



# DNP PROJECT HANDBOOK

# TABLE OF CONTENTS

Introduction	3
Overview of DNP Project	3
Overview of the Process for DNP Project	4
Step 1: Identification/Approval of DNP Project Area of Interest and DNP Project Team	4
Step 2: Develop Written Proposal	6
Step 3: Obtain IRB Approval	7
Step 4: Implement the Project	8
Step 5: Write the Final Report	8
Step 6- Oral Presentation and Submission Copies of Completed Project	9
Step 7: Disseminate the DNP Project	10
Student Tracking of DNP Project Hours	12
Grading for DNP Project NRS 8998	12
DNP Project Policies	13
Number of Students per DNP Project	13
Authorship	13
Editorial Style	13
Appendix A: DNP Project Area of Interest and DNP Project Team Approval Form	14
Appendix B: DNP Proposal Rubric	16
Appendix C: Format for Title Page	17
Appendix D: Final Project Rubric/Approval Form	18
Appendix E: DNP Final Project Completion Approval Form	19
Appendix F: DNP Project Time Logs	20
Appendix G: Group DNP Project Planning Form	21
Appendix H: Authorship Agreement	22
Appendix I: Syllabus NRS 8998	23

## INTRODUCTION

This handbook has been developed to serve as a guide to the processes, procedures and requirements for completing the Doctor of Nursing Practice (DNP) project. The DNP project encompasses a minimum of 8 credits in NRS 8998 and 500 practice hours. Students enrolled in the DNP program will develop, implement and disseminate the DNP project over the course of four semesters.

The AACN Essentials of Doctoral Education will be used as a guide to meet the objectives of the DNP project. Multiple philosophical paradigms and research evidence will be incorporated to build a foundation for the conceptualization of a DNP project. The DNP project may take on many forms (for example quality improvement project, a pilot study or program evaluation), however in all cases, some evaluation/analysis is required as part of the DNP project. Students will use their knowledge of graduate level statistics to organize data for entry into a data management and analysis program, and to run appropriate statistical tests for evaluation and/or address research questions.

The Oakland University School of Nursing (SON) Doctor of Nursing Practice (DNP) Project Research Sequence prepares the doctoral student for the conduct of the DNP final project. The DNP project sequence includes the following courses:

- NRS 5302 - Statistics in Advanced Nursing Practice (3 credits)
- NRS 8671 Advanced Scientific Methods for Evidence-Based Practice (4 credits)
- NRS 8681 Clinical Prevention and Population Health (3 credits)
- NRS 8998 DNP Project (8 credits)

The purpose of the research sequence is to prepare DNP students to evaluate current evidence-based research and assist in the development of a scholarly project that implements best evidence into practice under the guidance of a DNP Project Chair. The theme that links the varied DNP project forms is the use of evidence to improve clinical outcomes.

## OVERVIEW OF DNP PROJECT

The DNP program culminates in the successful completion of the DNP Project. This project is a comprehensive, integrative experience that reflects synthesis of program course work and mastery of expert practice knowledge in the translation of current research to improve nursing practice or healthcare outcomes for patients, families, populations or systems. Each student collaborates with an agency to address a real-world clinical problem or health issue. The DNP project allows the student to demonstrate clinical expertise and competency in organizational leadership, system analysis, program assessment and evaluation and practice change.

The DNP Project can take the following forms:

- Evidence-based intervention or change initiative or pilot study
- Program development and/or evaluation
- Quality improvement initiative
- Implementation and evaluation of evidence-based practice guidelines
- Design and evaluation of new models of care
- Policy implementation, analysis, revision

A shared feature of these examples is the use of research evidence and systems leadership to improve healthcare outcomes, whether at the practice, patient, health system, or population level.

## OVERVIEW OF THE PROCESS FOR DNP PROJECT

### STEP 1: IDENTIFICATION/APPROVAL OF DNP PROJECT AREA OF INTEREST AND DNP PROJECT TEAM

DNP projects must be applicable to clinical practice. Students will identify a broad area of interest and select a DNP Project Chair (see B below) in the semester prior to NRS 8671 Advanced Scientific Methods.

