DOCTOR OF NURSING PRACTICE

STUDENT HANDBOOK

2012 - 2013

*"PREPARING NURSING LEADERS
FOR THE 21ST CENTURY"*

Doctor of Nursing Practice Program Introduction

The SIUE Post-Master's DNP program is designed for nurses holding a nursing master's degree in an advanced nursing practice specialty area or in health care administration. Guided by faculty mentors, DNP candidates enrich and deepen their specialty practice by engaging in transformative educational activities. Through experiential learning, self assessment and reflection, community engagement, interprofessional relationships and scientific inquiry, nurses emerge as leaders, transforming their practice and health care in self-identified areas of concern and influence. The program culminates in a doctoral practice project that reflects a synthesis of the knowledge and skills gained throughout the candidate's educational experience.

To facilitate learners' access to DNP education, the program is offered primarily online with intermittent, scheduled face-to-face intensive learning experiences. Educational strategies focus on the development of meaningful relationships and scholarship competencies needed at the highest level of nursing practice. These competencies are based upon the eight essentials in the *Essentials of Doctoral Education for Advanced Nursing Practice* from the American Association of Colleges of Nursing (2006), http://www.aacn.nche.edu/dnp/pdf/essentials.pdf . Coursework and experiences throughout the program culminate in student achievement of the Doctoral Student Outcomes.

Doctoral Student Outcomes

- Use ethical and creative reasoning, critical thinking, self-reflection, and scientific inquiry as a foundation for clinical investigative competencies.

- Critique and selectively translate science to guide decision making in practice settings.

- Appraise and use information systems and technologies.

- Use a, intraprofessional and interprofessional approach to improve health outcomes for individuals and populations.

- Provide organizational and system leadership to continuously improve quality of health care.

- Demonstrate leadership in the care of diverse, underserved, and vulnerable populations.

- Evaluate and shape policy that improves the health of individuals and populations.

- Collaborate with individuals, groups, and communities to promote health, prevent illness, and improve health outcomes.

Graduate Student Policies

Doctoral students are subject to all policies located in the Graduate Student Handbook, unless the policy specifies that it pertains only to masters or nurse anesthesia students. Therefore, students should read through the entire Graduate Student Handbook.

The curriculum plan for the post-master's DNP at SIUE School of Nursing requires that students complete 33 - 36 credit hours. In addition to completing the required credit hours, students must complete 1000 practicum hours. Upon admission to the program, the Assistant Dean for Graduate Programs will review prior coursework in completed master's programs to determine the amount of clinical practicum hours that can be transferred into the program. Up to 500 practicum hour will be accepted from prior master's programs. DNP students must attend on-campus intensive experiences for one week at the beginning of year one and for 3 days at the beginning of year 2. The intensive experiences provide students with opportunities for networking; workshops on available technologies that help to facilitate the educational process; and introductions to courses, faculty, potential faculty chairs, and other DNP students. Dates of the intensive experiences will be announced each year as early as possible to facilitate travel arrangements.

Semester 1 (Fall Year One)   **Semester Hours**

Nurs 600	Theory Guided Practice	3
Nurs 617	Advanced Applications of Epidemiology in Practice	3
Nurs 695a	Health Care Innovations Seminar	1
		7

Semester 2 (Spring Year One

Nurs 620	Health Care Informatics	3
Nurs 604	Evaluating Evidence for Improving Practice/Health Care Outcomes	3
Nurs 695c	Doctoral Practice Project *	2
		8

Semester 3 (Summer Year One)

Nurs 691	Organizational and Systems Leadership in Health Care	3
Nurs 695c	Doctoral Practice Project *	2
		5

Semester 4 (Fall Year Two)

Nurs 605	Health Policy and Finance for Advanced Nursing Leadership	3
Nurs 601	Studies in Genomics and Ethics	3
		6

Semester 5 (Spring Year Two)

Nurs 695c	Doctoral Practice Project	4
		4

                                                  Total Credits   **30**

*Faculty expect that planning for the doctoral project begins in Spring Year 1 with 695a Health Care Innovations, followed by 8 credits of 695c Doctoral Practice Project distributed throughout the curriculum.

There is no binding agreement between the student and the University and School of Nursing as to the nature of the enrollment contract. The University retains the right, opportunity, and privilege to update the curriculum using varying modes of instruction, change the standards for progression, adjust the tuition and fees and modify the credit hours and course requirements.

