After the proposal presentation is successful, the research advisor and student must obtain IRB approval from UNC and agency, if required, prior to beginning project. Even if human subjects will not be involved in the study or project, the IRB at UNC will need to review each project and approve it prior to its implementation. Each student will be required to complete and submit a Verification of Research Subject Compliance form the graduate school with their completed project (URL: http://www.unco.edu/grad/forms/index.html).

- After IRB approval, the work of the project can begin under the guidance and supervision of the faculty research advisor. The appropriate course to enroll for this work is NURS 798 DNP Project Practicum. Please consult that syllabus for more details.

- When the student, research advisor, and committee are ready for defense of the project both written and oral, a request to schedule a doctoral oral examination should be completed at the graduate school at least 2 weeks prior to the date of the defense. See UNC graduate school website http://www.unco.edu/grad/forms/index.html. The exam date, time and place will be published by UNC in appropriate university publications. Other UNC faculty and students may attend.

- After successful defense of the DNP project, the final written document shall be submitted to the UNC Graduate School in the designated format. Please see the website for more details: http://www.unco.edu/grad/new_current/resources/index.html.
The student’s presentation of the project proposal serves as the primary component of the written comprehensive examination for the DNP program. The members of the DNP Project Committee may ask additional fundamental and developmental questions that are applicable to the project itself and apply to the student’s prior coursework in the program. One purpose of the examination is to determine if the student is prepared and qualified to begin work on the project. Another purpose of the examination is to evaluate the student’s depth and breadth of knowledge about their DNP coursework. To be eligible to take the written comprehensive examination and present the project proposal, a student must have a plan of study on file, a DNP Project Committee in place and have completed the first four semesters of doctoral course work. The student will be on campus for the proposal presentation.

The approval/conditional approval with changes/disapproval of the project by the student’s DNP Project Committee will serve as documentation of the student’s performance on the examination. If a student does not receive approval of the project proposal by the committee, the student must correct any deficiencies as determined by the committee. If the student receives a disapproval, they must meet again with the DNP Project Committee. Students are allowed to repeat the qualifying exam/proposal presentation once. If the student fails to receive approval for the project after the second attempt, the student is dismissed from the DNP program.

Once the committee has approved the project proposal, that student is considered to have passed the written comprehensive examination. The process for selection of the DNP Project Research Advisor and DNP Project Committee and for development and approval of the proposal is included in the project guidelines.

**PREPARATION OF THE PROJECT PROPOSAL:**

1. The project proposal should include a needs assessment, rationale, and problem statement for the project. The project proposal should also include objectives, project activities, project time table, necessary resources, and an evaluation plan. The project proposal is characterized by logical progression of thought, good literary style, and acceptable practices of scholarly writing.

2. The project proposal should adhere to the most recent edition of the Publication Manual of the American Psychological Association (APA) published at the time of project is begun.

**PROJECT PROPOSAL REVIEW MEETING:**

1. The student, chairperson, and members of the student’s committee must attend the proposal defense meeting. The chairperson is responsible for recording basic points made during the meeting and the recommendations for revision, if any.

2. The student must submit a copy of the proposal to the committee at least 2 weeks prior to the presentation.

3. The student should prepare a 30 minute overview and summary of the proposal (typically a power point talk) and be prepared to discuss the entire proposal.

4. At completion of the proposal defense meeting, the research advisor will summarize the major points raised by the reviewers and ask for their recommendations.
5. Utilizing the proposal rubric, the committee may choose to:
   a. Reject the proposal with the opportunity to repeat the DNP Project Proposal Defense process.
   b. Accept the proposal as is or conditionally accept with minor revisions and no re-review;
   c. Reject the proposal with the requirement of major revisions and re-review:
      The research advisor & student will have a period of 4 calendar weeks to make the required committee revisions to the proposal. The revised proposal will then need to be sent out to the entire DNP Project team for approval. The project team will have 2 weeks to provide their approval for pass, or require further revisions. After all DNP Project team members agree that the proposal is completed as satisfactory, properly signed Project Proposal Approval Form must be given to the Research Advisor and a copy sent to the UNC graduate School.
   d. If a student does not put forth a proposal that is considered acceptable by the committee after two tries, the student will be dismissed from the program;

