SALVE REGINA
UNIVERSITY

Graduate Nursing Handbook

2024-2025

*This edition of the **Graduate Nursing Handbook** supersedes earlier editions.
Salve Regina University reserves the right to modify this handbook as needed*

All students in this program are required to acknowledge this handbook annually.

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Introduction to the Graduate Nursing Program

Welcome from the Chair

Welcome to Salve Regina University and the Graduate Nursing program. We look forward to the contributions you will make to our school, our profession, and the overall health of the communities you will serve. The goal of our program is to graduate leaders in the field of nursing. We welcome you to our diverse community of scholars, a community that values scholarly thinking, dialogue, and an environment where imagination and ideas thrive. May you use your talents wisely, express inquisitiveness, read broadly, think critically, and engage your faculty and colleagues in the exchange of ideas.

This Handbook is designed to provide information about our program as well as information about the academic calendar and policies governing academic life easily available to you. If you have questions that are not easily addressed through the handbook, your faculty advisor, program faculty and staff, and the staff in the Office of Graduate Studies are available to help you. I hope that this Handbook will become a useful resource.

The Department of Nursing, in keeping with the traditions of the Sisters of Mercy, recognizes that all people, patients, and healthcare providers are stewards of God's creation. As you progress through the curriculum, in your professional career, and in your personal life, we encourage each of you to strive for a world that is harmonious, just, and merciful.

All the best for success,

Elizabeth Bloom, Ph.D., MSN, BSN
Associate Professor and Chair
Department of Nursing

Welcome from the Associate Chair of Graduate & Professional Studies

Welcome! We are excited to have you join Salve Regina University's Rodger's Family Graduate Nursing program. As we embark on this academic journey, you will experience many trials and triumphs. When you complete the program, you will join an elite group of nurses who are the frontiers of their profession.

Embedded throughout the program, Salve Regina University's mission of providing compassionate, ethical, competent patient care to all is ever-present. Engaging in lifelong learning will cultivate new skills and critical thinking to transform the future of health care. You are pioneers in nursing. Salve offers an education with a ***personal touch***. You may contact me for any issues in your academic progression. May we all embody Salve's mission to provide quality care with compassion, empathy, dedication, and mercy!

Sharon L Stager, DNP, APRN, FNP-BC
Associate Chair of Graduate and
Professional Nursing Studies
Associate Professor, Nursing

Accreditation

Salve Regina University and the Graduate Nursing program are accredited by the New England Commission of Higher Education

Salve Regina University and the Graduate Nursing program is approved by the Rhode Island Board of Nurse Registration and Nursing Education.

The baccalaureate degree program in nursing, master's degree program in nursing and Doctor of Nursing Practice program at Salve Regina are accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, (202) 887-6791.

Commission on Collegiate Nursing Education (CCNE)

Graduate Nursing Academic Policies

Late submission of assignments
All materials must be submitted prior to the due date. Late submissions are accepted with a 5% deduction per day up to 5 days. The deduction begins at the submission deadline. The Canvas submission clock automatically calculates the late assignment. No assignments are accepted after 5 days and after the class has ended.
If circumstances cause a delay in submission, please contact the faculty via salve.edu email PRIOR to the due date to discuss accommodations for the late submission. If the student cannot complete all work by the end of the semester, the student and professor may request an incomplete.
Communication is required before the end of class to request an incomplete. The best policy is to have asked rather than to never have asked.

TurnitIn Disclosure:
Salve Regina University has entered into a license agreement with Turnitin.com, a service that helps prevent plagiarism by comparing student papers with Turnitin's database and internet sources. Students who take this course are advised and agree that all assignments may be submitted to Turnitin.com. While student privacy is protected, papers submitted to Turnitin may become source documents in Turnitin's reference database solely to detect plagiarism of such papers. Use of the Turnitin service is subject to the Terms and Conditions of Use posted on Turnitin's website. Salve Regina University is committed to preserving academic integrity as defined by the Academic Honor Code, which is recorded in the Undergraduate and Graduate catalogs. Salve Regina University may, from time to time, make similar arrangements with other service providers.

All assignments are submitted through Turnitin via Canvas.
The maximum percentage of Turnitin for the prevention of plagiarism is 20%.
Points will be deducted for inappropriate Turnitin percentages.
20-25%	5% deduction
26-30%	10% deduction
31-35%	15% deduction
>35%	20% deduction

The only acceptable reference for nursing papers is the Publication Manual of the American Psychological Association, Seventh Edition (2020).
Academic Integrity
Please refer to University Graduate Academic Policy.

Artificial Intelligence Policy and the Use of Large Language Models
Students may explore and utilize various resources to support their learning and research, including cutting-edge technologies like large language models (LLMs) such as ChatGPT, Bing Chat, and others. However, it is crucial to maintain academic integrity when using LLMs in assignments. The following guidelines must be adhered to when using LLMs in your coursework:

Transparent LLM Use: Indicate when and where you have used an LLM for assistance in your assignment. This includes specifying the LLM's name and how much you relied on its output to develop your final response. For instance, you may mention that you used ChatGPT to brainstorm ideas or gather background information.

Original Writing: Although LLMs can help generate content, your final assignment submissions must include original writing. You must critically analyze and synthesize the LLM-generated content to produce a well-structured and coherent response. **Directly copying and pasting from LLM outputs is strictly prohibited and considered a breach of academic integrity.**

Minimum Citations Requirement: To ensure a comprehensive understanding of the subject matter, your assignments must include the assignment-requested number of references and a minimum of four citations from non-LLM sources. This will demonstrate your engagement with various perspectives and evaluate evidence-based research to evaluate and uphold the commitment to engage in a thorough research process. Be sure to properly cite all sources according to the designated citation style for this course.

Collaboration and LLMs: While group discussions and collaboration are encouraged, each student is responsible for ensuring that their individual assignment submissions are original and do not contain copied content from LLMs or their peers. Using LLMs to complete group assignments should follow the same guidelines as individual assignments, with transparency and originality of utmost importance.

Use generative AI to write this assignment: Generative AI is not an author. With caution, these tools should only be used to improve language and readability. If you used generative AI or AI-assisted technology, include the following statement directly before the references at the end of your manuscript/ assignment.

Declaration of generative AI and AI-assisted technologies in the writing process

During the preparation of this work, I, [your name] used [NAME TOOL / SERVICE] in order to [REASON]. After using this tool/service, I [enter your name] reviewed and edited the content as needed and take full responsibility for the content.

All assignments are submitted to Turnitin, and an AI assessment is determined. Following the percentages to prevention of plagiarism, deductions will be assessed in the following manner:

> Points will be deducted for inappropriate Turnitin scores in both the overall Turnitin score and the AI assessment. There can be cumulative deductions with the Turnitin results.
> 20-25% 5% deduction
> 26-30% 10% deduction

        31-35% 15% deduction
        >35%   20% deduction

By adhering to these guidelines, you will maintain academic integrity and ensure that using LLMs in assignments is ethical and responsible. Failure to comply with these expectations may result in disciplinary action, including but not limited to a failing grade for the assignment, a failing grade for the course, or a referral to the university's academic integrity committee.