All nursing programs at SIUE are fully accredited by: Commission on Collegiate Nursing Education, Washington, D.C.

DNP Timeline for Important Milestones

Due	Milestone
Fall, Year One	- Attend week-long Intensive Experience on campus (Sunday through Friday) - Meet with Assistant Dean for Graduate Programs to discuss total number of clinical hours needed throughout program. (complete form) - Complete N600, N617, and N695a - Begin Electronic Portfolio development and share with project chair. Track hours. - Select project chair by mid-semester. Email name of chair to Assistant Dean. - Begin to identify external stakeholder for Final Project. - Begin project management file. - Begin review of literature for Final Project.
Spring, Year One	- Complete N620, N604, N695C (2 of 8 credits) - Complete CITI Tutorial - Continue work on Electronic Portfolio - Identify all committee members by mid semester. Complete Final Project Committee Form. - Complete DNP Final Project/Practicum Site Form with approval of project chair for each site utilized for practicum hours and site where Final Project will be done. - Convene meeting with all committee members to obtain approval of project idea and title before end of semester. - Begin writing introduction and literature review for Final Project - Continue developing tasks and subtasks using project management software.
Summer, Year One	- Complete N691 and N695c (2 of 8 credits). - Continue work on Electronic Portfolio - Refine introduction and literature review for Final Project - Develop draft of Project Design - Begin work on IRB Proposal(s) for Graduate School and institution where project will be completed, if needed - Refine project tasks and subtasks (work breakdown structure) within planning software.
Fall, Year Two	- Participate in 3 day (2 night) on-campus immersion at beginning of semester - Complete N605 and N695c (2 of 8 credits) - Secure approval by all committee members of final project plan. Meet with committee either during immersion or a scheduled date later in semester. Submit Final Project Scope and Design Approval Form with signatures for permanent file. - Submit IRB proposal to Assistant Dean for Grad Programs & Graduate School - Begin project implementation after IRB approval - Apply for graduation if planned for May of Year Two. Apply semester before graduation. - Apply for Written Comprehensive Exam (form) to be held in Spring, Year Two
Spring, Year Two	- Complete N601 and N695c (remaining 2 of 8 credits) - Take Written Comprehensive Examination - Complete project and finish written copy of project. - Present project summary in public oral presentation - Submit electronic final copy to Graduate Secretary for permanent files - Attend nursing convocation for hooding and University graduation

I.   Introduction

The development and completion of a scholarly final DNP project is required of all SIUE School of Nursing DNP students. This project is designed to demonstrate a synthesis of the student's DNP coursework and mastery of an advanced specialty within nursing practice. The purpose of the final DNP project is to implement an evidence-based project that improves patient and healthcare outcomes for a specific population. In particular, the student will identify a clinically relevant problem in nursing and use a systematic approach to design, execute, and evaluate the project. Conducting the project will lay the groundwork for the student's future scholarship and practice.

II.   Definition of DNP Final Project

The final DNP project is designed to address an identified need of a group, population, and/or community through a systematic evidence based approach that is supported by stakeholders. The project must evolve over the course of the curriculum. Upon completion of the project, the student will demonstrate:

1. advanced clinical reasoning consistent with their practice specialty
2. sophisticated expertise in designing quality, safe, and ethical healthcare delivery systems
3. advanced levels of systems thinking
4. interprofessional collaboration in the analysis of complex organizational issues
5. advanced skills in translating evidence for the improvement of healthcare outcomes
6. visionary leadership in the development and implementation of health policy at an institutional, local, state, federal, and/or international level

III. Committee Selection and Composition

Prior to the selection of the project committee chair and committee members, the Assistant Dean of the Graduate program will provide advisement to each student.

Committee Composition:
The committee for the DNP Final Project shall consist of a minimum of three members. The committee project chair must be a doctorally prepared SIUE School of Nursing faculty member with Graduate II status and interest or expertise in the student's project. One additional committee member must be a doctorally-prepared faculty member from SIUE, but may or may not be a School of Nursing faculty member. The third committee member will be external to the University and may be from a clinical agency or be an expert related to the project's topic of interest, methodology, or clinical focus. If desired, a fourth committee member with related expertise to the project topic may be added, in consultation with the project chair. At least one of the committee members must be from the student's practice specialization. The chair must approve all committee members.

