Doctor of Nursing Practice
Student Handbook
2017-2018

University of North Dakota College of Nursing and Professional Disciplines (CNPD)
Updated July 2017
**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELCOME</td>
<td>1</td>
</tr>
<tr>
<td>OVERVIEW</td>
<td>2</td>
</tr>
<tr>
<td>DOCTOR OF NURSING PRACTICE PROGRAM</td>
<td>3</td>
</tr>
<tr>
<td>OUTCOMES OF DNP GRADUATES</td>
<td></td>
</tr>
<tr>
<td>ADMISSION REQUIREMENTS</td>
<td></td>
</tr>
<tr>
<td>ACADEMIC REQUIREMENTS OVERVIEW</td>
<td></td>
</tr>
<tr>
<td>DNP CURRICULUM</td>
<td>5</td>
</tr>
<tr>
<td>DNP FULL TIME CURRICULUM (1 YEAR)</td>
<td></td>
</tr>
<tr>
<td>DNP PART TIME CURRICULUM (2 YEARS)</td>
<td></td>
</tr>
<tr>
<td>ACADEMIC POLICIES</td>
<td>6</td>
</tr>
<tr>
<td>ACADEMIC ADVISEMENT</td>
<td></td>
</tr>
<tr>
<td>GRIEVANCE/APPEALS PROCESS</td>
<td></td>
</tr>
<tr>
<td>REGISTRATION</td>
<td>6</td>
</tr>
<tr>
<td>TECHNOLOGY REQUIREMENTS</td>
<td>6</td>
</tr>
<tr>
<td>REQUIRED DNP COMPREHENSIVE EXPERIENCES</td>
<td>8</td>
</tr>
<tr>
<td>DNP PROJECT REQUIREMENTS</td>
<td></td>
</tr>
<tr>
<td>DNP PROJECT PAPER OVERVIEW</td>
<td></td>
</tr>
<tr>
<td>GRADUATION REQUIREMENTS</td>
<td>9</td>
</tr>
<tr>
<td>DNP CLINICAL HOURS LOG</td>
<td>10</td>
</tr>
<tr>
<td>APPENDICES</td>
<td>11</td>
</tr>
<tr>
<td>APPENDIX A: CRITERIA FOR GRADING DNP PROJECT PRESENTATION &amp; DEFENSE</td>
<td></td>
</tr>
<tr>
<td>APPENDIX B: DNP STUDENT CHECKLIST</td>
<td></td>
</tr>
</tbody>
</table>
Greetings Students!

We are delighted to welcome you to the Doctor of Nursing Practice (DNP) program at the University of North Dakota. The College of Nursing & Professional Disciplines (CNPD) has a rich history and solid reputation for preparing future clinicians and leaders to advance human well-being and improve quality of life for diverse populations. Our mission and commitment to excellence in teaching, research and community service stems from our high quality faculty who regard nursing with stringent ideals. The DNP program, curriculum, and teaching-learning practices reflect the best evidence-based educational and professional standards.

Faculty, staff and administrators are highly committed to your success. During your studies in the CNPD, you will engage with challenging courses, exceptional faculty and wonderful mentors. You will also make lifelong friendships. Our faculty and staff are here to support your program of study and will assist you with all the phases of your academic journey.

We have prepared this *Doctor of Nursing Practice Handbook* as a complement to the *Department of Nursing Graduate Programs in Nursing Student Handbook (2017-2018)* to provide you with a comprehensive overview of information about academic and general student matters that can facilitate your learning experiences and interactions in the College and at UND. Other resources that will help you are *University of North Dakota Undergraduate and Graduate Academic Catalog* and the UND *Code of Student Life*. These publications are available online or at the Registrar’s Office and the Dean of Students Office.

Although the nursing program requires your serious attention to study, we are confident you will find your efforts are very meaningful and contributory to your educational pursuits. As a graduate of the DNP program, you will make a significant contribution to your own future and that of the clients and families you serve here in North Dakota, rural communities, and beyond. Our goal is to assist you with the transition to the DNP-prepared nurse and to become a member of a community of clinical scholars. We extend our very best wishes for a rewarding doctoral education.

*Gayle Roux, Ph.D.*  
*Dean and Professor*  
*College of Nursing & Professional Disciplines*

*Maridee Shogren DNP, CNM*  
*DNP Program Director*  
*College of Nursing and Professional Disciplines*
OVERVIEW

COLLEGE OF NURSING AND PROFESSIONAL DISCIPLINES MISSION STATEMENT

The mission of the College of Nursing and Professional Disciplines (CNPD) is to prepare future leaders, to advance human well-being and improve quality of life for diverse populations, with an emphasis on rural communities in North Dakota, the region and beyond, through the provision of high-quality innovative inter-professional education, research and service.