Class Attendance Policy
In addition to the university's class attendance policy, graduate nursing students with habitual non-attendance of a course or courses will be considered academic misconduct subject to withdrawal from the course(s) not attended. Habitual non-attendance is defined as a consecutive absence in any course or lack of participation in discussion in an online course equating to three full weeks of missed class sessions (one absence for a course meeting periodically through the semester, three absences for a course meeting once a week, six absences for a course meeting twice a week, nine absences for a course meeting three times a week).
Habitual non-attendance in one or more classes may result in administrative withdrawal from the class or classes affected. Moreover, when a student is habitually absent from most or all classes, the student may be subject to administrative withdrawal from the University or, in cases with

extenuating circumstances, to an administrative leave of absence. In such cases, a grade of W or WF will be assigned to the classes affected according to the appropriate date published in the academic calendar.
Students should note that faculty members may have more stringent attendance policies and standards for participation in their courses, as noted on the course syllabus.

Communication with faculty
All communication with faculty is mandated to be through the Salve.edu email system or Salve phone system. Please address your professor with the title of their position, i.e. Dr, Professor, Miss, Mrs. or Mr. Faculty have 48 hours (about 2 days) to respond to your email or phone call. If a response is not obtained within this time, the student may call the Department Administrative Secretary at 401-341-2211 during business hours.

> *Please note: If the faculty has supplied a personal cell phone, the expectation is for emergencies only. Emergencies include deaths in the family, medical issues, or inability to be present for class or clinical experience. Faculty personal cell phones are not to be texted or called regarding assignment issues, submission issues or grading questions.*

E-mail Etiquette
Always conduct yourself professionally and courteously when contacting any professor or university official by e-mail. You should always include a brief subject in the subject line of the e-mail and begin your message with an appropriate and respectful greeting, referring to the person you are e-mailing by name and credential (i.e. Dr. or Professor). Pay attention to grammar and spelling, and do not use text message language in an e-mail.
Always sign your name at the end of your message. The faculty will not respond to emails that do not use proper etiquette.

Netiquette within Course Discussions

Netiquette **or "**net etiquette" refers to an ethical code of conduct regarding communication while using the Internet. Good netiquette involves respecting the privacy of others, and not doing anything online that will disturb or frustrate other people. The following netiquette guidelines are suggested practice for success in your online learning environment at Salve Regina University.

1. **Use correct spelling and grammar rules:** It is good practice to compose your message in a word processing program so you can check your spelling and grammar prior to sending.
2. **Avoid typing in all capital letters**, it is akin to shouting and is considered rude. A word or two in caps for emphasis is fine.
3. **Be respectful of others:** Whether you are receiving or sending an e-mail, or participating in an online discussion, it is important to be courteous and respectful of others. Keep personal beliefs, including politics and religion out of classroom discussion unless the instructor has invited such contribution.
4. **Maintain a positive tone:** When composing a message, ask yourself: "Would I say this to the person face-to-face?" Remember that the ease and speed of the Internet makes it easy to say something you may regret later.
5. **Don't respond to personal attacks:** Contact your instructor for action and referral.
6. **Be brief and respectful of others' time:** If your message is succinct and to the point, people will be more likely to read it.
7. **Keep personal information private:** Posting private information in the wrong location can have serious consequences. Remember that divulging too much information could give those with bad intentions valuable information they can use to harm you.
8. **Think of your comments as printed in the newspaper...** your online comments will be seen, heard and remembered by others in this class. Before you make an emotional, outrageous, or sarcastic remark on-line, think about whether you would care if it was seen in your local newspaper.
9. **Don't be overcome by your emotions.** Take a few breaths and step away from your computer if need be.
10. **Avoid negativity.** You can disagree. You should disagree. You can challenge ideas and the course content but avoid becoming negative online. It will impact you negatively, hinder the class discussion, and may give the wrong impression of you to others.
11. **There is no need to be aggressive online.** No flaming, all caps, or !!!!, or????
12. **Disagree politely.** When you disagree politely, you stimulate and encourage great discussion. You also maintain positive relationships with others with whom you may disagree on a certain point.
13. **Don't use acronyms that not everyone would understand.**

Requests for Letters of Recommendation

Students may request letters of reference from faculty for employment, scholarships, or other professional opportunities. Students should make a written request using a version of the form found in Appendix A. Please submit a curriculum vitae or resume for the letter of recommendation. Students should allow at least two weeks for the faculty member to provide the requested document(s).

Matriculation and Enrollment Resources
Graduate students must refer to the Matriculation and Enrollment Policies to drop and add courses without academic consequence during the **first seven days of a course**. There are financial penalties if students are only dropping a course without adding it. Please refer to the University's graduate nursing refund policy. If a student has not officially dropped a course or received an approved course withdrawal by the completion date of the semester, the instructor must submit a final grade for the student.

In the Graduate and Professional Studies in Nursing Programs (RN-BSN, MSN and DNP), the refund policy is as follows:
- 100% tuition refund through week 1.
- No refund from week 2 onward
- **There are no exceptions to this policy.**

Continuous Enrollment
In addition to the University's student enrollment policies, graduate nursing after an extended period of program interruption, the appropriate graduate program director may require the student to reapply and meet for final approval. Students with an extended leave of absence and who have completed colloquium before the leave will need to attend colloquium to assess skills before entering into direct patient care experiences.

Course Repeat Policy
Graduate nursing courses may be repeated, with the lower grade excluded from the GPA and duplicate credits excluded from the cumulative total. All grades earned, however, will remain on the student's transcript. **Students earning a grade lower than a B- must repeat that course at Salve Regina University.** Students may repeat a required course once. No further progression in the curriculum can occur until the repeated course is completed. No more than three courses may be repeated throughout a student's program.

Smoking
Salve Regina promotes a smoke-free environment, and nursing students are expected to abide by these expectations. Students are not allowed to smoke while representing Salve Regina University, i.e., wearing a student identification badge, lab coat, or uniform. Students are not permitted in the clinical arena if there is a smell of smoke on their person.

Substance Abuse Policy
1. Salve Regina University expects all members of its community to adhere to and abide by all federal, state, and local laws concerning illegal substances and alcohol. Specifically, the University prohibits the unlawful possession, use, or distribution of alcohol or illicit drugs anywhere on University property or within the framework of a University function.
2. Substance abuse is a significant concern because it can compromise the learning environment and care provided to patients.
   a. Healthcare facilities require that students have drug testing before being placed in their facility for clinical learning experiences.
   b. Standards require that nursing students be free of chemical impairment during participation in any aspect of the nursing education program, including classroom, laboratory, and clinical settings. This includes travel to

and from clinical learning sites.
The Department of Nursing follows the university policy on substance abuse.
3. Students must notify the Chair within five (5) days of any criminal drug arrest, arraignment, and conviction.
4. Failure of a student to comply with the university's policy on substance abuse will result in disciplinary action that could include dismissal, require completion of an appropriate rehabilitation program, and reporting to appropriate officials for prosecution under Rhode Island and United States law where penalties may include fines, imprisonment, or both.

Suspected Chemical Impairment
Definition - A chemically impaired student is a person who, while in the academic or clinical setting, reveals or exhibits signs that s/he has violated University policy and possibly state laws regarding the use of alcohol or drugs and is under the influence of, either separately or in combination: alcohol, over-the-counter medication, prescribed medication, illegal drugs, inhalants, or synthetic "designer" drugs.