#### A. *DNP PROJECT APPROVAL PROCESS*

The DNP Project Area of Interest and DNP Project Team Approval Form (Appendix A) must be completed and submitted to:

- Post Masters DNP –Program Coordinator OR DNP-NA – Nurse Anesthesia Program Track Director
- DNP Project Chair
- DNP Project Team Member/s

The student(s) will arrange a meeting with the Program Coordinator OR NA Program Director and their DNP Project Chair and provide an overview of the proposed project. The project may be accepted in full, accepted with major or minor revisions, or rejected. In the case of major revisions or rejection, the students must develop a revised project plan and schedule another meeting with the committee.

Once approved, the DNP Project Area of Interest and DNP Project Team Approval Form (Appendix A) must be signed by:

- Post Masters DNP –Program Coordinator OR DNP-NA – Nurse Anesthesia Program Track Director
- DNP Project Chair
- DNP Project Team Member

Students must upload the signed Project Approval Form in their ePortfolio under Essential I: Scientific Underpinnings for Practice.

The project must be approved prior to starting NRS 8998.

## **B: IDENTIFY COMPOSITION OF THE DNP PROJECT TEAM**

A minimum of two people will make up the DNP Project Team - one DNP Project Chair and a one DNP Project Team member. Students may add additional DNP Project Team members that serve as additional content experts in their area of interest.

### *DNP PROJECT CHAIR*

The DNP Project Chair must be a full time faculty member in the School of Nursing (SON) who has completed a doctoral degree. In addition, faculty of the Oakland University-Beaumont Graduate Program of Nurse Anesthesia (OUBGPNA) whose salaries are supported by Oakland University may serve as a DNP Project Chair. DNP Project Chairs must possess a practice doctorate (e.g. DNP, DNAP) or PhD degree to qualify for this role. Co-chairs do not have to be faculty members of the SON or the OUBGPNA but they must possess a practice doctorate (e.g. DNP, DNAP) or PhD degree and have permission from the program director to serve in this role

The DNP Project Chair will provide academic guidance and mentoring to the DNP student regarding the project. The student should meet regularly with the DNP Project Chair for assistance with project development, implementation, analysis and dissemination of results. Students should submit all first drafts and any revisions to their Project Chair before submitting to the Co-chair or other team members.

### *DNP PROJECT TEAM MEMBER*

DNP Project Team members may include individuals from within the university, or from outside the university, who will contribute to the development and refinement of the DNP project. These content experts may be selected from a variety of disciplines, thereby building upon DNP Essential VI: Interprofessional Collaboration for Improving Patient and Population Health Outcomes. They facilitate the students meeting of project objectives and collaborate on the team. They have an ongoing relationship with students throughout the project, contributing especially to the student's development as a leader in the student's area of practice.

### *DNP PROJECT APPROVAL FORM*

Once a student has identified a DNP Project Chair and DNP Project Team member/s, the student contacts the identified individuals to discuss the DNP project. If the identified DNP Project Chair and Team member/s agree to become mentors of the DNP project, then the DNP Project Area of Interest and DNP Project Team Approval Form (Appendix A) must be completed and signed by the members of the DNP Project Team after completing the steps identified in STEP 1. Once this form is signed and approved by the Post Master's Program Coordinator (for Post-Master's DNP students) and/or the DNP-NA Track Director (for NA students), the DNP Project Chair and DNP Project Committee Team member/s, the form then becomes a written contract between the DNP student and the DNP Project Team members.

## STEP 2: DEVELOP WRITTEN PROPOSAL

The purpose of the proposal is for the student to demonstrate that he or she has sufficient knowledge and understanding of the scientific process to conduct an evidenced-based project. Students will further develop the DNP Project in NRS 8998. The DNP proposal should demonstrate evidence of scholarly review, critique of the literature and a detailed and well thought out project plan. Students will use the DNP Project Proposal Outline (see below) to complete their written proposal. Students will submit their completed written proposal to the DNP Project Team for review and approval. The DNP Project Team will use the DNP Proposal Rubric to provide students with feedback. Once the Proposal Rubric is approved and signed by the DNP Project Team, students will place a completed proposal in their ePortfolio under Essential I: Scientific Underpinnings for Practice. Students will use the DNP Project Proposal Outline that follows the DNP Proposal Rubric (Appendix B).