6. Required Procedures:
   a. The student’s committee chair obtains, completes, and delivers the Project Proposal Approval Form after the committee has approved the proposal to the Assistant Director of the Graduate Program. The original signed document must be sent to the UNC Graduate School. Copies of this form are placed in the student file, kept in the research advisor's SON office, and sent to the UNC Evaluation Committee Chair.
   b. Concurrent with submission of the project proposal, the student must apply for IRB approval to the Office of Research and Sponsored Programs if needed, and if appropriate, 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 research advisor in a timely manner. The chair of the committee will be the Principal Investigator on the IRB application.
   c. No data can be collected until IRB approval has been obtained from both the University and the involved agency.

7. Protocol for Communication between Student and Chair
   a. For the purpose of federal guidelines involving human subjects, the Research Advisor is considered the Principal Investigator of the project. In addition, any external communication or reporting about the project reflects on the University and the School of Nursing. Therefore, it is important that the student keep the Chair informed as follows:
   b. Communicate with the Research Advisor before submitting:
      • any research grants to fund all or part of project.
      • any abstracts for conferences or publications that will report findings.
      • to the public domain any materials that are an integral component of the project.
      • or determining the appropriateness of copyrighting the project with the inclusion of any instruments (e.g. in Appendix) authored by another (whether copyrighted or not).
WRITTEN PROJECT PROPOSAL FORMAT

1. Title Page

2. Table of Contents

3. Body of the Paper Organized by Chapters

- Chapter 1 Statement of the Problem
  Background and Significance of Proposed Project/Intervention
  o Problem Statement or Purpose – Identification of the challenges, problems, situations, opportunities leading to the proposed project.
  Theoretical Framework
  o Literature Review and Synthesis or Literature Table and Synthesis Summary

- Chapter II Project Description
  o Project Objectives
  o Evidence Based Project /Intervention Plan – Describe in detail
  o the project plan
  o Congruence of Organizations Strategic Plan to Project
  o Timeline of Project Phases
  o Resources – Personnel, Technology, Budget, etc.
  o As appropriate to the individual project and determined by the advisor and mentor, the DNP student will include a market analysis, strategic analysis and/or product/services, sales/marketing, operations and financial plan that justifies the need, feasibility and sustainability of the proposed project.
  o Statement of Mutual Agreement with the Agency (See Appendix 2 for sample template).

- Chapter III Evaluation Plan
  o For each objective, include specific details as to how your project will be evaluated. What evidence-based measures will be applied to the evaluation plan? What evidence-based measures/instruments were used for each objective? What method of analysis will be used for each objective?

*When writing the proposal and final manuscript, discuss with the chair how any agency/community group should be described/named as per the Statement of Mutual Agreement (see Appendix 2 for a sample template).
## UNC Doctor of Nursing Practice Proposal Evaluation Framework

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Version #</th>
<th>Student</th>
<th>Advisor</th>
<th>Date</th>
</tr>
</thead>
</table>

### Background & Significance
Satisfactory | Satisfactory with Following Recommendations | Unsatisfactory
---|---|---
Background information demonstrates the focused need or problem.

### Problem Statement or Purpose
Problem/purpose clearly described
Scope of project realistic and appropriate

### Theoretical Framework
Framework (theoretical/conceptual/practice) is described/evident and applicable

### Project Description
Literature, benchmarks and supporting data provided and organized into integrated synthesized summary
Project objectives stated in feasible and measurable terms
Congruence of organizations’ strategic plan to project is described

### Project Design
Appropriate for objectives
Clear rationale for actions/method
Setting and group clearly described
Implementation methods/tools are feasible and clearly described
Resources/supports and risks/threats and benefits noted
Time line is clearly described and feasible

### Evaluation Plan
Evaluation plan is coherent / consistent with project plan
Evaluation measures linked to objectives
Outcomes / evidence-based measures appropriate for objectives
### Tools / instruments described and linked to measures and objectives

Method of analysis clearly described for each measurement.