COLLEGE OF NURSING AND PROFESSIONAL DISCIPLINES VISION STATEMENT

The CNPD will lead the state and nation, and influence the world through the impact of our research.

COLLEGE OF NURSING AND PROFESSIONAL DISCIPLINES CORE VALUES

The CNPD believes in empowerment of students, individuals, and communities. Scholarly investigation, practice, and service are the foundations of our professions. We have a commitment to excellence through creative partnerships, and are accountable to the people we serve.

WE VALUE

Diversity | Community Engagement/Empowerment | Discovery/Scholarship | Professionalism | Excellence
The CNPD Doctor of Nursing Practice (DNP) program admitted its first class in August, 2013. This post-master’s DNP program prepares clinical nurse specialists, nurse practitioners, nurse-midwives and nurse anesthetists for the highest level of nursing practice. DNP graduates are clinical leaders who are an integral part of an interdisciplinary healthcare team. DNP prepared APRNs hold expertise in quality improvement and systems leadership and influence health policy and health care outcomes for individuals, families, and underserved or vulnerable populations.

**OUTCOMES OF DNP GRADUATES**

*Based on the American Association of Colleges of Nursing (AACN) DNP Essentials, DNP graduates will demonstrate the ability to:*

1. Integrate nursing science with knowledge of ethics, biophysical, psychosocial, analytical and organizational sciences as a basis of practice and inquiry.
2. Develop and evaluate new practice approaches based on nursing science and associated theories.
3. Develop and evaluate care delivery for vulnerable populations.
4. Use advanced communication processes and skills to lead to quality improvement and patient safety.
5. Design and implement processes to evaluate outcomes of practice, practice patterns, and systems of care within a practice setting, health care organization or community against national benchmarks to determine variances in practice outcomes and population trends.
6. Design, direct and evaluate quality improvement methodologies to promote safe, timely effective, efficient, equitable and patient-centered care.
7. Apply relevant findings to develop practice guidelines and improve practice and the practice environment.
8. Use information technology and research methods to improve patient care.
9. Demonstrate leadership in development and implementation of institutional, regional and national health policy.
10. Employ clinical prevention and health promotion to improve population health with an emphasis on vulnerable populations.
11. Develop and sustain quality therapeutic partnerships with patients/clients to ensure optimal outcomes of advance nursing care.
12. Work effectively in collaborative professional partnerships.

Please see the [AACN Essentials of Doctoral Education for Advanced Nursing Practice](#)
ADMISSION REQUIREMENTS

1. Completion of a Master's degree or higher from a nursing program of study accredited by the Commission of Collegiate Nursing Education (CCNE) or the National League of Nursing Accrediting Commission (NLNAC).

2. Current U.S. licensure unencumbered and in good standing as a Registered Nurse with certification as a Nurse Practitioner, Clinical Nurse Specialist, Nurse Anesthetist or Nurse-Midwife.

3. A minimum Grade Point Average of 3.0. Priority will be given to those applicants with a cumulative GPA of 3.5 or greater in graduate coursework.

4. Graduate level statistics course completed within the five years prior to admission.

5. A two-page narrative stating the applicant's professional goals for DNP education and describing how the DNP will contribute to those goals. The narrative should propose a clinical interest or practice problem topic for the applicant's scholarly DNP project, with a scope that would yield a result such as a system-wide change at the organizational, regional, or national level; a new/revised state health policy or the implementation of significant new services to a population or geographic region. This narrative will provide insight to the admissions committee on the applicant's professional goals and expectations, determine whether the applicant's topic corresponds to existing faculty expertise and assess written communication skills.

6. Three letters of recommendation, one of which must be from a graduate-prepared nurse or faculty member. Letters should speak to applicant's ability to be successful in the DNP program, addressing items such as clinical skills, critical thinking, independent decision-making and collaborative skills with other health professionals, nursing leadership, etc.

7. Resume or curriculum vitae.

8. All applicants must meet the English Language Proficiency Requirement established by the UND School of Graduate Studies. (A score of at least 26 on the Writing subsection is required in addition to the School of Graduate Studies requirement of 76 for applicants who submit an IBT TOEFL.)

