Doctor of Nursing Practice Student Handbook

2018-2019

Southeastern Louisiana University
Graduate School of Nursing
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Contents

Southeastern Doctor of Nursing Practice Program

ACADEMIC INTEGRITY

POLICY UNDERSTANDING AND HONOR STATEMENT

I,_____, have read and understand the policies and procedures contained in the DNP student handbook. I fully understand that I am responsible for adhering to these policies as stated. I understand that I should contact the Doctor of Nursing Practice/DNP coordinator for clarification of policies should I have questions.

As a Doctorate of Nursing Practice/DNP student at Southeastern Louisiana University I pledge to hold myself, and my peers to the highest standards of honesty and integrity.

On all work submitted for credit by students enrolled in courses offered the following pledge will be implied by virtue of being enrolled:

On my honor, I have neither given nor received unauthorized aid in completing the assignments or examinations for course credit. Academic honesty and integrity are fundamental values that Southeastern's DNP program upholds. An incident of cheating, falsification, fabrication, multiple submissions, plagiarism, or complicity will be handled according to Southeastern institution's policy. Additionally, any individual who is aware of violations of the Honor Code is bound to take corrective action.

Date: _____

Print name: _____

Student Signature: _____

Doctor of Nursing Practice/DNP Student Handbook

Introduction

Together, the Doctor of Nursing Practice/DNP Student Handbook, the Moodle DNP student site, and the Southeastern Louisiana University catalogue should serve as guides throughout the student's graduate study at Southeastern. The DNP Student Handbook provides DNP students with information regarding the program's organizational structure, academic framework, and policies and guidelines. In addition, the student will find links to the names and telephone numbers of administrative and faculty resources. Every effort has been made to make the DNP Student Handbook as "user-friendly" as possible. Students are encouraged to review the handbook carefully and, when necessary, seek clarification with the DNP Program Coordinator. While there are wonderful online resources, know that you are always welcome to speak with faculty and staff in the Graduate Nursing Office.

The provisions of the DNP Student Handbook do not constitute a contract or an offer to contract between Southeastern Louisiana University and the student. All courses, programs, activities, costs, and procedures described in this handbook are subject to change, cancellation or termination by the institutions or the Board of Trustees for University of Louisiana System, or the Board of Regents at any time.

The affiliates of the Southeastern Louisiana University DNP Program assure equal opportunity for all qualified persons without regard to race, color, religion, sex, national origin, age, handicap, marital status, or veteran's status in the admission to, participation in, and treatment or employment in the program and activities.

Welcome to the Doctor of Nursing Practice Program

Dear Graduate Student:

It is with great pleasure that I welcome you to the Doctor of Nursing Practice/DNP program in the Southeastern College of Nursing and Health Sciences. Southeastern is committed to develop the region's most student-centered DNP program to prepare its graduates at the highest level of professional nursing practice.

The DNP is a practice-focused doctorate designed to prepare expert nurses in specialized advanced practice. The focus of the DNP program is on innovative and evidence-based practice. Collaboration and working in inter/intraprofessional networks are the foundations for this DNP program and are the guiding principles for its success. You, the graduate student, are our greatest asset, and your continued success to achieve your professional and academic goals in a caring, interactive, learning environment will validate our vision for the Southeastern DNP program.

On behalf of the faculty, staff, and administration, we wish you every success as you pursue your doctoral education at Southeastern!

For information on the national DNP program, visit the [American Association of Colleges of Nursing](#).

Respectfully yours,

Ann K. Carruth

Ann Carruth, Dean
Southeastern Louisiana University

ORGANIZATIONAL STRUCTURE

Organizationally, the Graduate Nursing Office within the Southeastern School of Nursing administers the Doctor of Nursing Practice Program.

The School of Nursing, Department Head appoints the DNP Program Coordinator, in counsel with the Graduate Coordinator. The DNP Program Coordinator shall be an approved member of the graduate faculty and function as an administrator and a teacher who acts as liaison among administration, faculty, and students. The DNP program coordinator provides the day-to-day implementation of the curriculum and administrative program oversight. Finally, all qualified graduate faculty meet twice per semester and on an as-needed basis to address academic issues relevant to implementation of the DNP program curriculum.

Student Representation

The views and opinions of graduate students are considered to be a valued and essential component in the determination of decisions regarding both administrative and curriculum issues within the DNP program. Student representatives serve on DNP committees. Any student interested in serving on one of these committees should contact the DNP Program Coordinator.

DNP Committees	Student Participation/Bylaws
Curriculum	(1) DNP student
Evaluation Oversight	(1) DNP student

Doctorate of Nursing Practice/DNP Program

SCHOOL OF NURSING MISSION

The mission of the School of Nursing is to prepare professional nurses as caregivers and managers who provide leadership to enhance the health of individuals, families, groups, communities and populations - by providing education which incorporates baccalaureate and graduate essentials of nursing education, professional standards of care and performance, by promoting research and evidence-based nursing, by advocating for an improved health care delivery system to meet the needs of clients across the lifespan in diverse healthcare environments, and by promoting the advancement of the profession.

DNP PURPOSE

The purpose of the DNP program is to prepare graduates at the highest level of professional practice to provide complex hospital and community-based care for patients and families; to redesign and evaluate nursing and health care systems; and to create leaders to mentor and educate new nurses.

PROGRAM OVERVIEW

The DNP program is a practice-focused doctoral degree designed for nurses pursuing the highest level of academic preparation in advanced clinical nursing practice or nurse executive positions. The DNP degree is a terminal degree in nursing. Southeastern's DNP program builds on the strength of its Master's level programs that prepare graduates as nurse practitioners, and nurse executives.

PROGRAM OUTCOMES

At the completion of Southeastern's DNP program, graduates will possess the following competencies:
1. Synthesize advanced theoretical concepts from nursing and other disciplines to support clinical leadership practice
2. Incorporate scholarship, research, and analytic methods to lead evidence-based practice change and continuous quality improvement
3. Generate clinical prevention and population health improvement strategies
4. Translate complex scientific findings into clinical and leadership practice
5. Integrate processes that support technology-enhanced, data-based healthcare

6. Foster intra- and interdisciplinary collaborations, which advance the level and quality of care across populations and systems
7. Utilize knowledge of health policy to facilitate advocacy initiatives, social justice, and ethical care
8. Assume high-level leadership roles in organizations and systems to positively impact the health of individuals and populations

PROGRAM DESCRIPTION

The Doctor of Nursing Practice (DNP) is an academic partnership offered by Southeastern Louisiana University and the University of Louisiana Lafayette. The Doctor of Nursing Practice (DNP) is a terminal professional degree that focuses on the clinical aspects of nursing rather than academic research. The curriculum for the DNP program is consistent with the American Association of Colleges of Nursing (AACN) Essentials of Doctoral Education for Advanced Nursing Practice.

The Southeastern DNP program consists of 39 credit hours beyond the master's degree. All of the courses required in the DNP program are new courses. Required courses primarily focus on the clinical and translational sciences, the philosophical basis of advanced nursing practice, and the socioeconomic factors needed to transform and evaluate health care. Courses are designed to comply with the recommendations in the American Association of Colleges of Nursing's (AACN) Essentials of Doctoral Education.

The eight AACN Essentials of Doctoral Education competencies, which define the DNP role and serve as the curricular framework include:

1. Essential I: Scientific Underpinnings for Practice – scientific foundations of nursing practice which reflect the complexities of contemporary practice. Graduates of DNP programs are expected to be able to translate complex scientific findings into advanced clinical and/or administrative practice.
2. Essential II: Organizational and Systems Leadership for Quality Improvement and Systems Thinking – a focus on organizational and systems leadership skills to include systems thinking and leadership for continuous quality and performance improvement.
3. Essential III: Clinical Scholarship and Analytical Methods for Evidence-Based Practice – scholarship, research, and analytic methods to lead evidence-based practice change.
4. Essential IV: Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care – integration of technology and informatics to support data-based health care change.
5. Essential V: Health Care Policy for Advocacy in Health Care – immersion in health policy to facilitate advocacy initiatives.
6. Essential VI: Interprofessional Collaboration for Improving Patient and Population Health – methods to expand opportunities for interdisciplinary collaboration essential to improve care across patient populations.
7. Essential VII: Clinical Prevention and Population Health for Improving the Nation's Health – investigation of clinical prevention and population health improvement

strategies.
8. Essential VIII: Advanced Nursing Practice – foundational practice competencies to support advanced practice specialization

For additional information [The AACN Essentials of Doctoral Education for Advanced Nursing Practice](#)

CURRICULUM

Post-MSN DNP Program

The post-Master's DNP program curriculum consists of 39 semester hours including a minimum of 10 residency credit hours (450 practicum hours) for planning, implementation, and evaluation of a DNP Project in the student's defined area of interest. Full-time study is four semesters, however, Southeastern seeks to develop the region's most student-centered DNP program by providing the program online, and offering part-time six or eight semester study plan options to meet the needs of the working professional nurse. In certain circumstances, additional coursework may be needed to achieve a total of 1000 post-baccalaureate practicum hours recommended by AACN prior to graduation with a DNP degree.