Role of Committee Project Chair: The chair will serve as the leader of the student's committee; this will include helping the student refine the topic of the project and mentoring the student in the development, implementation, and evaluation of the project.

Role of Committee Members: Consistent with their expertise, committee members will provide advisement and critical critique throughout the project process.

Timeline:
The student will secure a committee project chair by mid-semester of Fall, year one.

The student will collaborate with the project chair to identify the additional committee members; these final committee members should be identified by mid-semester of Spring, Year One, with a meeting of all committee members before the end of the same semester. (This meeting may involve tele-conferencing by some members). The project chair must approve all committee members.

Final approval of the project topic must be obtained by all committee members by the end of Spring semester, Year One.

An oral defense of the project proposal shall be made to the project committee during the Fall semester, Year Two.

Dissolution of Committee:
Any changes to the project committee after starting the project must be discussed with the project chair and committee members, and approved by the Assistant Dean for Graduate Programs. Changes in the project committee must be submitted in writing to the Dean for Graduate Programs and a new Final Project Committee Form completed and signed.

IV.   Written and Oral Exams

   A.   A written comprehensive exam will be administered at the completion of all didactic coursework to assess synthesis of course content.

   B.   An oral presentation of the project will be presented at the completion of the project. This oral defense includes a formal presentation lasting 30 minutes; it should include a description and summary of the project, as well as project implications and limitations. All committee members are expected to be in attendance. The presentation is open to the public; students, faculty, project stakeholders are encouraged to attend.

IV.   Links to sample titles and abstracts of DNP projects (subject to change)

   A.   http://sn.umdnj.edu/academics/dnp/CompletedCapstoneList.pdf

   B.   http://www.nursing.uiowa.edu/academic_programs/graduate/dnp/abstracts.htm

Sample DNP Project Outline

TITLE PAGE
COPYRIGHT PAGE
EXECUTIVE SUMMARY
ACKNOWLEDGEMENTS
TABLE OF CONTENTS
LIST OF TABLES
LIST OF FIGURES
LIST OF APPENDICES

Section
    I.   Foreground of the Problem
        a. Introduction
        b. Problem and Background
        c. Project Significance
        d. Aims of Project (research question or hypotheses if needed)
        e. Definition of Terms
    II.   Theoretical Framework or Conceptual Model
    III.   Review of Evidence
        a. PICO Question Guiding Review
        b. Methodology for Search and Review
        c. Integrative Summary (with subtopics)
        d. Conclusions, Gaps (based on the evidence)
    IV.   Project Design (IRB approval process as appropriate)
        a. Project Design with Potential Limitations
        b. Sample (Stakeholder, Setting, and/or Population)
        c. Outcome Measures (Instrumentation or Needs Assessment)
        d. Procedure for Project and/or Data Collection
        e. Data Analysis/Evaluation Plan
        f. Timeline and/or Needed Resources
    V.   Project Implementation and/or Project Findings/Results
        a. Discussion of Implementation/Findings/Results
        b. Findings Compared to Existing Literature
    VI.   Limitation, Recommendations, and Summary
        a. Limitations of the Project
        b. Recommendations from the Project for Nursing Practice, Research, and Education
        c. Summary
REFERENCES
APPENDICES
        a.   IRB Approval (if needed)
        b.   Letters of Support
        c.   Data Collection Instruments

SAMPLE TITLE PAGE FOR FINAL PROJECT

DNP Final Project Title

By
Jane Doe, MSN, RN

Submitted to the Faculty and the School of Nursing at
Southern Illinois University Edwardsville
in partial fulfillment of the requirements for the degree of
Doctor of Nursing Practice

_____
Project Chair

_____
Committee Member

_____
Committee Member (if applicable)

_____
External Member

_____
Date Final Project Accepted

SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE
SCHOOL OF NURSING

DNP FINAL PROJECT COMMITTEE FORM (due by the middle of Spring Semester, Year One)

Section 1: To be completed by Student (return by email to the Graduate Program Secretary)

Student's Name _____

Home Address _____

Email Address: _____   _____
(SIUE)   (HOME)

Home/Cell phone #_____ Work #_____

Proposed Chair: _____ Proposed SIUE Member: _____

Proposed External Stakeholder: _____   Phone: _____

Address: _____   Email: _____

Proposed Project Title _____

_____

Anticipated Graduation Date _____

Section 2: To Be Completed by Chair (return by email to the Graduate Program Secretary)

