



**Doctor of Nursing
Practice (DNP)
Project Handbook**

2021-2022

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Salve Regina University

Doctor of Nursing Practice (DNP) Project

Students within the Doctor of Nursing Practice (DNP) program at Salve Regina University must complete a DNP Project. The DNP Project is a research endeavor and manuscript to demonstrate through a critical and systematic process the AACN *Essentials of Doctoral Education for Advanced Nursing Practice*.

The DNP Project courses integrate the practice and scholarship elements of the Doctor of Nursing Practice degree. The DNP Project is designed to address a practice issue affecting groups of patients, health care organizations, health care systems or professional organizations. Students work with clinics, inpatient units, hospitals, health care systems, or professional organizations to assess, plan, implement, and evaluate an initiative jointly agreed upon by the setting, the student, and the student's advisory committee.

Purpose of the DNP Project in the DNP curriculum:

The primary purpose of the DNP Project is to focus the student on the development, implementation, and evaluation of a clinically concentrated process. The project will be implemented within a practice/ educational setting. The goal of the project is to construct, institute and evaluate a method to deliver care with the expectation to provide quality health care within a population or community.

The DNP Project seeks to demonstrate the student's understanding of new DNP concepts/knowledge and the ability to lead and practice at the highest level of professional, clinical practice. This project offers the student an opportunity to demonstrate skills as a researcher, leader and inquisitive practitioner at a doctoral practice level. The student is required to integrate the following skills:

- **Advanced practice** in a health care specialty of choice
- **Inquiry** to identify existing problems/needs in practice and health care systems
- The ability to **critically evaluate, translate and utilize evidence, knowledge, and research** to improve quality of care and health outcomes
- **Organizational and systems leadership skills** to develop, implement and evaluate interventions to improve clinical care and health care outcomes for diverse populations/communities
- **Knowledge of advanced health care policy, ethics and law** to inform human rights, program ethics, risk/benefit and cost assessment guidelines and develop a population-based program based on best available and current evidence

- **Create a business/finance/entrepreneur environment** that focuses on patient/community/organizational/systems outcomes moving the practitioner into a global model of health care

NONPF Recommended Criteria for NP DNP Projects in the Practice Doctorate Program

1. The project is related to advanced practice in the nursing specialty and benefits a group, population or community rather than an individual patient. Project often arises from clinical practice
2. May be done in partnership with another entity: clinical agency, school, health department, church, government, voluntary organization or community group, etc.
3. The project leadership may be solo or collaborative depending on scope of the project and university requirements.
4. The DNP project addresses identified needs.
5. The literature review suggests an evidence base for the project or supports the need for the project.
6. Description of the innovation is adequate for others to use (essential components for success, cost, etc.)
7. A systematic approach is used, data are collected using methods and tools that meet accepted standards.
8. Expected outcomes are defined and measured (quality improvement, cost savings, etc.).
9. The project is conducted according to ethical principles.
10. Dissemination modes are professional and public (peer review is included).

Types of DNP projects include but are not limited to:

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

- Translate research into practice
- 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, and 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 of interprofessional and or intra-professional collaborative projects to implement policy, evaluate care models, transitions, etc.
- Collaborate with researchers to answer clinical questions
- Collaborate on legislative change using evidence
- 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 DNP project is designed to benefit a group, population and /or a community rather than an individual patient. Specific examples are included to illustrate how these projects might be applied in different settings, for various populations and by different nurse practitioner specialties. Some projects focus on existing programs while others address the creation of new programs. The scope of the project would be determined by the university's guidelines, feasibility given time devoted to projects in the curriculum, faculty, funding, and other resources, etc. In some programs the project may evolve through course work in courses on policy and inquiry eventually culminating in the final design of the proposed project before it is launched. By providing opportunity over a longer duration in which to explore and develop aspects of the projects, students receive feedback regarding alternatives and strategies before project implementation. (NONPF, 2018)

A wonderful resource for DNP project ideas is Developing Your DNP Capstone Project by Doctor of Nursing Practice DNP: <https://www.doctorofnursingpracticednp.org/capstone-project-guide/#ideas>

Optimum DNP Sites

It is important for the student to select a practicum site that will offer him/her the optimum experience by providing access to experiences and individuals to facilitate the student's needed learning experiences. Very often, it is the student's own organization who can enhance and who supports the students learning experience. The student must identify an agency liaison that is not a direct supervisor of the student when the student is in the employee role. The student must submit a Clinical Preceptor Submission of Clinical Placement Form to the Clinical Coordinator for approval prior to beginning any practicum experience. Please refer to the Nursing Virtual Student Program Resources in Canvas: [DNP Required Information.](#)

Ethical and Privacy Concerns

- Institutional Review Board (IRB) approval through Salve Regina University and the facility of research data collection is mandatory for implementation of the proposal. The DNP student is required to complete the appropriate IRB forms and submit to irb@salve.edu.

- The Salve Regina University Institutional Review Board Manual: Policies & Procedures should be accessed to assist in the process of IRB approval. The Salve Regina IRB application can be acquired through the DNP Project Chair from the Faculty Resources module in Canvas.
- Students should carefully follow the IRB checklist that is included with the IRB forms when applying, carefully electing the correct type of application (i.e. exempt or full review)
- Student must consult the DNP Project Chair before beginning an IRB application. The entire DNP Project Committee must approve the proposal and IRB application before the IRB application is submitted.
- The student must not begin work on gathering data for the project (including project components of data collection unrelated to human subjects) until all appropriate IRB approvals have been obtained. To clarify, all data collection takes place after the approval of IRB. The student must have a full literature review and plan for completion of the project completed and the IRB approval before the project may undergo data collection, unless the project is exempt with data being collected a part of standard practice.
- Students are expected to know and follow the Health Insurance Portability Accountability Act (HIPAA) throughout the DNP Proposal/Project process.