### *DNP PROJECT PROPOSAL OUTLINE*

1. Title Page and Table of Contents
2. Section 1 – Background and Significance (needs assessment, problem statement)
  - a. Identify specific problem in targeted clinical situation/population
  - b. Background and significance of problem (define magnitude of problem in measurable terms; characterize impact of problem on population and/or organization. Consider bio-psycho-social-cultural-spiritual dimensions.)
  - c. Congruence of needs and organizational strategic plan with project (market analysis, strategic analysis, readiness for change).
3. Section 2- Literature Review
  - a. Evidence-based literature search and critical appraisal of evidence (leveling and grading) to support project and interventions  
(evidence rating may occur at multiple time points in the project)
  - b. Concise problem and purpose statement
  - c. Project objectives
4. Section 3- Framework
  - a. Identify and discuss EBP framework for project
  - b. Identify and discuss organizational theory for project
  - c. Identify and discuss practice theory for project (if applicable)
5. Section 4- Project Methodology
  - a. Project design (describe type of project)
  - b. Project setting
  - c. Key personnel/Stakeholders
  - d. Participants/population
  - e. Recruitment strategies
  - f. Project Intervention Plan (Procedures)
  - g. Data collection instruments
  - h. Procedures for project implementation
  - i. Potential barriers to implementation and sustainability
  - j. Ethical considerations & risks
  - k. Potential benefits & outcomes
  - l. Proposed timeline
  - m. Anticipated resources, budget & funding plan

6. Section 5- Evaluation Plan
  - n. Specific plan for evaluation of each objective
  - o. Evidence-based measures to be applied to evaluation plan
  - p. Analysis method for each objective
7. References
8. Appendices

### STEP 3: OBTAIN IRB APPROVAL

Following project approval, submission to the Oakland University Institutional Review Board (IRB), and other relevant IRBs (as deemed necessary), is required for studies involving human subjects. IRB approval must be obtained prior to the initiation of the project.

#### *OAKLAND UNIVERSITY INSTITUTIONAL REVIEW BOARD*

All students must have completed the CITI training located on the CITI website at <http://www.citiprogram.org> prior to submitting for IRB review.

The Institutional Review Board (IRB) is composed of representatives from the University and the community at large and is responsible for the initial and continuing review of all research projects that involve human subjects.

The IRB review is designated to assure:

- Subject's rights have been protected
- Procedures proposed for obtaining informed consent are adequate
- Appropriate records are maintained regarding selection, participation and protection of subjects
- Circumstances that may or do adversely affect the rights or welfare of individual subjects are reviewed and acted upon appropriately

Certain broad categories of research, including surveys, interviews, or observation of public behavior that do not identify subjects or place them at risk, may be appropriate for an expedited review. Final determination regarding the type of review is the exclusive responsibility of OU's IRB. Official notification of the outcome of IRB committee deliberations will be by memo to the DNP Project Chair from the IRB chairperson. Students cannot submit an application for IRB approval until their proposal has been approved by the DNP Project Chair and the proper form has been signed and submitted by the DNP Program Coordinator/Director. Please consult with the DNP Project Chair to assist with this process.

#### *OUTSIDE AGENCY RESEARCH COMMITTEE(S) IRB APPROVAL*

Most health care institutions require students to secure permission from their Research Committee and their IRB, in addition to IRB approval from OU. If IRB approval is obtained from an outside institution first, an IRB Authorization Agreement (IAA) with the outside institution IRB to declare them to be the outside IRB of record for the project must be granted. The DNP student must submit an IAA application along with all copies of approved documents from the outside institution (e.g., IRB application, consent form, HIPAA

waiver or authorization, and approval letter). Please consult with the DNP Project Chair to assist with this process.