Please confirm your agreement to serve on the DNP Final Project Committee for the student indicated above by typing your name and today's date and selecting the appropriate button.
I _____   ◎ Agree   ◎ Do Not Agree

To act as Chair of the above-named student's DNP Final Project Committee

 Date _____

Section 3: To Be Completed by SIUE Committee Member (email to the Graduate Program

Secretary)

Please confirm your agreement to serve on the DNP Final Project Committee for the student indicated above by typing your name and today's date and selecting the appropriate button.
I _____   ◎ Agree   ◎ Do Not Agree

To act as the second committee member of the above-named student's DNP Final Project Committee

Date _____

Section 4: To Be Completed by External Stakeholder (email to the Graduate Program Secretary)

Please confirm your agreement to serve on the DNP Final Project Committee for the student indicated above by typing your name and today's date and selecting the appropriate button.
I _____   ◎ Agree   ◎ Do Not Agree

To act as the external stakeholder for the above-named student's DNP Final Project Committee

 Date _____

For Office Use Only:

Received from Student: _____   Initials: _____

Received Chair Acceptance: _____   Initials: _____

**DNP FINAL PROJECT/PRACTICUM HOURS SITE INFORMATION FORM
(DUE BY END OF SPRING, YEAR ONE FOR FINAL PROJECT.
DUE ANYTIME PRACTICUM HOURS NEED TO BE COMPLETED)**

Directions: Please complete one of these forms for each external site used.

Student Information　　　　　　　　　　　　Date: _____

Name: _____

Address: _____

City, State, Zip Code: _____

Home Telephone: _____ Work Telephone: _____

Cell Telephone: _____　　SIUE E-Mail: _____

Student's Current Employer & Work Area: _____

Clinical Site Information

Facility Name: _____

Address: _____

City, State, Zip Code: _____

Main Phone Number: _____

Do we have a current field practice/agreement (aka: contract) with this agency? If not, to whom should a contract be sent? (Please provide name of the 'contract authority' for the facility, this is often the CEO/COO/CFO, Dir of Educ, or Dir of Nursing. This is the person responsible for signing contracts for the facility.)

Person Responsible: _____

Contact Information: _____

_____

Do you have approval of your Project Chair regarding external stakeholder/preceptor & site selection?
　　_____ Yes_____ No

If yes, please list the name of the Project Chair:
_____

Please return to:　　**Ms. Sheri Compton-McBride　and**　**Ms. Pat Koehne**
　　　　　　　　　　Director of Clinical Acquisitions　　**Graduate Program Secretary**
　　　　　　　　　　SIUE School of Nursing　　　　　　**SIUE School of Nursing**
　　　　　　　　　　Campus Box 1066　　　　　　　　**Campus Box 1066**
　　　　　　　　　　Edwardsville IL 62026-1066　　　**Edwardsville IL 62026-1066**
　　　　　　　　　　Fax: 618-650-5037　　　　　　**Fax: 618-650-3854**
　　　　　　　　　　Email: shcompt@siue.edu　　　**Email: pkoehne@siue.edu**

EXTERNAL STAKEHOLDER/PRECEPTOR INFORMATION

Directions: Please complete this form for the external stakeholder for the final project and for any preceptors for the residency.

Date: _____

Student Name: _____

External Stakeholder/Preceptor Name & Credentials: _____

Position/Title: _____

Cell/Beeper No.: _____

Work Address: _____

_____

Work Phone: _____ E-Mail: _____

Parent Corporation Affiliation: _____ Yes _____ No

If 'Yes', List name and address: _____

_____

Please return to:
Ms. Sheri Compton-McBride   **and**   **Ms. Pat Koehne**
Director of Clinical Acquisitions   **Graduate Program Secretary**
SIUE School of Nursing   **SIUE School of Nursing**
Campus Box 1066   **Campus Box 1066**
Edwardsville IL 62026-1066   **Edwardsville IL 62026-1066**
Fax: 618-650-5037   **Fax: 618-650-3854**
Email: shcompt@siue.edu   **Email: pkoehne@siue.edu**

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE
SCHOOL OF NURSING

Final Project Scope and Design Approval Form
(submit by Year Two, Fall semester)

Student Name: _____   Date: _____

Title of Project:

Purpose of Project with Aims:

Basic Procedures to be Completed:

Required Resources of Agency:

Required Sites for IRB Submission (if using human subjects):

    (1) SIUE IRB

    (2) Institution #1   Name: _____

    (3) Institution #2   Name: _____

Approval of Project Design

Signatures:

Student: _____ Date: _____

Project Chair: _____ Date: _____

Committee Member: _____ Date: _____

External Member: _____ Date: _____

Additional Member: _____ Date: _____

Please send completed form with signatures to Graduate Secretary.