DNP Project Deadlines

All dates are to be determined between the student and change due to committee chair requests and recommendations by faculty.

Assignment	Deadline/Due Date	Document/s to be Submitted	Submit Documents to:
DNP Project Declaration		1) DNP Project Declaration Form 2) Abstract	DNP Program Director
DNP Project Chair confirmed		1) DNP Project Committee Chair Agreement Form	DNP Program Director
Identify at least two (2) DNP Project Committee Members		1) DNP Project Committee Member Agreement Form 2) CV for each Committee Member	DNP Program Director

Assignment	Deadline/Due Date	Document/s to be Submitted	Submit Documents to:
<p align="center">DNP Project Proposal Complete and Defended</p>	<p>The DNP student will complete a power point presentation for Proposal Defense to the committee.</p> <p>Student coordinates date & time with ALL DNP Project committee members.</p> <p>The DNP Project Committee is required to be at the defense.</p>	<ol style="list-style-type: none"> 1) Completed written proposal and power point presentation to be submitted to the NUR 650 Faculty and the committee 1 week prior to defense date. 2) DNP Proposal Guidelines completed by Committee Chair with all committee members input and signed by ALL DNP Project committee members, uploaded on Canvas and submitted via email in a PDF format to the Graduate (DNP) Program Director. 3) A written proposal and power point presentation is submitted to Canvas and Graduate Program Director. 	<p>Submit all signed DNP Proposal Guidelines to your DNP Project Chair</p> <p>DNP Project Chair will submit all forms to the DNP Program Director.</p>
<p align="center">IRB Application Submitted</p>	<p>SRU IRB Application is to be completed and Submitted to the SRU IRB Committee Chair after full approval from the DNP Project Committee and the Committee Chair who serves as the Primary Investigator.</p>	<ol style="list-style-type: none"> 1) Salve Regina University's Institutional Review Board (IRB) 2) irb@salve.edu 3) Project site IRB 	<p>Review of the IRB Submission Application by DNP Chair and Appropriate IRB(s), as necessary</p>
<p align="center">IRB Approval Received Data Collection Begins</p>	<p>As determined by Committee Chair.</p>	<p>IRB Approval Documentation to be shared with committee and Faculty</p> <p>Data collection and project progression is shared with committee chair</p>	<p>Submit revisions to Committee Chair</p>

Assignment	Deadline/Due Date	Document/s to be Submitted	Submit Documents to:
<p align="center">DNP Project Oral Defense</p> <p align="center"><i>date scheduled as determined by student, Project chair and committee members</i></p>	<p>All data collection is completed and manuscript is complete.</p> <p>Manuscript has been shared with committee chair throughout the process.</p> <p>Final manuscript to be provided to Committee 1 week before DNP Project Defense</p>	<p align="center">Submit final date & time Committee Chair, Committee and to DNP Program Director</p>	<p>Student coordinates date & time with ALL DNP Project committee members and reports final date & time to DNP Program Director</p>
<p align="center">DNP Project Manuscript Complete</p>	<p>Submit manuscript to committee approximately two weeks before or as requested by Chair</p>	<ol style="list-style-type: none"> 1) Final copy of the DNP manuscript 2) Author guidelines from the journal in which the student plans to submit their DNP manuscript 	<p align="center">DNP Project Committee</p>
<p align="center">DNP Project Defense Faculty Evaluation</p>	<p>Two Days after the Defense</p>	<p>DNP Project Defense Faculty Evaluation Form to be completed by Committee Chair</p>	<p align="center">DNP Program Director</p>
<p align="center">DNP Portfolio Complete and Submitted</p>	<p>Two weeks after the completion of the Defense</p> <p>The latest date of acceptance for graduation is determined by your DNP Project Chair</p>	<p align="center">Portfolio with required cover pages</p>	<p align="center">DNP Program Director</p>
<p align="center">Submission of DNP Project to ProQuest</p>	<p>May 1 for May graduates, August 1 for August graduates and December 1 for December graduates</p>	<p align="center">DNP Project and completed doctoral signature page</p>	<p align="center">Director of Library Services</p>

DNP Project Advisory Committee

The establishment of the student's DNP Project Committee is a requirement *before* the student engages in the development of the DNP Project.

The role of the DNP Project Committee is to mentor the student in the development, implementation and evaluation of the DNP Project. The committee will encourage, support and critique the process of construction to dissemination of the manuscript. The committee will cohesively work together to aid the student in developing, critiquing, and evaluating the DNP process. The DNP Project Committee is expected to provide guidance, assist the student to prepare for the defense and compilation of the DNP manuscript. All committee members are expected to communicate with each other and attend (in person or via teleconference) the Defenses of the DNP Project Proposal and DNP Project.

DNP Project Chair and Committee

The Doctor of Nursing Practice (DNP) student will choose or be allocated a DNP Project Chair to oversee and collaborate with on their DNP Project. In addition to the Committee Chair, the student must have two additional terminal degree prepared professionals on his/her committee. One committee member, either the Chair or committee members, needs to hold a Doctor of Nursing Practice (DNP). It is highly recommended that the student discusses the selection of his/her committee with his/her Chair.

The student may opt to include other members to the committee. These members may be an agency liaison or a community member who has expertise in the issue/problem being addressed. Again, it is highly recommended that any addition of members to the committee be discussed with the Project Chair.