Southeastern seeks DNP applicants who have a Master of Science in Nursing and have experience as an advanced practice nurse (Nurse Practitioner, Clinical Nurse Specialist, Nurse Midwife, or Certified Registered Nurse Anesthetist) or Nurse Executive. The first cohort of Post-MSN DNP students were admitted in Fall 2012 and graduated in Spring 2015 and Spring 2016 dependent on the length of their curriculum plan.

BSN to DNP Program

The BSN to DNP Program is a 70 hour curriculum plan that incorporates the Family Nurse Practitioner (FNP) track through the Intercollegiate Consortium of Master's of Science in Nursing (ICMSN) and the core DNP courses from the Post-MSN DNP Program. Two courses were developed to merge the Masters' Essentials and the DNP Essentials. These courses are N830 Advanced Practice Scholarly and Theoretical Foundations which is comparable to N800 Scholarly Foundations for Advanced Practice Nursing. The second course is N831 Epidemiology and Preventative Population Care which incorporates aspects of N609 Population Based Primary Care as well as N805 Preventative Care for Populations and N802 Epidemiology. N695 Focused Scholarly Project is replaced with N803 Project Planning and the subsequent residency courses that represent the DNP Project process. The BSN to DNP Program offers the student an opportunity to complete the requirements for a MSN and complete the FNP certification exam. The remainder of the DNP courses are completed afterwards. The first cohort of the BSN to DNP students were admitted in Fall 2015.

DNP curriculum plans and course descriptions can be viewed online by accessing the following:

[Southeastern Louisiana University Catalogue](#)

[Southeastern Doctor of Nursing Practice/DNP](#)

ADMISSION REQUIREMENTS

The admission requirements and the criteria for admission to the DNP program can be found in the online University catalogue. For information regarding DNP admission requirements to Southeastern Louisiana University:

[Southeastern Louisiana University Catalogue](#)

[The Southeastern Doctor of Nursing Practice/DNP webpage](#)

*The Graduate Record Examination (GRE) is waived for Post-MSN DNP applicants.

ADMISSION PROCEDURES

Students will follow the admission procedures for Southeastern Louisiana University. For information regarding the admission procedures at Southeastern Louisiana University: [Southeastern Louisiana University Catalogue](#)

Students may be admitted via the admission classifications outlined in the Southeastern Louisiana University Catalogue. Regular admission includes individuals that meet the minimal admission requirements such as a cumulative GPA of 3.3 on a 4.0 scale at master's level for the Post-MSN DNP Program or cumulative GPA of 2.7 on 4.0 scale for the undergraduate degree in the BSN to DNP Program. See the specific minimal admission requirements in the Southeastern Louisiana University Catalogue. Provisional admission refers to those who do not meet one of the requirements under regular admission. Students admitted to provisional status may progress to regular status after receiving a GPA of 3.0 within the first 9 hours of coursework. Part-time students must achieve these nine hours within 12 consecutive months. A student in the provisional status may be dismissed if the nine hours are not achieved within 12 consecutive months or a GPA of 3.0 is not attained. Contingent admission status is granted if the student is lacking departmental admission requirements or documentation of such requirements like a transcript, GRE scores, or a pre-requisite. Acceptance and progression to regular status are contingent on the student acquiring the requirement documentation by a certain deadline as monitored by the department. Non-degree admission status may be granted while applying for program admission. Such status is often granted for students to complete a pre-requisite prior to acceptance into the program. Changes from provisional and contingent to regular status occur automatically as the student completes the required work. Progression from non-degree to regular admission is initiated by the student.

The DNP Program Coordinator will review submitted materials to determine admission status and make recommendations to the Graduate School for admission to the program. DNP applicants should work closely with the DNP Program Coordinator to ensure that all criteria for admission are addressed. For BSN to DNP students the DNP Coordinator and the Graduate Coordinator work closely together in selection to ensure the admission requirements are congruent with the MSN and DNP degree programs.

ADVISING AND REGISTRATION PROCESS

Before registration, advising is required to review course needs. The Graduate Nursing Office will communicate with DNP applicants/students regarding the advising process. To complete the enrollment process all requested forms and compliance documents must be completed prior to enrollment.

Once advised, continuing students may register and pay fees at the University via phone, Internet or on site. Students will register and pay fees for all courses toward the DNP degree.

DNP courses are offered per established study plans; failure to follow the selected study plan may delay progression in the DNP program. Students are advised to carefully review this process and consult with the DNP Program Coordinator as needed. Certain courses are pre-requisites for subsequent courses. N803 Project Planning and the residency courses must be taken in sequence.

Southeastern has a partnership with the University of Louisiana at Lafayette (ULL) in regards to the DNP Program. Each university accepts DNP courses from their partner. However N803 Project Planning and the residency courses must be taken from the university that will issue the student's diploma.

GETTING STARTED EACH SEMESTER

Southeastern Louisiana University uses **Moodle Learning Management System** (LMS). To access courses offered in Moodle students should log on to the Moodle site via the University's home page. By clicking on the courses listed in their Moodle list, students will gain direct access to the courses for which they are registered. Students should be aware of important semester and course dates to be ready to join the course(s). Course faculty contact information is shared prior to the course beginning and can also be found at the Moodle course site.

Need assistance? Contact: Graduate Nursing Office, at gradnursadmin@selu.edu or 985.549.5045.

Instructions to access Moodle

1. Begin at Southeastern's online home page, the URL (web page address) is: www.selu.edu
2. Scroll down to the bottom of the page and click on Moodle
3. Use the email username and password to login
4. There is help available on the login page - see Student Links (on the right side of the Moodle Login Page) for Technical Recommendations, Browser Check, Moodle Training, and Moodle Help
5. If unable to access course(s), please contact the Graduate Nursing Office at gradnursadmin@selu.edu or 985-549-5045 for assistance.

STUDENT SERVICES

Southeastern offers comprehensive student services for:

☐ Student Disabilities
☐ Student Health Services
☐ Financial Aid
☐ Counseling
☐ Testing
☐ Bookstore
☐ Libraries

Information about these services is available through the following link:

Southeastern Louisiana University Student Affairs

The Southeastern Louisiana University DNP program will follow the University catalogue and academic calendar. Policies, curriculum information, and course descriptions may be obtained in the catalogue. Important dates such drop dates, graduation application, and commencement are published the Academic Calendar. In addition university dates for defense, and library review are in the Graduate Calendar. Southeastern provides electronic access to the University catalogue, academic and graduate calendars.

Important Links:

Southeastern Louisiana University Catalog
Southeastern Academic Calendar

PROGRESSION POLICIES AND PROCEDURES

Degree Plan

Students must work with the DNP Program Coordinator to establish a degree plan as soon as graduate school admission is granted (Choosing 4-, 6- or 8-semester study plan option). The DNP Program Coordinator must approve any changes in the degree plan (study plan option).

Degree Candidacy

Students are awarded candidacy upon acceptance into the Southeastern DNP program.

Time Limits

The Doctor of Nursing Practice/DNP student has six (6) calendar years from the date of admission to the program to complete the DNP degree requirements.
A DNP student may sit out (not taking any courses) for up to two consecutive semesters. After two consecutive semesters of non-attendance the DNP student must re-apply to the DNP Program.

DNP Program Student Handbook

The DNP Program Student Handbook is available on the DNP Student Moodle Site and the Southeastern DNP webpage. Students are expected to carefully read the handbook and validate with the link provided at the DNP Student Moodle site. A signed Honor Statement as represented in the front of this handbook must be submitted to the Graduate Nursing Office prior to beginning classes. This form as other compliance documents is available via Castle Branch, the outsourced entity that assists Southeastern in monitoring student compliance.

CastleBranch

Grades and GPA

DNP students must have a final graduation grade point average consistent with policies of the Graduate Program in order to receive the Doctorate of Nursing Practice/DNP degree.

Grades of C or below may not be applied as degree credit. A course in which the student has obtained a grade of C must be repeated. Grades of D or F in any course will result in dismissal from the DNP program.

For courses with a practicum component, unsatisfactory final evaluations by a preceptor or faculty member may result in an "F" in the course.

The DNP grading scale is as follows:
Grading Scale:

93-100	= A
85-92	= B
77-84	= C
69-76	= D
68-0	= F

Note that grades are rounded with 0.5 or greater rounded to the next whole number and those less than 0.5 rounded to the next lowest whole number for grade determination.

A grade of "I" or "Incomplete" may be given only for courses in which, because of circumstances beyond the student's control, cannot be completed during the semester in which the course was taken. The student must request an "I" grade from their instructor with documentation of extenuating circumstances. An "I" grade must be removed by the end of the next semester, including summers, unless extended by the student's academic dean. If the "I" grade is not removed, it will automatically be changed to a "F".