### References

Current and accurate reference list present

### Approvals

Letters of support/Statement of Mutual Agreement from cooperating agencies provided.

Informed Consent, if necessary, meets human subject requirements

All approvals are in place, including: (List approvals).

### Writing and organization

APA format followed appropriately; writing is scholarly and clear; appropriate for doctoral level education.

### Relevant program/clinical questions

Student can articulate response to program/clinical questions arising from this proposal

---

Comments:

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Overall Evaluation of the Project Proposal Presentation

[ ] Satisfactory: Summary Comments

[ ] Conditional Satisfactory: Recommendations for Remediation

[ ] Unsatisfactory: Summary Comments

Signature of Evaluating Faculty ___________________________ Date _________
DNP Oral Comprehensive Examination and Final Project Presentation/Defense

The final oral presentation of the project culminates the DNP program. Once all academic requirements have been met, the final project presentation is scheduled. The final presentation of the project serves as the comprehensive oral examination for the DNP program. This examination serves to determine that the student has met all the requirements of the project and has completed a project reflective of practice doctoral level academic and clinical work. It is expected that the student will be on-campus for this presentation.

Approval of the final project presentation by the DNP Project Team serves as documentation that the student has met all project expectations and is eligible for graduation, once all academic and clinical requirements have been met. If a student does not pass the exam, the student must correct any deficiencies and meet again with the DNP Project Team. Students are allowed to repeat the final presentation once. If the student fails the project presentation a second time, the student is dismissed from the DNP program. Students who do not complete the project or do not pass the final project presentation before completion of DNP program coursework are required to maintain registration in a minimum of one credit of coursework each semester until the final project presentation is completed and approved by the DNP Project Committee.

PREPARING THE FINAL ORAL PRESENTATION OF THE PROJECT

1. The final draft of the project report should be prepared in strict adherence with APA guidelines and graduate school guidelines. Please refer to the Graduate School for requirements for final manuscript formatting, editors/typists, filing your manuscript, fees, deadlines, final forms and publishing your report at http://www.unco.edu/grad/new_current/resources/index.html
2. The final project presentation shall be held under the auspices of the student’s project committee. The student, chairperson, and members of the student’s committee must attend the project defense meeting.
3. The student must submit a copy of the final polished project document to the committee at least 2 weeks prior to the presentation.
4. Typically, the student will prepare a power point presentation 30 minutes or less that reviews the project. The student may be questioned by members of an audience if there are non-committee member attendees. Private questioning by the Project Team members will take place after the public presentation.
5. The student must present the project and otherwise satisfy the committee that he or she is qualified to receive the degree of Doctor of Nursing Practice. The Project Team will convene in private to complete the questioning and will ask the student to leave during the voting process.
6. In the event of one or more negative votes, the student fails the project. The Committee must make recommendations to the student’s research advisor regarding next steps. The Project Team may recommend significant revisions of the project or additional study/coursework in the area of the knowledge deficiency. A timeline will be set. The student will be given a second opportunity to successfully complete the project. In the event of two failures, the student will be dismissed from the program.
7. Once the Project Team votes to confer the degree, the proper forms must be signed and chair is responsible for returning them to the appropriate people and/or departments. The proper forms include a signature page for the project. The student is responsible for bringing correct and sufficient signature pages to the presentation defense for signing by all members of the Project Team. Only original signatures are acceptable and one is needed for each bound copy of the project.
8. The student is responsible for having a graduation check done and for submitting a request to graduate with the graduate school. Please pay special attention to dates and deadlines for this process on the graduate school’s website.

9. The student is responsible for knowing the dates for submission of forms and projects in order to graduate.

10. It is customary to give a copy of the project write-up to each committee member.

11. In the event that the student decides to publish the project results, the research advisor shall be consulted with and included in the authorship of such publication.
DNP Project Final Report Format

The report of the DNP project is to be submitted in both electronic format and a written hard copy (once revisions are complete).