The committee consists of three (3) advisors:

- Chair - the DNP Project Chair must be a full time Salve Regina University faculty member with an earned doctoral degree (DNP, PhD, EdD, or JD degree).
- Committee Member #1- An individual who may be faculty at Salve Regina University or an advanced practice nurse within an institution with a terminal degree to serve as a supportive resource.
- Committee Member #2 – An optional member who may be faculty at Salve Regina University or another institution with a terminal degree in their discipline and has clinical expertise/ expert in the project topic area. The Committee Member #2 may be an agency liaison or a community member who has expertise in the issue/problem being addressed.

DNP Project Committee Chair

The DNP Project Committee Chair must be a full time Salve Regina University faculty member with an earned doctoral degree (DNP, PhD, EdD, or JD degree). The DNP Project Chair serves as the academic advisor and Chairperson of the DNP student's project. Once an agreement is reached between both student and faculty member, the student must submit a *DNP Project Chair Agreement Form* to the DNP Program Chair by the specified deadline.

DNP Project Committee Members

The DNP Project Committee must have two additional professionals on his/her committee. One of the committee members needs to hold a terminal nursing degree, preferably a Doctor of Nursing Practice (DNP). The DNP Project Committee Chair and the Director of the Graduate Nursing Program must approve the additional members of the committee. One of the committee members must have expertise in the area chosen for the DNP Project. Students must find and negotiate with the additional DNP Committee Members and submit a DNP Project Member Request Form, curriculum vitae, and proof of certification within practice, if appropriate. The student must submit the form and supplemental information for approval and signature from the Director of the Graduate Nursing Program by the specified deadline.

DNP Project Chair and Student Expectations

It is the responsibility *of the student* to:

1. The student will initiate contact with the Salve Regina University Nursing Faculty member who is under consideration as the Chair of the DNP Project Committee.
2. The student will initiate contact with other professionals to serve as committee members on the DNP Project Committee. (See criteria above)
3. The student will complete and submit all required forms to declare the committee members to the Graduate Nursing Director with curricula vitae and proof of licensure and certification, if appropriate.
4. The student will meet regularly with the DNP Project Chair to communicate the project progress, goals, plans, changes, questions, etc.
5. The student will share with the committee chair written documents of the proposal, power point presentations and IRB submissions to obtain feedback and maintain understanding of the project.
6. The student will communicate timelines, alterations in the project, scheduled meetings, deadlines, and defense dates among DNP Project Committee members.
7. The student will report problems that delay progress in completing the DNP Project to the DNP Project Chair.

8. The student will communicate in a respectful manner via all modes of communication.
9. The student will adhere to all dates defined between the student and committee chair.
10. The student will conduct committee meetings per request of the Chair, Committee, Faculty of the course and/ or themselves.
11. The Student will receive feedback from the Committee Chair which is applicable to any assignments based on the project, despite grading.

DNP Project Proposal

All DNP students are required to complete and defend his/her DNP Project Proposal and obtain IRB approval *before* beginning the DNP Project.

DNP Project Proposal Defense

The student is responsible for coordinating/scheduling a Defense date and time appropriate for all members of their DNP Project Committee. All DNP Project Committee members must attend (in person or via teleconference) the Defense of the DNP Project Proposal.

If the student is unable to complete the DNP Project requirements, the DNP Project Committee Chair will complete the following:

- a. A meeting with the Graduate Nursing Director and/ or Chair of the Nursing Department to determine the course of action
- b. If the student had issues with progression in which rendered the student unable to complete work, the student receives an Incomplete in the course and will not be able to register for the following course. The work will need to be completed by the negotiated time allotted between the DNP Project Committee Chair, Committee Members and the Director of the Graduate Nursing Program and/ or Chair of the Department of Nursing.
- c. Unacceptable work or time management issues: The student receives a failing grade and must wait one year to reregister for and retake the course. The student will be dismissed from the program if a second failing grade is received.

* Students must speak with their DNP Project Committee Chair regarding extenuating circumstances (i.e., illness, family emergency, etc.) that affect the progression of the DNP Project Proposal and/or Project. Each situation will be evaluated on a case by case basis with individual plans of action being developed.

Once the DNP Project Proposal is accepted, the student is referred to as a Doctoral Candidate. All work and signatures should reflect the new title; i.e. Jennifer Jones, MSN, FNP-BC Doctoral Candidate

Time Limit for Completion of the DNP Project

The Post-Master's DNP program is designed to be completed within 18 months from the date of the start of coursework. A student who fails to complete the degree within a four-year period will be dismissed from the DNP program unless approval is obtained from the Graduate Nursing Program Director or Chair of the Nursing Department.

DNP Project Defense

The student is responsible for coordinating/scheduling a DNP Project Defense date and time appropriate for all DNP Project Committee members. The specified date and time must be approved by all committee members prior to reporting the final date and time to the Graduate Nursing Program Director.

The DNP Project Defense is a formal presentation of the DNP Project followed by a question and answer period between the student and the DNP Project Committee. The Defense of the DNP Project serves as the final examination for the DNP student. The student must meet all the requirements of the DNP Project and have completed a project reflective of doctoral-level clinically focused project. The final Defense of the DNP Project must be approved by the entire DNP Project Committee before the student is eligible for graduation.

Each member of the DNP Project Committee must attend the Defense in person or via audio or video teleconference. DNP Project Committee members will complete a Defense evaluation form and meet privately at the end of the Defense to reach consensus on the outcome of the oral presentation of the DNP Project, the DNP Project and the DNP manuscript.