Procedure to be followed when a student is suspected of being chemically impaired:
1. The student is taken to a private area. The faculty member describes the sign(s) and/or behavior(s) observed and allows the student to provide an explanation.
2. The student is asked about the use of any substance(s), and if used, what, when, and how much was used and by what route it was taken.
3. If the student refuses to answer or when the signs/behaviors that are observed could be signs of impairment the student is removed from the educational area. The situation may require that the student be transported to or within the health care facility for evaluation and treatment.
4. The student is subject to the Drug Screening Policy and Procedure as outlined below.
5. A written report of observed student behavior is prepared by the involved faculty member and is submitted to the Chair.
6. The Chair will inform other faculty on a "need to know" basis.
7. A copy of the report will be placed in the student's locked, confidential, health files.
8. Within one week a joint meeting will be held with the student, the faculty member who wrote the report, and the Chair. The purpose of the meeting is to review with the student the legal implications, as well as the physical, psychological, and social costs of drug and alcohol use/abuse and the procedural requirements that will be followed.
9. If chemical impairment is the concern, the student must go for a professional evaluation of chemical dependency status with a provider approved by the RI Board of Nurse Registration and Nursing Education. The cost of evaluation and any necessary treatment will be borne by the individual.
10. If the professional evaluation determines that no treatment is required, a report stating this will be submitted to the Chair. The student may then resume their course work.
11. If the provider determines there is a chemical dependency issue, the student will be asked to agree to the plan of action recommended by the provider and to confirm understanding of both the terms and the academic consequences by signing a treatment contract.
    a. Should the student choose not to agree to the contract, he/she will be dismissed from the program.
    b. Participation in clinical experiences will not be permitted until the provider submits documentation of the completion of the course of treatment and a

written assessment of the student's ability to perform safely and effectively in the clinical area. This document should include any restrictions regarding the person's activities (e.g., limiting access to narcotics, schedule for self-help group meetings). Some restrictions may prevent the student from continuing clinical course work.

c. If a grade must be submitted before the contract is fulfilled a semester grade of "W" (withdrew) will be assigned.

d. If the provider states that it is safe for the student to return to the nursing program, the student must submit a written request for reinstatement indicating when they would like to return.

e. Readmission to clinical courses will depend on when space is available.

f. If at any time another incident of chemical impairment is documented the student will be dismissed from the program.

Drug Screening Policy and Procedures

The purpose of this policy is to provide a safe working and learning environment for patients, students, institutional staff, and property in the sites utilized for clinical learning by nursing students. Clinical facilities and organizations are now requiring students who participate in the care of patients is subject to the same standards as their employees. Accordingly, the Department of Nursing requires nursing students to submit urine drug screenings on an annual basis. A negative urine drug screen is a condition for participation in the clinical component of the program. It is the student's responsibility to upload the results into the clinical database prior to the annual renewal. If the documentation is not uploaded, all experiential learning will be stopped and not accepted until compliance is obtained.

Graduate Nursing Program Details

The Graduate Nursing programs are designed for nurses seeking an advanced degree in nursing. The curriculum provides clinical preparation for becoming an advanced practice nurse and educates nurses in evidence-based practice, quality improvement, and systems thinking, among other key areas. Graduates may seek leadership roles such as advanced practice nurses, managers of quality initiatives, executives in healthcare organizations, directors of clinical programs, and faculty responsible for clinical program delivery and aching.

The programs offered include
- Master's in Nursing (MSN)
    - Family Nurse Practitioner Track
    - Psychiatric Mental Health Nurse Practitioner Track
- Certificate of Advanced Graduate Studies (CAGS)
    - Family Nurse Practitioner
    - Psychiatric Mental Health Nurse Practitioner
- Post-Master's Doctor of Nursing Practice (DNP)

Population track students are required to attend a 3-day (24-hour) face-to-face colloquium. The student is responsible for lodging, food, and transportation during the colloquium which is required before enrolling in experiential learning courses. If a student returns to the program, the

student must repeat the colloquium before enrolling in experiential learning courses. The student may need to provide a renumeration of student fees for the repeat colloquium experience.

Admission and Transfer Credits
Students must complete an application for acceptance into a Graduate Nursing program. If the student has completed the MSN-FNP program at Salve, the student may submit a declaration form to proceed into the Post-Master's portion of the program. No more than 9 transfer credits can be applied to program requirements.

Policy for Readmission
- If a student does not attend or defer and it has been less than one year since their acceptance, they can reactivate their program by completing the Reactivate Form.
- If a student would like to return to their program and they have not registered or enrolled for one year or more, they may reapply using the internal application.
- If a student has been away for 5 years or more, they must do the full application. Program directors have the discretion to waive certain materials.

Advising

All graduate programs have an identified graduate program director. The student will contact the Graduate Program Director as ani the initial point of contact. Shadow Health
Shadow Health, a digital clinical experience system is offered in numerous classes. The fee for access to Shadow Health per course is pro-rated and accessible until graduation from Salve. Shadow Health provides a clinical simulation designed to improve students' health assessment skills in a safe learning environment through our valid and reliable instruments that assess critical thinking and clinical reasoning. Students can interact with the digital patients online 24/7. Here is a walkthrough of the steps for students to follow to register for a Shadow Health account:

1. Enter PIN
2. Register: Enter name, email, number and password
3. Confirm Email
4. Review Technical Requirements
5. Review End-User License Agreement
6. New User Survey (Optional)
7. Select Payment Type
8. Either enter in Bookstore Access Code or Credit Card
9. View Receipt

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. The Exxat Action Items helps students to set up an account when enrolled in the graduate program.

Amplify by Fitzgerald Health

Amplify is a comprehensive online learning solution designed to give NP students what they need to succeed as students and as APRNs. This platform provides ongoing support throughout the NP Program, delivering extensive curriculum resources with the most relevant and practical evidence-based education. By preparing students for their board exams, Amplify contributes to the delivery of better student outcomes.

The use of Amplify is a requirement. This platform material is vital for student success and is integrated into various courses within the program.

The courses are offered through our partnership with Fitzgerald Health Education Associates, a leading provider of education and certification prep resources for NP students. We encourage you to register as soon as possible with admission to the program. There are discounted rates we negotiated with FHEA and to avoid a $30 late registration fee if you register after the deadline. Once you register, you will receive an email from CS@fhea.com inviting you to create an account. A second email will be sent as it gets closer to the class start dates to provide instructions and access to the materials.

National Nurse Practitioner Certification
An eligible student to sit for a national Certification examination may apply with the American Nurses Credentialing Center (ANCC) or the American Academy of Nurse Practitioners (AANP). The information required for the application includes the following:
- demographic information,
- nursing licensure,
- program information,
- course name, credit hours, and year of completion for the pathophysiology, pharmacology, physical assessment, and primary care courses,
- supervised clinical sites and hours, including preceptor's name and credentials,
- final transcript(s), and
- State Board request form.

The AANP Certification website is https://www.aanpcert.org/certs/process
The ANCC Certification website is https://www.nursingworld.org/certification/

The Salve Regina program is designed so that students can sit for the national examination after completing the program requirements. The students have the choice to sit for the examination when it is convenient for them.

Once you have passed, the practitioner will apply for a license with the state. Prior to completing the license and CSR, you need to register with the DEA at https://www.deadiversion.usdoj.gov/online_forms_apps.html

Each state has different requirements.
In RI, you will go to RI DOH; http://health.ri.gov/licenses/detail.php?id=231#
Effective 01/1/2024, Rhode Island is part of the Nurse Licensure Compact (NLC)
- •Apply online, RN

•Nurse APRN
•Nurse APRN CSR
•Prescription Drug Monitoring Registration

You must complete the application; the CSR is the controlled substance request.