#### STEP 4: IMPLEMENT THE PROJECT

Students can begin implementation of their project only after all written approvals have been received from the DNP Project Team, OU IRB and outside institution IRB if applicable, and any other required research committees. Copies of all IRB approvals must be included in the appendix of the completed DNP Project Final Report and upload to ePortfolio under Essential I: Scientific Underpinnings for Practice.

#### STEP 5: WRITE THE FINAL REPORT

Analysis of the data, evaluation of the project and completion of the DNP Project final report will be conducted in NRS 8998-Analysis.

The final report of the DNP project is a scholarly paper. The specific format of the paper will be negotiated between the DNP Project Chair, DNP Project Team members and the student. The final report is to be submitted to the DNP Project Team and the Post Master's DNP Program Coordinator or DNP-NA Director, in electronic format, once recommended revisions are completed. Students are to upload the final report in ePortfolio under Essential I: Scientific Underpinnings for Practice. The final DNP Project Report format will include the following:

1. Title page:
  - a. Project title, student name and credentials, institution and "in partial fulfillment of the requirements for the Doctor of Nursing Practice Degree" statement.
  - b. See Appendix C
2. Signature page
3. Dedication and Acknowledgment pages
4. Abstract
5. Table of contents
6. Background and significance
7. Literature Review
8. Problem Statement
9. Framework
10. Project Methodology
  - a. Project design (describe type of project)
  - b. Project setting
  - c. Key personnel/Stakeholders
  - d. Participants/population
  - e. Recruitment strategies
  - f. Project Intervention Plan (Procedures)
  - g. Data collection instruments
  - h. Procedures for project implementation
  - i. Potential barriers to implementation and sustainability
  - j. Ethical considerations & risks
  - k. Potential benefits & outcomes



- l. Proposed timeline
- m. Anticipated resources, budget & funding plan
- 11. Evaluation Plan
  - a. Specific plan for evaluation of each objective
  - b. Evidence-based measures to be applied to evaluation plan
  - c. Analysis method for each objective
- 12. Project Implementation
- 13. Results
  - a. Specific details of how project was evaluated, method of analysis for each objective
  - b. Objective presentation of findings
- 14. Discussion
  - a. Analysis of findings
  - b. Support with literature
  - c. Discussion of facilitators and barriers,
  - d. Unintended consequences (positive/negative)
- 15. Recommendations and limitations (within framework of strategic plan).
- 16. Recommendation for sustaining intervention (or not?).
  - a. Application in other settings/populations
  - b. Limitations of project findings
- 17. Implications for Practice and Career Development
- 18. Contribution of project in achieving DNP Essentials, personal goals
- 19. References
- 20. Appendices (must include)
  - a. All approval letters from IRB reviews
  - b. Copy of data collection tool (if applicable)
  - c. Any letters giving permission to use tools or resources
  - d. Copy of subject consent form (if applicable)
  - e. Recruitment materials

## STEP 6: ORAL PRESENTATION AND SUBMISSION COPIES OF COMPLETED PROJECT

The purpose of the oral presentation is for faculty and the DNP Project Team to evaluate and approve the student's ability to articulate their DNP Final Project. The DNP Project Team members must agree that the project is complete and ready for oral presentation to the team for final approval. Students must arrange a mutually agreeable time to present with DNP Project Team members prior to graduation. Three weeks prior to the scheduled oral presentation, the final draft of the project is uploaded to ePortfolio under Essential I: Scientific Underpinnings for Practice and made available to all DNP Project Team members. All members of the team are expected to read the DNP Project presentation, forward any clarification questions to the student and team at least 72 hours in advance of the scheduled oral presentation. All members will attend the oral presentation in person or via WebEx. Students are expected to develop a 30-minute presentation of the project. After the presentation, DNP Project Team members will ask questions for up to 30 minutes. Following the oral presentation, the team meets and makes one of two determinations: 1) approve; or 2) approve subject to minor changes. In the case of approval with minor revisions, the student need only submit the revised DNP Project report to the DNP Project Chair and any other specified team members. The DNP Project Team will complete Appendix D (Final Project Rubric/Approval Form) to grade DNP Final Project and DNP FINAL PROJECT COMPLETION APPROVAL FORM (Appendix E).