Once the Doctoral Candidate has presented the DNP Project Defense and determined to pass or revisions are requested, the following needs to be completed:

- Submit a PDF of the Final Manuscript to the Committee Chair
- Submit a PDF of the DNP Project Defense Power Point Presentation to the Committee Chair
- The Committee Chair Submits the “committees” consensus and final decision on the DNP Project Oral Defense Form. The Committee members need to provide feedback and sign and date the form.
- The Committee Chair submits the above documents and the Doctor of Nursing Practice (DNP) Dissertation Signature Form with the student signature and chair signature to the Graduate Nursing Program Director.
- The entire packet will be submitted for signature approval through the academic leadership.

- Once the academic leadership has signed the Doctor of Nursing Practice (DNP) Project Dissertation Signature Form, the form will be sent to library archivist to approve publishing of the manuscript into ProQuest.
- The student must create a ProQuest account, convert their Project into the proper format and upload the document into ProQuest following the step-by-step instructions available on the [library website](#).
- Once the DNP Project is successfully uploaded into ProQuest the Doctoral Candidate is a **Doctor of Nursing Practice**.

Grading

Students receive a pass/fail for the DNP project. Objective measures for the project include:

- Demonstration of organizational and system leadership to improve the quality of healthcare for persons.
- Ability to design, implement, and evaluate strategies to address the environmental influences of culture, economics, ethics, law, policy, politics, society, and technology on health outcomes.
- Engagement in the processes of critical thinking, communications, change, and lifelong learning as an advanced practice nurse.

DNP Manuscript

The Order of Elements for the paper is as follows:

Front Matter

- Title Page
- Copyright Page
- Abstract (*typically limited to 250 words. Also included on this page is the **Keywords** section: three to five words that describe the most important aspects of your paper and help readers find your work during a database search*)
- Table of Contents
- List of Tables
- List of Figures (if applicable)
- Acknowledgements

Text

Chapter 1: The title serves as the Level 1 heading. Subsequent level headings in this section should be relative to those which state the problem (content in this chapter identify the purpose of the project, clinical questions, and the theoretical framework employed)

Chapter 2: Review of the Literature

Chapter 3: Methodology (this section includes study setting, sample/participants, study instrument(s), data collection, ethical considerations, timeline)

Chapter 4: Results (this section is for objective analysis of the data)

Chapter 5: Discussion (this section interprets the results and assesses its significance, as well as identifies strengths, limitations, and in conclusion, possible implications)

Back Matter

- References
- Tables
- Figures
- Appendices

Submission for Approval

A final draft of the DNP manuscript must be submitted to the DNP Project Committee no later than two weeks **before** the scheduled Project Defense. The manuscript will be discussed and evaluated during the DNP Project Defense. Any revisions to the DNP manuscript are due to the DNP Project Committee no later than one week after the DNP Project Defense. The DNP manuscript must be successfully completed prior to graduation. Students are encouraged to submit their DNP manuscript for publication.

Preparing Manuscript for Deposit

You must submit your dissertation to ProQuest by **May 1** for May graduates, **August 1** for August graduates, and **December 1** for December graduates.

Please note that if you have images in your dissertation that are not in the public domain, you will need to upload permission documentation along with your dissertation. Please gather these documents (in pdf format) prior to sitting down to submit.

Before you submit you will also need to embed your fonts in Word and convert your dissertation document to an archival format, PDF/A-1b, This process ensures your document will be accessible across operating systems and software through time. If you do not have access to Adobe Acrobat Pro, then the Librarian will need to complete these steps for you. If you have access to the software and would like to convert your document on your own, the instructions are available on the McKillop Library [DNP Project web page](#).

Depositing Manuscript to ProQuest

- Once you have a PDF in archival format with embedded fonts, you will submit your dissertation through the ProQuest UMI Electronic Theses and Dissertations website. Go to <https://etdadmin.com/cgi-bin/home>, create an account, and complete the guided submission process.
- The ProQuest UMI ETD submission process includes the following **decision points**.
 - Setting an embargo (for students in talks with publishers)
 - Search engine optimization (recommended)
 - Setting metadata – what keywords or search terms will allow future researchers to find your work?
 - Traditional vs. Open Access publishing – Select Traditional Publishing. Students can publish Open Access for free via the Salve Regina University institutional repository, Digital Commons: http://digitalcommons.salve.edu/phd_dissertations/.
 - ProQuest charges \$95 for its service, which it offers for students whose institutions do not have repositories. Publishing in Digital Commons is allowed under ProQuest's Traditional Publishing agreement.
- Registering for U. S. Copyright - This is not required, as you will own copyright of your dissertation regardless. The decision to register is up to you.
- Ordering personal copies (students do not need to order copies for the library or archives)
- Uploading the dissertation and any supplemental files. The upload limit is 1000 MB; most dissertations are under 10 MB. ProQuest supports to inclusion of digital files, such as datasets or multimedia. These files will need to be described in your abstract.
- Uploading copyright permissions documents. These must be submitted for any non-public domain materials used in the dissertation that were not created by the dissertation writer. This includes, among many other things, images found on the Internet.