State Authorization Reciprocity Agreements

Salve Regina offers several programs leading to professional licensure. Licensing requirements differ from state to state. Salve Regina University provides education to satisfy Rhode Island licensure requirements. Students who do not reside in Rhode Island or may move and request licensure in another state are required to investigate and determine if licensure requirements for that state are met.

State licensing requirements change and can impact a program's ability to meet educational requirements for licensure. Students must consult with the state licensing board(s) in the state(s) where they intend to obtain licensure for the most recent information and requirements. These boards are responsible for establishing the requirements for licensure in

their state and can guide whether a program meet the requirements for licensure in their state.

Some state licensing boards require additional requirements beyond education, which may include (but are not limited to): additional post-graduation examinations or experience, application and licensing fees, criminal background checks, reference checks, fingerprint submissions, etc. Continuing education may also be required for the maintenance of certification/licensure. Students are responsible for understanding and reviewing any additional requirements for this licensure.

The University's website contains important information about state authorization and professional licensure. This information and program-specific disclosures may be found at this link: https://salve.edu/state-authorization-professional-licensure

Students exploring learning placements (clinicals, practicums, internships, etc.) outside of Rhode Island will need to consult with the appropriate person in charge of the program's clinical experience, such as the program director, clinical coordinator, or department chair, for approval. Within some programs, students must have an active license in the state for placement. When already admitted, requests to have educational learning experiences outside of the original state may delay the program. If a permanent change of address is required, complete the change of address form to update the university.

Clinical Sites and Nursing License

All clinical sites are based on the student's state of licensure. All directly supervised patient care clinics are conducted in the state where the student holds an active, unencumbered nursing license. All active licenses are to be submitted. Holding multiple state licenses is recommended to increase opportunities for clinical placements. There is an MSN Clinical   Checklist.

Clinical Attire

All Salve Regina Graduate Nursing Practice students will be professionally dressed (business casual) as they represent the school in a clinical preceptor position. All students must wear their Student ID as a name badge on their Salve Regina lab coat at all clinical preceptor experiences.

The students will introduce themselves as "Advanced Practice Nursing Students" or "Nurse Practitioner Students" to the patients they interact with. **Professional attire** is required during simulation laboratory time.

Professional attire should be comparable to the attire of the preceptor and practice expectations. Medical attire should be professional, resembling trousers, and devoid of character and design displays. If business attire is expected, attire includes slacks/ skirts and sturdy shoes.

Clinical Absence
All students will communicate with their Salve Regina professor and their preceptor if they are not attending the clinical preceptor experience as scheduled. The hours for the experience will be counted only when the student is within the practice working with the preceptor. The preceptor will confirm hours at the end of the semester.

Requirements before Direct Supervised Patient Care Experiences
All students have an MSN Clinical Checklist to complete the required steps annually. A background check, drug screening, and documentation of immunizations must be uploaded annually. The student must also undergo a physical for clearance and fit for duty **annually**. The documents must be submitted one to two months before starting the clinical rotation. If the requirements are not submitted, the clinical will not be initiated.

Experiential Learning
All students attending experiential learning must complete a drug screen and background check annually. Doctoral students must maintain drug screening and a background check. All other immunizations and requirements will be determined based on the experiential learning site.

Vaccination Policy
Salve Regina requires all members of its community, including students, faculty, and staff, to have a physical presence on campus or in campus-related activities to remain up-to-date on the vaccinations required by their experiential learning site. Individuals with valid medical or religious exemptions may not conduct experiential learning. All students engaging in direct supervised patient care experience must follow the clinical facilities' vaccination policies.

Nursing Liability Insurance
In connection with the clinical practice component of the nursing program, all students must secure professional liability insurance provided by the University before their first clinical course. In addition, it is **required** for the student to have personal supplemental liability insurance for the advanced practice nurse student. Salve Regina University does not endorse a specific malpractice company. Various companies offer policies, which include prolibaility.com and nso.com, and others based on your professional affiliations.

Direct Supervised Clinical Experiences

All students have Direct Supervised Clinical Experiences. The experience is spread over the entire semester. Students must complete all course hours required. The hours are evenly divided to allow for growth and development along with the curriculum's academic content.

Students are required to complete onboarding to the clinical site, including, but limited to,

electronic medical record training, site orientation, or any other clinical preparation necessary to enter a clinical experience. The hours to complete the onboarding are NOT recordable hours to satisfy the direct supervised patient care hours. In addition, no educational training, conferences, or continuing education programs satisfy direct patient care hours.

Any student who needs to take a leave for any length of time or terminate from experiential learning during the semester needs prior approval for the leave or extended absence from the course's faculty, program lead, and/ or Associate Chair of the Nursing Graduate Program. A leave of absence form may need to be completed.

Military orders are honored and will be supported with the program's best intentions. Grade deduction is subject to faculty discretion. During semester breaks, all students should schedule family vacations.

Payment of Clinical and Experiential Learning Experiences

If you choose to use a preceptor not recommended by Salve Regina University and payment is requested, the student is fiscally responsible for the preceptor payment for the clinical experience. Salve will not pay for ANY preceptor fee at any clinical site.

All clinical preceptor experiences require a midterm and final written and meeting evaluation. The written evaluations are submitted via the clinical documentation system, which is the student's responsibility to ensure compliance with completion. If the written evaluations are not completed, grades will not be calculated, and potential failure may occur.
All faculty, students, and preceptors must meet at the midterm and final point of the clinical hours. Grades will be affected if the evaluations are not completed.

Injuries within Clinical
If an injury occurs during a clinical experience, the following steps must occur.
1) Contact the Salve Regina University Clinical Instructor
2) The student, with the preceptor, will complete the Report of Injury or Exposure to Health Threat Form (Appendix C)
3) Students will follow up with recommended medical attention including Occupational Health Medical Services approved for the injury.
4) The completed report needs to be sent to the Clinical Instructor, Graduate Nursing Director and Clinical Coordinator at Salve.
5) The Clinical Coordinator will forward the report to the Salve Regina University Business Office.
6) All medical services will be submitted through the **student's medical insurance**. If co-pays are required, overages or medical bills, the student pays the fees and submits the medical bills/ receipts to the business office for reimbursement related to the clinical incident.

Student Health
The student is responsible for informing the Associate Chair, Program Director, Chair of the Nursing Department, the Clinical Coordinator, and relevant faculty of any recent or ongoing health issues. Unless otherwise informed, it will be assumed that a student is healthy and fully

capable of meeting the challenges of the classroom and experiential learning activities of this program in a manner that is safe for both their patients and them.

All students are required to undergo a "fit for duty" evaluation before clinical. The student must complete a packet and submit it to the coordinator to ensure clinical placement. Drug screening is mandatory for entering the clinical setting. Refer to the Clinical Requirements section below for details.