9. Interview may be required.

10. Background check from the CNPD approved vendor with satisfactory results prior to admission.

ACADEMIC REQUIREMENTS OVERVIEW

Students in the post-master's DNP program are required to complete a minimum of 33 credits. Graduate credits earned at other institutions may be offered in partial fulfillment of the University of North Dakota's required 90 credits (total) for conferment of a doctoral degree from this institution.
DNP CURRICULUM

DNP FULL TIME CURRICULUM (1 YEAR)

Fall Semester I (11 Credit Hours)
N512 DNP Core Concepts I (2cr)
N503 Business of Practice (2cr)
N598 Evidence Based Research I (3cr)
N593 DNP Internship I (4cr)

Spring Semester II (11 Credit Hours)
N513 DNP Core Concepts II (2cr)
N519 Practice Leadership (2cr)
N599 Evidence Based Research II (3cr)
N594 DNP Internship II (4cr)

Summer (11 Credit Hours)
N522 Health Informatics (3cr)
N582 Health Policy (2cr)
N596 DNP Capstone (2cr)
N595 DNP Internship III (4cr)

DNP PART TIME CURRICULUM (2 YEARS)

Fall Semester I (4 Credit hours)
N 512 DNP Core Concepts I (2cr)
N 503 Business of Practice (2cr)

Spring Semester II (4 Credit Hours)
N513 DNP Core Concepts II (2cr)
N519 Practice Leadership (2cr)

Summer Semester III (5 Credit Hours)
N522 Health Informatics (3cr)
N582 Health Policy (2cr)

Fall Semester IV (7 Credit Hours)
N598 Evidence Based Research I (3cr)
N593 DNP Internship I (4cr)

Spring Semester V (7 Credit Hours)
N599 Evidence Based Research II (3cr)
N594 DNP Internship II (4cr)

Summer Semester VI (6 Credit Hours)
N596 DNP Capstone (2cr)
N595 DNP Internship III (4cr)

Total 33 Credits Post-Masters
Total Clinical Hours 12 credits = 540 contact hours
(Subject to Change)
ACADEMIC POLICIES

ACADEMIC ADVISEMENT

Students are appointed an advisor by the Associate Dean for Graduate Studies when admitted to the program. The academic advisor is typically the DNP Program Director. DNP students will also be assigned a DNP Project advisor to assist with defining the DNP Project topic, navigating IRB approval, submitting the Program of Study and Topic Proposal, completing the final DNP Project and paper, and assisting with initial presentation and publication preparation.

*See Department of Nursing Graduate Programs in Nursing Student Handbook 2017-2018.

Doctoral forms for the Program of Study and Topic Proposal can be accessed at Forms for Graduate Students.

Questions regarding the Institutional Review Board (IRB), human participants in research, and IRB forms may be downloaded from the Institutional Review Board web page.

“Policy on Disclosure of UND Research Protocols” and other information (including a “Sample Consent Form”) about research at UND is available from the Office of Research and Program Development, Twamley Hall 101. All research, which involves the use of humans as subjects, must be reviewed and approved by the Institutional Review Board (IRB) prior to the initiation of the project or activity. Both Thesis and Independent Study projects may require IRB approval. Projects involving minimal risks to the subjects being studied may be eligible for a simplified review process, normally completed within three weeks. Other projects, and projects submitted at times of peak academic activity, will require a longer period for review. All proposals involving biomedical research which do not qualify for expedited review will be reviewed by the IRB Medical Subcommittee prior to review by the full IRB. These boards meet monthly.

GRIEVANCE/APPEALS PROCESS

*See Department of Nursing Graduate Programs in Nursing Student Handbook 2017-2018

REGISTRATION

The DNP degree is offered through Online and Distance Education (ODE) with the main phone line 701-777-3000. Registration for classes may require an ODE Permission Number. Contact the Academic Planning Assistant Director, Enrollment Management for the permission number at 701-777-3308.

TECHNOLOGY REQUIREMENTS

The following basic requirements are recommended for UND courses.

- Active E-mail Account
  - Admitted UND students are required to use their official UND student email.
- Operating System
Doctor of Nursing Practice Program 2017-2018

- Windows 7, 8 or 10
- Macintosh 10.6 or higher

*Note: Not all software/systems may be compatible with each operating system.*

**Internet Connection**

- Wireless and satellite connections should not be used when taking exams or quizzes on Blackboard.
- Wireless and satellite connections do not work with live class sessions. If your class meets synchronously (live) using Adobe Connect or Blackboard Collaborate, please make arrangements to connect directly to the modem/router before participating in the live class. Wireless connections will not be supported and any exceptions must be approved by the instructor of the course.
- Minimum of DSL/Cable (512kbps) is recommended. Check your Internet connection.
- **UND Network Information**