Probation
DNP students whose semester or term GPA and/or cumulative GPA in graduate courses fall below a 3.0 shall be placed on probation. During their next semester or term of enrollment the student must achieve a minimum 3.0 GPA for that semester/term. Students will remain in Probation status as long as their cumulative GPA remains below 3.0. Refer to the Southeastern University Catalogue for specifics regarding probation, suspension and dismissal from Graduate Studies.

Enrollment Limitation

The DNP program reserves the right to limit the number of students enrolled in a course in order to make the most effective use of the educational resources available.

Transfer credit

Credits from other universities may be transferred under certain circumstances. Students must seek approval to transfer credit toward the DNP degree. The DNP Program Coordinator will facilitate this process. Students may request the transfer of credits after completing 12 credit hours at Southeastern. **Courses related to completion of the DNP Project must be taken at Southeastern. These courses are: NURS 803, 809, 821, 822, and 823.**

Licensure

The student must maintain an unencumbered RN license at all times and APRN license if appropriate at all times while enrolled in the DNP program. Changes in licensure status must be reported immediately to the DNP Program Coordinator and the Department Head. Failure to report encumbrances and disciplinary proceedings against RN/APRN license(s) will result in immediate dismissal from the University.

The Louisiana State Board of Nursing has adopted revised statutes, effective January, 1996, that applies to licensor and grounds for disciplinary action. Law Governing the Practice of Nursing

Licensure and Grounds for Disciplinary Action

LOUISIANA REVISED STATUTE (LRS) 37:921, grounds for disciplinary action proceedings reads as follows:

"The board may deny, revoke, suspend, probate, limit, or restrict any license to practice as a registered nurse or an advanced practice registered nurse, impose fines, and assess costs, or otherwise discipline a licensee and the board may limit, restrict, delay, or deny a student nurse from entering or continuing the clinical phase of nursing education upon proof that the licensee or student nurse:
(1) Is guilty of selling or attempting to sell, falsely obtaining, or furnishing any nursing diploma or license to practice as a registered nurse.
(2) Is convicted of a crime or offense which reflects the inability of the nurse to practice nursing with due regard for the health and safety of clients or patients or enters a plea of guilty or nolo contendere to a criminal charge regardless of final disposition of the criminal proceeding, including, but not limited to, expungement or nonadjudication.
(3) Is unfit or incompetent by reason of negligence, habit, or other cause.
(4) Has demonstrated actual or potential inability to practice nursing with reasonable skill and safety to individuals because of use of alcohol or drugs; or has demonstrated inability to practice nursing with reasonable skill and safety to individuals because of illness or as a result of any mental or physical condition.
(5) Is guilty of aiding or abetting anyone in the violation of any provisions of this Part.
(6) Is mentally incompetent.
(7) Has had a license to practice nursing or to practice as another health care provider denied, revoked, suspended, or otherwise restricted.

(8) Is guilty of moral turpitude.
(9) Has violated any provision of this Part."

Nametags

Nametags or Southeastern Identification shall be worn any time a student is engaged in DNP program practicum experiences or when utilizing LALINC services. Southeastern identification cards can be obtained at Card Operations. The first identification card is free. Replacements have a nominal fee. Nametags may be obtained at the Southeastern Bookstore or another location of the student's choice.

The nametag will incorporate Southeastern's green or gold colors with white/black lettering, and should contain the following:

☐ Name, credentials (RN, BS; RN, MSN, APRN, FNP, etc.)
☐ Southeastern Louisiana University
☐ Designate degree program and status as student (I.e. DNP Student)

Health and CPR Requirements

Prior to registration in **NURS 803: Project Planning**, students must obtain BCLS certification in compliance with American heart Association guidelines and maintain certification during all residency courses. Students entering DNP practicum courses must meet health and immunization requirements. Health requirements are outlined on the Castle Branch website.

L.A.C. Title 46, Part XLVII Chapter 40 outlines a nurse's responsibility to prevent the transmission of HBV, HCV, or HIV viruses. In accordance with Chapter 40, all registered nurses, registered nurse applicants, and nursing students enrolled in a clinical nursing course who know or should know that they carry and are capable of transmitting HBV, HCV, or HIV, **and who perform or participate in exposure-prone procedures** shall report their status to the Louisiana State Board of Nursing (LSBN). The Department Head will confidentially assist students with reporting of HBV/HCV/HIV status to LSBN and Clinical agencies. **All students regardless of their HBV/HCV/HIV status should exercise Universal Precautions in all clinical settings.** If you have any question regarding this matter, you may contact the Louisiana State Board of Nursing Monitoring Department at 225-755-7546, fax: 225-755-7583 or monitoring@lsbn.state.la.us.

Student Health Requirements

Students must provide evidence that the listed health requirements have been met <u>PRIOR TO ENROLLING IN NURS 803: PROJECT PLANNING</u>.

1. A history and physical examination documenting absence of health problems which would possibly interfere with the student's ability to meet course objective and/or which would possibly jeopardize the safety and/or health of patients. A licensed physician or nurse practitioner MUST complete the physical exam form. Copies of the results and required laboratory tests must accompany the physical exam form.

2. A negative PPD. If PPD is positive, a negative chest x-ray is required prior to entry into a practicum course. Thereafter, a physician's statement confirming that the student shows no signs or symptoms of TB and stating that pharmacological treatment for TB is not indicated will be required at the time of renewal of clinical health requirements. (If a known conversion of PPD from negative to positive occurs over a one year period, treatment is recommended along with written validation of such treatment from a physician or written validation from a physician stating a non- infectious status that requires no treatment.) Annual testing is required.

3. A negative VDRL or RPR.

4. A positive, Measles Mumps and Rubella (MMR) titer(s) showing proof of immunity, once proof of immunity is verified by the titer results, this test does not have to be repeated. Lab documentation is required.

5. Proof of documented positive HBs antibody titer. If antibody titer is negative, a booster of HBV is required.

6. Varicella antibody testing is required. If antibody testing is negative, varicella vaccine is required.

7. Documentation of a one-time dose of Tdap must be provided (unless Td within 2 years in which case a Tdap will be required at the end of the 2 year period). A primary series will be requested. However if such information is not available the Tdap results will suffice.

8. List of prescription maintenance drugs.

9. A written physician's release to return to any practicum experience following an absence due to illness, accident or change in health status.

10. All DNP students must provide proof of health insurance each semester.

11. CPR certification American Heart Association for Health Care Providers (Adult, Child & Infant) Certification must NOT expire during the semester.

12. All clinical students must provide ANNUAL proof of OSHA orientation or update to include fire prevention, safety, safety/disaster, and HIPAA. Employer documentation is acceptable. Southeaster does provide an OSHA module on the Moodle website to meet this requirement. Contact the Graduate Nursing Office to gain access to the OSHA module at gradnursadmin@selu.edu or 9985) 549-5045.

13. All students must provide proof of a current and unencumbered RN and appropriate APRN License(s) upon admission and annually.

Additional instructions:

Prior to enrollment into the DNP program, students are required to submit to background checks, and drug and alcohol screening. The administrative assistant in the Graduate Nursing Office will monitor students' evidence of meeting these requirements.

Students must complete all compliance documents prior to receiving permission to register for classes. The Castle Branch website will indicate which requirements are overdue or not in compliance. A Confidentiality Statement, Drug Free Form, and Health Insurance Verification are required each semester. Health requirements are required prior to beginning the clinical courses, starting with N803 Project Planning. Students who fail to provide required renewal evidence of health requirements, etc. will not be allowed to remain enrolled in any practicum courses. Failure to renew health requirements that **expire during the semester** will prevent the student's participation in practicum activities.

Drug Screening

Upon admission to the DNP program, all students are required to have baseline drug screening and may be selected for random drug screens. The drug screening policy is on page 16 of the [School of Nursing Student Handbook](#).

Accidental Exposure

During the course of the practicum experience if the student is exposed to blood or other potentially infections materials in such a manner as may transmit infection; you should follow facility protocol, and notify your residency mentor and the DNP Program Coordinator. Agency policies will then be followed including the completion of any incident report, testing and follow-up. If a student is exposed to blood or other potentially infectious materials during the practicum experience, it is the responsibility of that student to obtain follow-up exposure care. The cost of any emergency medical care or treatment shall be the responsibility of the student receiving the care or treatment.

In the event that a student administers care to a client who later in their hospitalization, tests positive for communicable disease, it will be the student's responsibility to undergo testing and follow-up as may be recommended by clinical agency.

Students Who Have Tested Positive for a Communicable Disease

It shall be the legal and ethical obligation of any student who has tested positive or contracted any communicable disease to report this fact immediately to the DNP Program Coordinator and the Department Head. The student is obligated to institute behaviors to prevent spread of any communicable diseases.

The Graduate Nursing Office assumes no liability for students with compromised immune systems acquiring other communicable diseases.