Castle Branch
Salve Regina University uses the services of Castle Branch for tracking nursing student background checks and drug tests. Background checks and drug testing are required annually. When you place your initial order with Castle Branch, you will be prompted to create your secure myCB account. The student assumes all costs to maintain up-to-date certifications. University Codes for Access are as follows:
- LV14bg – Background Check
- LV14dt – Drug Test - Friday 8am-8pm & Sunday 10am- 6:30pm EST
  From within your myCB, you will be able to:
    - ✓ View your order results
    - ✓ Upload and store important documents and records
    - ✓ Manage requirements specific to your programs
    - ✓ Place additional orders as needed.
    - ✓ Complete tasks as directed to meet deadlines
- Your myCB Service Desk is available to assist you via phone, chat and email
- Monday-Friday 8am-8pm & Sunday 10am- 6:30pm EST
- 888-914-7279 or servicedesk.cu@castlebranch.com

Incomplete Clinical Hours within the semester
All clinical courses require a certain number of direct supervised patient care hours, which must be completed by the end of the course. The following actions are required if the student does not complete all clinical hours within the semester. The clinical course coordinator, preceptor, student, Graduate Nursing Clinical Coordinator, and Graduate Nursing Director must approve the extension of clinical days to complete the semester's required hours.
- The student must apply for an incomplete course until the hours are completed.
  The incomplete will be submitted via the student forms page.
- If the student does not apply for an incomplete with the registrar in enough time, they will receive a course failure.
- The clinical hours must be completed before the next semester progresses within the cohort.

Clinical Preceptor
The clinical preceptor is expected to provide a holistic experience for the advanced practice nurse student. The preceptor must hold an unencumbered license within the state of practice and be an advanced nurse practitioner for the majority of the clinical precept rotations. Other providers who are acceptable to offer clinical preceptor experience include medical doctors and physician assistants.

Role of the Preceptor as Clinician and Educator
The role of the preceptor is to:
- o Orient oneself to the learning objectives of the experience.
- o Orient the student to the agency's policy, procedures, and mission statements.
- o Collaborate with the students for the best clients to enhance educational opportunities.
- o Support and supervise clinical reasoning during patient care.
- o Collaborate with the student's faculty to evaluate the student's strengths and weaknesses to enhance forward progression through the program.
- o Mentor, demonstrate, and enhance the student's experience with collaboration with other healthcare team members, from medical assistants to physicians.
- o Evaluate and provide supportive guidance within the preceptor experience to improve the student learning objectives.
- o Demonstrate attitudes and qualities of a leader within the agency and community to provide culturally and ethically competent health care for a world that is harmonious, merciful, and just.
- o Ensures the student adheres to and complies with HIPAA training and regulations.

Withdrawing from a Clinical Site
All student placements should be compatible with the student and preceptor.   However, extenuating circumstances may occur during the semester. These include a significant life event of the student or preceptor, loss of preceptor, site not appropriate to complete the student's requirements, or site unsafe for the student. If this occurs, the student will discuss options with the clinical course coordinator. The clinical course coordinator will communicate with the clinical placement coordinator and Director to provide solutions to the student withdrawing from the clinical site.

The potential outcomes may require the student to apply for an incomplete for the course or retake the course in the next semester to complete the required hours for the course. There may be a potential delay in the completion of the program.

Graduate Nursing Curriculum
(a description of each course can be found in the Salve Regina University Course Catalog)

Prerequisite Courses
Students must have successfully completed a course in statistics from an accredited university.

MSN-FNP Course Requirements 48 Credits

NUR 503: Advanced Physiology and Pathophysiology
NUR 505: Foundations of the Advanced Practice Nurse
NUR 520: Research for Evidence-Based Practice
NUR 512: Advanced Health Assessment
NUR 511: Global Influences in the Advanced Management of Care
NUR 514: Advanced Healthcare Informatics
NUR 535 Pharmacologic Principles for Advanced Practice Nursing
NUR 550: Advanced Care Practice I
NUR 552: Advanced Care Practice II
NUR 540: Application of the Advanced Practice Nurse Role I

NUR 536: Advanced Care for the Maternal and Family Unit
NUR 538: Advanced Care for the Pediatric Patient
NUR 555: Application of the Advanced Practice Nurse Role II
NUR 565: Application of the APN Role III

MSN-PMHNP Course Requirements 51 Credits
NUR-503 Advanced Physiology and Pathophysiology
NUR-505 Foundations of the Advanced Practice Nurse
NUR-511 Global Influences in the Advanced Management of Care
NUR-512 Advanced Health Assessment
NUR-514 Advanced Healthcare Informatics
NUR-520 Research for Evidence-Based Practice
NUR-535 Pharmacologic Principles for Advanced Practice Nursing
NUR-542 Advanced Psychopharmacology Across the Lifespan
NUR-546 Psychiatric Mental Health NP I: Assessment, Diagnostics, Evaluation & Psychotherapies
NUR-554 Advanced Leadership in Healthcare
NUR-558 Psychiatric Mental Health NP II: Psychogenomics, Psycho-Pharmaco- Management and Counseling
NUR-568 Psychiatric Mental Health NP Ill: Mental Health Across the Lifespan
NUR-570 Psychiatric Mental Health Nurse Practitioner Clinical I
NUR-575 Psychiatric Mental Health Nurse Practitioner Clinical II
NUR-580 Psychiatric Mental Health Nurse Practitioner Clinical III

CAGS: FNP
NUR503: Advanced Physiology and Pathology
NUR505: Foundations of the Advanced Practice Nurse
NUR512: Advanced Health Assessment
NUR534: Advanced Care for the Maternal and Family Unit
NUR535: Pharmacologic Principles for Advanced Practice Nursing
NUR536: Advanced Care for the Pediatric Patient
NUR540: Application of the Advanced Practice Nurse Role I
NUR550: Advanced Practice Care I
NUR552: Advanced Practice Care II
NUR555: Application of the Advanced Practice Nurse Role II
NUR565: Application of Advanced Practice Nurse Role III

CAGS: PMHNP (Only Admitting APRN with Active Certification and Licensure)
NUR-542 Advanced Psychopharmacology Across the Lifespan
NUR-546 Psychiatric Mental Health NP I: Assessment, Diagnostics, Evaluation & Psychotherapies
NUR-554 Advanced Leadership in Healthcare
NUR-558 Psychiatric Mental Health NP II: Psychogenomics, Psycho-Pharmaco- Management and Counseling
NUR-568 Psychiatric Mental Health NP Ill: Mental Health Across the Lifespan
NUR-570 Psychiatric Mental Health Nurse Practitioner Clinical I
NUR-575 Psychiatric Mental Health Nurse Practitioner Clinical II
NUR-580 Psychiatric Mental Health Nurse Practitioner Clinical III

Post Master's Doctor of Nursing Practice Course Requirements

NUR 620: Epidemiology
NUR 625: Organizational and Systems Leadership in Healthcare
NUR 615: Ethical Issues in Advanced Practice Nursing
NUR 645: Advanced Nursing Research Methods
NUR 633: Business and Legal Aspects of Advanced Practice Nursing
NUR 652: Foundations of Scholarly Work
NUR 658: Health Policy & Population Health
NUR 662: Health Care Management and Care Systems
NUR 665: Biostatistics
NUR 670: Quality Improvement, Initiatives & Safety in Advanced Nursing

Important Links and Appendices

LINKS

[Course Catalog](#)

[Graduate and Professional Studies Catalog](#)

[Graduate Academic Policies](#)

[Graduate Financial Information](#)

[Graduate Nursing Portal Page](#)

[Graduate Students Connect Portal Page (Important updates, Resources and **Registration Guides**)](#)

[Handbook Acknowledgment](#)

APPENDICES

Appendix A – Student Request for Letter of Recommendation

Appendix B – Conflict Resolution Form

Appendix C – Critical Incident Report

Appendix D – Report of Injury or Exposure to Health Threat

Appendix E – Clinical Warning

SECTION II

Introduction to MSN Project

The master's assignment is an evidence-based, patient-centered project. Once you, the scholar, have identified a clinical issue for advanced practice nurses, you will conduct an exploration of literature, review the standards of care, identify potential solutions to the issue based on evidence-based research, and provide strengths, limitations, ethical concerns, and expected outcomes for the stakeholders. It is vital that students determine a topic for the MSN project as soon as possible. **Completion of this project (including implementation of research) is a requirement to graduate from the FNP (Family Nurse Practitioner) Program.** This project will be conducted over multiple semesters: NUR 520, NUR 540, NUR 555, and NUR 565.