1. The report is to be consistent with APA style. See Graduate School Research Project Format Manual for specific details about final formatting and other useful information about editors/typists, filing your manuscript, fees, deadlines, final forms and publishing your report at http://www.unco.edu/grad/new_current/resources/index.html

2. The report should be organized and at a minimum the report should include:

A. 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.

B. Signature Page

C. Executive Summary
   This is no more than 1 page long and inserted as the first page behind the title page. The executive summary should contain summary elements C-G below. The executive summary provides an overview of the project. Bullet point format is acceptable and should be used to conserve space in the executive summary.

D. Table of Contents
E. Body of Report Organized by Chapters

   Chapter 1 Statement of the Problem - This section includes: background and significance, problem statement, theoretical framework, and literature review.

   Chapter 2 Project Description - This chapter includes the purpose and objectives, and project design. Descriptions of technical equipment, instruments, key personnel, etc should be placed in the appendix.

   Chapter 3 Evaluation - For each objective, include specific details as to how your project was evaluated. What evidence-based measures were applied to the evaluation plan? What evidence-based measures/instruments were used for each objective? What method of analysis was used for each objective?

   Chapter 4 Results and Outcomes - These should be written against each project objective. To what extent was the objective achieved? For each objective discuss the key facilitators that made the objective achievable and the key barriers. Then write a section that describes unintended consequences. Remember, unintended consequences can be positive or negative.

   Chapter 5 Recommendations and Implications for Practice - In writing this section, discuss the recommendations for the site at which the project was conducted and be specific. Should the project be continued, reduced, phased out, or expanded? Are any ongoing evaluations needed for phases outside the scope of the DNP project? Place your recommendation within the framework of the organization’s strategic plan and be sure to recommend who needs to be involved in or responsible for future phases. Next, write recommendations regarding the possible application of this project in other settings. Although not part of a typical report, include a section detailing the contribution of the project to the attainment of your personal leadership goals.

F. References
G. Appendices (consider including a definition or acronyms page)
University of Northern Colorado School of Nursing  
Doctor of Nursing Practice Program Project Defense Evaluation

Project Title

Student

Project Advisor

Committee Members

Date:

1 = Very poorly; 2 = Poorly; 3 = Good; 4 = Very Good; 5 = Excellent

### I. Components

<table>
<thead>
<tr>
<th>The student addresses each component:</th>
<th>1 (fail)</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
</table>

#### Background & Significance

- Background information/literature demonstrates the focused need or problem
- Literature review supports significance / relevance of problem / proposed project / intervention
- Need, feasibility and significance are clearly presented

#### Problem Statement or Purpose

- Problem/ purpose clearly described
- Scope of project realistic and appropriate

#### Theoretical Framework

- Framework (theoretical/conceptual/practice) is described/evident and applicable

#### Project Description

- Literature, benchmarks and supporting data provided and organized into integrated synthesized summary
- Objectives stated in feasible and measurable terms
- Congruence of organizations’ strategic plant o project is described

#### Project Design

- Appropriate for objectives
<table>
<thead>
<tr>
<th>Clear rationale for actions/method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setting and group clearly described</td>
</tr>
<tr>
<td>Implementation methods/tools/measures clearly described</td>
</tr>
<tr>
<td>Resources/supports and risks/threats and benefits noted</td>
</tr>
<tr>
<td>Time frame outlined</td>
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</tbody>
</table>

**Evaluation Plan**

- Analysis/Evaluation plan coherent / consistent with project plan.
- Evaluation measures linked to objectives.
- Outcomes / evidence-based measures appropriate for objectives.
- Tools / instruments described and linked to measures and objectives
- Method of analysis clearly described for each measurement

**Results**

- Results organized in appropriate format
- Results linked to problem statement, objectives and evaluation plan
- Describe the extent to which the objectives were achieved
- Addressed key facilitators and barriers that impacted the project’s objectives
- Described unintended consequences (both positive & negative).