Students must provide the DNP Project Team with the title page (see Appendix C for format) and obtain signatures from all members. The final approved DNP Project Report with signed title page and signed Final Project Rubric/Approval Form ( Appendix D) and signed DNP FINAL PROJECT COMPLETION APPROVAL FORM (Appendix E) must be uploaded to ePortfolio under Essential I: Scientific Underpinnings for Practice. Students must also submit a copy of the signed DNP Final Project with a signed signature page and signed rubric/approval form to their respective Director's office.

#### **STEP 7: DISSEMINATE THE DNP PROJECT**

In addition to the DNP Project final report and oral presentation to the faculty, students must disseminate the results of their DNP Project in order to complete the requirements for NRS 8998 and the DNP degree. Dissemination may include a professional poster, platform presentation or manuscript draft prepared for publication in a peer-reviewed journal.

## Development and Progression of DNP Project

	Semester prior to NRS 8671 Advanced Scientific Methods	NRS 8671 Advanced Scientific Methods	NRS 8998 Planning	NRS 8998 Implementation	NRS 8998 Analysis	NRS 8998 Dissemination
Identify a broad area of interest	X					
Identify agency		X	X			
DNP project team formation	X					
Formalize DNP Project		X				
Review of literature and rating evidence		X	X			
DNP Project Area of Interest and DNP Project Team Approval Form signed (appendix A)	X					
Proposal development rubric (appendix B)		X	X			
CITI Training (copy of completion record posted to eportfolio)		X	X			
IRB Preparation		X	X	X		
IRB submission				X		
DNP Project implementation				X		
Data/outcome analysis					X	
Project evaluation (facilitators and barriers)					X	
Dissemination of findings						X
Manuscript development					X	X
DNP FINAL PROJECT COMPLETION APPROVAL FORM (appendix E)						X

## STUDENT TRACKING OF DNP PROJECT HOURS

All students are required to demonstrate accomplishment of the DNP Essentials through their coursework and completion of the DNP Project. Attainment of the eight DNP Essentials will be documented by the student upon completion of the final semester course (NUR 8998-Dissemination) and filed in the student's ePortfolio. Students are responsible for maintaining a log of DNP Project hours (Appendix F), activities, and accomplishment of the DNP Essentials. The following activities are some examples of time that should be recorded toward meeting the DNP Essentials:

- Observational and/or meeting time with identified experts
- Organizational planning meetings to determine goals/approach for project
- Attending seminars, meeting with consultants related to project problem
- Learning new leadership and advanced practice skills appropriate to the DNP Project topic
- Evaluating and rating evidence for DNP Project
- Producing educational materials related to the DNP Project topic
- Developing tools for assessment and evaluation related to the DNP Project topic
- Engaging in organizational work related to the DNP Project
- Engaging in policy development related to DNP Project
- Poster, paper presentations of findings in agency or at conference
- Staff in-services related to project

The following is required each semester while enrolled in NRS 8998:

- Develop goals related to the DNP Essentials
- Maintain a log of hours and activities
- Maintain a reflective journal related to development and implementation of the DNP Project and attainment of the DNP Essentials
- On-going self-evaluation relative to accomplishing the DNP Essentials

## GRADING FOR DNP PROJECT NRS 8998

Possible grades awarded each continuous term the student is enrolled in NRS 8998	
<b>SP</b>	Satisfactory progress has been made towards completion of the project. The SP grade is included in credit hours attempted and earned (pass) semester hours
<b>NP</b>	Progress towards completion of the project has been unsatisfactory. The NP grade is included in credit hours attempted, but not included in credit hours earned
Possible grades awarded at completion of NRS 8998	
<b>S</b>	Final grade assigned to DNP Project in last enrolled semester when all objectives of the course have been met satisfactorily
<b>U</b>	Final grade assigned to DNP Project in last enrolled semester when all objectives of the course have not been met satisfactorily