Criminal Background Checks

Upon admission to the DNP program, all students will be required to complete a criminal background check to comply with University and agency requirements. The cost and responsibility for these background checks is the responsibility of the student. The Graduate Nursing Office will communicate specific procedures for Clinical background checks once the student has been formally accepted into the program. Acceptance into the program is dependent on background check results.

Requirements For Web-based Courses

All DNP courses are offered as distance learning courses delivered via the Internet and online Learning Management System (LMS) - Moodle. Students are advised that there are minimum technical requirements for accessing web-based courses and specific recommendations regarding preferred web browsers.

In order to successfully take an online course, check computer equipment, Internet connection and browser configuration for optimum performance. To help maximize performance for your course, computer settings must meet Moodle's requirements and that the Internet connection used should be fast and reliable. The browser also needs to be properly configured.

In other words, you need your computer to be set up correctly or completing assignments and tests will be troublesome. It is recommended that computer equipment is configured prior to starting a course that uses Moodle. Having a computer set up properly will give the student the necessary tool to complete online work with ease and enhance the learning experience.

Please refer to the **Southeastern Technology Recommendations** webpage to get started: Technical Recommendations

Software

Students are expected to submit written work as a MS Word doc/docx file.

Necessary software includes latest versions of MS Word, PowerPoint, and Excel. Students may be required to download other software such as, SPSS, Acrobat Reader or QuickTime Player to support course activities.

Other

- ☐ Pop-up blockers should be disabled if possible when working in the Moodle LMS
- ☐ You may want to add Moodle as a "Trusted Site"
- ☐ A Southeastern e-mail account is to be maintained at all times by the student and shall be used by the student for all communication with the faulty/graduate office. Students should check their Southeastern e-mail site daily.
- ☐ Internet Explorer is not recommended for use with Moodle. Chrome and Firefox Mozilla are the recommended browsers.

Learning in an Online Environment – Establish a Back-up Plan

Students are expected to have appropriate equipment and software to complete course assignments. While it is understood that mechanical problems occur, these are not acceptable reasons for failure to complete assignments and exams on time. Students should have back-up computer access. All campuses have accessible computer labs, as do public libraries in many communities. Students are advised to investigate back-up resources in case of emergency.

All assignments are to be submitted via the Moodle LMS. Submission of course work by e-mail should be avoided.

Southeastern provides a host of online or remote access services to students, including but not limited to online admission, registration, financial aid, fee payment, e-mail, student help desk, and the student portal (Moodle).

The ability of a student to succeed in distance education classes depends on their ability to understand the course structure and technology, as well as the ability to navigate learning management system (Moodle). Prior to enrollment in an online program students are informed of prerequisite technology skills required to succeed in the online environment. Prospective students have the opportunity to be counseled on their ability to succeed in online courses. Tutorial courses and modules are available online.

Specialized services offered for distance learners include:

- Online Interlibrary Loan Request forms
- E-mail reference assistance
- Access to account information concerning the library
- Telephone and video conferences

Although faculty members and students communicate largely through the learning management system and e-mail, online learning environments do not preclude students from accessing or communicating with faculty on a one-to-one basis. When needed, students are encouraged to phone faculty or schedule face-to-face meetings to discuss technological issues, course concerns and seek advice with faculty.   In turn, faculty members will make every effort to respond to student communication in a timely manner. Preferred communication methods and expected time responses are posted on the Moodle course sites.

When communicating by email, please follow these guidelines

- Always include a subject line
- Begin each email with Dr._____, "Hey" is not appropriate
- Remain professional in the emotion conveyed during correspondence: avoid "flaming"
- Respect the privacy of peers and faculty by not forwarding e-mail without prior permission
- You should use your Southeastern email (@selu.edu) for all correspondence with faculty and offices at Southeastern

When communicating by discussion forums

- Be respectful of others' ideas
- Read all comments before entering your remarks
- Be positive and give constructive comments in group discussions
- Respond in complete sentences that reflect thoughtful input

Civility

Civility is defined as "claiming and caring for one's identity, needs, and beliefs without degrading someone else's in the process" (Thomas Spath and Cassandra Dahnke, Founders of the Institute for Civility in Government). Civility is more than just politeness. Civility is about disagreeing without disrespect, seeking common ground for a dialogue about differences, listening, and teaching others to do the same. In this sense civility is negotiating interpersonal power so that everyone's voice is heard and nobody is ignored or insulted. Violations of civility are considered student misconduct according to the SLU "Standards of Conduct" as mentioned previously. Civility will be utilized in all communications with peers, staff, and faculty.

Confidentiality Policy

Confidentiality respects patient privacy issues. A major responsibility of all health care providers is that they keep all patient/client/recipient of care information confidential. All data that are collected are considered to be confidential information.

It is the policy of Southeastern School of Nursing/DNP program that all information concerning patients/clients/recipients of care is confidential and may not be disclosed in any way, by any means, by students or faculty without appropriate authorization.

Students have the ultimate responsibility for their own actions and may be liable for their own negligence if they violate patient/client/recipient of care confidentiality.
Violation of the policy related to confidentiality will lead to the dismissal of the student.
Family Educational Rights and Privacy Act (FERPA) of 1974 Policy (6/03)

The Southeastern School of Nursing/DNP program adheres to the Family Educational Rights and Privacy Act of 1974. Specifically, written consent from parents and "eligible" students must be obtained when disclosure of personally identifiable information is required from students' educational records. The consent must specify the records to be disclosed, the purpose of the disclosure, and must identify the party to whom disclosure is made.

Health Insurance Portability and Accountability Act (HIPAA) of 1996 Policy (6/03)

The Southeastern School of Nursing adheres to the provisions of the HIPAA Act of 1996, which was designed to ensure the privacy, and security of protected individually identifiable information. Students and faculty must comply with the HIPAA-related policies of the School of Nursing and the clinical agencies with which the School of Nursing is affiliated to safeguard patient/client/recipient. Students and faculty must complete HIPAA-related training sessions as deemed necessary by the DNP program and/or the clinical agencies with which Southeastern School of Nursing is affiliated.

Doctor of Nursing Practice/DNP students have the ultimate responsibility for their own actions and may be liable for their own negligence if they violate patient/client/recipient of care protected individually identifiable information. Violation of the Southeastern School of Nursing policy related to HIPAA compliance will lead to the dismissal of the student.

Student Responsibility for Loan Repayment

Nursing students and graduates have a legal and ethical responsibility to repay student loans. In accordance with Louisiana Revised Statue 38:2951, the Louisiana

State Board of Nursing withholds the licensor renewal applications of registered nurses who were deemed by the Louisiana Office of Student Financial Assistance (LOFSA) to be in default of student loan (LSBN, The Examiner, pg. 2, Vol. 10, No. 3, Fall 2002).

ACADEMIC DISHONESTY

The affiliates of the Southeastern School of Nursing DNP program are committed to principles of truth and academic honesty. Every DNP student is responsible for upholding the provisions of the Student Code of Conduct, as published in the University Undergraduate and Graduate Catalogues. All faculty members of the DNP program share in the responsibility for maintaining and supporting these principles. When a student enrolls in courses offered by the Graduate Nursing Office, the student assumes an obligation to pursue academic endeavors in a manner consistent with the standards of academic integrity. To maintain academic integrity, the Southeastern School of Nursing has adopted a "zero tolerance" policy regarding acts of academic dishonesty.

Students who engage in acts of academic dishonesty are subject to the disciplinary procedures of the university in which they are enrolled. Sanctions may range from "0" on the assignment in question to an F in the course to dismissal from the program/university.

Academic dishonesty includes cheating, plagiarism, and fabrication in the process of completing academic work for courses or practicum experiences toward the completion of the DNP Project.

Cheating

Cheating is the intentional activity to gain unfair advantage over other students in a course. Examples of cheating include, but are not limited to: communicating improperly with others during exams or the preparation of assignments for classes; copying from books, notes, or other sources during a test when this has been prohibited; copying from another student's work; procuring or using copies of current examinations; communicating exam content to other students; and allowing another person to take an exam, write a paper, or complete a course assignment.

Falsification/Fabrication

Falsification and fabrication involve intentional and unauthorized alteration of information, forging, or inventing false information for use in the course of an academic activity. Examples include altering the record of data or experimental procedures or results in thesis or scholarly reports, falsely citing sources of information; altering academic records; counterfeiting or inventing a record of practicum experiences.

Multiple Submissions

Multiple submissions or "self-plagiarism" includes, but is not limited to, submitting the same paper or oral report or parts of the same paper or oral report for credit in two separate courses. *This also applies to courses, which are being repeated.* Making minor revisions in a paper or report for which credit has already been received and submitting it again as a new piece of work is also considered self-plagiarism. Consult with the instructor prior to submitting revisions of the same work. The DNP Project does build on previous work. Consequently such revisions may be acceptable dependent on the instructor's discretion.