Important Reminders

- You must submit your completed signature page to the Graduate Program Director before submitting your dissertation. The signature page will not be scanned into the digital copy of your dissertation in order to minimize the presence of faculty signatures online.
- You do not need to print a hard copy of your dissertation – ProQuest will send the library a bound copy. This will appear on your final invoice but you will not be charged for it.
- ProQuest UMI ETD provides a series of guides on publication and copyright considerations for dissertation publishing. You are encouraged to review these guidelines before submitting your dissertation.
- If media (video, audio, computer programs, and/or significant number of images) needs to be included with the dissertation, please be sure to pay attention to the requirements for supplemental files.
- If the dissertation includes equations, please note that the Microsoft Word Equation Editor should not be used. Instead, use italic Times New Roman font and Symbol font along with superscripts and subscripts to create equations.
- Increasingly, dissertation writers are using images and media in their dissertations. The usual Fair Use guidelines for using other people's creations (photographs, artwork, infographics, etc.) for educational use do not apply to dissertations because they are published. It is not enough to cite the source of media you did not create. **Students are responsible for obtaining copyright clearance for all non-public domain media used in their dissertations.**
- The library will not help revise your dissertation submission once the deadline has passed (May 1st, August 1st, or December 1st, depending). If you notice an error you wish to change in your dissertation after it has been delivered to ProQuest, you must contact ProQuest customer service to change the document. There will be a fee.

There are some additional resources from ProQuest here: See ProQuest Documentation and Resources on McKillop Library's [DNP Project page](#). The final product will be a DNP manuscript of the project in a publishable form for ProQuest.

To publish your research as an article to disseminate to the profession, you must look at the author's notes sections of professional journals to obtain information on guidelines for submitting a manuscript (i.e., length, font, etc.). Students must identify and use the journal guidelines where they intend to submit their work.

Exxat

Salve Regina University is using Exxat STEPS to manage your clinical education. Exxat will help you build your clinical profile and provide a place to upload your required documents. Exxat can also help you find a clinical site that fits. During your experiential learning, the system will coordinate the information and assignments required by your program. All students will be required to set up an account with Exxat as soon as they enroll in the graduate program.

Please follow the steps below to get signed into Exxat and to use your name@salve.edu to get started.

Setting Up Your Account on Exxat (SSO Users) for Students STEPS

Please also reference the following tutorials as you get started in Exxat:

1. Exxat Student Orientation (6:04)
2. Managing Required Documents for Students STEPS
3. Timesheets for Students Exxat STEPS
4. How to Use the Basic Patient Log for Students STEPS PT
5. Overview & Adding a Patient Log for Students STEPS
6. Filling Out the CI Details Form for Students STEPS P

DNP PROJECT FORMS



DNP Project Declaration Form

Complete this document and submit to the DNP Program Director and NUR 650 Faculty with a copy of (1) DNP Project Abstract and (2) Proposal Draft or Review of Literature.

STUDENT NAME: _____

DNP PROJECT DESCRIPTION:

SIGNATURE OF DNP STUDENT: _____ DATE: _____

DEPARTMENT APPROVAL: YES No

COMMENTS:

SIGNATURE OF SALVE REGINA UNIVERSITY NUR 650 FACULTY:

_____ DATE: _____

SIGNATURE OF SALVE REGINA UNIVERSITY GRADUATE NURSING PROGRAM DIRECTOR:

_____ DATE: _____



DNP Project Committee Chair Agreement Form

DNP STUDENT INFORMATION

Student Name: _____

Address: _____

Phone: _____ Email: _____

Briefly Describe Your DNP Project/ Abstract:

ADVISOR INFORMATION

Faculty Chair Name and Credentials: (CV Attached)

Phone: _____ Email: _____

Committee Member #1 Name and Credentials: (CV Attached)

Address: _____

Phone: _____ Email: _____

Committee Member #2 Name and Credentials: (CV Attached)

Address: _____

Phone: _____ Email: _____

DNP PROJECT CHAIR RESPONSIBILITIES

The Doctor of Nursing Practice (DNP) program requires a DNP Project Chair to provide oversight and coaching through three courses; NUR 650 DNP Project: Development, NUR 655 DNP Project: Implementation, and NUR 660 DNP Project: Evaluation. The

DNP Project is a research endeavor and manuscript to demonstrate through a critical and systematic process the AACN *Essentials of Doctoral Education for Advanced Nursing Practice*. At the completion of the DNP Project courses, the candidate is expected to complete a bound DNP manuscript, defend their project and disseminate in a professional forum. The DNP Project Chair Roles and Responsibilities are, but not limited to, as follows:

1. Identify with the DNP student specific, measurable and obtainable goals to construct a framework and obtain the DNP Essential and Salve Regina University Student Learning Objectives.
2. Supports and enhances the DNP student in developing systematic and organizational leadership skills to complete a DNP project within the construct of the course guidelines.
3. Assist the DNP Student to collaborate with the DNP Project Committee Members to communicate effectively via written and verbal communication methods for consistent meetings, expectations and goals of the committee members and collaborative relationship development in DNP work.
4. Supports and collaborates with the DNP Project Committee Members to provide effective communication and development of the DNP Systematic Leadership Skills.
5. Coordinates the DNP Project Defense.
6. Provide to the Salve Regina University Graduate Nursing Director/ Advisor a current CV, active, unencumbered license and certification for the Advanced Practice role, as appropriate.
7. Holds a terminal degree in Nursing and is a full-time faculty within Salve Regina University.

I agree to serve as the DNP Project Chair to _____ ,
a Salve Regina University DNP student.

Signature of Faculty Advisor: _____ Date: _____

Signature of DNP student: _____ Date: _____

Approval: Yes No

Comments:

Approval Signature of Salve Regina University Graduate Nursing Program Director/ Advisor.