Human Subjects Approval

In order to comply with federal regulations, projects that involve human subjects, animals, biohazards, or recombinant DNA must be cleared by the appropriate University Committee and approved by the Graduate Dean before data collection begins. These include, for example, the systematic examination of educational practices, educational testing, surveys, interviews, observation, secondary analysis, and the examination of records, charts, or any data on human subjects. This approval must be obtained before the student can begin the research.

All students who complete projects that fall into the above guidelines must complete the *Human Subjects Online Tutorial* course developed by the University of Miami through its CITI program. Completion of the computer-based training program meets the certification requirements for a period of three years for all faculty, staff, and students at SIUE who engage in research using human subjects. When you have successfully completed the training course, you will be awarded a Certificate of Completion of Human Subjects Training. This Certificate must be included with any protocols submitted to the IRB. The online site is: www.citiprogram.org. Click on the "Register for Course" link. On the next page, select "Southern Illinois University Edwardsville" from the pull-down menu labeled "All Others." The site will then guide you through the remainder of the registration procedure. Once you have registered you can enter the web site. You need to complete only the Basic Course to be certified for the use of Human Subjects at SIUE. If you have questions, please contact Linda Skelton in the Office of Research and Projects (618) 650-2958 or lskelto@siue.edu.

Procedure for Submitting the Application for Approval of Project Involving Human Subjects

Prior to submission of the Application for Approval of Project Involving Human Subjects, if required, the student must ensure that all committee members concur with the proposed research plan. When submitting the Application for Approval of Project Involving Human Subjects, the following items must be included:
1. The completed IRB application, signed by the student and committee Chair (http://www.siue.edu/ORP/IRB/irb_forms.html).

2. A copy of all questionnaires and/or data collection instrument.

3. Letter(s) of consent

4. Human Subject Certificate

The application packet is submitted to, and signed by the student's Committee Chair. These materials are then forwarded for approval and signature to the Assistant Dean for Graduate Programs. A committee of four nursing faculty will review the IRB prior to submission to the Graduate School, with possible revisions needed. The final, revised packet is returned to the Graduate Program Secretary, who sends it to the Office of Research and Projects for approval by the SIUE IRB and the Dean of the Graduate School. Data collection can begin **only** after the SIUE IRB approves the study.

Project Management for Final Project

Doctoral students will use project management techniques to manage the development, implementation, and evaluation of the final project in a timely, efficient manner. Comprehensive use of project management skills reflects advanced preparation in two of the doctoral essentials, leadership and informatics. Nurse leaders are able to develop care delivery models that improve patient safety and provide quality outcomes. This can be done efficiently using productivity tools that promote advanced knowledge of information systems/technology. Doctoral students at SIUE School of Nursing will utilize project management software during the initial week-long immersion, with use continuing until graduation. This provides students with a method for outlining purposes of the project, describing goals and objectives, identifying stakeholders, establishing a work breakdown structure (WBS), maintaining a strict schedule of implementation activities and meetings, and evaluating outcomes.

Each year, faculty will provide new doctoral students with the specific project management software, instructions on how to use the software, and information on project management techniques that will facilitate management of the final project. Students will then begin to develop the scope statement for the project during the first year of the program. The The project scope statement is a concise statement explicating the purpose, aims, procedures, and resources required of the stakeholder agency that is signed by all members of the project committee. This is due when the final project plan is submitted to the committee in fall of the second year.

DNP Practicum

Practicum:
The practicum is an experience designed to empower students to integrate practice and theory in the delivery of complex health care within their specialty competencies and specific populations. A minimum of 1000 practicum hours are required. Students may transfer in a maximum of 500 hours from their masters level specialty practicum as approved by the Southern Illinois University Edwardsville (SIUE) School of Nursing (SON) graduate program. Throughout the practicum, nurses synthesize and utilize best practices which are then demonstrated through practice competencies and successful completion of a Doctoral Practice Project.