Plagiarism

Plagiarism is knowingly representing the work of another as one's own without proper acknowledgment of the source. The only exceptions to the requirement that sources be acknowledged occur when the information, ideas, etc., are common knowledge. Plagiarism includes, but is not limited to, submitting as your own work material obtained from a commercial writing service; quoting directly or paraphrasing closely from a source without giving proper credit; using figures, graphs, charts, or other such material without identifying the sources. Follow the American Psychology Association (APA) guidelines related to plagiarism, quotes, paraphrasing, and citations.

Complicity in Academic Dishonesty

A student is guilty of complicity in academic dishonesty if he or she helps or attempts to help another or others to commit an act of academic dishonesty. Complicity includes, but is not limited to, knowingly allowing another to copy from one's paper during an examination or test; distributing test questions before the time scheduled for the test; collaborating on academic projects when students are expected to work independently; taking a test for another student; or signing a false name on a piece of academic work.

Reference: Andrews, P. & Ericsson, P. (2006). Academic integrity agreement form.
Washington State University. Accessed:
http://www.wsu.edu/~ericsson/acad_honesty.html

STUDENT APPEALS

Students have the right to appeal disciplinary actions or grades according to policies of Southeastern Louisiana University. The first step is to discuss the issue directly with the instructor for resolution. Refer to the university catalogue for the specific procedures. Note that deadlines do apply.

Grade Appeals

Students who feel they have been treated unfairly or capriciously in the awarding of a final course grade should follow the grade appeal policy. For the complete guidelines regarding grade appeal see the University catalogue or contact the DNP Program Coordinator or School of Nursing Department Head for assistance.

Formal Complaint Procedure

This procedure applies to complaints regarding course and program related issues. For situations related to grade appeals, sexual harassment, ADA issues, or EEOC issues, the student should follow the appropriate university policy.

Within 5 working days of the situation of concern, the student must submit a signed, written description of the complaint to the person of concern (administrator, faculty, or staff) with copies to the DNP Program Coordinator, Department Head, and Dean.

1. Within 5 working days from the time the complaint is given to the person of concern, the student should communicate and /or meet with the person involved and attempt to resolve the complaint.

2. If the complaint is unresolved, within 5 working days the student may meet with the nursing graduate program coordinator at the respective institution.

3. If the complaint remains unresolved, within 5 working days the student may meet with the department head and/or dean at the respective institution.

4. The dean notifies the student and appropriate individuals involved of the final decision.

Documentation of the Formal Complaint Procedure

1. The student must submit concerns in writing to the person(s) of concern.

2. An official record is maintained in the graduate nursing office of each communication and/or meeting between the student and person(s) involved with the complaint.

3. The student may discontinue the process at any point by submitting a written request to withdraw the complaint to the person of concern with a copy to the Dean.

Affirmative Action/Americans with Disabilities Act/Equal Opportunity Employer

Southeastern Louisiana University is an Affirmative Action, Americans with Disabilities Act, and Equal Opportunity Employer. Education facilities are accessible to the disabled.

Students with Special Needs

If you are a qualified student with a disability seeking accommodations under the Americans with Disabilities Act, you are required to self-identify with the Office of Disabilities Services, Room 1304, Student Union, Ext. 2247. You may also contact the office via http://www.selu.edu/admin/ds/index.html. No accommodations will be granted without documentation from the Office of Disability Services. The deadline for registering or making accommodation changes is two weeks prior to the start of the Final Exam period. Any requests received after the deadline will generally be considered for the following semester. Any student requiring supplemental assistance due to a disability must make these needs known to the course faculty by the end of the first week of class.

Reporting of Arrest or Convictions

After initial enrollment in the nursing major, any subsequent disciplinary action, arrest, charge, addition, or medical, physical, mental, emotional or psychiatric condition that might affect their ability to safely practice in the clinical setting and any diagnosis for dependence upon, or treatment for mood-altering substances, drugs or alcohol shall be reported **IMMEDIATELY** (within 24 hours) to the School of Nursing Department Head and the Louisiana State Board of Nursing (LSBN) in the same manner as your initial application for progression for determination of continuance in the clinical component of nursing courses. Students may not report to clinical until the issue is resolved. Failure to report any and all subsequent disciplinary actions, arrests, or impairments may result in automatic dismissal from the School of Nursing, will ultimately result in denial of licensure as a registered nurse, and will constitute falsification of records.

Conduct

Students are expected to comply with "Standards of Conduct" as outlined in the *SLU General Catalogue*. (http://www.selu.edu/admin/rec_reg/university_catalogue/current/general/pdf/studaffairs.pdf) As well as the ANA Code of Ethics found in the DNP Student Handbook (*http://www.selu.edu/acad_research/depts/nurs/student_forms_info/student_handbook.pdf*). Failure to comply with these standards may result in review by the appropriate disciplinary agency on campus, disciplinary action including dismissal from the School of Nursing. Academic honesty is an expectation of all students, as well as civility and appropriate netiquette.

Disciplinary Appeals
Southeastern Office of Student Conduct:

SLU Code of Student Conduct, Discipline, and Appeal Procedure

Victims of Sexual Misconduct

If you are the victim of a sexually oriented crime, please be aware that the University Policy regarding Victims of Sexual Misconduct is located online at www.southeastern.edu/resources/policies/assets/sexual_misconduct.pdf as well as at page 68 in the University Student Handbook at http://www.southeastern.edu/admin/stu_affairs/handbook/index.html. The policy includes definitions of the various sexually oriented offenses prohibited by Southeastern as well as the reporting options for victims and the process of investigation and disciplinary proceedings of the university. For more information log onto http://www.southeastern.edu/admin/police/victims_soc/index.html.

BOOKSTORE

Southeastern Louisiana University - Hammond

Location   War Memorial Student Union Annex

Hours   7:30 a.m. to 5:00 p.m., Monday -
                   Thursday 7:30 a.m. to 12:30 p.m., Friday

Extended hours of operation are:
First two weeks of class (Fall &   Spring)
First week: 7:30 a.m. to 6:00 p.m. (Monday through Thursday)
Second week: 7:30 a.m. to 5:30 p.m. (Monday through   Thursday)

Telephone   (985) 549-5393

ACADEMIC LIBRARIES RESOURCE SHARING

A significant resource available to graduate nursing students is the Louisiana Academic Libraries Information Network Consortium (LALINC).   As of October 1992, academic institutions governed by the Louisiana State Board of Regents agreed to permit reciprocal borrowing privileges by various levels of users such as undergraduate and graduate students, faculty and professional staff of participating institutions.

In order to receive reciprocal borrowing privileges, a student must present a valid ID card with a LALINC card. The LALINC cards are issued by the home library and must be obtained prior to borrowing materials at other institutions. Borrowing privileges are valid for one semester. At the beginning of each semester, students will be required to obtain a new LALINC card from the library.

Doctor of Nursing Practice (DNP) Project

The DNP Project Process Policy outlines the steps in the development, planning, implementation, analysis, dissemination, and approval of the DNP Project. The DNP Project is the culmination of the doctoral work within the Southeastern DNP Program.

Doctor of Nursing Practice (DNP) Project Process

Overview

The synthesis of the DNP Essentials at Southeastern Louisiana University is demonstrated by the successful completion of a DNP Project. This project embraces both coursework and practice applications, resulting in a deliverable product reviewed and evaluated by course faculty, and the student's project committee.

DNP students identify a potential inquiry within their practice area at the time of their application to the DNP program. During the first semester the student works with faculty to begin exploring concepts related to their inquiries while evaluating sources of evidence related to the problem/need. The inquiry will be further defined during Project Planning and three other integrative practicum courses, with the guidance of the faculty and the student's DNP Project Committee. A design appropriate to the purpose of the inquiry will be developed based on the evaluation of the evidence, needs assessment, overall project goals, process objectives, and outcomes. During the course of the program, the project will be implemented integrating economic, political, ethical and legal factors as appropriate. Evaluation of the process and outcomes, together with implementation and dissemination of findings complete the DNP Project process.

Students work closely with their DNP Project Committee, under the direction of their Residency course faculty, who will serve as the student's advisor and committee chairperson. The course faculty will be engaged in all aspects of the process. The School of Nursing has established a DNP project review process, to support and guide DNP students.

Dissemination modes include a public scholarly defense, the preparation of a scholarly paper, and a report submitted to community partner/agency. Options may be given to submit an article for publication in a peer-reviewed journal, poster presentation, and/or a podium presentation of the project. The nature of the DNP projects will vary. Projects are related to advanced practice and benefit an aggregate population or community, rather than an individual patient. Projects most often evolve from practice and may be done in partnership with another entity, e.g., clinical agency, health department, government agency, or community group. Types of DNP projects may include: quality improvement initiatives; implementation and evaluation of evidence-based practice guidelines; policy analysis; the design and the use of databases to retrieve information for decision-making, planning, and evaluation; the design and evaluation of new models of care; and the design and evaluation of health care programs. Projects not considered as DNP Projects include a "pure" education intervention, systematic review, case study, or student portfolio.