_____ Date: _____



DNP Project Committee Member Agreement Form

DNP STUDENT INFORMATION

Student Name: _____

Address: _____

Phone: _____ Email: _____

Briefly Describe Your DNP Project:

COMMITTEE MEMBER INFORMATION

Faculty/ Requested Academic Support Member: _____

Academic Credentials/Degrees: _____

Address: _____

Phone: _____ Email: _____

COMMITTEE MEMBER(S) RESPONSIBILITIES

The Doctor of Nursing Practice (DNP) program requires a DNP Project Committee Member to provide oversight and coaching through three courses; NUR 650 DNP Project: Development, NUR 655 DNP Project: Implementation, and NUR 660 DNP Project: Evaluation. The DNP student may choose at least three (3) committee members but must have a minimum of one (1) committee member to assist and provide guidance to the DNP student and the DNP Committee Chair as clinical experts. The DNP Project is a project to demonstrate through a critical and systematic process the AACN Essentials of Doctoral Education for Advanced Nursing Practice. At the completion of the DNP Project courses, the candidate is expected to complete a bound DNP manuscript, defend the project and disseminate in a professional forum. The DNP Project Chair serves as the academic advisor to fulfill the requirements of the DNP Project, syllabi and dissemination of DNP work.

The DNP Project Committee Member(s) responsibilities are, but not limited to, as follows:

1. Identify with the DNP student specific, measurable and obtainable goals to construct a framework and obtain the DNP Essential and Salve Regina University Student Learning Objectives.
2. Supports and enhances the DNP student in developing systematic and organizational leadership skills to complete a DNP capstone project within the construct of the course guidelines.
3. Assist the DNP Student to collaborate with the DNP Project Committee Members to communicate effectively via written and verbal communication methods for consistent meetings, expectations and goals of the committee members and collaborative relationship development in DNP work.
4. Supports and collaborates with the DNP Project Committee Members to provide effective communication and development of the DNP Systematic Leadership Skills.
5. Provide the clinical expert perspective within the DNP Project Committee to support, encourage, and provide insight in planning, execution and dissemination of the DNP Project.
6. Provide to the DNP Project Committee Chair and Salve Regina University Graduate Nursing Director/ Advisor a current CV, active, unencumbered license and certification for the Advanced Practice role, as appropriate.

I agree to serve as a DNP Project Committee Member to _____;
a Salve Regina University DNP student.

Signature of Committee Member: _____ Date: _____

Signature of DNP student: _____ Date: _____

Approval: Yes No

Comments:

Approval Signature of Salve Regina University Graduate Nursing Program Director/ Advisor.

_____ Date: _____



Doctor of Nursing Practice (DNP) Project Proposal Defense

Program Development/ Implementation/ Evaluation

The DNP Project Proposal must be reviewed and approved by the Graduate Faculty Committee before the student may proceed with the DNP Capstone Project.

Project Title: _____

Student Name: _____

<p>DNP Project Title/Overview Concise and accurate/ Provides direction for project</p>	
<p>Abstract</p>	
<p>Background of the Problem</p> <ul style="list-style-type: none">a. Introductory materials with brief evidentiary statement to justify the topicb. Background and Significance of problem.c. Target population and/or stakeholdersd. Purpose statemente. Clinical questions to be answered through the DNP Capstone projectf. Objectives of project with measurable outcomes	

<p>Theoretical Framework and Synthesis of Literature</p> <ul style="list-style-type: none"> a. The model or framework to be used to conduct the project with justification and relevance to the clinical question b. A thorough review of the literature with synthesis of the evidence supporting the clinical question and project c. Literature search strategy and databases used and evaluation process 	
<p>Organizational Assessment & Cost Effectiveness Analysis</p> <ul style="list-style-type: none"> a. Assessment of the organization in which the project will be carried out to include readiness for change, facilitators and barriers, risks and/or unintended consequences b. Identify stakeholders affected by the proposed DNP Capstone Project C c. Cost factors associated with the project; including, but not limited to, cost of the proposed implementation process, analysis and cost avoidance or savings associated with implementation 	
<p>Design and Methodology</p> <ul style="list-style-type: none"> a. Methods b. Outcome measures, evaluation and type of data analysis c. Psychometric properties of any instruments used for evaluation (Reliability and Validity) d. Timeline for project from planning, proposal defense, implementation, analysis and project defense e. Plan for sustainability within the organization f. Advanced Practice implications for practice 	

IRB Approval (as applicable) a. Institutional IRB (if applicable) b. Salve Regina University IRB approval	
Timeframe <ul style="list-style-type: none"> • Reasonable and comprehensive • Timeline discussed • Due dates based on recommendations and deadlines through administration 	
DNP Project reflects and demonstrates the AACN Essentials of Doctoral Education for Advanced Nursing Practice and Salve Regina University Mission	
References, APA Format, Title Page	

Evaluation: Approved as Presented Approved with Recommendations Not Approved

Additional Comments:

IRB Recommendation:

Exempt Expedited Full Review No Human Subject Involvement

Student Signature: _____ Date: _____

DNP Project Chair: _____ Date: _____

DNP Project Committee Member: _____ Date: _____

DNP Project Committee Member: _____ Date: _____

NUR 650 Course Facilitator _____ Date: _____

Graduate Nursing Program Director _____ Date: _____



DNP Project Faculty Chair Interview Questions

Before interviewing Salve Regina University Graduate Nursing Faculty to decide on your DNP Project Faculty Chair, the student shall reflect on their needs and expectations.

- Do you require constant guidance and strict accountability or an advisor who provides guidance through the process is student lead and managed?
- Are you looking for a mentor or do you want a clearly defined and structured relationship?
- Do you absolutely need to work with someone who specializes in the specialty to be studied?

The student will submit the DNP Project ideas with the faculty of the NUR 650 course. Once the foundation is completed, the student will communicate with their intended faculty to share a summary of their DNP and clinical interests, their expectations and request for the faculty's guidance.

To illustrate the best method to determine a positive experience for both student and faculty member, the following questions may guide the student while speaking to a prospective Salve Regina University faculty Chair.