**Recommendations/Implications**

- Recommendations/Implications addressed for problem statement, supporting organization, key stakeholders, other settings, and student
- Include recommendations related to identified facilitators / barriers and unintended consequences.
- Addressed any ongoing activities or evaluations outside the scope of the DNP project
- Recommendations are described within the framework of the organization’s strategic plan.

**Contribution to Personal Goals in advance practice nursing.**
Writing and Organization
APA format followed appropriately; writing is scholarly and clear; appropriate for doctoral level education.

II. Project Synthesis
Student can articulate response to program/clinical questions arising from this project

<table>
<thead>
<tr>
<th>Extent to which student met goals/aims of project. If not, appropriate rationale and explanation provided.</th>
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</thead>
<tbody>
<tr>
<td>Extent to which student integrated scientific curiosity and inquiry in project completion.</td>
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<tr>
<td>Extent to which student analyzed issues and provided critique of advanced nursing practice within the project</td>
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<tr>
<td>Demonstrated practice inquiry skills including appraising and translating evidence.</td>
</tr>
<tr>
<td>Evidence of student’s ability to engage in collaborative partnership(s) in designing and implementing project.</td>
</tr>
<tr>
<td>Ability of student to articulate state of current knowledge as it relates to advanced practice nursing in the health care system.</td>
</tr>
</tbody>
</table>

Comments:

Overall Evaluation of the Project Presentation

| _____ Pass: Summary Comments |
| _____ Conditional Pass: Recommendations for Remediation |
| _____ Fail: Summary Comments |

Signature of Evaluating Faculty ___________________________ Date ___________
DNP Project Committee
Preparation and Roles

UNIVERSITY OF NORTHERN COLORADO
School of Nursing
Preparing for the project can begin upon admission to the DNP program. While the student will not formally begin the writing process until well into the coursework, the foundation can be laid early on.

It is suggested that students begin early in the program developing a “phenomenon of interest” which can be fleshed out at many different junctures along the journey. The phenomenon will drive the research question which will drive the methodology. Coursework (specifically electives) and projects can and should be focused and directed toward this path.

It is also a good idea to begin early on to “get to know” the faculty and their own personal research agendas as there may be congruency or a relationship of ideas lending to a potential fit for development of the committee. The Research Advisor chosen will be integral on the journey to completing the DNP Project. Be aware that some faculty are not on contract in the summer and will not be available for DNP proposal and final project defense during the summer semester months. Discussing availability during the summer months with your chosen committee is recommended if you plan to complete these steps in the summer.

It is an expectation that the Research Advisor and committee members will advise and support the research process of the student. The graduate faculty in the School of Nursing at UNC believes that conducting research and subsequently publishing that work is essential to the students’ professional development and career advancement. Because the role of Research Advisor is often very time intensive, both from an advising and mentoring perspective, it is expected that faculty will share in the publication of results from the DNP Project work.

Authorship planning should include ongoing collaborative discussions between the student, Research Advisor, and contributing committee members. The student is usually listed as principal author on any multiple-authored manuscripts that is based primarily on the student’s scholarly work. Depending on the scope of a particular project, it is possible that several manuscripts will be planned, each of which could involve different authors or different authorship orders. In this event, it is especially important to discuss authorship at the beginning of the project to better determine and reflect the expected roles, responsibilities and contributions of all contributors. It is expected that negotiating authorship will be both professional and respectful.
DNP Project Committee Roles

ROLE OF THE DNP RESEARCH ADVISOR:

1. **Accepting position as Research Advisor:** The faculty member who is invited to become research advisor (sometimes thought of as the chairperson of the committee) may defer acceptance until the student has submitted a specific area of inquiry or a beginning project concept or idea from which the student has independently identified. The research advisor must hold Doctoral Research Endorsement granted by the UNC Graduate School to be research advisor of a DNP project committee.

2. **IRB approval of project:** The research advisor will assure IRB approval, guide the preparation of the project proposal development, the students’ associated practicum hours spent to inform the project and complete the project, and lead the evaluative process of the project including the final project write-up.