The final paper (submitted in NUR 565) must be approximately 25–35 pages in length. During the NUR 520 course, the project will begin with drafting and formulating to culminate in the NUR 565 Presentation of Research Findings at the end of the semester. When the final paper is complete, the goal is a comprehensive and engaging work with critical analysis and synthesis of materials.

The ideas of the project will be introduced during NUR 505 in a discussion format.

The paper's writing will be spread out and take place over courses NUR520, NUR555, and NUR565. Implementation of research will take place **once IRB approval is obtained in either 555 or 565.** Please see the specific course for mapping of writing the Master's Project.

The chosen topic will need to be approved during NUR520; the topics will be approved by FT faculty.

Full-time faculty will hold monthly meetings via Zoom to check in with students and discuss any questions or concerns. The meeting will be recorded for those who cannot attend. Students from other courses who are in the writing phase of the Master's project are welcome to attend other course's meeting to learn about any upcoming information. If students have specific questions during their course, they should reach out to the designated faculty for that course

The Master's Project is a research paper that involves the student identifying a problem or issue that can be improved upon by the APRN. The identified problem can be at a place of employment, clinical, within school or beyond. The student will perform an extensive review of literature and identify a research gap and thus contribute to literature in the field. The student will then develop a methodology for proposed research and obtain IRB approval. If IRB approval is required and obtained, **the student will perform the research** and analyze the results. The project will conclude with a discussion of the results and future implications.

Master's Projects may potentially contain the following sections:
1. Title Page
2. Table of Contents
   Introduction: including a detailed description of the clinical issue including the purpose statement - why is the issue important?
3. Comprehensive literature review - What do we already know about this issue? What have others said and provided evidence for?
4. Theoretical Framework (if appropriate)
   Methods/ Interventions – How will you examine this issue? How have you developed the project?

5. Results – What are the main findings of the research?
6. Data Analysis (graphs and tables are encouraged, in addition to explanation/ rationale)
7. Discussion
8. Impact on Stakeholders and the APRN role – How can APRNs help with this issue, what is the impact?
9. Strengths of the Project – What went well, what did the research do?
10. Weaknesses of the Project – What can be improved, what did not work?
11. Ethical Considerations – analyze and determine courses of actions for ethical issues
12. Conclusion; including connection to the Salve mission, and future implications
13. References
14. Appendixes

All written submissions need to use APA 7th edition.

SECTION III

Introduction to the 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 The *Essentials: Advanced- Level Nursing Education.*

The DNP Project is integrated throughout the curriculum and incorporates 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, healthcare organizations, healthcare 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 domains of advanced-level nursing education. These domains include:

Knowledge of Practice
Person-Centered Care
Population Health
Practice Scholarship and Translational Science

Quality & Safety
Interprofessional Collaboration in Practice
Health Systems
Technology & Information Literacy
Professionalism
Personal, Professional, and Leadership

Key components of the DNP project include the following:
- **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 t**o 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:
- 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, 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 opportunities 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.

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 student's 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.

Doctor of Nursing Practice Project Plan

All students are required to complete a DNP Project, which is a quality improvement project to enhance healthcare outcomes.

NONPF Recommended Criteria for NP DNP Projects in the Practice Doctorate Program
1. The project is related to advanced practice in nursing specialties and benefits a group, population, or community rather than an individual patient. The project often arises from clinical needs or concerns identified in 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 the scope of the project and university requirements.
4. The DNP project addresses an identified clinical need for healthcare improvement.
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 is collected using methods and tools that meet accepted standards.
8. Expected outcomes (quality improvement, cost savings, etc.) are defined and measured.
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:
- 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, potential cost savings, etc.
- Implement and evaluate innovative uses of technology to enhance/assess 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, facilitate 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).

At Salve Regina, DNP Students are expected to complete their DNP work in 5 semesters. The DNP Project is completed alongside the coursework.

Here is a road map of expectations for staying on track with the project and graduating on time. All forms to be completed can be found under Nursing (DNP) fillable forms in the Resources for Doctoral Students.

Semester 1: Identify a topic and complete a 750-word literature review and short methodology recommendation to submit with the DNP Project Declaration Form. Submit the Form titled as follows: Last Name DNP Declaration Date of submission; i.e., JonesDNPDeclaration2-14-24 to Sharon.stager@salve.edu.

Semester 2: Initiate a Conversation with the Graduate Program DNP Advisor to identify a Team Lead and complete the DNP Project Lead Agreement Form. Identify and complete each committee member's DNP Project Committee Member Agreement Form. A resume/ CV, medical/

nursing license copy, advanced practice certification (if applicable), and CITI training certificate for each Committee Member are required. Instructions for completing the training are shown in the link above and below.

CITI Training Instructions
- Go to https://about.citiprogram.org/en/homepage/.
- New users must create an account by clicking the "Register" button on the login webpage (see section #1 in the guide). Do not click "Log In Through My Institution."
- In the "Select Your Organization Affiliation" box, type/select Salve Regina University. Do not select the box for "Independent Learner Registration."
- Use your Salve Regina email address for contact info in your account profile.
- Select Social and Behavioral Responsible Conduct of Research as the course to take (with prior approval from the IRB, you may substitute an alternative training on CITI if it seems more appropriate for your research).
- Complete that course.
- Save a screenshot or download a PDF of the certification to share with the IRB and keep in your files.

Semester 2: A PowerPoint presentation for Proposal Defense is REQUIRED to be presented to your committee for project approval. The student is responsible for coordinating the date & time with ALL DNP Project committee members. All DNP Project Committee members are required to be at the defense. The DNP Project Team needs to submit. The IRB application process begins once the DNP Proposal is submitted, approved, and completed.

- If the DNP Project requires IRB approval from another site, the IRB approval must be submitted with the Salve IRB submission.
- If the DNP project occurs within an organization, a signed approval letter to conduct the project at the site must be submitted to the DNP Project Team Lead.

Semester 2/3: You will complete the Institutional Review Board application in collaboration with your DNP Project Team Lead. The application process begins at the **Research Integrity** website. The DNP Project Team Lead is to complete the IRB Submission. **The student needs to complete the appropriate form** available through the Office of Research Integrity.
All other information is answered in the IRB submission process. Students are recommended to participate in the submission process with the DNP Project Team Lead.