1. What is your clinical certification? What/where are you currently practicing?
2. What are your current/future research and clinical interests?
3. What is your nursing practice and teaching philosophy?
4. What is your schedule like? How often would you be available to meet/talk? Do you prefer meeting in person? Phone? Email?
5. Have you advised doctoral students in the past?
6. What specific strategies do you use to help students focus their interests, refine their DNP/clinical skills, and develop independence?
7. Have you had clinical experience working with diverse, rural, underserved, and/or vulnerable populations?
8. Describe how you personally integrate new research (your own or other's) and/or new programs/procedures/ideas/policies into your practice.

9. What are your expectations in advising DNP students? Are you willing to advise on a DNP Project not directly in your area of expertise?
10. Are you planning to be on sabbatical? What arrangements are made for mentoring your students when you are on sabbatical?
11. In regard to the AACN's *Essentials of Doctoral Education for Advanced Nursing Practice*, how would you evaluate my DNP Proposal and Project based on those standards?



Doctor of Nursing Practice (DNP) Proposal Written Manuscript

Project Title: _____

Student Name: _____

Title/Overview Concise and accurate/ Provides direction for project	
Abstract	
Background of the Problem <ul style="list-style-type: none">a. Introductory materials with brief evidentiary statement to justify the topicb. Background and Significance of problem.c. Target population and/or stakeholdersd. Purpose statemente. Clinical questions to be answered through the DNP Capstone projectf. Objectives of project with measurable outcomes	
Theoretical Framework and Synthesis of Literature <ul style="list-style-type: none">a. The model or framework to be used to conduct the project with justification and relevance to the clinical questionb. A thorough review of the literature with synthesis of the evidence supporting the clinical question and projectc. Literature search strategy and databases used and evaluation process used.	

<p>Organizational Assessment & Cost Effectiveness Analysis</p> <ul style="list-style-type: none"> a. Assessment of the organization in which the project will be carried out to include readiness for change, facilitators and barriers, risks and/or unintended consequences b. Identify stakeholders affected by the proposed DNP Capstone Project c. Cost factors associated with the project; including, but not limited to, cost of the proposed implementation process, analysis and cost avoidance or savings associated with implementation 	
<p>IRB Approval (as applicable)</p> <ul style="list-style-type: none"> a. Institutional IRB (if applicable) b. Salve Regina University IRB approval 	
<p>Design and Methodology</p> <ul style="list-style-type: none"> a. Methods b. Outcome measures, evaluation and type of data analysis c. Psychometric properties of any instruments used for evaluation (Reliability and Validity) d. Timeline for project from planning, proposal defense, implementation, analysis and project defense e. Plan for sustainability within the organization 	
<p>Analysis of Research Data</p> <ul style="list-style-type: none"> a. Specify the analysis process of the data b. Discuss the results of the data collection c. Outcome measures d. Interpretation of findings 	

<p>Discussion:</p> <p>Significance to practice, Limitation and Strengths of the Study</p> <ul style="list-style-type: none"> a. Discussion based on findings of research b. Strengths c. Limitations d. Recommendations for future research e. Impact on Health Care Practice and the Role of the APRN f. Sustainability of the program 	
<p>Conclusion</p> <ul style="list-style-type: none"> a. Comprehensive review to the DNP Project b. Provide insight for the reader of the outcomes purpose and applicability to practice 	
<p>DNP Project reflects and demonstrates the AACN Essentials of Doctoral Education for Advanced Nursing Practice and Salve Regina University Mission</p>	
<p>References, APA Format, Title Page</p>	

PASSED, unconditional **Date:** _____

Meets or exceeds all criteria for Proposal to proceed to implementation phase.

PASSED, provisional **Date:** _____

The DNP Project requires minor to moderate, non-trivial revision(s). The DNP Project Chair or other designated member of the advisory committee will be responsible for communicating to the student, in detail, the revisions necessary for completion to implement the DNP Project. The deadline for the completion of the revisions is determined. If the deadline is not adhered to, the DNP proposal will be on hold and the student will receive an incomplete in NUR 650. The student will not be able to register for NUR 655.

Members of the examining committee who will certify completion of the revisions:

Committee member who will notify the candidate of the required revisions:

Revisions must be complete by:

_____/_____/_____

Revisions received on:

_____/_____/_____

DNP Project PASSED on:

_____/_____/_____

FAILED **Date:** _____

Does not meet criteria for proposal defense and contains significant deficits.

Additional Comments:

Student Signature: _____ Date: _____

DNP Project Chair: _____ Date: _____

DNP Project Committee Member: _____ Date: _____

DNP Project Committee Member: _____ Date: _____

NUR 650 Course Facilitator _____ Date: _____

Graduate Nursing Program Director _____ Date: _____



Doctor of Nursing Practice (DNP) Project Oral Defense

Project Title: _____

Student Name: _____

<p>Presentation</p> <ul style="list-style-type: none">a. Slides are presented with professional constructionb. Adheres to APA formattingc. Poster Board, if requested, is professionald. Attire of doctoral candidate is professional, neat and appropriate for doctoral dissertation defense presentatione.	
<p>Title/Overview</p> <p>Concise and accurate/ Provides direction for project</p>	
<p>Background of the Problem</p> <ul style="list-style-type: none">a. Introductory materials with brief evidentiary statement to justify the topicb. Background and Significance of problem.c. Target population and/or stakeholdersd. Purpose statemente. Clinical questions to be answered through the DNP Capstone projectf. Objectives of project with measurable outcomes	