Practicum hours may include:
- **PRACTICUM HOURS:** Approved mentored direct and indirect practicum hours
- **MEETINGS:**
  - Approved meetings, symposiums, and/or conference hours
  - Only actual meeting time will be considered, does not include travel and lodging time
- **LIT REVIEW:** Project literature review immersion hours
  - Literature review hours must not exceed 10% of total
- **COURSE:** In some cases, approved specialized course work
  - Does not include normal DNP coursework
  - Must be a course related directly to the student's practice project
  - Must be at a graduate level
  - Can be an approved independent study
  - A maximum of two courses directly related to the student's project may be approved; hours approved for each course cannot exceed the course's weekly contact hours times the number of weeks in the semester (i.e., a fall 3 credit course equals 3 hours x 15weeks = 45 accepted practicum hours).
- **PRESENTATIONS:** Approved hours for presentations related to project topic at a professional conference or other similar venue.
  - Does not include travel and lodging time
- **INTENSIVE:** Approved Intensive Hours
  - Students will be allowed to document hours for attendance to select sessions of the required Intensives during the DNP program. Intensive materials will identify these approved hours.

Practicum instructions:
- Students must be a licensed registered nurse in the state where the clinical site is located as required by law. It is the student's responsibility to meet licensure requirements.
- A written agreement between the SIUE SON and the clinical agency must be in place prior to any clinical practicum experience.
- Arrangements must be made with the students mentor to secure an agreement well in advance of a proposed clinical experience time.
- If appropriate, the student is responsible to obtain IRB approval from SIUE and the sponsoring agency.

DNP Practicum Transfer Hours Form

Student Name: _____   Date of Entry: _____

Expected Graduation: _____

Practicum Hours Transferred from Previous Programs

SITE #1:

University Name: _____   Hours: _____

Degree Specialty: _____

Graduation Date: _____

SITE #1:

University Name: _____   Hours: _____

Degree Specialty: _____

Graduation Date: _____

SITE #1:

University Name: _____   Hours: _____

Degree Specialty: _____

Graduation Date: _____

Total Previous Hours: _____

_____

Total Required Practicum Hours to Complete in DNP Program
Hours: _____

"I will complete the required number of practicum hours while in the DNP program. These hours will be recorded on the Practicum Hours Spreadsheet and posted in my electronic portfolio on Blackboard. "

Student Signature: _____   Date: _____

Assistant Dean for Graduate Programs: _____   Date: _____

DNP Practicum Hours Spreadsheet

Name: _____

Project Title: _____

Semester 1				
Date	**Category**	**Essential**	**Detailed Description**	**Hours**

			Total:	**0**

Grand Total:	**0**

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Southern Illinois University Edwardsville
School of Nursing
DNP Electronic Portfolio

Purpose

The purpose of the electronic portfolio is to document student progression and individual achievement of the SIUE School of Nursing Doctoral Student Outcomes and the AACN *Essentials of Doctoral Education*, monitor professional growth, and follow the trajectory of student work. Reflection on knowledge gained and individual growth is a vital part of the educational process and enhances deeper learning. Reflective journaling allows students to develop linkages between the personal self and the professional role which can increase professional development and confidence in thoughts and actions (Langely & Brown, 2010).

Student Responsibilities:

1. Initiate and maintain contact (email, face to face, Skype, or phone) with the chairperson at planned intervals throughout the program, preferably 2-3 times per semester.
2. Develop an electronic portfolio documenting growth and synthesis of knowledge throughout the program. The portfolio must contain more than just the "raw data" accumulated in course work. Students will write a 4 to 5 page reflection each semester on how the course/practicum work helps them meet program outcomes, provides exemplars of pivotal learning moments, identify achievements and growing edges in their professional formation, and provide evidence of synthesized learning contributing to achievement of the Doctoral Student Outcomes and the Doctoral Essentials.

Faculty Responsibilities:

1. The chairperson responds to the student 2-3 times per semester to assure progress in portfolio development. The chairperson validates documentation towards the attainment of the DNP's student outcomes by reviewing the documentation in the portfolio, including electronic evidence (e.g. significant course papers, projects or personal/practicum experiences, reflections, and Final Project paperwork). The chairperson notifies the student if more detailed explanations are needed. If the portfolio is not completed each semester, the faculty member will notify the Assistant Dean for Graduate Programs who will initiate further discussion with the student.