# DNP PROJECT POLICIES

## NUMBER OF STUDENTS PER DNP PROJECT

Under special circumstances and with permission of the DNP Project Chair and Program Coordinator/Director students may work in groups of 2 or more. The DNP program coordinator/director in collaboration with the DNP Project Chair will make the determination based on the scope of the project and the ability of students to meet all the Essentials and objectives required to complete the DNP Project. Each member of the group must meet all expectations of planning, implementation, and evaluation of the project, and be evaluated accordingly. Each student must have a leadership role in at least one component of the project and be held accountable for a deliverable (See Appendix G for delineation of deliverables). The following serve as illustrative examples:

- a. The student serves as a vital member of an interprofessional team, implementing and evaluating a component of a larger project.
- b. Students work on the same project, for example improving hand washing, across multiple units within the same organization or across multiple organizations.
- c. Students focus on different aspects of improving diabetic outcomes of care by meeting criteria for guidelines for diabetes care such as eye exams, time frames for Hg A1-c screening, and foot care.
- d. Students analyze and implement changes in state immunization policies to improve access to immunizations and increase immunization rates.

Students working in groups must complete Appendix G: Group DNP Project Planning Form and receive approval from the DNP Project Chair and DNP Director/Coordinator in Step 1 and 2.

## AUTHORSHIP

If authorship on any subsequent publications from the DNP Project is to be negotiated, the authorship agreement (Appendix H) must be signed and included in the student file.

## EDITORIAL STYLE

APA is the only acceptable writing format for use in the Oakland University SON. Students should use the APA Publication Manual of the American Psychological Association (7<sup>th</sup> ed)-2020.

# Appendix A: DNP PROJECT AREA OF INTEREST AND DNP PROJECT TEAM APPROVAL FORM

Date: \_\_\_\_\_

Student name: \_\_\_\_\_

Describe your area of interest:

Describe the problem to be addressed and specify the question to be answered.

Explain the importance of the question or problem to the area of specialty nursing.

Submit the results of a review of the literature on your topic area. Include references that will assist the DNP Project Team members to understand your area of interest and question to be answered.

Describe the DNP Project method proposed to answer the problem.

Describe your plans for dissemination of DNP Project results

**The signature of the DNP Project Team indicates approval of the DNP Final Project idea/concept and agreement to serve on the team.**

**Student (print):**

Name: (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**DNP Project Chair:**

Name: (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**DNP Project Team Member:**

Name: (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Additional Team Members (Optional):**

Name: (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**DNP Program Coordinator/Director:**

Name: (print) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Graduate Program Director:**

Name: (print) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX B: DNP PROPOSAL RUBRIC

Score each area using the following: 1=Strongly disagree, 2=Disagree, 3=Neutral, 4=Agree, 5=Strongly Agree

		Score
Background and Significance	Describes the phenomena, its importance to healthcare and affected stakeholders.	
Purpose Statement	Clearly and concisely states the goal of the project.	
Review of the Literature	Provides an organized, integrated summary of the state of the science (with level of evidence provided).	
Theoretical Framework	Provides appropriate theoretical framework to guide the project.	
Methods and Procedures	Clearly and concisely summarizes (where applicable): <ul style="list-style-type: none"> <li>• Evidence-based practice model or research design</li> <li>• Participants/population</li> <li>• Sample/setting</li> <li>• Recruitment</li> <li>• Instruments</li> <li>• Procedures</li> <li>• Key personnel</li> <li>• Stakeholders</li> <li>• Barriers to implementation and sustainability</li> <li>• Data collection plan</li> <li>• Data analysis plan</li> <li>• Ethical considerations</li> </ul>	
Resources	Identifies all anticipated resources and potential costs.	
Approvals for Implementation	Identifies required approvals needed for implementation (cooperating agencies, IRB, etc)	
Evaluation Plan	Clearly and concisely summarizes evaluation plan (where applicable): <ul style="list-style-type: none"> <li>• Objectives or research questions.</li> <li>• Plan for monitoring objective accomplishment.</li> <li>• Plan if problems encountered during implementation.</li> </ul>	
References	Current references	
Clarity of Writing and Writing Technique	Writing is clear and succinct. The writer incorporates the active voice when appropriate. Appropriate grammar	
APA	Follows current APA format guidelines	