3. **Outside DNP Project committee member information and approval:** To obtain approval for the agency/community person as a voting member of the committee, their resume must be submitted to the graduate school and be approved prior to the Request for Appointment of Doctoral Committee form submission. It is expected that the minimum educational background of any outside member be a Master's degree. The community/agency member may attend the varied meetings/presentations virtually or on-campus. The DNP research advisor (otherwise known as the chair of the committee) will be responsible for completing the GF equivalent documentation and forward it along with the outside member’s updated/current C.V. or resume electronically to the current Assistant Director of Graduate Programs at the UNC School of Nursing. Outside member requests must be completed at least 1 month in advance of scheduling any proposal defense. GF approval form can be found at: [http://www.unco.edu/grad/forms/pdfs/GradFacultyAppointment.pdf](http://www.unco.edu/grad/forms/pdfs/GradFacultyAppointment.pdf)

4. **Meetings & Defense Scheduling:** The research advisor is responsible for meeting with the student on a regular basis during the proposal development, data collection, and final DNP project completion and defense stages. The research advisor should also insure that the project committee has access to the student’s project materials (proposal or final project) which shall be submitted for review for approval from each individual member at least 2 weeks prior to any defense date. At a minimum, 2 meetings of the entire committee will take place, one for the project proposal presentation (also serves as the student’s comprehensive examination) and one for the final presentation and evaluation of the project when it is completed. It is expected that the project will be of significant rigor to lead to a publishable product. It is also expected that the project will be of use to the agency where the student conducted the project.

5. **Graduate School and SON Documentation:** When the student has successfully completed the DNP project proposal defense, the research advisor will complete the graduate school documentation of completion signed by all members of the DNP project committee found on the graduate school website.

ROLE OF COMMITTEE MEMBERS:

1. **Critique drafts of the developing project proposal in a timely manner (1-2 week turn around).** Similarly, review drafts and provide feedback of the final project within 1-2 weeks.

2. **Participate actively in the committee meeting(s) about the project proposal.**

3. **Share critique and expertise about the subject to inform the project with the student and the committee.**
# Checklist for Research Advisor of DNP Project Committee

**Student:** __________________________  **Research Advisor:** ______________________________

<table>
<thead>
<tr>
<th>Activity/Action</th>
<th>Date Submitted</th>
<th>Date Approved</th>
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<tbody>
<tr>
<td><strong>DNP Project Committee approved by Grad School</strong></td>
<td></td>
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<tr>
<td>Research Advisor must have DR status at Graduation School</td>
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<td>Member (must hold at least GF status)</td>
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<td>Faculty Representative – must be grad faculty</td>
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<tr>
<td>Outside Committee Member (1 maybe outside of UNC if approved by the Graduate School)</td>
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<tr>
<td><strong>Requirements for DNP Project Proposal Defense</strong></td>
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<tr>
<td>All DNP Core Coursework must be completed</td>
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<tr>
<td>DNP Project Committee approved by graduate school prior to scheduling defense.</td>
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<tr>
<td>Students must be in the NRUS 795 Proposal course or registered for at least 1 hour of 798 during the semester of proposal defense.</td>
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<tr>
<td>Approval by Research Advisor to Schedule Defense must be given</td>
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<tr>
<td>Student is responsible for finding a date that all committee members can attend the proposal defense.</td>
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<tr>
<td>Research advisor responsible for securing a room for the proposal defense (contact SON front office staff for this process) – defense should be scheduled for a block of 2 hours</td>
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<tr>
<td>Completed proposal must be sent to full committee for review at least 2 weeks prior to defense date.</td>
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<tr>
<td>Each member of the DNP committee will fill out and sign an evaluation form during or directly after the proposal defense. Three copies of each of these forms must be made and distributed as follows:</td>
<td></td>
<td></td>
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<tr>
<td>• 1 copy to the current DNP coordinator</td>
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<tr>
<td>• 1 copy to the current SON Evaluation Committee Chair</td>
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<tr>
<td>• 1 copy to the student’s hard copy file in the main SON office</td>
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<tr>
<td><em>It is recommended that the original copy go to the SON file and the Research advisor keep a hard copy in his/her office files for reference</em></td>
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<tr>
<td>Each member of the DNP committee will sign the DNP comprehensive examination form at the time of the proposal defense, indicating a collective pass or fail. Two copies of this form shall be made and distributed as follows:</td>
<td></td>
<td></td>
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<tr>
<td>• 1 copy to the current DNP coordinator</td>
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<tr>
<td><em>It is recommended that the original copy go to the Graduate School and the Research advisor keep a hard copy in his/her office files for reference</em></td>
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<tr>
<td><strong>Requirements for final DNP Project Defense:</strong></td>
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<tr>
<td>Student must have completed 798 hours and be registered for at least 1 hour the semester of the DNP project final defense.</td>
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<tr>
<td>At least 2 weeks prior to the date of the defense, the student and research advisor must submit the Request to Schedule a Doctoral Examination form to the graduate school (found at: <a href="http://www.unco.edu/grad/forms/pdfs/Request%20to%20Schedule%20Doctoral%20Examination%20password%20protected.pdf">http://www.unco.edu/grad/forms/pdfs/Request%20to%20Schedule%20Doctoral%20Examination%20password%20protected.pdf</a>)</td>
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</table>
**Documentation for DNP Project Final Defense:**