**Additional Software**

Some courses/programs may require the following free software:

- **Office 365 ProPlus** is available free to current UND students and faculty/staff. This includes Microsoft Word, PowerPoint, Excel, etc. We currently recommend the 32-bit version of Microsoft Office; 64-bit may be incompatible with some applications.
- The majority of courses utilize Blackboard Learn to share information with students. A complete list of supported browsers, operating systems and mobile devices can be found on the Blackboard support page.
- **Adobe Flash Player**
- **Adobe Acrobat Reader** version 9 or newer
- **Apple iTunes**
- **PDF Printer: doPDF** Convert files into PDF (Adobe Portable Document Format)
- **PowerPoint Viewer** If you do not have Microsoft PowerPoint, you will need to download a PowerPoint viewer.
- **Real Video Player** or VLC
- **Java** – Click on Free Java Download. Download the updated version of Java if needed. Once the new Java version is installed, locate and uninstall any previous versions of Java.
- Additional software is accessible to use free of charge through Citrix.

**Program Specific Requirements**

Courses with online live class sessions may have additional equipment requirements:

- USB/Firewire Web Camera
- USB Headset with microphone Volume control is recommended. Webcam mics are not supported.

Check with your instructor to see if a webcam is required for the course.
Instructional Design & Technology (IDT)

- Video Card (512MB of VRAM Radeon, Nvidia, or equivalent).
- Mac must have an Intel processor.
- Distance Engineering Degree Program (DEDP)
- Scanner: used for scanning homework assignments

REQUIRED DNP COMPREHENSIVE EXPERIENCES

DNP PROJECT REQUIREMENTS

The DNP Project is the final scholarly project completed by the DNP student. It demonstrates a high-level mastery of advanced practice nursing and focuses on the translation of evidence and research into practice. The DNP Project demonstrates a measurable improvement or impact on healthcare care delivery and/or patient outcomes (AACN, 2012). It has the potential to advance nursing practice at local, state and national levels by addressing key issues and barriers surrounding healthcare and promoting inter-professional collaboration. The DNP Project must be completed prior to graduation and will be disseminated initially through an oral presentation during a required on-campus visit. The DNP student will also complete a DNP Project paper per the following guidelines and be expected to disseminate their work through future journal submission and/or future presentations at state and national levels.

DNP PROJECT PAPER OVERVIEW

The DNP Project Paper should be formatted using the guidelines from the *Publication Manual of the American Psychological Association (6th ed.-second printing)* (2009) and be no more than 30 pages in length - exclusive of tables, appendices and references.

- **Abstract**
- **Background and Significance**
  Outline of the problem to be addressed, relevance of the problem and proposed solution.
- **Literature Review**
  Specific discussion and thoughtful critique of recent evidence that helps to support the rationale for the problem as well as the proposed solution or inquiry.
- **Project Purpose**
  Specially state the purpose of the project and list the project goals. The project goals should be specific and measurable and form the basis for the evaluation plan.
- **Design and Methods**
  Project overview including timeline, data collection and analysis plan, anticipated findings/outcomes.
- **Data Analysis and Interpretation**
  Detailed description of data analysis including interpretation of results.
• **Strengths and Limitations**
  Address strengths and limitations of the capstone.

• **Implications and Future Directions**
  How will project remain sustainable? How can it be applied and or replicated in other settings? Address implications and future directions for practice, advanced practice nursing, policy and research.

• **Conclusion**

**GRADUATION REQUIREMENTS**

**DNP Students are required to:**

- Complete the DNP Project under the guidance of their faculty advisor and DNP Project advisor.
- Submit the DNP Project paper according to the overview listed above.
  - Note: Students will build the paper throughout the curriculum and specific content requirements will be addressed in the three Internship courses and final Capstone course.
  - An expert in the student’s DNP Project topic may be requested by the faculty or student to review the content.
  - The student will be responsible for facilitating contact with the chosen expert.
- Complete an oral presentation and defense featuring a Power Point presentation outlining the DNP Project.
  - This presentation represents the DNP student’s oral defense of their work. The presentation will be attended by members of the DNP Project Team and content expert if applicable.
  - The committee will grade the defense according to the *Criteria for Grading DNP Project Presentation and Defense* *SEE APPENDIX A*. The DNP student will meet with the DNP Project Team immediately following the presentation. The DNP Project Team must agree that the defense was satisfactory and recommend the student for graduation.
  - In the event that the student does not meet the standards for a satisfactory presentation and defense, the DNP faculty will work with the student to develop a remediation process. The student will then be required to complete paper revisions and/or repeat the oral presentation and defense.
  - The defense is open to the student’s community partner and the public.
- Present their DNP Project on campus to the UND community prior to graduation.
- Submit a final report of project for publication.
- **A DNP Student Checklist is available in APPENDIX B.**
DNP students are required to keep a log of their clinical hours during the program. A minimum of 540 contact hours (12 credit hours) will be completed during the DNP curriculum. An example of the log is noted below.