DNP Project Chair \_\_\_\_\_ Date \_\_\_\_\_

DNP Team member \_\_\_\_\_ Date \_\_\_\_\_

DNP Team member/s \_\_\_\_\_ Date \_\_\_\_\_



## APPENDIX C: FORMAT FOR TITLE PAGE

### TITLE OF DNP PROJECT

by

[Click here and type the YOUR ACADEMIC NAME in all Caps.]

A research report submitted in partial fulfillment of the  
requirements for the degree of

DOCTOR OF NURSING PRACTICE

[Click here and type the YEAR OF DEGREE CONFERRAL]

Oakland University  
Rochester, Michigan

APPROVED BY:

_____ Signature of DNP Team Chair	_____ Date
_____ Signature of DNP Team Member	_____ Date
_____ Signature of DNP Team Member	_____ Date
_____ Signature of DNP Team Members	_____ Date

# APPENDIX D: FINAL PROJECT RUBRIC/APPROVAL FORM

Score each area using the following: 1=Strongly disagree, 2=Disagree, 3=Neutral, 4=Agree, 5=Strongly Agree

		Score
Background & Significance	Describes the phenomena, its importance to healthcare and affected stakeholders	
Purpose Statement	Clearly and concisely states the goal of the project.	
Review of the Literature	Provides an organized, integrated summary of the state of the science (with level of evidence provided).	
Theoretical Framework	Provides appropriate theoretical framework to guide project.	
Methods and Procedures	Clearly and concisely summarizes (where applicable): <ul style="list-style-type: none"> <li>• Evidence-based Practice model or Research design</li> <li>• Participants/population</li> <li>• Sample/setting</li> <li>• Recruitment</li> <li>• Instruments</li> <li>• Procedures</li> <li>• Key personnel</li> <li>• Stakeholders</li> <li>• Barriers to implementation and sustainability</li> <li>• Data collection plan</li> <li>• Data analysis plan</li> <li>• Ethical considerations</li> </ul>	
Resources	Identifies all required resources and costs	
Approvals for Implementation	Provides all required letters of support from cooperating agencies (as appendices).	
Results	Clearly and concisely summarizes (if appropriate): <ul style="list-style-type: none"> <li>• How each goal/research question was objectively evaluated.</li> <li>• Statistical analyses for each goal/question.</li> </ul>	
Discussion	Addresses each objective: <ul style="list-style-type: none"> <li>• Provides facilitators and barriers encountered.</li> <li>• Identifies unintended consequences (both positive and negative, if appropriate) and how handled.</li> <li>• Thorough analysis of findings with comparison to literature.</li> </ul>	
Recommendations and Limitations	Provides future recommendations for project/research and possible application of this project in other settings. Identifies all limitations of project	
Implications for practice and career development	Discusses impact of project and residency on personal growth and development.	
References	Current state of the science references (with matrix).	
Clarity of Writing and Writing Technique	Writing is clear and succinct. The writer incorporates the active voice when appropriate. Grammar appropriate	
APA	Follows APA.	

DNP Project Chair \_\_\_\_\_ Date \_\_\_\_\_

DNP Team member \_\_\_\_\_ Date \_\_\_\_\_

DNP Team member \_\_\_\_\_ Date \_\_\_\_\_

# APPENDIX E: DNP FINAL PROJECT COMPLETION APPROVAL FORM

This is to certify that \_\_\_\_\_, a DNP student  
in the School of Nursing, has successfully presented at \_\_\_\_\_ on (date)  
\_\_\_\_\_ and received approval for completion of his/her DNP Project entitled  
\_\_\_\_\_ and it has  
been approved as meeting the requirement for the Degree of Doctor of Nursing Practice.