DNP Project Review Team

Core DNP faculty and School of Nursing (SON) leadership will be invited by the Project Planning course faculty to meet at least once during the N803 semester and as needed to provide input and guidance for the development of DNP project ideas and implementation. The DNP Project Review Team will

consist of at least two doctoral prepared faculty teaching DNP courses, DNP Coordinator, Graduate Coordinator, School of Nursing Department Head, and Dean.

DNP project reviews are required during N803 Project Planning. This review team will:

- Meet with Project Planning course faculty to evaluate the student's DNP project idea for appropriateness
- Guide the faculty and student in the development of the DNP project idea
- Evaluate the student's defense of the preliminary DNP Plan Proposal
- Approve the student's Preliminary DNP Project Plan Proposal for N803. (Form A)

DNP Project Committee (Residency Courses)

A DNP Project Committee is appointed with the guidance of the N803 Project Planning course faculty and the DNP Program Coordinator. Each Committee will consist of a minimum of two doctoral prepared SON faculty or one doctorate prepared faculty with one masters' prepared faculty with expertise or certification in the student's area of interest and a Residency Mentor. The doctorate SON faculty will consist of the Residency course faculty who will chair the committee. The Residency faculty will remain constant throughout the three residency courses. A second SON faculty member will be selected to match the scholarly interest and/or method of inquiry identified by the student. The Residency Mentor will be selected by the student from outside of the University with faculty input. The Residency Mentor should possess a minimum of a Master's degree and/or be in a position to assist the student with access to the population of interest, data, agency and/or system.

Once the DNP Project Committee is identified the student must complete the DNP Project Committee Agreement form (Form C), obtaining appropriate signatures. The original form will be forwarded by the student to the Project Planning course faculty who will obtain the signatures of the DNP Coordinator and Dean. If a DNP Project Committee member is unable to continue working with the student, the student will consult with the Residency course faculty regarding an action plan. Requests for changes in the DNP Project Committee membership must be submitted in writing to the DNP Program Coordinator and if approved a new Form C will be completed and signed by the Dean.

The course faculty (Project Planning and Residency I, II, II) will evaluate all written work. It is not the responsibility of the DNP Project Planning Review Team (Project Planning) or the DNP Project Committee members to thoroughly critique or edit written work. Their expertise is to be used in the formation of ideas, mentoring through the DNP process steps, and evaluation of the DNP project experience as a whole. These entities approve the preliminary proposal, the proposal plan, the project defense, and the final paper. The course faculty will assign all grades.

Project Planning and Residency Courses

Students complete one project planning and three Residency courses that offer mentored opportunities to identify, develop, implement, evaluate and disseminate the independent, analytical DNP project. Each course assumes the synthesis of knowledge gleaned from previous/concurrent DNP courses and the unique practice expertise of the DNP student. Although these courses are separate entities, course objectives and the student's individual objectives may transition into a subsequent Residency course reflecting the students' progress with the project in collaboration with the DNP Project Committee.

NURS 803: Project Planning

The Project Planning course addresses project planning and development related to the selection of a topic or area of interest for the DNP Project. The planning process incorporates an evidence-based review of the problem, interventions and outcomes for communities and/or aggregates/ or systems.

Expected Outcomes:

- Identification and refining of topic of interest
- Evidence grid to support project
- Complete Needs Assessment and facility alignment/support process
- Successful completion of written DNP Project Plan
- Successful presentation of the DNP Project Plan to the DNP Project Review Team
- Submission of the DNP Project Review Team approval form (Form A)
- Completion of Residency Mentor Agreement (Form B2)
- Submission of Residency Mentor's Profile/Resume
- Request for Facility Agreement (Form B1)
- Obtain DNP Project Committee Agreement to membership and submit **Form C**
- Complete preliminary versions of Chapters 1 – 3 of the doctoral paper
- 20 practicum hours can be "banked" and applied to one of the future residency courses

Throughout three Residency courses, the student is expected to obtain a minimum of 450 practicum hours in relation to the facility and the DNP Project.

Note: *Review the procedures for establishing a mentor agreement and a facility agreement. These procedures are on the DNP Moodle website. All students must complete a Request for Facility Agreement form regardless of confidence that a facility agreement with the university is currently in place. Approval of the DNP Project Plan Proposal must be obtained to progress. If the presentation is unsuccessful a remediation plan will be implemented.*

NURS 821: Residency I (90 hours)

Validates project planning in a clinical, organizational, or systems context; creates a structure for implementation and evaluation. The student is expected to secure IRB approval during this course.

- Obtain Institutional Review Board/s approval
- Schedule at least two conferences with the DNP Project Committee and the facility mentor
- Begin implementation of the DNP Project Plan
- Complete Reflective Journals and DNP Project Status Reports
- Obtain 90 practicum hours
- Documentation of meeting DNP competencies and practicum hours in electronic format using Typhon

Note: IRB approval must be obtained in N821 in order to progress. If IRB approval is not received a remediation plan will be implemented.

NURS 822: Residency II (180 hours)

Continue implementation of an evidence-based intervention that reflects knowledge assimilation for advanced specialty practice at a high level of complexity.

- Implementation of the DNP Project Plan
- Complete Reflective Journals and DNP Project Status Reports
- Documentation of meeting DNP competencies and practicum hours in electronic format using Typhon
- Schedule at least two conferences with the DNP Project Committee and facility mentor
- Revise Chapters 1 & 2 of the doctoral paper
- Complete data collection and data analysis
- Complete preliminary version of Chapter 4 for the doctoral paper
- Obtain 180 practicum hours

NURS 823: Residency III (180 hours)

Requires completion and evaluation of the DNP Project initiated in N803. This course incorporates data analysis, interpretation, evaluation and outcomes dissemination.

- Schedule DNP Project defense via residency faculty and the DNP Coordinator
- Successful oral defense (presentation) of DNP project to the DNP Project Committee, DNP Project Review Team and community stakeholders with submission of the final DNP Project Approval Form (Form D). This form will be maintained in the final version of the doctoral paper
- Successful completion and dissemination of the facility report
- Documentation of meeting DNP competencies and practice hours in electronic format using Typhon
- Obtain 180 practicum hours
- Submission of Student DNP Project Doctoral Paper to the DNP Committee, DNP Coordinator, School of Nursing Department Head, Dean, and SLU Library according to the SLU Graduate Theses and Dissertation Standards
- Submission of the SLU Library approved final doctoral paper to the library for permanent storage via two bound copies and electronically to the Pro Quest database for theses and dissertations

Note: Successful defense of the DNP Project and SLU library approval with permanent storage in the Sims Library and upload to ProQuest must be achieved to graduate. A total of 1,000 post BSN practicum hours must be accomplished in order to graduate. Otherwise a remediation plan will be implemented and graduation may be delayed.

DNP Project Progression

Students are expected to meet the requirements for completing the DNP project in conjunction with the practicum courses. The three Residency courses provide a mechanism for formal grading of the student's progress through the DNP project phases. If extenuating circumstances prevent the student from meeting the expectations for completion of the project during the project planning and residency courses, the student will receive an "Incomplete", the coursework must be completed within the following semester according to the policy outlined in the graduate catalog or pursue completion of clinical hours via N809 Advanced Directed Studies.

Institutional Review Board (IRB)
At Southeastern, the Institutional Review Board (IRB) exists to assess and evaluate the ethical, safety, and legal ramifications of research projects involving human participants. The review process gives protection to the researcher. Southeastern is guided by the ethical principles set forth in the Belmont Report and follows federal regulations based on the Federal Policy for the Protection of Human Subjects. (45 CFR 46)

All DNP projects require approval from the Southeastern IRB prior to implementation. Because dissemination of findings from the project is an expectation of the DNP program graduate, to protect human subjects, IRB approval is required. If the SLU IRB Chairperson determines that SLU IRB approval is not necessary, documentation of this judgement must be submitted to the residency faculty. Additional IRB approvals and training may be required from the agency or institution in which the project will be implemented. The student needs to ascertain this requirement and obtain facility IRB approval prior to submitting to the Southeastern IRB.

All Principal Investigators (PIs) should read and be familiar with the Frequently Asked Questions (FAQ) about IRB. http://www.southeastern.edu/admin/inst_rb/faq/index.html before submitting a form. The FAQ addresses common mistakes that may delay approval of a protocol. The DNP student is the PI.

IRB Policies and Procedures

The Southeastern IRB meets the second Wednesday of each month at 3:00 P.M. in the McGehee Hall Conference Room. Proposals requiring full IRB review must be submitted by the end of the day on the Thursday before the scheduled meeting to be eligible for review at that month's meeting. Principal Investigators (PIs) are encouraged to attend the meetings if possible in order to expedite the approval process. PIs should inform residency faculty of all communication between themselves, the SLU IRB and/or facility IRBs.