### DNP Clinical Hours Log

<table>
<thead>
<tr>
<th>Essential 1: Scientific Underpinnings for Practice</th>
<th>Date and Activity</th>
<th>Description and Relationship to Essential</th>
<th>Hours</th>
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10
APPENDICES
### APPENDIX A: CRITERIA FOR GRADING DNP PROJECT PRESENTATION & DEFENSE

**UNIVERSITY OF NORTH DAKOTA**  
**COLLEGE OF NURSING AND PROFESSIONAL DISCIPLINES**  
Criteria for Grading DNP Project Presentation and Defense

**STUDENT:**  
__________________________________________________  
**DATE:**  

**DNP PROJECT ADVISOR:**  
__________________________

**DNP PROJECT TEAM MEMBER**  

**DNP PROJECT PAPER APPROVED**  
YES  NO

**Instructions:** Each DNP Project Team member will use a separate grading sheet. The criteria below are applicable to the evaluation of the DNP Project Presentation and Defense. The examination grade of Pass or Fail is determined by tallying the satisfactory and unsatisfactory ratings for each DNP Project Team member. For the presentation to be accepted as Satisfactory, all members must indicate that the student has received satisfactory marks in ten out of ten criteria.

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>SATISFACTORY</th>
<th>UNSATISFACTORY</th>
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<tr>
<td>Demonstrated depth of knowledge.</td>
<td></td>
<td></td>
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<tr>
<td>Demonstrated breadth of knowledge.</td>
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<tr>
<td>Based Capstone on pertinent clinical knowledge and applicability to practice.</td>
<td></td>
<td></td>
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<tr>
<td>Synthesized relevant knowledge to support the topic.</td>
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<tr>
<td>Demonstrated critical thinking in development of project design.</td>
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<td></td>
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<tr>
<td>Demonstrated critical appraisal of project results.</td>
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<td></td>
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<tr>
<td>Derived meaningful, defensible conclusions, including strengths, limitations of project.</td>
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<td></td>
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<tr>
<td>Summarized implications, future directions and sustainability of project.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentation followed required guidelines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall presentation was thoughtful, professional and organized.</td>
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</table>

**Totals**

**Comments:**

(In addition to your general comments, you are required to provide the reasons for unsatisfactory marks and identify the student’s missed opportunity to successfully demonstrate the criteria.)
APPENDIX B: DNP STUDENT CHECKLIST

UNIVERSITY OF NORTH DAKOTA CNPD

DNP Student Checklist

Upon admission to the DNP program, completing the following tasks is required for all doctoral students during tenure with the CNPD. The checklist provides a general sequence of events. Students will work with their advisors to complete the list.

_____ Advisor assigned on admission by the Associate Dean for Graduate Studies.

_____ Submit and complete all required CNPD verifications and requirements. Note: some verifications and requirements are yearly and others are a one-time requirement.

_____ File Program of Study (POS) with the CNPD. This will be forwarded to the UND School of Graduate Studies. The POS should be completed during the first semester of coursework.

_____ DNP Project Advisor assigned at the beginning of DNP Internship I

_____ Submit IRB forms for DNP Project

_____ File Topic Proposal for the DNP Project with the CNPD, once IRB approval is received, which will be forwarded to the UND School of Graduate Studies – must be filed at least one semester prior to when you wish to graduate.

_____ Advance to Candidacy – this will occur once your POS and Topic Proposal have been accepted by the UND School of Graduate Studies.

_____ Apply for Graduation – upon Advancing to Candidacy, the UND Graduate School will send you an application to apply for graduation. This needs to be completed and signed by your advisor and filed with the CNPD and the UND School of Graduate Studies.

_____ Present and defend DNP Project on campus during last semester in the DNP program.

_____ Submit an electronic copy of your DNP Project to your DNP Advisor and DNP Project Advisor and the CNPD’s Office of Student Services.

_____ Advisor completes and submits “Final Report on Candidate” to the CNPD and the UND School of Graduate Studies.

** For a complete list of date and deadlines each semester, go to the UND Graduate School’s Website at: Term Deadlines