<p>Theoretical Framework and Synthesis of Literature</p> <ul style="list-style-type: none"> a. The model or framework to be used to conduct the project with justification and relevance to the clinical question b. A thorough review of the literature with synthesis of the evidence supporting the clinical question and project c. Literature search strategy and databases used and evaluation process used. 	
<p>Organizational Assessment & Cost Effectiveness Analysis</p> <ul style="list-style-type: none"> a. Assessment of the organization in which the project will be carried out to include readiness for change, facilitators and barriers, risks and/or unintended consequences b. Identify stakeholders affected by the proposed DNP Capstone Project c. Cost factors associated with the project; including, but not limited to, cost of the proposed implementation process, analysis and cost avoidance or savings associated with implementation 	
<p>IRB Approval (as applicable)</p> <ul style="list-style-type: none"> a. Institutional IRB (if applicable) b. Salve Regina University IRB approval c. Process discussed 	
<p>Design and Methodology</p> <ul style="list-style-type: none"> a. Methods b. Outcome measures, evaluation and type of data analysis 	

<p>Design and Methodology (cont.)</p> <ul style="list-style-type: none"> c. Psychometric properties of any instruments used for evaluation (Reliability and Validity) d. Timeline for project from planning, proposal defense, implementation, analysis and project defense e. Plan for sustainability within the organization 	
<p>Analysis of Research Data</p> <ul style="list-style-type: none"> a. Specify the analysis process of the data b. Discuss the results of the data collection c. Outcome measures d. Interpretation of statistical findings 	
<p>Discussion:</p> <p>Significance to practice, Limitation and Strengths of the Study</p> <ul style="list-style-type: none"> a. Discussion based on findings of research b. Strengths c. Limitations d. Recommendations for future research e. Impact on Health Care Practice and the Role of the APRN f. Sustainability of the program 	
<p>Conclusion</p> <ul style="list-style-type: none"> a. Comprehensive review to the DNP Project b. Provide insight for the reader of the outcomes purpose and applicability to practice c. Relationship to the Salve Mission 	
<p>DNP Project reflects and demonstrates the AACN Essentials of Doctoral Education for Advanced Nursing Practice and Salve Regina University Mission</p>	
<p>References, APA Format, Title Page</p>	

PASSED, unconditional **Date:** _____

Meets or exceeds all criteria for Defense.

PASSED, provisional **Date:** _____

The DNP Project requires minor to moderate, non-trivial revision(s). The DNP Project Chair or other designated member of the advisory committee will be responsible for communicating to the student, in detail, the revisions necessary for completion of the DNP Project and the deadline for the completion of the revisions. If, after that length of time, the DNP project has not been accepted, the candidate will be considered as having failed.

Members of the examining committee who will certify completion of the revisions:

Committee member who will notify the candidate of the required revisions:

Revisions must be complete by:

_____ / _____ / _____

Revisions received on:

_____ / _____ / _____

DNP Project PASSED on:

_____ / _____ / _____

FAILED **Date:** _____

Does not meet criteria for Defense and contains significant deficits.

Additional Comments:

Student Signature: _____ Date: _____

DNP Project Chair: _____ Date: _____

DNP Project Committee Member: _____ Date: _____

DNP Project Committee Member: _____ Date: _____

NUR 650 Course Facilitator: _____ Date: _____

Graduate Nursing Program Director: _____ Date: _____

DISSERTATION FORMATTING CHECKLIST

DNP PROJECT

Student Name: _____

Candidate Advisor

The entire dissertation (incl. page numbers) is in Times New Roman 12.
Text is double-spaced, **without** extra space between paragraphs.
Margins are 1" on all sides.
Pagination begins with Arabic numbering on Title page.

Order and Formatting of Front Matter

Title page includes running head (see *APA 7th*, 2.3, 2.4 and 2.8)
Copyright page
Abstract, including Keywords (see *APA 7th*, 2.9, 2.10)
Table of Contents
List of Tables
List of Figures
Author Acknowledgments (if applicable)

Text

Headings are logical and consistent (See *APA 7th* 2.27).
Level headings are formatted correctly (see *APA 7th*, 2.27)
Tables are formatted correctly (see *APA 7th*, Ch. 7)
Figures are formatted correctly (see *APA 7th*, Ch. 7)
Block quotations are formatted correctly (see *APA 7th*, 8.27)
Chapter 1: Introduction of problem statement, purpose of the project, clinical questions and theoretical framework
Chapter 2: Review of the Literature
Chapter 3: Methodology, including participants, setting, tools and data collection
Chapter 4: Results/analysis
Chapter 5: Discussion including significance, implications, strengths, and limitations

Citation & Copyright, and Order of Back Matter

Reference list is present and formatted correctly (see *APA 7th*, Ch. 10)
Footnote formatting is correct, if applicable (see *APA 7th*, 2.13)
Tables
Figures
Appendices, if applicable (see *APA 7th*, 2.14)
Author has copyright permissions for all third-party works used (see *APA 7th*, 12.14-12.17)



SALVE REGINA UNIVERSITY
GRADUATE STUDIES

This doctoral work of _____ entitled:

submitted to the Doctoral Programs in partial fulfillment of the requirements for the degree of

PhD International Relations

Doctor of Nursing Practice

Doctor of Humanities

at Salve Regina University has been read and approved by the following individuals:

Reader 1:

(Name and degree of person typed)

(signature)

Date: _____

Reader 2:

(Name and degree of person typed)

(signature)

Date: _____

Mentor:

(name and degree of person typed)

(signature)

Date: _____

Graduate Program Director: _____

Date: _____

Has been approved by:

Provost & Vice President of Academic Affairs: _____

Date: _____