Training for DNP Students

Southeastern IRB Policies require Principal Investigators (PI) to complete training on the rights of human research participants. Below is a link to free online training to fulfill this requirement. This requirement should be met in N804 Evidence Based Practice.

NIH - Protecting Human Research Participants

The IRB application is submitted during Residency I, after the DNP Project Plan approval by the DNP Project Committee. The IRB application will be reviewed and approved by the DNP Project Committee chairperson and/or the DNP Coordinator, as well as the SON Department Head prior to IRB submission. Original signatures must be present on the IRB application. One hard copy of the IRB application with original signatures will be submitted to the SLU IRB Chairperson for approval. The NIH certification of training must be included with the application.

DNP Project Evaluations/Reviews/Revisions/Recommendations
To graduate from the DNP program, the student must formally present and successfully defend the preliminary project proposal to the DNP Project Planning Review Team, as well as the proposal plan. The final written project report and the oral project defense must be approved by the DNP Project Committee, the DNP Program Coordinator, the Nursing Department Head, and the Dean prior to

submission to the Sims Library. The Sims Library reviews the final written doctoral paper for format and requires revisions until the paper is accepted to be bound for permanent storage and uploaded to the ProQuest database.

Timeline for DNP Project Oral Defense and Final Written Doctoral Paper

- Submit a first draft of the DNP Project Doctoral Paper (Chapters 1 – 5) to the DNP Project Committee before the scheduled Project Oral Defense.
- Once the DNP Project Paper is approved by the DNP Project Committee, the student will submit the paper to the Nursing Department Head and the Dean for approval.
- Submit a slide presentation to the DNP Project Committee at least three (3) days before scheduled Project Oral Defense after the Dean's approval of the final paper.
- Project Oral Defense will be presented to the DNP Project Committee and the DNP Project Review Team and approved by those in attendance.
- The student will submit a revised copy of the DNP Project Paper to the DNP Project Committee one (1) week after the Project Oral Defense incorporating the committee and oral defense suggestions and recommendations.
- After the DNP Committee, DNP Coordinator, Nursing Department Head, and Dean have approved the paper, it will be submitted by the student to the SLU Library for review and formatting. The Library will inform the student as to when the paper has been revised to meet the SLU Graduate Standards for Theses and Dissertations.
- Upon the SLU Library's approval, the student will submit final copies of the DNP Project Paper for binding and permanent residence in the SLU Library.
- After receiving SLU Library approval the student will upload an electronic version of the DNP Project Paper to the ProQuest database for theses and dissertations

   Project Drift is evident when the project emerges in a different form than approved by the DNP Review Team. The student is expected to incorporate all recommendations and revisions from the DNP Review Team, DNP Project Committee, and administrative representatives (Nursing Department Head and Dean) to ensure project rigor. If these recommendations and revisions are not incorporated into the project and the final written doctoral paper is subject to delay. The student will not be able to progress further until the project is back on the intended track. Disagreements may be negotiated with the faculty and administrative representatives, however the faculty and administrative representatives will determine student progression.

DNP Project Oral Defense

The DNP student must successfully complete the DNP Project Oral Defense to be eligible for graduation. The oral presentation using presentation slides will take place at the School of Nursing on the Hammond campus. The DNP Project Oral Defense will be open to the public. The student's DNP Project Committee members are expected to be in attendance. Residency mentors and stakeholders are encouraged to attend. The student will present a thirty-minute overview of his/her project, after which the course faculty will open the floor for questions/discussion from the Committee and audience. A private conference with the student may occur after the presentation to clarify future expectations. A written evaluation with recommendations as appropriate will be provided to the student by the DNP Project Committee Chairperson after the presentation. All members of the student's DNP Project

Committee will sign the Approval of DNP Project Form (Form D). A copy must be submitted to the DNP Program Coordinator who will obtain the signature of the Dean. If a student fails to pass the oral defense, the student, DNP Project Committee, the DNP Program Coordinator, will develop a plan for remediation. If the doctoral paper revisions exceed the SLU library date for review a remediation plan will be implemented. The student must receive an incomplete in N823 or enroll in NURS 809, Advanced Directed Study while required revisions are underway. Failure to pass the second defense may result in dismissal.

Format for the Final Written DNP Project Doctoral Paper

The final DNP Project Doctoral Paper is a culmination of the project proposal, implementation, and evaluation. The final DNP Project doctoral paper is written in accordance with the SLU Graduate Standards for Thesis and Dissertations. APA format is used for citations and references. The organization and content of the proposal will vary according to the project and recommendations of the course faculty and DNP Project Committee. The following chapter components are typically included in the final DNP Project Doctoral Paper:

I. Introduction
- Background & significance of problem to health care/nursing
- Purpose/specific aim(s), e.g., what is the product
- Concepts and definitions used in project
- Relationship of project to advanced nursing practice
- Benefit of project to practice clinical area
- PICO Question

II. Literature Review
- Theoretical foundation or framework for the project
- Search strategy
- Summary of Findings
- Evidence Grid
- Review and appraisal (critique) of relevant evidence
- Gaps in the evidence
- Summary

III. Methodology
- Methods for achieving purpose, e.g., study design, needs assessment, sample (target population), setting, procedures
- Ethical considerations
- Outcomes measurement
- Data collection
- Actual Project timeline
- Actual Project budget (cost-benefit analysis)
- Other resources needed for project completion
- Data collection tools

IV. Results
- Data Analysis Plan
- Preliminary results
- Response rate, sample size

- Demographics
- Findings
- Tables & Figures

V. Discussion & Conclusions
- A review of the problem
- Discussion of sample and project results
- Relate project to theoretical framework as appropriate
- Discuss significance of results to practice setting, advanced nursing practice, education, policy, and/or research
- Strengths and limitations of project
- Suggestions for improving project and sustainability
- Conclusion
- Plan for dissemination of information

References

Appendices
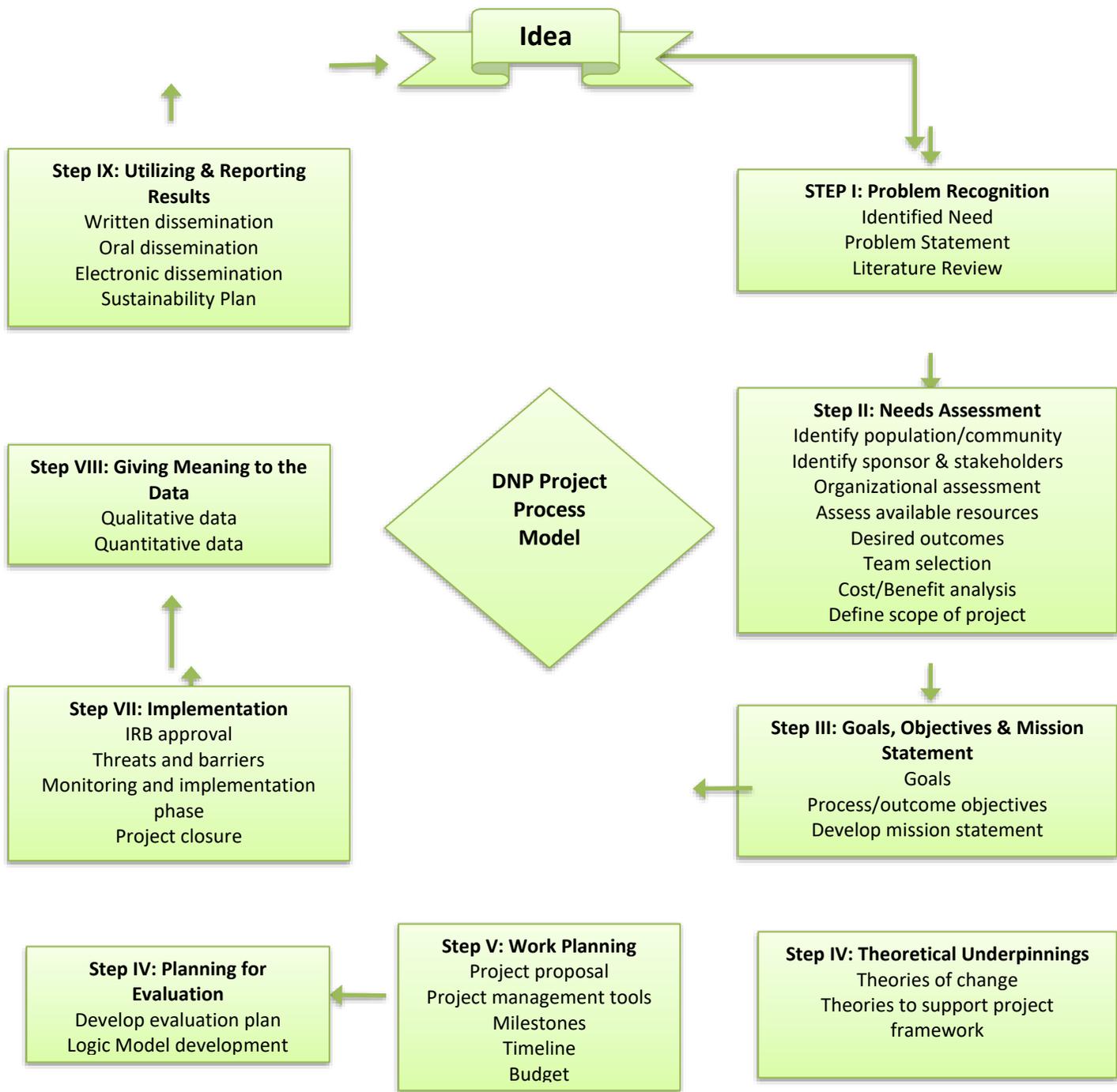- IRB approval
- Letters of support
- Data collection instruments

Note: Tables and figures should be in the respective chapters. In the final paper draft there will be initial pages that reference Table of Content, List of Tables, List of Figures. Refer to the SLU Graduate Standards for Theses and Dissertations for more detail. Each chapter should have introductory and summary paragraphs.