Once the Research Advisor and student agree that the project is ready for final defense, the defense may be scheduled.

Student is responsible for finding a date that all committee members can attend the final defense.

Research advisor responsible for securing a room for the final defense (contact SON front office staff for this process) – defense should be scheduled for a block of 2 hours.

Once the defense date is set – the student must complete the Request to Schedule a Doctoral Examination form from the graduate school. *This must be done at least 2 weeks in advance of the proposal date.*

Completed final written scholarly project must be sent to full committee for review at least 2 weeks prior to defense date.

Each member of the DNP committee will fill out and sign an evaluation form during or directly after the final defense. Three copies of each of these forms must be made and distributed as follows:
- 1 copy to the current DNP coordinator
- 1 copy to the current SON Evaluation Committee Chair
- 1 copy to the student’s hard copy file in the main SON office

*It is recommended that the original copy go to the SON file and the Research advisor keep a hard copy in his/her office files for reference.*

Each member of the DNP committee will sign the DNP Final Defense form at the time of the proposal defense, indicating a collective pass or fail. Two copies of this form shall be made and distributed as follows:
- 1 copy to the current DNP coordinator
- 1 copy to the student’s hard copy file in the main SON office

*It is recommended that the original copy go to the Graduate School and the Research advisor keep a hard copy in his/her office files for reference.*

The student is responsible for bringing signature pages per current DNP Project guidelines (see graduate school website). *The signature pages must be original signatures and cannot be copies.*

Submit Verification of Research Subject Compliance form signed by Student and Research Advisor to the UNC Graduate School.

Student submit Non-Plagiarism Affirmation

The student must be enrolled in at least one credit hour of 796 at the time of the defense.

Final DNP Project Defense cannot be scheduled during the same semester as the proposal hearing.

Student submit Non-Plagiarism Affirmation

Student must be on campus for dissertation defense.

Student submits final copy to Graduate School reviewed by compliance specialist at UNC graduate school.

If successful, student applies for graduation.
Graduation Information
Graduation Information

Students are responsible for determining that the Application for Graduation has been filed with the Graduate School in accordance with published guidelines and deadlines. In addition, there is a form on the Graduate School web site for information about mailing the diploma. This must be completed and submitted by the student.

Please visit: http://www.unco.edu/grad/new_current/graduation/index.html
Student Handbook Agreement
University of Northern Colorado
School of Nursing
Nursing Student Handbook Agreement

I have read, understand and agree to abide by the policies and guideline outlined in this School of Nursing Graduate Nursing Student Handbook. I have asked questions to clarify anything I don’t understand.

Name (Print): ________________________________________________________________
Signature: __________________________________________________________________
Program: __________________________________________________________________
Date: _____________________________________________________________________