Semesters 3, 4, and 5: If the DNP Candidate's project is approved and underway, they must complete the approved work, preparing their final manuscript, PowerPoint presentation, and DNP defense. Read and start formatting your work based on the requirements for ProQuest publication. Refer to the **Dissertation Formatting and Deposit Guide.**

Meeting with your DNP Project Team Lead and Team is recommended on a 1-to-3-week frequency.
When the DNP Candidate and team are ready, the following needs to be completed and submitted to the Team.

- Submit a DNP Project Manuscript 2 weeks before the defense date to the Team
- Submit a DNP Project PowerPoint 2 weeks before the defense date to the Team

- Schedule the DNP Project Defense with the Team and with Robyn Buck at the Graduate & Professional Studies Office Robyn.buck@salve.edu
- Robyn Buck will set up the virtual platform for the team. The event will be advertised and open to the Salve community and publicized on the University calendar. You may invite community partners, leaders, and family to participate in the defense.

Steps for Defending the DNP Project
- Student will defend the DNP Project
- The Team will complete the following documents:
- [Doctor of Nursing Practice (DNP) Proposal Written Manuscript](#) evaluating the DNP Project Written Manuscript
- [Doctor of Nursing Practice (DNP) Project Oral Defense](#) evaluating the DNP Project Oral Defense

Once all revisions and forms are completed, the Team Lead will compile the following documents with a saved document title, the Last name of the student, the Document Name, and the Date of submission and submit them to the DNP Project Advisor.

- DNP Written Manuscript in PDF
- DNP Oral PowerPoint Presentation in PDF
- DNP Proposal Written Manuscript Evaluation Rubric in PDF
- DNP Proposal Oral Defense Evaluation Rubric in PDF
- Final Defense Signature Form

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

All students should complete their DNP project work within their enrolled semesters. If the DNP Project is not completed within five semesters (18 months), the student must remain enrolled in the university to complete the work in NUR 672 or NUR 674 (6-credit courses).

DNP Project Roadmap to Completion

☐ Identify a topic and complete a 750-word review of literature and short methodology (title Lastname and submission date)
☐ Submit the [DNP Project Declaration Form](#) and short methodology (title, Lastname and submission date)
☐ The Form is to be titled as follows: Last Name DNP Declaration Date of submission; i.e., JonesDNPDeclaration2-14-24 to Sharon.stager@salve.edu

☐ Initiate a Conversation with the Graduate Program DNP Advisor to identify a Team Lead
☐ Once the Team Lead is identified, complete the [DNP Project Team Lead Agreement Form.](#)
☐ Identify Team Members and complete each team member's [DNP Project Committee Member Agreement Form](#). A resume/ CV, copy of medical/ nursing license, and advanced practice certification (if applicable) are required to submit. If the team member is actively working with the data and results, a CITI training certificate is required.
☐ Complete a PowerPoint presentation for Proposal Defense.
☐ Be mindful of the editing guides and the need to publish your final manuscript in ProQuest.

Please read the **Dissertation Formatting and Deposit Guide carefully!**

☐ Schedule a Proposal Defense to be presented to your team for approval.
☐ You are now a DNP Candidate
☐ Obtain IRB approval from the site where the project will be completed.
☐ Submit the approval with the Salve IRB submission.
☐ If the DNP project occurs within an organization where IRB is unnecessary, an approval letter must be submitted to conduct the project at the site.
☐ Complete the appropriate Salve Regina IRB form.
☐ Submit the Salve Regina Institutional Review Board application.
☐ Once Salve Regina IRB approval has been granted, the project is approved and can be started.
☐ Continue writing the final manuscript and PowerPoint presentation and prepare for the DNP defense.
☐ Meet with your DNP Project Team Lead and Team every 1 to 3 weeks.
☐ At completion of the project, conduct the following.

☐ Schedule the DNP Project Defense with the Team and with Robyn Buck at the Graduate & Professional Studies Office Robyn.buck@salve.edu
☐ The Webinar Platform will be set up for the team by Robyn Buck
☐ Submit a DNP Project Manuscript 2 weeks before the defense date to the Team.
☐ Submit a DNP Project PowerPoint 2 weeks before the defense date to the Team.
☐ Once all revisions have been completed, the DNP Student completes all revisions and submits the final documents with the Final Defense Signature Form.
☐ Once approval has been obtained through the Vice Provost, the defense form will be sent to the registrar and head of McKillop Library. This completed form is mandatory for the ProQuest upload!
☐ Upload the final manuscript pdf to ProQuest.
☐ No grade is submitted to the registrar until the document is uploaded to Canvas and ProQuest
☐ Apply for Graduation. Congratulations!!!!!

DNP Project Team

The establishment of the student's DNP Project Team is a requirement before the student engages in the development of the DNP Project. The DNP Project Team mentors the student in the development, implementation, and evaluation of the DNP Project. The Team will encourage, support, and critique construction to disseminate the manuscript. The team will cohesively work together to aid the student in developing, critiquing, and evaluating the DNP process. The DNP Project Team is expected to provide guidance, assist the student to prepare for the defense and compilation of the DNP manuscript. All team 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 a DNP Project Lead to oversee and collaborate with on their DNP Project. In addition to the DNP Project Lead, the student must have two additional terminal degree prepared professionals on his/her committee. One member, either the DNP Project Lead or member, needs to hold a Doctor of Nursing Practice (DNP). It is highly recommended that the student discusses the selection of his/her members with his/her DNP Project Lead.
The student may opt to include other members to the team. 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 team be discussed with the DNP Project Lead.

The committee consists of three (3) advisors:
Lead - The DNP Project Lead must be a full time Salve Regina University faculty member or adjunct faculty with an earned doctoral degree (DNP, PhD, EdD, or JD degree).
Reader#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.
Reader#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.
Reader #3 - may be an agency liaison or a community member who has expertise in the issue/problem being addressed.

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

DNP Project Team Member
The DNP Project Team must have two additional professionals on his/her team. One of the members needs to hold a terminal nursing degree, preferably a Doctor of Nursing Practice (DNP). The DNP Project Lead and the Director of the Graduate Nursing Program must approve the additional team members. 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.

DNP Student and Committee Chair Responsibilities
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.

> **Please note: Committee members are not expected to provide support to their student(s) during the Christmas break.**

DNP Project Proposal Defense

> **The student is responsible for coordinating/scheduling a proposal defense date and time appropriate for all members of their DNP Project Committee.**

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 called 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 (about 1 and a half years) from the date of the start of coursework. A student who fails to complete the degree within a seven-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 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 a 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 links for required forms are below and also available on the website:

- 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 Doctoral Candidate is now a **Doctor of Nursing Practice.**

DNP Manuscript
The Order of Elements for the paper is as follows:
Front Matter
- Title Page- Title can only be 180 characters long to be published in ProQuest
- 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.

Important Steps in Preparing Your 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.

You will submit a digital copy of your dissertation to ProQuest UMI/ETD. The sooner you establish correct formatting in your documents, the less work you will have to do in preparing the final product -- you will be able to focus on content, not formatting! Please read the Dissertation Formatting and Deposit Guide carefully, and refer to this Doctoral Handbook, resources from ProQuest, the example dissertation available in this guide and in Canvas, and the Turabian Guide for more detailed guidelines.

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

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: https://salve.libguides.com/dnpguide

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.**

We reserve the right to submit the doctoral work for review to check against plagiarism and use of ChatGPD.