Final presentation approved Date: \_\_\_\_\_

\_\_\_\_\_  
NP Project Chair Date

\_\_\_\_\_  
ultyTeam Member Date

\_\_\_\_\_  
Graduate Program Director Date

# APPENDIX F: DNP PROJECT TIME LOGS

## DNP Project Hours Tracking Form

Date	Hours	DNP Project Task Completed	AACN Essential Met	Mentor Signature

## APPENDIX G: GROUP DNP PROJECT PLANNING FORM

Students who are completing a Group DNP Project are required to submit this form to the DNP Project Chair and DNP Program Coordinator/Director for approval at the beginning of the DNP Planning Process. As outlined in the DNP Project Requirements, students must be individually evaluated, and the Project must comply with the AACN (2015) requirements.

<b>Requirements</b>	<b>Student A</b> _____	<b>Student B</b> _____
Describe the contributions to overall DNP Project Planning.		
Describe the Aim/Objectives of which student is taking a leadership role.		
Describe contributions to: - Writing DNP Project Proposal - Proposal Presentation - IRB submission - Developing plan for Experience Hours		
Describe the contributions to: - Project Planning - Project Implementation - Project Analysis/Synthesis - Project Dissemination-		
Describe the contributions to: -DNP Project Final Report -Mechanism for dissemination		
Other project related contributions:		
Student Signatures:		

\*Add additional column/s as needed

**Approved by DNP Project Chair & DNP Program Director/Coordinator:**

**Name:** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Name:** \_\_\_\_\_ **Date** \_\_\_\_\_

# APPENDIX H: AUTHORSHIP AGREEMENT

## AUTHORSHIP AGREEMENT

The student(s) and the DNP Project Team agree to the following in regard to authorship of any published material, posters, and or presentations based on this project. (Check one only).

The team does not wish to be included in the authorship of any published material, posters or presentations.

The team must be included in the authorship, listed after the students, of the first presentation and published article only.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

DNP Project Chair signature \_\_\_\_\_ Date \_\_\_\_\_

Team member signature \_\_\_\_\_ Date \_\_\_\_\_

Team member signature \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX I: SYLLABUS NRS 8998

<b>NRS 8998: DNP Project</b>	
<b>Credit</b>	8-credits
<b>Prerequisites</b>	NRS 8671 Advanced Scientific Methods for Evidence Based Practice
<b>Co-requisites</b>	None
<b>Course Description</b>	The DNP Final Project reflects the synthesis of program course work and mastery of expert practice knowledge in the translation of current research to improve nursing practice or healthcare outcomes. This 8-credit course will incorporate up to 500 practice hours and 4 phases: project development, implementation, analysis and dissemination of findings.
<b>Objectives</b>	<p>In relation to the planning of the DNP Project this course prepares the doctoral student to:</p> <ol style="list-style-type: none"> <li>1. Create inter and intra-professional collaborative relationships among faculty, mentors, and clinical partners to implement the DNP Project.</li> <li>2. Critically appraise and level the strength of evidence related to an identified problem.</li> <li>3. Develop an evidence-based project proposal based on problem identification, needs assessment and comprehensive literature review.</li> <li>4. Apply an appropriate theoretical framework to guide evidence-based practice.</li> <li>5. Incorporate technology systems that capture data to inform the project.</li> <li>6. Implement appropriate methods of data analysis based on project goals.</li> <li>7. Analyze organizational response to change.</li> <li>8. Evaluate study findings, conclusions, and implications for changes in practice, policy, education, and future research.</li> <li>9. Synthesize knowledge/data for dissemination.</li> </ol>
<b>Essential Content</b>	<ul style="list-style-type: none"> <li>● Proposal finalization/approval</li> <li>● DNP project committee formation</li> <li>● IRB approval as necessary</li> <li>● DNP project development</li> <li>● DNP project implementation</li> <li>● Data outcome analysis</li> <li>● Dissemination of findings</li> <li>● Submission of report</li> </ul>