Electronic Portfolio Content

The electronic portfolio is created, shared, and stored in the Blackboard Course Management System. Guidelines for developing the portfolio are in the Graduate Student Handbook located at   http://www.siue.edu/nursing/academic/pdf/graduate_handbook_2011_2012_052711.pdf. Recommended folders and files for the portfolio can be found below **(bolded)**.

1. Folder for each semester (Label as **Fall 20xx**, **Spring 20xx**, etc…)
    a. **Goals**
        i. Educational
        ii. Professional
        iii. Personal
    b. **Significant Works**
        i. Assignments that demonstrate progression through the program

1. Course papers
2. Group projects
3. Other course assignments
    c. **Reflection**
        i. 4 to 5 page reflection on progress towards achievement of Doctoral Student Outcomes and Doctoral Essentials for that semester

2. **Curriculum Vitae** (update yearly)

3. **Practicum Hours**
    a. Practicum Hours Transfer Form
    b. Residency (N695b, Summer Session)
        - Residency Plan Form
        - Preceptor Information Form
    c. Practicum Hours Spreadsheet

4. **Final Project**
    a. DNP Final Project Committee Form
    b. PICO Form
    c. External Stakeholder Information Form
    d. Charter
    e. Scope Statement (scanned with signatures)
    f. DNP Project Title Approval Form
    g. Letters of Agreement from institution (scanned)
    h. IRB Proposal
    i. Most recent draft of Final Project

5. **Achievements**
    a. Manuscripts
    b. Abstracts
    c. Podium presentations
    d. Consultations
    e. Partnerships
    f. Awards/recognition

Reference
Langely, M.E. & Brown, S.T. (2010). Perceptions of the use of reflective learning journals in online graduate education. *Nursing Education Perspectives, 31* (1), 12-17.

DNP Comprehensive Examination

The DNP Comprehensive written examination is taken during the last semester of the program and after a successful completion of the oral presentation of the project plan. The examination reflects on the AACN *Essentials of Doctoral Education for Advanced Nursing Practice,* the DNP program coursework, and the proposed project.

Prior to sitting for the examination, the student must submit the "Request to Take the DNP Written Comprehensive Examination" during the Fall semester of year 2. At this time, the Final Project Chair confers with the Assistant Dean of the Graduate Program on the student's program of study and gives final approval. The student must be registered in the program at the time of the comprehensive examination, and must successfully complete the exam to be eligible to graduate.

This is a "take-home" examination and students have five days to complete it. The questions for the Comprehensive Examination will be delivered electronically to the student no later than 0900 of the Monday of the examination week. The completed examination is returned electronically to the Assistant Dean of Graduate Programs no later than 5 p.m. on Friday of that week.

The comprehensive examination is evaluated by three faculty members: the chair and the SIUE committee member from the student's Final Project Committee and one other designated faculty member. Each committee member will grade the examination as Satisfactory, Reservations, or Unsatisfactory.

Two Unsatisfactory votes indicate a failure. A vote of "Reservations" should only be used when a faculty member feels that the deficiencies displayed by the student were modest, and can easily be remedied. In the event that two or more committee members score the examination with Reservations, the committee members will design specific actions the student must take to correct the deficiencies. The statement must specify the time allowed for completion of the actions. A copy of the statement must be filed with the Assistant Dean of the Graduate Program. If the student satisfies the required actions in the specified period of time, the Project Chair will notify the Assistant Dean who documents this on the appropriate form and place in the student's file.

Students who fail the exam will may repeat the exam after a specified period of time. The student may be required to repeat coursework or other remediation as designated by the Final Project Committee members or the Assistant Dean of the Program, in concert with the Graduate Student Affairs Committee.

Southern Illinois University Edwardsville
School of Nursing

Request to Take the DNP Written Comprehensive Examination

DIRECTIONS: This section to be completed by DNP student.

I, _____intend to take the DNP Written Comprehensive

Examination next semester, _____.   I have completed the required course work.

Date: _____   Printed Student Name: _____

Student Signature: _____

DIRECTIONS: This section is to be completed by faculty.

Written Comprehensive Examination Results:

Faculty Grader Signatures	Satisfactory	Reservations	Unsatisfactory
1)_____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____

Pass _____   Needs Revisions _____   Fail _____

Comments:

_____
        Assistant Dean for Graduate Programs

_____
                    Date