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Appendix A

SALVE REGINA UNIVERSITY **Department of Nursing** **Student Request for Letter of Recommendation**	

Student Name	

Reason for Letter

Specific Information

▪ Scholarship	
▪ Employment	
▪ Internship	
▪ Other	

Name, title and address of person (organization) to whom letter should be sent:

Personal student information that would enhance the faculty member's ability to write a thorough letter of recommendation. (Attach a resume and include here relevant volunteer activities, special interests, employment history, and scholastic achievements).

DATE LETTER IS NEEDED:
    NOTE: Please provide at least two weeks' notice when
    requesting a letter of recommendation.	

Student pick-up:	**yes**	**no**	Faculty to send to addressee: yes no If to be mailed please provide accurate address information below:
Sealed envelope:	**yes**	**no**	

SALVE REGINA UNIVERSITY
Department of Nursing
CONFLICT RESOLUTION FORM

STUDENT NAME:	DATE
STUDENT SIGNATURE:	
FACULTY MEMBER'S NAME:	

STUDENT'S STATEMENT	

FACULTY MEMBER'S STATEMENT	DATE
Faculty Signature	

DEPARTMENT CHAIR'S STATEMENT	DATE
Signature of Department Chair	

NAMES OF FACULTY ASSIGNED TO COMMITTEE	DATE
1.	
2.	
3.	
Committee Chair's Signature	
Committee Members' Signatures:	

CONSENSUS DECISION OF COMMITTEE:	DATE

SALVE REGINA UNIVERSITY
Department of Nursing
Critical Incident Report – Actual or Near-Miss

CRITICAL INCIDENT REPORT		
Please check ☑		The student, under the direction of faculty, is to complete this form because a critical incident occurred:
	1.	Administering the wrong medication
	2.	Administering medication to the wrong client
	3.	Administering the wrong dose or drip rate
	4.	Administering the medication at the wrong time or omitting a dose by mistake
	5.	Unsafe medication administration
	6.	Incomplete, inaccurate or incorrect charting
	7.	Unprofessional actions during to nurse/patient interactions
	8.	Unprofessional behaviors
	9.	Other (please describe):
REPORT OF A NEAR-MISS		
Please check ☑		The student, under the direction of the faculty, is to complete this form because a near-miss occurred:
	1.	Student demonstrates an inadequate knowledge base and/or is unable to carry out safe clinical practice.
	2.	Poor nursing judgment is exhibited which could lead to danger to patient well-being
	3.	Selecting wrong medication, wrong site, wrong dosage, but not administering it - - stopped by the Clinical Instructor or RN or student realizes error.
	4.	Omitting the assessment of vital signs, weight, or lab values needed to assure safe nursing care of patient(s)
	5.	Inadequate knowledge base about risk or safety factors or appropriate nursing measures and rationale required for a specific patient's needs
	6.	A behavior which raises the concern of the Clinical Instructor or Clinical Staff (Please describe:
	7.	Other (please describe):
Consequences of the student's actions shall be determined by the nursing faculty and the policies and procedures of the patient care agency.		

Critical Incident Report – Actual or Near-Miss (cont.)

This portion of form is to be completed by the student involved in incident.			
Student Name (PRINT)		Date	

Facility and location where occurred:

Brief statement of the incident:

Pertinent Nursing and Medical Diagnosis (es) of patient:

Results of incident:

A.	To the wellbeing of the patient:

B.	What action was taken at the agency by you, your Clinical Instructor, and Agency Staff?

C.	Potential short/long-term consequences to the patient due to the incident:

Detailed Explanation of the incident:

A.	Why did this incident occur?

B.	How could this have been avoided?

C.	What will you do to prevent this happening to another patient in the future?

Critical Incident Report - Actual or Near-Miss (Cont.)				
Clinical Instructor's Name (print)			Date	

Explanation of the incident:

Action Taken:

Suggestions for future:

Signatures:

Student		Date	
Clinical Instructor		Date	
Chair		Date	

Distribution:

☐ Student ☐ Instructor ☐ DON Chair ☐ Student File ☐ Agency copies as needed

SALVE REGINA UNIVERSITY
Department of Nursing
REPORT OF INJURY OR EXPOSURE TO HEALTH THREAT

Student's Name		Date of Report	
Course and Section: NUR Section		Date of Exposure	

Nature of Exposure Please check ☑ all that apply	☐ Needle stick	☐ Burn	☐ Human bite or scratch
	☐ Instrument puncture	☐ Saliva	☐ Laceration
	☐ Injury from other sharp object	☐ Blood splash or spray	
	☐ Other (name)		

Describe injury or exposure in detail:

Who at the facility was a witness: Name, title, department

Who at the facility was notified: Name, title, department

Was the correct equipment being used properly when incident occurred?

☐ Gloves   ☐ Mask   ☐ Eye-ware   ☐ Gown   ☐ Other

Explain:

Was the individual sent for medical evaluation? Explain where, when, how, and for what purpose:

Who was notified in Nursing Dept.? When? How?	Was student's family notified? Who? When? How?

Comments and follow-up plan (if more space is needed submit an additional page):

Signature Clinical Instructor		Date	
Received by Department Chair		Date	

AY24-25

SALVE REGINA UNIVERSITY
Department of Nursing
CLINICAL WARNING

Student's Name		Date	
Clinical course: NUR Section Site:			

A clinical warning is provided to a student so that he/she will have written guidance as to what must be remediated in their clinical practice, directions for doing that, and a date by which it must be accomplished.
- A student may be placed on clinical warning at any time by the Clinical Instructor due to a deficit in knowledge, attitudes, skills, and level of fitness for providing care to human beings.
- A student may receive serial clinical warnings within the same semester as needed.
- A student on clinical warning must correct all listed deficiencies in order to pass the clinical course.
- The student will be given a copy of the clinical warning.
- Copies will be placed in the student's file, given to the Chair of the DON, and to the student's Academic Advisor.
- When a student successfully remediates the issues listed in the warning, they may be able to pass the course.

Professional and/or clinical behavioral deficiency

Stipulations of what student must do to prepare for and/or demonstrate appropriate professional clinical behaviors, with specific measurable outcomes and a deadline date

I have read and discussed with the Clinical Instructor and understand the terms of this clinical warning.

Student Signature		Date	
Clinical Instructor Signature		Date	
Received in Nursing Office		Date	

SALVE REGINA
UNIVERSITY

This doctoral work of: _____

entitled:

was submitted to the Doctoral Programs at Salve Regina University in partial fulfillment of the requirements for the degree of:

Doctor of Nursing Practice   Doctor of Philosophy in Humanities

Doctor of Philosophy in International Relations   Doctor of Philosophy in Behavior Analysis

The work has been read and is:

        not approved

        approved

        approved with recommended changes:

by the following individuals:

Member 1: _____
        (Name and degree of person typed)

_____ date: _____
(signature)

Member 2: _____
        (Name and degree of person typed)

_____ date: _____
(signature)

Chair: _____
        (Name and degree of person typed)

_____ date: _____
(signature)

(over)

Changes are complete and the work is eligible for submission to ProQuest.

Chair initials:_____ Date: _____

Graduate Program Director: _____
                          (print name)

_____ Date: _____
(signature)

Has been approved by: _____Date: _____
                     David Altounian, PhD
                     Vice Provost, Graduate & Professional Studies

AY24-25 3/5/2024