DNP Project Process

Idea

Step IX: Utilizing & Reporting Results
Written dissemination
Oral dissemination
Electronic dissemination
Sustainability Plan

STEP I: Problem Recognition
Identified Need
Problem Statement
Literature Review

DNP Project Process Model

Step VIII: Giving Meaning to the Data
Qualitative data
Quantitative data

Step II: Needs Assessment
Identify population/community
Identify sponsor & stakeholders
Organizational assessment
Assess available resources
Desired outcomes
Team selection
Cost/Benefit analysis
Define scope of project

Step VII: Implementation
IRB approval
Threats and barriers
Monitoring and implementation phase
Project closure

Step III: Goals, Objectives & Mission Statement
Goals
Process/outcome objectives
Develop mission statement

Step IV: Planning for Evaluation
Develop evaluation plan
Logic Model development

Step V: Work Planning
Project proposal
Project management tools
Milestones
Timeline
Budget

Step IV: Theoretical Underpinnings
Theories of change
Theories to support project framework

DNP Project Process Model: From Zaccaginini, M.E. & White, K. W. (2011). The doctor of nursing practice essentials: A new model for advanced practice nursing. Sudbury, MA: Jones and Bartlett, p. 498.

Form A

SOUTHEASTERN
L O U I S I A N A   U N I V E R S I T Y
School of Nursing

Approval of DNP Project Plan Proposal

The DNP Project entitled
_____
_____by__
_____
__ complies with University regulations and meets the accepted standards of the School of Nursing and the College of Nursing and Health Sciences with respect to originality and quality.

For the degree of **Doctor of Nursing Practice**

Signed and approved by the DNP Project Committee:

_____ _____

DNP Project Chairperson   Date

_____ _____

DNP Program Coordinator   Date

_____ _____

Committee Member   Date

_____ _____

Committee Member   Date

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Form B 1

FACILITY REQUEST FORM			
Information Needed to Initiate New or Renew Existing Clinical Facility/Site Agreements or Contracts for Students			
Once information is obtained/verified, please email the completed form to cnhsadminassts@selu.edu. Thank you.			
1.	**Name and Contact Info of Student making** facility/site agreement/contract **request,** in case we need to contact the student.	**Student's Name:**	**Phone # and Email Address:**
2.	Is this for an **MSN, a PostMSN or a DNP** agreement letter or contract? Please specify.		**Course # and Semester**
3.	**"Official Name" of facility/site** to use in LOA/Contract. Be sure spelling is correct.	**(IMPORTANT)**	
4.	Person/Title "**Authorized**" to sign LOA/Contract. **Name and Title are Very IMPORTANT!!!** Be sure spelling is correct!	**Name:**	**Title:**
5.	**Attn: Name/Title** of person to address letter/envelope **if different from authorized signer** (if facility recommends to ensure document does not get lost).	**ATTN: Name**	**Title:**
6.	Facility/site "**mailing address**." **Important!!** Sometimes different from physical address. This is where LOA/Contract will be mailed. Please include **Zip Code**!		
7.	What is the facility/site **physical address**, if different from mailing address. Please **include Zip Code**.		
8.	**Facility/site Phone # and FAX #. Important!!** We will also **FAX** LOA/ Contract directly to facility office to expedite process.	**Phone #:**	**FAX #: (IMPORTANT)**
PLEASE PROVIDE ALL REQUESTED INFORMATION OR AGREEMENT/CONTRACT WILL NOT BE INITIATED. EMAILED INFORMATION WILL NO LONGER BE ACCEPTED WITHOUT COMPLETED FORM!			

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Form B2

<div align="center">

LETTER OF AGREEMENT

STUDENT - MENTOR – FACULTY

</div>

The Southeastern Louisiana University (Southeastern) DNP student will complete a DNP project in their area of interest as part of their capstone experience in the DNP program. This project will include a minimum of 420 practicum hours over three semesters which include project planning, implementation, evaluation and dissemination. The practicum hours are offered as follows: NURS 821 Residency I: 60 practicum hours, NURS 822 Residency II: 180 practicum hours and NURS 823 180 practicum hours. Additional hours as needed may be taken (NURS 809, Advance Directed Studies). Activities and assignments will vary according to the DNP project and the student's needs.

The student may not participate in practicum activities while simultaneously receiving payment for work activities. The student will share in the evaluation of the mentor, faculty, and course content.

The mentor agrees to review the student's project activities and provide supervision and guidance to facilitate the student's goals and expectations for the DNP project. The mentor will collaborate with the student and Southeastern faculty to evaluate the students' needs, access to resources, data collection, data analysis, dissemination of results, and practicum experiences as needed. The mentor also agrees to provide a current resume'/curriculum vitae.

The student agrees that all information concerning the agency, clients, or Southeastern School of Nursing will be kept confidential. The student also understands that their performance will be summatively evaluated by the mentor and Residency faculty member. The course grade will be based on the student's activities, professionalism, and goal attainment.

Student Printed Name / Course #   **Student Signature:**   **Date:**

Mentor Printed Name: **Mentor Signature:**   Date:

Faculty Member Printed Name: **Faculty Member Signature:**   Date:

DNP Program Coordinator Printed Name: **DNP Program Coordinator Signature:**   Date:

Residency Mentor Contact Phone and Email:

Student to complete:

List **ALL** physical locations and addresses of where student and mentor will conduct practicum activities:

1.

2.

3.

Form C

SOUTHEASTERN
L O U I S I A N A   U N I V E R S I T Y

DNP PROJECT COMMITTEE AGREEMENT FORM

Department of: SCHOOL OF NURSING

Student's Name: _____   W# _____

DNP Project Title: _____

_____

_____

Student's Signature: _____   Date: _____

The following undersigned agree to participate in the project process of the above DNP Project.

DNP Project Committee Chair:

_____   _____   Date: _____
name   Signature

DNP Project SON Faculty Committee Member

_____   _____   Date: _____
Name   Signature

DNP Project Committee Residency Mentor:

_____   _____   Date: _____
Name   Signature

DNP Coordinator

_____   _____   Date: _____
Name   Signature

Graduate Coordinator

_____   _____   Date: _____
Name   Signature

Form D

<center>

<FIRST LINE OF DISSERTATION TITLE, ALL CAPS>
<SECOND LINE OF DISSERTATION TITLE, ALL CAPS>
<THIRD LINE OF DISSERTATION TITLE, ALL CAPS: A DNP PROJECT >

Title must be in reverse pyramid format

By

<Full Legal Name>

</center>

Approved:

_____ _____
<name, degree>   <name, degree>
<rank>   <rank>
Southeastern Louisiana University   Southeastern Louisiana University
(DNP Project Committee Chairperson) (DNP Project Committee Faculty Member)

_____
<name, degree>
<rank>
Southeastern Louisiana University
(DNP Project Committee Facility Mentor)

_____ _____
<name>   <name>
Department Head   Dean
School of Nursing   College of Nursing and Health Sciences
Southeastern Louisiana University   Southeastern Louisiana University

<center>

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</center>

Southeastern Louisiana University - Hammond and Baton Rouge

Hammond	Administrative Assistant and Graduate Coordinator Southeastern Louisiana University Kinesiology and Health Studies Building Graduate Nursing Office Room 1010 (985) 549-5045 SLU 10448 Hammond, LA 70402 DNP Program Coordinator Room 1009B Southeastern Louisiana University Kinesiology and Health Studies Building Graduate Nursing Office SLU 10448 Hammond, LA 70402 (985) 549-5543 or (985) 549-5045
Baton Rouge	Baton Rouge Center – Room 201 (225) 765-2324 (Secretary) Baton Rouge Center 4849 Essen Lane Baton Rouge, LA 70809

Southeastern Louisiana University
Doctor of Nursing Practice/DNP

GRADUATE FACULTY DIRECTORY

SOUTHEASTERN LOUISIANA UNIVERSITY
http://www.selu.edu

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